



HEALTH & SAFETY POLICY

June 2020

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children are referred to the Beacon of Light School.

The policy is provided to all staff (including temporary staff and volunteers) at induction. Staff are also referred to the school First Aid Policy, Educational Visits Policy, and Administration of Medicine Policy

This policy will be reviewed in full by the Trustees on a bi-annual basis. This policy was last reviewed and agreed by the Trustees in June 2020.

Signature

Principal

Date:

Signature

Chair of Trustees

Date:

CONTENTS

- 1.0 INTRODUCTION**
 - 1.1 Policy Review**
- 2.0 GENERAL STATEMENT**
- 3.0 ORGANISATION**
 - 3.1 Trustees**
 - 3.2 The Principal**
 - 3.3 Chief Executive**
 - 3.4 Head of HR**
 - 3.5 Health & Safety Co-ordinator**
 - 3.6 Curriculum Leaders and other staff with line management responsibilities**
 - 3.7 Supervisory Staff**
 - 3.8 Employees**
 - 3.9 Health & Safety Assistance**
- 4.0 ARRANGEMENTS**
 - 4.1 Risk Assessments**
 - 4.2 Hazards**
 - 4.2.1 Contractors on Site**
 - 4.2.2 Asbestos**
 - 4.2.3 Display Screen Equipment**
 - 4.2.4 Electricity**
 - 4.2.5 Fire**
 - 4.2.6 First Aid**
 - 4.2.7 Food Hygiene**
 - 4.2.8 Hazardous Substances**
 - 4.2.9 Manual Handling**
 - 4.2.10 Personal Safety (lone working, violence against staff)**
 - 4.2.11 Pregnant Staff/Students**
 - 4.2.12 School Visits/trips**
 - 4.2.13 Security on site**
 - 4.2.14 Site Maintenance Issues**
 - 4.2.15 Smoking**
 - 4.2.16 Stress**
 - 4.2.17 Visitors**
 - 4.3 Accident Reporting**
 - 4.4 Training**
 - 4.5 Monitoring**

Appendices

- Appendix 1 Slips, Trips and Falls**
- Appendix 2 Housekeeping**

Appendix 3	Electricity
Appendix 4	Emergency Evacuation Procedure
Appendix 5	Fire Prevention
Appendix 6	Hazardous Substances/Materials
Appendix 7	Manual Handling

1.0 INTRODUCTION

Every employer with five or more employees must produce a written statement of general policy with respect to health and safety describing the current organisation and arrangements for meeting the policy. This is a fundamental requirement of the Health and Safety at Work Act 1974. The policy must be brought to the attention of all employees, as must any subsequent revisions.

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

This document has been written to fulfil the statutory requirement. It is divided into three parts, which are as follows: -

- A written statement of Beacon of Light School's commitment to health and safety.

- Details of the organisational arrangements and responsibilities for implementing the policy.
- The arrangements for ensuring health and safety, including practical guidelines and procedures.

It is the responsibility of management to know and understand the contents of the policy so that they may implement it correctly. Without genuine commitment from management the policy will not be effective.

1.1 Policy Review

The policy will be reviewed annually to ensure that it is accurate and continues to meet the objectives of the School. No fixed frequency has been set for a formal review as the document will be under continuous monitoring but clearly there will be circumstances that will trigger a review, e.g. changes in legislation, working practices etc.

2.0 GENERAL STATEMENT

The Beacon of Light School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and other people who may be affected by its activities.

The Trustees of Beacon of Light School pledge themselves to implement the Health and Safety at Work Act 1974 and other relevant statutory provisions (as listed in the section above) and will endeavour to provide the necessary resources to carry out its responsibilities in full.

The successful implementation of this policy requires the commitment and co-operation of all levels of management and staff within The Beacon of Light School. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by their acts or omissions.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

The Management team will ensure that all procedures and methods of work are designed to take account of health and safety and are properly supervised at all times.

Competent people will be appointed to assist Beacon of Light School in meeting its statutory duties including, where appropriate, outside specialists.

Adequate arrangements will be maintained to enable employees and their representatives to raise issues of concern with regard to their health and safety at work. The school will be checked weekly to ensure any potential hazards are identified

promptly and the appropriate action taken. (Please see Appendix 1 for checklist which is to be completed)

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

3.0 ORGANISATION

3.1 The Trustees

The Trustees of Beacon of Light School, as the employer, are ultimately responsible for: -

- (i) Meeting the employer's obligations under the Health and Safety at Work Act 1974 (the Act) as it affects Beacon of Light School employees, members of the public and non-employees i.e. pupils, visitors and other people using the School premises.
- (ii) Providing resources, both financial and personnel, to fulfil the requirements of the Act.

3.2 Foundation of Light - Chief Executive

The Chief Executive has overall responsibility for safety in the organisation and will monitor the safety policy on a regular basis. The Senior Management team will appraise health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training, as far as is reasonably practicable, for employees in order to achieve and maintain a high standard of safety proficiency.

3.3 The Beacon of Light School Business Manager

The Business Manager is responsible for the maintenance of safety records, investigation of accidents, providing accident statistics, keeping a watching brief on changing legislation and incorporating their requirements. He/she reports directly to the Chief Executive. Full investigation of accidents will be carried out by the Business Manager together with the manager/coordinator of the area where the incident occurred with a view to the prevention of future occurrences.

3.4 The Principal

The Principal is responsible to the Trustees for the correct implementation of all School policies and has overall responsibility for the actions of all its employees.

In particular, the Principal is responsible for the following aspects:

- (i) The implementation and administration of the safety policy within the School. To ensure that staff are correctly instructed about their duties in accordance with the policy.
- (ii) The identification of adequate funds, time and manpower to meet any health and safety requirements.
- (iii) Setting the right example for good health and safety in the service.

- (iv) Ensuring that staff representatives from the School, Foundation of Light and SAFC attend regular termly Safety Committee meetings occurring no less frequently than once per term
- (v) Ensuring that suitable and sufficient risk assessments are carried out to protect the health and safety of staff and other persons who may be affected by the workings of the School

The Principal is responsible to the Trustees for the effective implementation of the safety policy and any other health and safety duties within Beacon of Light School.

3.5 Health and Safety Co-ordinator

The Health and Safety Co-ordinator (Mrs D Taylor – Principal, will also have Trustee representative) is responsible for: -

- (i) Providing specialist advice, information, training and assistance in safety matters, to all levels of management and staff in the School.
- (ii) Carrying out safety inspections, checks and surveys of workplaces
- (iii) Carrying out risk assessments for work activities when required and to assist Managers with risk assessments within their Subject areas and whole school
- (iv) Supervising the recording of accidents, make investigations of causes, and make necessary reports to the safety groups and the Health and Safety Executive Inspectors when necessary.
- (v) Ensuring a full complement of First Aid personnel and Fire Wardens. Arrange training and carrying out any drills, required by the policy.
- (vi) Attending meetings with outside bodies on matters of health and safety.
- (vii) Attending Health and Safety Group meetings.

The Trustee representative as Health and Safety Co-ordinator is directly responsible to the Principal for the implementation of the above.

3.6 Curriculum Leaders and other staff with line management responsibilities

Curriculum Leaders and other staff with line management responsibilities have the following duties: -

- (i) To ensure that they are familiar with the Beacon of Light School Health and Safety Policy and all Health and Safety information relevant to the work under their control.

- (ii) Responsibility within their own area for compliance with the School Health and Safety Policy and all other relevant legislation.
- (iii) Ensure that responsibilities for Health and Safety in their area are properly assigned and accepted at all levels.
- (iv) Periodically appraise their arrangements for Health and Safety in the light of reports from the Health and Safety Co-ordinator.
- (v) Will ensure that all Risk Assessments for the work of their area are written and that Safe Working Procedures are developed.
- (vi) Will ensure that where Contractors/Consultants are engaged to work on School sites, adequate competency checks are made together with providing adequate resources to ensure all relevant Health and Safety information is exchanged before any works are carried out.
- (vii) Involve the Health and Safety Co-ordinator when proposing revisions to building layouts at the planning stage.
- (viii) Provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- (ix) Establish that all equipment, plant, premises and substances used are suitable for the task and are kept in good working order; this includes the regular servicing and maintenance of plant and equipment
- (x) Taking immediate and appropriate steps to investigate and control any risks to health or safety arising from work.
- (xi) Ensuring that all accidents and near misses are properly recorded and reported and that an investigation is carried out to determine the cause.
- (xii) Bringing to the attention of the Principal any health and safety issues that requires their attention.
- (xiii) Speaking regularly with the Health and Safety Co-ordinator to agree any changes in safety requirements within their area of responsibility.
- (xiv) Ensuring they are represented at or attend the School Health and Safety meetings as and when required.

3.7 Supervisory Staff

- (i) Will ensure that they are familiar with the School Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- (ii) Will ensure that risk assessments are prepared for all tasks carried out by their staff and that procedure and work instructions are developed from them.

- (iii) Will seek to ensure that all the people for whom they are responsible know, understand and comply with the procedures and work instructions.
- (iv) Will promote understanding by all of the people for whom they are responsible of all relevant Health and Safety information including risk assessments through regular team meetings and ad hoc training courses.
- (v) Will seek to ensure that all safety rules are observed, personal protective equipment is worn or used and that all safety devices are fitted and properly maintained and adjusted.
- (vi) Will maintain a system to ensure that they are informed of all accidents that occur in their section and that these are reported promptly to the Health and Safety Co-ordinator on the appropriate form after investigation into the causes has been made.
- (vii) Will ensure that all machinery and equipment for use by the people for whom they are responsible is properly maintained and that all defects found are promptly reported and rectified.
- (viii) Will consult with the people for whom they are responsible on any Health and Safety matters causing them concern and seek the advice of the Health and Safety Co-ordinator when necessary.
- (ix) Will ensure that adequate supervision is available particularly where young or inexperienced workers are concerned.

Supervisory Staff are responsible to their appropriate Line Manager for the implementation of the above.

3.8 Employees

- (i) Will make themselves familiar with the School Health and Safety Policy and any relevant supporting documents e.g. risk assessments and work instructions and procedures.
- (ii) Will observe all Health and Safety rules at all times and comply with Health and Safety instructions given by their Supervisor or other persons with a responsibility for Health and Safety.
- (iii) Will wear all appropriate personal protective equipment (PPE) and use safety devices where appropriate.
- (iv) Will report all accidents or incidents to their Line Manager whether or not injury has occurred (See guidelines for Slips, Trips and Falls, Appendix 2)
- (v) Shall not wilfully damage or abuse any equipment or property provided in respect of Health and Safety.

- (vi) Shall report to their Line Manager any work practices relating to the use of equipment that they consider unsafe or injurious to health.
- (vii) Are encouraged to make suggestions to improve Health and Safety at Work.
- (viii) Shall adhere to the Foundation of Light Housekeeping guidelines (Appendix 3)

3.9 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk

3.9 Health and Safety Assistance

The School has appointed competent persons to assist in meeting its legal obligations and ensure the health and safety of its staff and visitors. In particular:

- (i) First Aid. The School maintains suitable numbers of trained first aiders within School and Foundation of Light staff to deal with minor accidents and emergencies in the workplace. These persons have received sufficient training and are qualified in accordance with statutory requirements. Identities of the first aiders are displayed throughout the School. The First Aiders are monitored and co-ordinated by The Principal and Foundation of Light HR
- (ii) Fire Warden. Emergency evacuation procedures are in place to give warning of imminent danger and allow everyone in the building to move to a place of safety. Fire wardens have been appointed for each floor to assist with an evacuation. These persons have received adequate instruction and training to ensure effectiveness. Identities of the fire wardens are displayed throughout the School.
- (iii) Health Surveillance. The School will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.
- (iv) Union Health and Safety Representatives. These persons are appointed and trained by recognised trade unions in accordance with the Safety Representatives and Safety Committees Regulations 1977. The School will co-operate with the appointed representative in fulfilling their

functions. In addition, the School will seek to consult with employees on matters that affect their Health and Safety at Work.

4.0 Arrangements

RIDDOR

All groups using the Beacon of Light (school, SAFC and the Foundation of Light) have a responsibility to report certain accidents to the Health and Safety Executive as soon as reasonably practicable. These are commonly referred to as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) accidents and include the following:

Work related accidents involving death, major injuries or any injury which results in a person being absent/unable to perform their normal duties for more than seven consecutive days (not including the date of the accident).

Any staff member who is absent/unable to perform their normal role for more than seven consecutive days following a work-related accident must inform the Head of HR in order that the RIDDOR report can be completed within the specified 15-day period. The Business Manager reports such instances to the General Manager who in turn, report to RIDDOR.

Reportable major injuries include (not exhaustive):

- Fractures (except fingers, thumbs or toes).
- Dislocation of hip, knee or spine.
- Chemical/burn to eye or any penetrating injury to eye.
- Injuries requiring resuscitation or admittance to hospital for more than 24 hours.
- Acute illness requiring medical treatment from absorption of any substance/exposure to biological agent, toxins or infected material.

A full list can be obtained from the government website www.hse.gov.uk/riddor/what-must-i-report.htm.

Notifying parents

A member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Principal/Deputy Principal will also notify the appropriate Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

4.1 Risk Assessments

The Principal will ensure school Risk Assessments are reviewed on an annual basis or as and when necessary to reflect any significant changes. Senior staff are responsible for risk assessments within areas of their control and will provide evidence to show they are reviewed. Staff will undertake risk assessments for areas/activities within their control and provide evidence to the Principal.

Risk Assessment of Employees

All employees who have returned to work following an extended sickness absence or following an operation must be risk assessed prior to continuing with their work duties.

Any employee who suffers a broken bone or other serious injury must not return to work until a risk assessment has been carried out. Accidents at work must be recorded in the First Aid book and an accident form completed and forwarded to your line manager.

Employees are requested to report to their Line Manager for the risk assessment in the first instance.

Employees who become pregnant must notify the Head of HR as soon as possible so that a risk assessment can be carried out.

4.2 Hazards

When considering hazards as part of a risk assessment the objective is to identify any significant hazards likely to result in harm. There are a wide range of hazards and they will depend upon where and what is taking place. The next section reviews some of these that affect the school staff, students and visitors.

4.2.1 Contractors on Site

All contractors must provide method statements and risk assessments including details of any chemical substances they may be using prior to commencing work. They must also read contractors' instructions held with the Head of HR and sign that they have done so.

4.2.2 Asbestos

An annual check is carried out by Sunderland Local Authority on all pre 2000 buildings which contain asbestos. The Stadium of Light was opened in 1997. A report will be produced and held by the Stadium Buildings Manager. The survey report is accessible and consulted when works in the vicinity of Asbestos Containing Materials (ACM) are planned, to identify whether the ACMs might be disturbed by this work. Where work is to be carried out which may affect the fabric of the building, a refurbishment/demolition survey will be undertaken to ensure any hidden ACMs are identified.

4.2.3 Display Screen Equipment

All "heavy" users of display screen equipment complete an annual survey. This provides the school with an overview of each person's working conditions. In addition, staff are advised to report any DSE concerns to their line manager.

4.2.4 Electricity

All electrical equipment should be inspected and monitored according to manufacturers' recommendations and tested for safety on installation. The Foundation of Light carries out regular inspections of portable electrical equipment and results recorded by H&S representative. See Foundation of Light guidelines (Appendix 3)

4.2.5 Fire

Emergency procedures are found in the Foundation of Light Emergency Evacuation Procedure (Appendix 4) and Fire Prevention guidelines (Appendix 5)

4.2.6 First Aid

The SENCO is responsible for First Aid in the school and ensures that we have sufficient qualified First Aiders and Appointed Persons. In addition, they take responsibility of ensuring that first aid boxes are filled. A separate First Aid Policy and Medicine Administration Policy exist. Foundation of Light staff of the school have dedicated, trained First Aid staff within the wider building who school can call upon if needed. First Aid will be administered, where possible, in the Medical Room in main reception.

4.2.7 Food Hygiene

The appointed school catering provider is responsible for ensuring that the offsite canteen kitchen where food is prepared prior to delivery meets Health and Safety standards. They also ensure that catering staff employed are qualified in basic Food Hygiene.

4.2.8 Hazardous Substances/Materials

In particular, Science, Design Technology, Art and Vocational staff, together with the Site Manager are responsible for ensuring that COSHH regulations are adhered to and that students and staff are aware of the hazards they face in using certain substances and that appropriate safety precautions are taken.

Where these activities are taking place offsite, providers will be responsible for ensuring that COSHH regulations are adhered to and that students and staff are aware of the hazards they face in using certain substances and that appropriate safety precautions are taken. See Foundation of Light guidance (Appendix 6)

4.2.9 Manual Handling

All staff should be aware of how to move heavy and awkward objects and Manual Handling training is available for those who require it. Specialist manual handling equipment is available on site and assistance should always be sought before staff try moving something that is too heavy or awkward. Guidance is given in the Foundation of Light Manual handling guidelines (Appendix 7) Manual handling training is completed annually by all staff.

4.2.10 Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The General Manager retains ladders for working at height

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders

Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons

4.2.10 Personal Safety (lone working, violence against staff)

All staff are given training if working alone in certain situations. Please also refer to the Lone Working Policy.

4.2.11 Pregnant Staff/Students

Pregnant Staff must complete a Risk Assessment in relation to their pregnancy and working environment. In the first instance this should be carried out with their line manager, in the case of staff, or Deputy Principal in the case of students. A copy of the RA should be forwarded to the Business Manager in order to ensure that the school meets what is required.

4.2.12 School Visits/trips

No school trips should go ahead without permission from the EVC. All forms required for completion are available on the school's Intranet. Please refer to the Educational Visits Policy for full procedure and protocol.

4.2.13 Security on site

All main entrances/exits are locked and/or manned during the school day. CCTV cameras and alarm systems cover the exterior of the building.

4.2.14 Site Maintenance Issues

The Site Manager should be notified immediately of any health and safety concerns regarding the building, windows and doors etc. This can be achieved via email, phone or two-way radio however during holiday periods, direct contact with Site Staff is essential.

4.2.15 Smoking

Beacon of Light School is a non-smoking site (see school Anti-Smoking Policy).

4.2.16 Stress

Concerns relating to stress should be reported in first instance to line manager or Head of HR.

4.2.17 Visitors

Visitors to the school site must enter school via the Reception and must sign in. Staff expecting visitors must notify reception in advance giving the visitor's name and time and date expected. The visitor's identification must be checked at the point of signing in if the person is unknown to the person they are visiting. A member of school staff must collect the visitor from reception and return to reception. Detailed procedures for visitors are outlined in the School Security Policy.

4.2.18 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to [name of individual and/or role] immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary a portable appliance test (PAT) will be carried out by a competent person

All isolators switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

4.2.19 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the General Manager of The Beacon of Light

4.2.20 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

4.2.21 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

4.2.22 Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

4.2.22 Infection prevention and control

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

Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

Spitting is discouraged

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 (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

Clean the environment frequently and thoroughly

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

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

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

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

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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 10.

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

5.3 Accident Reporting Please see Appendix 11 for Accident log

In the case of an accident / injury, the following procedure must be followed:

- a) All accidents / injuries are to be dealt with sympathetically no matter how slight
- b) In case of a serious accident which involves wounds requiring stitches, or broken limbs, the Principal should be contacted and called to the scene
- c) If an ambulance is required urgently, ring 999. If in doubt treat as an emergency.
- d) The ambulance should be directed to the main entrance or nearest point and easiest point of access to the accident / first aid room and someone should be waiting to conduct the staff to the scene and advise whether a stretcher / chair is required
- e) Where it is necessary to have a student taken to hospital by ambulance:
 - i. Collect name, address, telephone number of parents / guardian or other responsible persons e.g. grandparents, adult brother or sister who are at home and can be contacted
 - ii. If a telephone number is available ring and advise the adult of the name of the young person, nature of the injury, which hospital, whether anyone accompanied the young person to hospital
 - iii. Try to avoid causing unnecessary panic and ask the adult if they are able to make arrangements to attend the hospital
- f) All blows to the head must be reported to a senior member of school staff and considered whether it is appropriate for the young person to go to hospital

- g) Ensure the procedure for the safe supervision of the area are adhered to when dealing with a first aid situation; this involves not leaving children unsupervised
- h) The senior member of staff should complete all relevant paperwork, i.e. accident form, accident book and pass to the Business Manager without delay.

Accident Procedure

All accidents involving injury, however trivial, should be notified to the immediate supervisor by or on behalf of the individual concerned. Details of the accident will be entered in the relevant accident book and an accident report form must be completed in full and sent, without delay, to the Head of HR. Staff should also report dangerous occurrences, which take place even where these have not resulted in injury. These are called near misses. The near-miss form must be completed or send to the HR Administrator as soon as possible. This is to ensure that remedial action is taken to prevent such dangerous occurrences happening again.

Please note, when working with other organisations or on other premises sometimes multiple reporting will be required.

5.4 Training

Training needs should be identified through the normal performance management process.

5.5 Monitoring

A full site visit is conducted by the school's safety representative, General Manager and Health & Safety Co-ordinator termly and a report of findings produced. The school's safety representative disseminates the outcome of these inspections to staff.

Regular reports are made to Trustees by the Principal which include the findings of these inspections together with a report of accidents on site.

Heavy Users of Display Screen Equipment are surveyed annually generating a report of findings as well as having individuals' specific concerns addressed. Results of all regular inspections are available upon request, e.g. Portable equipment, door closers, fire equipment.

4.6 Health and Safety Grievance Procedure

N.B. This procedure relates only to occupational health and safety problems, disputes or grievances.

- a) In the event of the above, employees should either orally or in writing refer the matter to their immediate line manager.
- b)
- c) If employees are dissatisfied with the outcome or in the event of there being a real danger, serious injury or health risk and there is insufficient time to eliminate excessive danger, then staff should immediately report to the Head of HR who will investigate and determine what action should be taken.

d) After investigation, the employee will be informed either:

- The company has so far as reasonably practicable eliminated the danger and employees must resume normal working

OR

- The company does not consider that the matter constitutes a risk to health and safety, and employees must resume normal working.

OR

- The company will undertake further investigation.

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

Appendix 1

Date:	Checked By:	8am	12pm	3pm	8am	12pm	3pm
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?						
	Are there any changes in floor level or type of flooring that need to be highlighted?						
	Are gangways between desks kept clear?						
	Are trailing electrical leads/cables prevented wherever possible?						
	Is lighting bright enough to allow safe access and exit?						
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?						
	For stand-alone classrooms: <ul style="list-style-type: none"> Are access steps or ramps properly maintained? Are access stairs or ramps provided with handrails? 						
Work at height (falls)	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?						
	Is a window-opener provided for opening high-level windows?						
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?						
	Is furniture in good repair and suitable for the size of the user, whether adult or child?						
	Is portable equipment stable, e.g. a TV set on a suitable trolley? Where window restrictors are fitted to upper-floor windows, are they in good working order?						
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?						
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?						
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?						
	Have pupils been advised about good practice when using computers?						
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?						
	Are all plugs and cables in good repair?						
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested).						
	Has any damaged electrical equipment been taken out of service or replaced?						
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?						
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?						
Fire	If there are fire exit doors in the classroom, are they. <ul style="list-style-type: none"> unobstructed; kept unlocked; and easy to open from the inside? 						
	Is fire-fighting equipment in place in the classroom?						
	Are fire evacuation procedures clearly displayed?						
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?						
Workplace (ventilation and	Does the room have natural ventilation?						
	Can a reasonable room temperature be maintained during use of the classroom?						

heating)	Are measures in place, for example blinds, to protect from glare and heat from the sun?			
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Health and safety checklist for classroom

How this checklist can help you

School premises are a valuable resource for local communities and are increasingly being used for extended services.

Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe.

School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom — unless new activities lead to additional risks. Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms,

including laboratories, art, IT, design and technology facilities or pupil referral rooms.

It can be used by class teachers, teaching assistants, premises staff or department heads — those running the school can decide how best to use the checklist in their school. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled.

It is designed to be helpful and quick and easy to use but there is no obligation on staff to use it. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is space at the end to list any additional issues.

Further information

HSE's homepage (www.hse.gov.uk/) has information on general topics to help employers and teaching staff comply with health and safety law. We have specific web pages for education, which provide guidance on the common types of risks within the sector (www.hse.gov.uk/services/education).

The Department for Education, Welsh Assembly Government and Scottish Government have guidance for schools on health and safety:

England:
www.education.gov.uk/schools/adminandfinance/healthandsafety

Wales:
www.wales.gov.uk/topics/educationandskills/allsectorpolicies/healthandsafety

Scotland:
www.scotland.gov.uk/topics/education/schools

The Health and Safety Executive has developed this checklist, through a public consultation, to help schools comply with health and safety law. It has been produced in consultation with:

Department for Education (DfE), England;

Department for Children, Education, Lifelong

Learning and Skills (DCELLS), Welsh Government;

Learning Directorate, People and Places (LDSG),

Scottish Government;

Department for Communities and Local Government (DCLG), England; trade unions.

Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	

Additional issues		Yes	Further action needed	N/A

Further action needed

Hazards Noticed:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

Appendix 2

SLIPS, TRIPS AND FALLS



Preventing Slips, Trips and Falls

- Stay alert at all times
- Spot hazards
- Report hazards immediately or fix the problem
- Keep all aisles, stairs and walkways clear
- Slow down when travelling over greasy surfaces
- Apply non-slip strips or mats to hazard areas such as steps and any slippery areas
- Choose non-slip footwear
- If a spill occurs, then clean it up immediately; block off the area while you go and get any cleaning aids
- Alert others in the area of the hazard
- Make sure your work area is well lit
- Hold on to handrails
- Don't run or jump down from equipment
- Take one step at a time when going up or down stairs

Appendix 3

HOUSEKEEPING

Housekeeping is everyone's responsibility – that includes **YOU!**



Advantages of Good Housekeeping

- Less clutter and rubbish (these are the most common causes of fire and accidental injury)
- You can find what you are looking for quicker (improved efficiency and production resulting in less frustration)
- Neat work area (more enjoyable and comfortable to work in)

Key steps to Good Housekeeping

- Floors/aisles/access areas (keep clear of debris and rubbish; do not store materials etc. where they could cause a hazard)
- Machinery (keep clean and follow maintenance routines, check machine guards, power cables and switches – report any defects immediately)
- Tools (clean off dirt and oil, store in appropriate area, repair or report defects)
- Storage (materials/substances must be clearly labelled, store in designated areas, keep containers secure)
- Personal protective equipment (keep clean and store correctly)

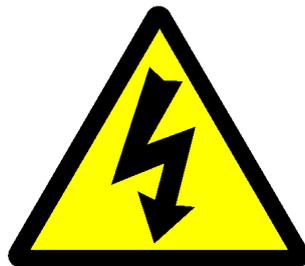
Avoid Electrical Hazards

- Make sure you are working in a safe environment
- Check insulation, cables and plugs regularly in your work areas
- Make sure equipment is clean
- Look out for overheating equipment
- Keep equipment well maintained

Electric Shock Action

DON'T TOUCH PERSON IF CONNECTED TO A LIVE CURRENT

- Shout for help and switch off the power
- If power cannot be switched off, then use a non-conductive lever (for example a wooden broom) to push or pull victim clear
- Check for a pulse
- Place victim in recovery position
- Mouth to mouth resuscitation may be necessary
- Seek urgent medical attention
- Seek expert electrical advice
- Ensure warning signs are placed on equipment if it cannot be removed



Appendix 5 EMERGENCY EVACUATION PROCEDURE

Please refer to the Fire Evacuation Policy

Scope

The intention of this instruction is to define the actions that need to be taken in the event of an evacuation due to fire, bomb threat, terror threat or any other reason as deemed necessary by the General Manager of the beacon building. All staff must familiarise themselves with the location of their nearest exit from their place of work and where to assemble.

Procedure:

Discovery of a Fire –The Beacon of Light

The person discovering the fire must break the nearest alarm point to activate the alarm, then dial '0' to inform Reception of the location of the fire.

If there is a fire in your area an attempt should be made to extinguish the fire only if it is safe to do so with an appropriate fire-fighting appliance.

The operator will inform The General Manager of the location of the fire who will then determine if it is necessary to call the fire brigade. If this is necessary, Security Control will contact the fire brigade giving the company's name and full address.

The receptionist will then follow the evacuation procedures.

On Hearing the Alarm

Immediately evacuate the building by the nearest emergency exit, in an orderly manner.

Proceed to Yellow Car park bays 131 -152 at the back of the Stadium of Light

Do not attempt to use the lift.

Ensure you have the class register to do a name call, if the alarm sounds during a session.

No attempt should be made to collect personal or visitor belongings as this could impede the evacuation.

Disabled members will be accompanied to the stairwell and staff to request evacuation support via the intercom.

Do not leave the assembly point or return to the building until permission is given.

Disabled Persons/Pregnant Females

If the situation occurs where a member of staff, student or visitor with a disability or needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point in the car park, from where they can join the rest of the school at the assembly point if safe to do so.

All staff will be made aware of any student/staff member requiring support or assistance in leaving the building and a buddy system will be employed to ensure relevant support is allocated and all are clear about their support role in the event of an emergency.

Roll Call

Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived on the playground.

Fire Drills

Fire drills are carried out each half term and logged in the fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

Security Control's Reporting Procedure

The Security Supervisor is responsible for liaison with the fire brigade and emergency services.

The Security Supervisor will collate the appropriate 'area clear' information from each department.

The Fire Warden, on hearing the alarm, will ensure his/her respective area of responsibility is clear of personnel.

Beacon of Light trained and appointed Fire Wardens:

Fire Wardens for the school:

- David Hewson – Teacher of ICT

In the absence of DH the deputised Fire Warden staff will be:

- Peter Dine – HOD Maths (Training 25/02/2020)
- Jackie Smith – School Business Manager (Training 25/02/2020)
- Denise Taylor – Principal
- Lindsay Howells – Deputy Principal

The Fire Warden will report to the Security Control when his/her area of responsibility is clear of personnel by carrying out a 'sweep' search of the area.

Fire Warden Role and Responsibilities

Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles

Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand

If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one

Do not delay your own evacuation if you encounter somebody who refuses to leave

Brief the Principal, and in their absence the Deputy Principal upon your arrival at the assembly area.

Staff will record student attendance once assembled on the 4G pitch. They will report attendance to the school ICO (Initial Contact Officer). The ICO will then contact the Beacon ICO to confirm that all staff and students have left the building.

The school ICO:

- Denise Taylor - Principal

In the absence of DT the deputised ICO will be:

- Lindsay Howells – Deputy Principal
- Daniel Walmsley – Teacher of Maths

Staff Absences

Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class at the time. Checks will be doubled by Tutors able to visually check their own TG list based on their knowledge of group attendance that particular day. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building
Visitors and Contractors

All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises.

In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including:

- action to be taken on hearing the fire alarm or discovering a fire
- fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

The Fire Brigade, where appropriate, or the Security Control where the fire brigade has not been called to the incident, will decide when the building is safe to re-enter.

Personnel should immediately return to work when instructed.

Outreach Site/Offsite Procedures

Staff based at Outreach Sites/Offsite or working on outreach at other buildings must make themselves aware of the evacuation procedures and routes for their particular site.

Fire and Emergency Procedure (Outreach sites)

It is each employee's responsibility to ensure they are aware of the fire and emergency procedures for the site in which they work; managers and coordinators will ensure that all staff are advised of such procedures upon induction and kept up to date with any relevant changes.

Stay Alert for Fire Hazards

- Overheating equipment
- Accumulated rubbish (poor housekeeping)
- Cracked, faulty electrical insulation
- Spilled flammable material
- Hot-work activities
- Overloaded equipment/circuits
- Storage of flammable material near a heat source
- Electrical wiring defects

- Explosive dangers (flammable vapours, dust etc.)
- Failure to switch off equipment when not being used

What to do in a Fire Emergency

- Assist personnel in immediate danger, but only if safe to do so
- Close off the affected area
- Raise the alarm and call the fire brigade
- Attack the fire (fire extinguishers, hose reels) but only if safe to do so
- Move to emergency assembly area
- Stay at the assembly area until the all clear is given

Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

Fire Alarm Tests

The fire alarms and call points are tested on a weekly basis, with a new fire call point tested each week. The outcomes of these tests are recorded in the fire log book held by beacon of Light Duty Manager.

Fire Fighting Equipment

Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Appendix 6

FIRE PREVENTION

A basic understanding of the theory of combustion is necessary in order to use this knowledge for the prevention, control and extinction of fire.

Basically, fire is the result of a chemical reaction in which a substance combines with oxygen, destroying its form by the heat generated in the reaction.

There are three factors required to support combustion and they may be shown in the form of a triangle of fire. These factors are:

Fuel which may be in the form of a solid, liquid or gas

Oxygen which exists in the air (21%)

Heat a minimum temperature known as the ignition required, which
varies with the material

- Removal of the fuel or combustible material in the vicinity of a fire, to isolate it
- Reducing the oxygen content of the atmosphere in the immediate vicinity of the fire, excluding air
- Lowering the temperature of the burning material below its ignition temperature

***** By removing one of these factors, combustion cannot be supported, i.e. by removing one side, the triangle will collapse.**

CLASSIFICATION OF FIRE AND FIRE EXTINGUISHERS

CLASS A

Fires which involve solid materials, predominantly of an organic kind, e.g. wood, paper and coal.

Extinguishing action – mainly by cooling the burning material

CLASS B

Fires which involve liquids or liquefiable solids. They are further subdivided into:

Class B1 Which involves liquids soluble in water, for example, methanol. They can be extinguished by carbon dioxide, dry powder, light water and vaporising liquids.

Class B2 Which involves liquids not soluble in water, such as petrol and oil. They can be extinguished by foam, carbon dioxide, dry powder, light water and vaporising liquids.

CLASS C

Fires which involve gases or liquefied gases, resulting from leaks or spillage, e.g. methane or butane. Extinguishment can be achieved by using foam or dry powder in conjunction with water to cool any leaking container involved.

CLASS D

Fires which involve metals such as aluminium or magnesium. Special dry powder extinguishers are required to fight these, which may contain powdered graphite or talc. No other type of extinguisher should be used.

ELECTRICAL FIRES

Fires which involve the electricity supply to live equipment, can be dealt with by extinguishing mediums such as carbon dioxide, dry powder or vaporising liquids, but not water.

EXTINGUISHERS

Water

The jet should be directed at the base of the flames and kept moving across the area of the fire. Any hot spots should be sought out after the main fire is out.

DANGER – Do not use on live electrical equipment or on burning oil.

Foam

Forms a blanket of foam over the surface of the boiling liquid and smothers the fire. The jet should not be aimed directly onto the liquid. Where the liquid on fire is in a container, the jet should be directed at the edge of the container or on a nearby surface above the burning liquid. The foam should be allowed to build up so that it flows across the liquid.

AFFF Foam

Forms a fire extinguishing water film on the surface of the burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials. Can be used on either Class A or Class B fires, although some foams are dangerous to use on live electrical equipment. Methods of use should be either as described for water or foam, depending on the class of fire.

Dry Powder

Knocks down flames. Safe on electrical equipment although does not readily penetrate spaces inside equipment and on burning solids melts down to form a skin, smothering the fire. Has some cooling effect however a fire may re-ignite.

The discharge nozzle should be directed at the base of the flames and with a rapid sweeping motion the flames should be driven towards the far edge until the flames are out. If the existing extinguisher has a shut off control, the air should be then allowed to clear; if the flames reappear the procedure should be repeated.

WARNING – Dry powder does not cool the fire very well and care should be taken to ensure the fire does not start up again.

CO2

Vaporising liquid gas which smothers flames by displacement of the oxygen in the air. Safe and clean to use on live electrical equipment.

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

WARNING – Carbon Dioxide does not cool the fire very well; care should be taken to ensure that the fire does not start up again.

DANGER – Fumes from Carbon Dioxide extinguishers can be harmful to users in confined spaces. The area should be well ventilated as soon as the fire has been controlled.

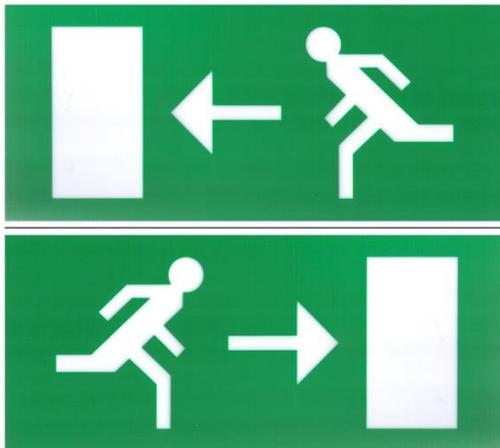
Type	 A	 B	 C		 F
	Wood Paper Textiles Fabric	Petrol Diesel Oils	Butane Methane Propane	Electrical Equipment	Cooking Oils Fats
Water	Yes	No	No	No	No
AFFF Foam	Yes	Yes	No	No	No
CO ₂	No	Yes	No	Yes	No
ABC Powder	Yes	Yes	Yes	Yes	No
Wet Chemical	Yes	No	No	No	Yes

Fire Extinguisher Signs





Emergency Exit Signs



HEALTH AND SAFETY SIGNAGE

First Aid Signs

Rectangular/square sign with white pictogram on green background.



First Aid Kit Location



Eyewash Location



On-Site First Aiders

Prohibitory Signs

Round sign with black pictogram on white background with red edging.



No smoking

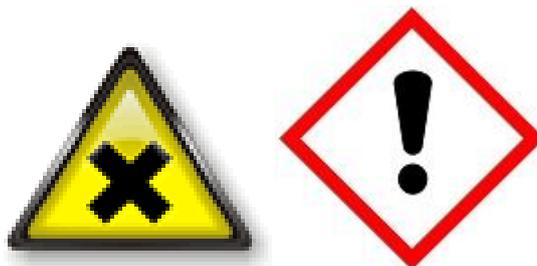
Mandatory Signs

Round sign with white pictogram on blue background.



Relevant protective clothing must be worn

HAZARDOUS MATERIALS



Safety Tips

- The European symbols (yellow triangle) are to be replaced by new International symbols (red diamond) – examples of both are displayed.
- Be aware of the hazardous substances used and stored in your work area
- Read container labels and thoroughly check relevant Material Safety Data Sheets before using a chemical
- Know the organisation's procedures for dealing with hazardous substances
- Follow the organisation's procedures always
- Don't take shortcuts
- Check containers regularly for leaks
- Make sure all containers are clearly labelled
- Never store flammable or explosive materials near a heat source, including new or used ink/toner cartridges
- Never undertake hot work near a flammable or explosive material
- Always wear the correct PPE – it must match the hazard
- Don't wear contaminated PPE
- Dispose of chemical containers correctly and in accordance with company procedures
- Wash your hands thoroughly after working with chemicals

Hazardous Substances

Hazardous substances are classified under the following headings and manufacturers must use the symbols to indicate the characteristics of the substances. The old symbols are coloured black on an orange background. the new symbols are a white diamond with red border.



Very Toxic/Toxic

A substance, which if it is inhaled or ingested or it penetrates the skin, may result in extremely serious, acute or chronic health risks or even death.



Examples: Mercury, Nicotine, Phosgene, Benzene.

Harmful

A substance which, if it is inhaled or ingested or it penetrates the skin, may involve limited health risks.

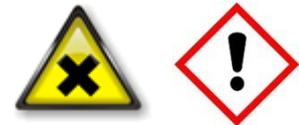
Examples: Iodine, Toluene, Trichloroethane.

Corrosive

A substance which, on contact, will destroy living tissue.



Examples: Caustic Soda, Nitric Acid, Formic Acid.



Irritant

A non-corrosive substance which through immediate, prolonged or repeated contact with the skin or mucous membrane can cause inflammation.

Examples: Sodium Carbonate, Formic Acid, Acetaldehyde.

Clinical Waste

Clinical waste that is discovered on site should be notified in the first instance to the Head of HR. The Head of HR will make the area safe and cordon off if necessary. The Head of HR, via the Facilities team will contact the sub-contractor for the Stadium of Light site, Initial Services, who manage clinical waste regarding the matter.

Under no circumstances should staff members or members of the public attempt to deal with clinical waste themselves, the Head of HR will take charge of the situation.

Foundation of Light

Melanie Ayre (Head of HR)

Alex Dunn (HR Administrator)

Essential Lifting Steps training must be complete around this on an annual basis

- Wherever possible use a mechanical aid to assist you
- Get additional help if necessary (don't risk it)
- Plan the lift
- Check the weight of the load
- Is the route you are planning to travel free of obstructions?
- Is the place you are planning to put the load free of obstructions?
- Stand close to the load
- Place feet apart so as to establish a wider stability base
- **Bend at the knees**
- Pull the load close to your body
- Get a firm grip
- Lift smoothly
- Keep your back straight
- Let your legs provide the force for lifting
- Look where you are going
- Don't twist your upper body when turning, move your feet
- When depositing the load once again bend at the knees and keep your back straight

The key to good lifting is to keep the curves of your back in their natural position:



© Healthwise, Incorporated



Stop and think. Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift – such as floor to shoulder height – consider resting the load mid-way on a table or bench in order to change grip.

Place the feet. Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable.

Adopt a good posture. Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible, but do not kneel or over flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary, to get a good grip. Keep shoulders level and facing the same direction as the hips.

Get a firm grip. Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.

Don't jerk. Carry out the lifting movement smoothly, keeping control of the load.

Move the feet. Don't twist the trunk when turning to the side.

Keep close to the load. Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, try sliding it towards you before attempting to lift it.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

In general, unfamiliar loads should be treated with caution. For example, it should not be assumed that apparently empty drums or other closed containers are in fact empty. The load may first be tested, for example, by rocking the load or attempting to raise one end. Employees should be taught to apply force gradually until either undue strain is felt, in which case the task should be reconsidered, or it is apparent that the task is within the handler's capability.

Twisting

The basic guideline figures for lifting and lowering should be reduced if the handler twists to the side during the operation. As a rough guide the figures should be reduced by 10% where the handler twists 45 degrees and by about 20% where the handler twists through 90 degrees.

Appendix 9

Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.

Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice

Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled
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Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
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Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis, A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.
Meningococcal meningitis*/septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close

		school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA / COVID-19	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.

Appendix 11

Accident report

Name of injured person		Role/class	
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Date and time of incident

Location of incident

Incident details

Describe in detail what happened, how it happened and what injuries the person incurred

Action taken

Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.

Follow-up action required

Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again

Name of person attending the incident

Signature

Date