



omega
MULTI-ACADEMY TRUST

Health & Safety Policy

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Review Dates and Summary Changes

Date	Summary of changes
21.02.2024	1.0 Inclusion of addition schools (Bradshaw Primary School)
	2.1 Local Governing Body Statement of intent
	6.4 Legionella Statement
	6.5 Asbestos Statement
	6.28 Public Health statement
17.09.2024	1.0 Updated contact details
08.01.2025	6.29 Addition of First Aid

Signed by:

Chief Executive Officer

Date: 24th March 2026

Chair of Trustees

Date: 24th March 2026

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1.0 Preface

This is the Health and Safety Policy for the Omega Multi Academy Trust, who will be referred to as 'the Trust'.

The individual schools, within the Trust (Aldop High School, Burtonwood Primary School, Chapelford Village Primary School, Great Sankey High School, Park Road Primary School and Westbrook Old Hall Primary School, Bradshaw Primary School), will be referred to as 'the School'.

This policy also incorporates the central services departments, based at the Omega Centre. For the purposes of this policy, responsibilities of the Headteacher and Local Governing Body will be assumed by the CEO and The Trust Board, when applicable to the central services departments.

The document contains information which must be followed in order to ensure the continued health, safety and welfare of employees and contractors whilst continuing to comply with the legislation which governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- Statement of Intent
- Responsibilities for Health and Safety
- The Arrangements for Managing Health and Safety.

2.0 Statement of Intent

Omega Multi Academy Trust Statement of Intent

The Board of Omega Multi Academy Trust, the employer of the staff who work at the Trust and the Trust schools, recognises and accepts its responsibility for providing a safe and healthy environment for all Trust staff, for the students attending the schools and for visitors and contractors who come on to the premises.

Omega Multi Academy Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 (The Act) and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. Omega Multi Academy Trust will ensure that appropriate policies are in place and kept up-to-date.

The responsibility for the implementation of this Omega Multi Academy Trust policy at school level rests with the Local Governing Body and the Heads / HeadTeacher.

Each and every member of staff of Omega Multi Academy Trust and its schools must recognise that, under the Act, they have a duty of care for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under The Act and

supporting legislation as well as under Omega Multi Academy Trust's Health and Safety Policy.

The organisation and arrangements through which Omega Multi Academy Trust's, the school's Local Governing Body and the Heads / HeadTeacher and staff aim to fulfil the requirements are set out in the following policy.

Omega Multi Academy Trust will ensure that sufficient resources are allocated by it and its schools to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, the Trust has produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The Trust recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all concomitant legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication or relevant information.
- Furnishing sufficient resources needed to meet these objectives.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the Trust and advancement in technologies which affect the Trust's activities.

2.1 Local Governing Body Statement of Intent

The Local Governing Body of all Schools and Provisions has adopted the Omega Multi Academy Trust Health and Safety policy and endorsed the objectives for the school with the aim of ensuring best practice in the management of health and safety. The Local Governing Body:

- will ensure that local health and safety procedures are in line with the Omega Multi Academy Trust Health and Safety policy and the Statement of Intent
- will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities
- will take steps to ensure compliance with all relevant health and safety legislation
- will provide adequate resources to implement this policy including access to support from health and safety competent persons. External specialist advice and assistance may be obtained from the Local Authority or a health and safety consultant as appointed by the Trust
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- expects all employees, students and visitors, including contractors, to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others
- is committed to providing the necessary information, instruction, supervision and training to all employees, students and visitors where applicable
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively

- is committed to regular evaluation and review of the policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation, incidents and other changing circumstances
- will set out full details of the organisation and arrangements for the management of health and safety in the school in writing and communicate these to all employees.
- The Schools are covered by this policy and ratified at the Schools Local Governing Body

3.0 Policy Review

The Chief Executive Officer (CEO) and Chief Financial and Operating Officer (CFOO) will review their Health and Safety Policy annually, in conjunction with their appointed Health & Safety Advisor and in consultation with Local Governing Bodies with Trust Board approval. This policy will be reviewed more frequently if deemed prudent to do so. Evidence of the Policy review will be summarised in the table on page 2

This review shall cover all sections of the Policy and shall ensure that:

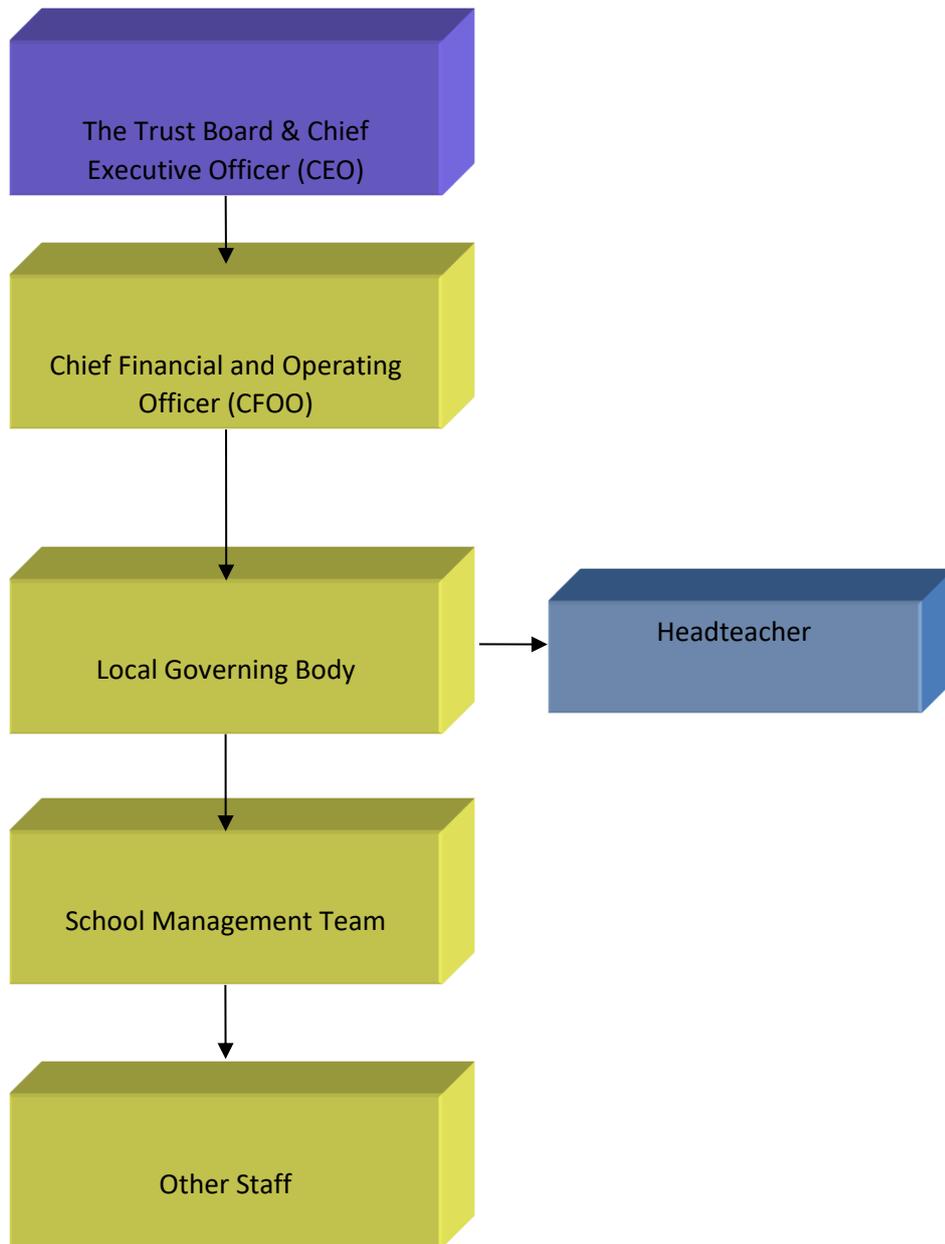
- The responsibilities reflect the current staffing of the Trust.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in Legislation, significant Trust appointments and/or relevant technological advancements.

4.0 Organisation – Duties, Roles and Responsibilities

Organisation Chart

The Trust has identified and included specific responsibilities in relation to Health and Safety, as they relate to each post in the organisation.



5.0 Responsibilities for Health and Safety

5.1 Chief Financial and Operating Officer

The Chief Financial and Operating Officer (CFOO) is responsible for supporting the Chief Executive Officer (CEO) in the implementation of this policy and has strategic responsibility for Health and Safety across the Trust. This includes Omega Multi Academy Trust Head Quarters and all of the Trust's constituent schools.

N.B. The word school is synonymous with the word Trust throughout this document in reference to Omega Multi Academy Trust, its central office and all of its constituent schools.

5.2 Headteacher and Governing Body

The Headteacher and the Governing Body have ultimate responsibility for ensuring that the School fulfils its legal responsibilities that Policy objectives are achieved, and that effective management is in place for the achievement of the policies concerned with health, safety and welfare. Headteacher will also ensure that School policies are reviewed as appropriate, in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

5.3 School Management Team (Employees with Key Health and Safety Responsibilities)

Overall Responsibility for the management of safety in the School is the Headteacher.

Day to day health & safety management responsibility in the following key areas is as follows:

School Operations	School Business Manager SBM)/Equivalent
Premises & Site Safety/Security	Premises/Facilities Manager
Catering	Catering Manager
Cleaning	Cleaning Manager/Supervisor
Science	Head of Department
Design and Technology	Head of Department
Art	Head of Department
Food Technology	Head of Department
Physical Education	Head of Department
ICT (Network and Infrastructure)	Network Services Manager
Educational Visits	Educational Visits Coordinator
Work Experience Placements	Careers Officer

The personnel appointed to these job roles are responsible for implementing this Health and Safety Policy on a day-to-day basis. This includes encouraging and assisting the School in reviewing and developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties. A summary of their duties is as follows:

- Ensure that necessary consideration is given at all times to the requirements of this Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including Health and Safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity.
 - Carrying out workplace inspections and advising, as and where necessary, on how to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own responsibilities for implementing this Health and Safety Policy, as well as those of the employees they are responsible for.

- All accidents, incidents, near misses and dangerous occurrences are reported, fully investigated and preventative actions are recommended in close liaison with the Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to.
- They are aware of, and implement, all safe working practices and procedures.
- Ensuring that all necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- Ensuring that all relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by School employees will not create a risk or hazard to anyone (either employees or non-employees).
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that, where Health and Safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all School procedures are adhered to at all times.

5.4 Designated Responsibility Summary

Topic	Responsible Department
Health and Safety Policy review	CEO/CFOO Trust Board at Trust level and Headteacher/LGB at School Level
Health and Safety administration	CFOO/SBM or Equivalent/Premises/Facilities Manager
Facility administration	Premises/Facilities Manager or Equivalent
Health and Safety training	CFOO/SBMS or Equivalent/Premises/Facilities Manager or Equivalent/Human Resources
Premises risk assessments	Premises/Facilities Manager or Equivalent, Employees
Work activity risk assessments	Heads of Department/Subject Leads, Employees
Display screen equipment assessments	Premises/Facilities Manager or Equivalent, Employees/Human Resources
Manual handling assessments	Premises/Facilities Manager or Equivalent, Employees
COSHH assessments	Premises/Facilities Manager or Equivalent, Head of Department/Subject Lead
Fire risk assessments	Premises/Facilities Manager or Equivalent, Employees
Expectant/New mother risk assessments	Premises/Facilities Manager or Equivalent, Employees/Human Resources
Young Person risk assessments	Carers Officer or Equivalent
First Aid	CFOO/SBMS or Equivalent/Premises Manager/Facilities Manager or Equivalent/Human Resources
Emergency Planning (Including Evacuations and Reverse Evacuations)	CFOO/Headteacher/ SBMS or Equivalent/ Premises Manager/Facilities Manager or Equivalent, Employees
Vetting Contractor/Consultants	SBMS or Equivalent/ Premises/Facilities Manager
Monitoring of Health and Safety in the workplace	CFOO (MAT Offices)/SBMS or Equivalent/ Premises/Facilities Manager
Site inspections	Premises/Facilities Manager or Equivalent
Audits	CFOO/SBMS or Equivalent
Accident, Incident and Near Miss investigations	Premises/Facilities Manager or Equivalent, SBMs or Equivalent

5.5 Health and Safety Advisor

The Trust has appointed a competent person as their Health and Safety Advisor, within the role of CFOO and Trust Facilities Manager and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Advisor advises the School Management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

The Health and Safety Advisor has the responsibility for the following:

- Ensuring all employees are aware of statutory obligations and recommended Codes of Practice.
- Advising the School management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.
- Interpreting and keeping the School management team and employees informed of new and developing legislation and other standards.
- Advising where improvements in Health and Safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the School.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.
- Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.
- Identifying Health and Safety training needs and advising on suitable training programmes.
- The provision of guidance regarding first aid, fire safety, and emergency procedures as required.

5.6 Employees

All Employees will ensure that:

- They are fully conversant with this Health and Safety Policy.
- They co-operate with the Trust in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety.
- All accidents, incidents, near misses and dangerous occurrences are immediately reported verbally to their direct supervisor or line manager and also reported through the 'wearevery' reporting software.

- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects are reported immediately to their direct supervisor or line manager and through the 'wearevery' reporting software
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their direct Supervisor or Line Manager verbally, by telephone or e-mail and also reported through the 'wearevery' reporting software.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Trust.
 - Provided by the client or contractor with specific authorisation that they may be used by employees.
 - Provided for unrestricted use by members of the general public.

5.7 Appointed Contractor/Consultant

The Trust may require, from time-to-time, the services of contractors/consultants to undertake specialist or non-routine work activities which employees are unable to undertake. All contractors/consultants appointed by the Trust must be able to provide auditable evidence of their competency.

A summary of their duties is as follows:

- Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.
- Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.
- Where a contractor/consultant is bringing 10 persons or more onto the School premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the School management team to ensure that all arrangements for safety, health and welfare are dealt with. The appointed contractor/consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the School Health and Safety Policy.
- Contractors/consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- They must ensure that the School is provided with any information available that may affect Health and Safety on site.
- Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the School prior to commencing work.

- All plant and equipment provided by the contractor/consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the School. Where weekly inspections are required, copies of documentation must be provided to the School.
- Contractors/consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the School with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the contractor/consultant should inform the School in order to ensure that adequate steps are taken to reduce exposure to School employees.
- Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided by the School and that they co-operate fully with the School management team.
- Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the School that this has taken place.

6.0 The Arrangements for Management of Health and Safety

6.1 Visitors and Third Parties (Contractors & LGB)

6.1.1 Visiting Procedures

Trust premises

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name.
 - Purpose of visit.
 - Name of pupil the visit pertains to/staff member who arranged the visit.
 - Expected length of visit.
- Sign-in using the visitors' book
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return ID badges to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, e.g. a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

Site locations/work areas/premises

Any visitors to work locations that are under the control of the School may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from a School representative to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic/pedestrian routes.
- Stay within the site area they have been nominated or instructed to visit.

6.1.2 Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

6.1.3 Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

6.2 Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at the School. The Governors recognise that competent employees are valuable and that providing Health and Safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they carry out.
- Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
- Find out how Health and Safety could be managed better.
- Meet legislative requirements.

Members of the School Management Team will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the School Management Team will be responsible for ensuring that the School and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

A work-based competency matrix will be established for all employees of the School. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team, assisted if required, by the appointed Health and Safety Advisor.

An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

6.3 Fire

Fire safety will be included in the induction briefing for all new staff and all staff and pupils will be made aware of any new fire risks.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Each school will have site specific evacuation procedures and emergency evacuations will be practised at least once a term.

Fire alarm testing will take place once a week.

In the event of a fire:

- the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will begin as per the site specific procedures.
- fire extinguishers may be used by Premise staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- staff and pupils will congregate at the assembly points, following the school's evacuation procedures

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6.4 Legionella

- an annual water risk assessment should be completed by an external qualified provider. The Head of Estates is responsible for ensuring that the identified operational controls are conducted and recorded.
- the risks from legionella are mitigated by regular checks by the Premises team

6.5 Asbestos

- Within each school with exposure to Asbestos, an Asbestos Management Plan must be implemented and managed via the School Business Manager and Premise Manager
- under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of Estates
- staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- a record is kept of the location of asbestos that has been found on the school site

- an annual audit of asbestos is completed annually and recorded in the asbestos register.

6.6 Lone Working

The School endeavours to avoid lone working whenever possible. However, the School Management Team are aware that employees may be required to work alone at either the School premises or when visiting/working at clients' premises. The Trust recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf. Employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between them and their appointed member of the School Management Team.

All employees must:

- Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the School base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise).

6.7 Refusal to Work on the Grounds of Health and Safety

The School will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.

The School will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and contractors/consultants of the School will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:

If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.

- The employee must clearly describe what the concerns or issues actually are.
- If a member of the School Management Team cannot be immediately contacted the relevant work should stop.
- The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- If the member of the School Management Team does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded, the employee will not be the subject of any detrimental action by the School.

6.8 Accident, Incident and Near Miss Reporting

Accidents (no matter how minor an injury may be), incidents, and near misses will be reported via the 'weareevery' reporting software.

An appropriate investigation of any accident, incident or near miss will be carried out by a member of the School Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the School to instigate additional control measures to prevent re-occurrence.

The School recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible. The updated regulations set out a new list of specified injuries implemented to replace the major injuries category

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

The School has a responsibility to still maintain records of over-three day-injuries. The 'weareevery' software will be used as the mechanism for capturing this data.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

The School will report:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- non-fatal accidents to non-workers (e.g. members of the public)
- certain occupational diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

If an accident has occurred in a work situation then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

6.9 The Workplace (Health, Safety & Welfare) Regulations 1992

The School Management Team ensures that the School premises meet the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the client when employees are required to work away from the School premises. When these facilities are not available, the School Management Team ensure that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within a 10-hour period) or a purpose-built mobile oasis unit comprising of sufficient number of toilet and washing facilities (where works are expected to exceed 10 hours).

6.10 The Manual Handling Operations Regulations 1992

The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity, the School will:

- So far as is reasonably practicable avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.
- So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the School Management Team, assisted by the Health and Safety Advisor, and will considered:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- Follow any implemented safe systems of work.
- Use any supplied equipment in the manner they have been trained to do.

- Co-operate with the School on Health and Safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

6.11 The Health and Safety (Display Screen Equipment) Regulations 1992

Within this policy a DSE user is defined as an employee who habitually uses DSE equipment as a significant part of their job and regularly for continuous periods of one hour or more daily. DSE users, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the School Management Team, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

6.12 The Health and Safety (Consultation with Employees) Regulations 1996

The Trust recognise that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the School will consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
- The contact details of the person nominated as the School competent person with regards to Health and Safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
- The planning/organisation for Health and Safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

The School encourages all employees to enter into the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

The School fully involves, or will involve, non-English speaking employees, including labour only. The School Management Team, assisted by the appointed Health and Safety Advisors, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms and interpreters if required.

6.13 The Electricity at Work Regulations 1989

The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the School Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

6.14 The Personal Protective Equipment at Work Regulations 1992

The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The School will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

All PPE issued must be stored as per the manufacturer's specification.

It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

The School Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

6.15 The Control of Substances Hazardous to Health Regulations 2002

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of

the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.

Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers' health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the School premises.

Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.

In order to comply with the legislative requirements placed upon it, the School will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 - *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 - *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
 - *Control exposure by utilising measures proportionate to the health risk.*
 - *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
 - *Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.*
 - *Check and review regularly all elements of control measures for their continuing effectiveness.*
 - *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
 - *Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded.
- Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

6.16 The Work at Height Regulations 2005 (amended 2007)

It is the policy of the School to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

In accordance with these regulations, the School will:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

Before any work at height takes place, the below must be followed:

- If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.
- All work at height must be properly planned and organised.
- All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

For all work at height, the School will:

- Use the most suitable equipment.
- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harness).
- Take account of the work conditions and the risks to the safety of all those at the place where the work equipment is to be used.
- Plan for emergencies and rescue.
- Take into account weather conditions that could endanger Health and Safety.
- Ensure that those working at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure that the equipment is appropriately inspected.
- Ensure that the risks from fragile surfaces and falling objects are properly controlled.
- Take account of the relevant risk assessments that have been carried out.

6.17 The Regulatory Reform (Fire Safety) Order 2005

The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the School Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all employees, visitors, contractors, etc. of the emergency evacuation procedure.

The fire procedures will be under the control of the School Management Team, assisted by the Health and Safety Advisor.

6.18 The Provision and Use of Work Equipment Regulations 1998

The School will ensure that suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of School tools and equipment will be suitably trained in their use. The School Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all employees for review.

All tools and equipment purchased, and used by employees, will have suitable control measures to protect employees against risks associated with dangerous parts of machinery, e.g. fixed guards, interlocked guards, etc.

Equipment will be checked prior to use, ensuring that all controls, indicators, switches and displays are clear and free from obstruction, dirt, damage, etc.

All equipment will be maintained in good working order by the School. Employees are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.

The School is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.

On occasions, the School may need to hire in equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

6.19 The Management of Health and Safety at Work Regulations 1999

The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The School Management Team, assisted by the Health and Safety Advisor, will ensure that:

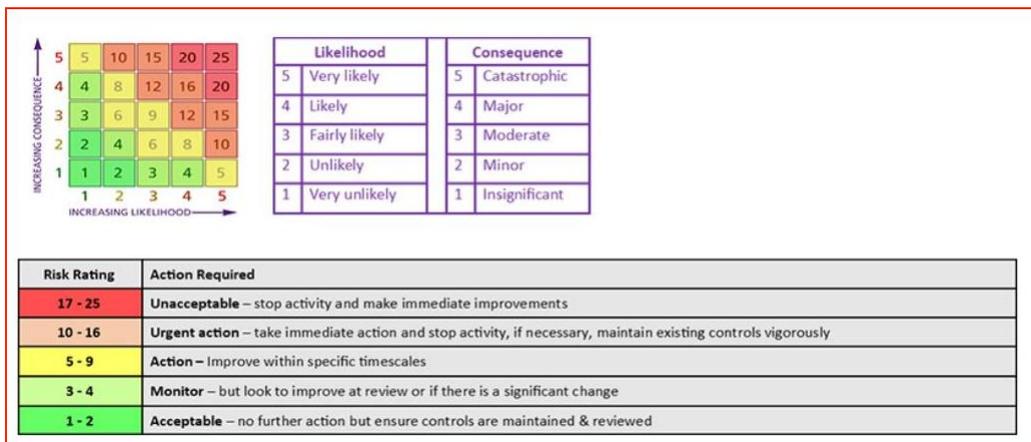
- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.

- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.
- Assessments are recorded and copies held at the School premises.
- The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).
- All assessments identify necessary protective and preventative measures.
- Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

Appendix A – Blank Risk assessment template.

Risk is identified within four categories; General Risk, Activity specific Risk, People Risk and Education Trips / Events. With the Exception of the Education Trips / Events which has an stand alone policy (Education Visits and School Trips Policy), the other categories follow the same process.

The Risk Rating matrix is documented below.



The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

The Trust Competent person will conduct random site visits if agreed with the School. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed and any actions required for completion.

The H&S Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the School. At least one member of the School Management Team will participate in the audit process and provide answers and documentary evidence on behalf of the School.

6.20 The Health and Safety (First Aid) Regulations 1981

The School ensures that a sufficient number of employees are identified and trained in emergency aid and/or are First Aiders. The identity and location of the nominated First Aid employees will be included on notice boards and the specific First Aid signage. First Aid kits will be located throughout the premises and it is the responsibility of the First Aid personnel to ensure that the kits are checked on a regular basis and remain suitably stocked. A Fire Aid needs assessment is carried out annually to ensure each schools needs are met and appropriate first aid staff are appointed.

6.21 Protection of Young Persons

The School will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process.

6.22 New and Expectant Mothers

The School is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that she is a new or expectant mother. When an employee provides written notification (regulation 18 of Management of Health & Safety at Work Regulations MHSW) to the School stating that she is pregnant, or that she has given birth within the past six months, or that she is breastfeeding, the relevant member(s) of the School Management Team will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the School Management Team, assisted by the Health and Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of their baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the School will take action to remove, reduce or control the risk. If the risk cannot be removed, the School will take the following actions:

Action 1 - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible:

Action 2 - Offer them suitable alternative work (at the same rate of pay) if available or if that is not feasible:

Action 3 - Suspend them from work on paid leave for as long as necessary, to protect her Health and Safety, and that of their child.

6.23 Violence and Aggression

The School, both as an organisation and a Management Team, will not tolerate harassment and violence of any kind. This stance is followed throughout the School and includes the relationships between colleagues, employees and client staff, and between staff and any other third party.

Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

- Physical violence.
- Verbal violence and aggression (abusive language, swearing).
- Sexual innuendo.
- Intimidation.
- Invasion of personal privacy.
- Exclusion of individuals.
- Abusive or prank phone calls/emails.

False accusations of harassment or violence will not be tolerated by the School and may result in the accuser facing disciplinary action.

The School will provide support, via the School Management Team, to anyone who has been subjected to harassment/violence. This support may include counselling by a health professional.

The School will ensure that training is provided to employees to prevent and deal with the risks of harassment and violence.

The School will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

This process includes:

- Planning - thinking ahead and considering situations where violence and aggression could arise.
- Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.
- Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?
- Recording the risk assessment and informing staff of the procedures and controls to follow.

If the risk assessment identifies a risk of violence or aggression, the School will develop a procedure which will clearly define the School's views and their stance on zero tolerance towards violence and aggression in the workplace.

6.24 The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

The School will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for its particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e. the work is planned, organised, and performed by competent people.
- Subject to on-going thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

6.25 The Dangerous Substances and Explosive Atmospheres Regulations 2002

The School will ensure that where a dangerous substance is, or **is liable** to be, present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

Where elimination of a substance cannot be achieved, the School will:

- Reduce the amount of dangerous substances to a minimum.
- Avoid any minimal release.
- Control the release at source, i.e. by extraction systems.
- Prevent the formation of an explosive atmosphere.
- Following any release, the collection, containment, and removal will be done in a controlled and safe manner.
- Avoid ignition sources.
- Segregate incompatible substances.
- Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

The School will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

6.26 Occupational Health

The school will arrange for a pre-employment medical assessment to be completed, appropriate to the job requirements at induction or when deemed necessary from either the Headteacher or HR

Hearing tests may be carried out if the school risk assessment identifies any areas/activities or persons who may be at risk of hearing damage, due to their workplace duties.

Health risks are included within the School risk assessment process that identifies significant hazards and subsequent control measures/monitoring to be applied.

Ongoing monitoring of occupation health is completed at appropriate intervals, where deemed necessary.

6.27 Vulnerable Persons

The School recognise that some of our employees and pupils may require extra or different facilities or assistance and will take reasonable steps to ensure these needs are met.

Records of known disability or special requirements in an emergency will be kept by the Headteacher and HR. Employees who have a disability or any concerns about their health and safety at work, should discuss it with their Headteacher/Manager. Vulnerable persons will generally cover disabled people, pregnancy, young persons (from 0 to 18 year of age), lone workers, people working from home and members of the public where they are at risk or affected by work activities.

The responsible person is required to ensure that risk assessments are carried out in accordance with the Schools policy and may in some circumstances be required to specify alternative procedures to meet specific needs of an individual.

Constant supervision of vulnerable employees and pupils is not always possible or necessary. It is still however, managements responsibility to provide appropriate guidance, training and overall control of employees and pupils at work.

Depending on the risks involved, the experience and competency of the employee will determine the extent of supervision of the vulnerable employee or pupil and this will always be a management decision.

6.28 Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

6.28.1 Handwashing

- wash hands with liquid soap and warm water, and dry with paper towels / hand dryer
- always wash hands after using the toilet, before eating or handling food, and after handling animals
- cover all cuts and abrasions with waterproof dressings

6.28.2 Coughing and Sneezing

- cover mouth and nose with a tissue
- wash hands after using or disposing of tissues
- spitting is discouraged

6.28.3 Personal Protective Equipment

- wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood / body fluids
- wear goggles if there is a risk of splashing to the face
- use the correct personal protective equipment when handling cleaning chemicals

6.28.4 Cleaning of the Environment

- clean the environment frequently and thoroughly

6.28.5 Cleaning of Blood and Body Fluid Spillages

- clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- when spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- make spillage kits available for blood spills

6.28.6 Laundry

- wash laundry in a separate dedicated facility
- wash soiled linen separately and at the hottest wash the fabric will tolerate
- wear personal protective clothing when handling soiled linen
- bag children's soiled clothing to be sent home, never rinse by hand

6.28.7 Clinical Waste

- always segregate domestic and clinical waste, in accordance with local policy
- used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- remove clinical waste with a registered waste contractor
- remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

6.28.8 Animals

- wash hands before and after handling any animals
- keep animals' living quarters clean and away from food areas
- dispose of animal waste regularly, and keep litter boxes away from pupils
- supervise pupils when playing with animals
- seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

6.28.9 Pupils Vulnerable to Infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

6.28.10 Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

6.29 First Aid Provision

Schools will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

Each school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid

- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid

6.29.1 Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.

- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

6.29.2 First Aid Emergency Procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

6.29.3 Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.