

New Bridge Alternative Education Ltd



Health and Safety Policy

Ratification Date:	20/07/25
Signed:	D Robinson/ T Lecointe
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Rationale

This document is produced in respect of create art and Education and is written with reference to LA policies and West Midland House policies and procedures.

General

Create recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is Create's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also Create's responsibility as far as is reasonably practicable to extend this protection to pupils and members of the general public from foreseeable risks.

In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Provision Leadership Team and Board of Directors.

1. Equipment and systems of work.
2. The handling and storage or transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or pupils.
4. The place of work or access to it.
5. The provision of protective clothing, equipment for the safe use and handling of machinery and substances.
6. The working environment.
7. Welfare facilities

It is important that all staff within Create and other persons, who may visit or use any site or area of the provision, must adopt the following standards of working in accordance with the Act: -

- a) To work safely and efficiently.
- b) Not to misuse any machine or substance.
- c) To use the approved protective clothing and equipment.
- d) To report any defect in any machine, accessory or electric cabling.
- e) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
- f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work

Organisation

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Create recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the provision. Create recognises that it will be responsible for producing and reviewing its own Health and Safety Policy in order to ensure organisation and arrangements are in place for the health and safety of all employees, pupils, visitors, contractors or any persons who may be affected by their activities.

PLT – Responsibilities

1. To be familiar with the content of the Children and Young People's Services Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of work.
2. To ensure that all employees carry out their health and safety duties and responsibilities.
3. To ensure that all hazards within their area of responsibility are identified.
4. To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.
5. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
7. To involve relevant employees in the risk assessment process.
8. To ensure the effective use of resources in order to achieve health and safety objectives.
9. To attain as a minimum the Institution of Occupational Safety and Health (IOSH) 'Managing Safely' certificate (or other equivalent agreed by the Health, Safety and Welfare Officer).
10. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others' health and safety.
11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly reported investigated, and actions taken to avoid recurrence.
12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
13. To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.
14. To demonstrate commitment by taking a proactive approach in health and safety matters.

Board of Directors Safety Committee

To ensure that Health and Safety is considered at a local level, school based health and safety matters are dealt with by the Resources Committee. The main function of the Committee is to keep under review the measures taken to ensure the health and safety at work of employees, pupils and visitors.

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The specific functions of this Committee will include:

- a. the study of accident reports and notifiable disease statistics and trends
- b. the study of incidents of violence and aggression statistics and trends
- c. to examine safety audit reports
- d. to consider reports and information from the Health and Safety Executive
- e. to consider reports from health and safety representatives
- f. to assist in the development of safety rules and systems of work
- g. inspections of the school as appropriate
- h. to promote and develop measures to ensure the health, safety and welfare of employees

A copy of the minutes of each meeting will be referred to the Board of Directors. The Resources Committee will meet termly.

The Provision Leadership Team (PLT)

PLT must ensure that Create policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the Health and Safety policy is implemented at all levels.

PLT conduct regular Health and Safety walkabouts. This is to monitor the implementation and compliance of the policy.

Monitoring records will be taken and general themes communicated to staff through briefings and whole school communication e.g. email.

Individual breaches of the policy will be addressed with the personnel concerned and repeat breaches will be addressed in conjunction with Creates disciplinary policy.

Provision Staff

All staff must conform with responsibilities as specified. They must ensure that where conditions apply all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. All staff will be asked to sign to say that they have read and understood this policy.

Health and Safety Executive

Health and Safety Executive Officers have the right to visit the provision and have sight of all relevant regulations, documents, etc.

On completion of an inspection, they will inform the Board of Directors of their findings and subsequently forward a written copy of their findings to the Board of Directors.

Any such report received should be discussed at Directors' Meetings.

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Employees

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to initially the PLT and/or the Management of West Midlands House.

All employees will be given access to Creates Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the provision. Copies of the Health and Safety Policy will be available on the provision's website or a hard copy can be requested.

Employees are required to assist with the carrying out of risk assessments and to report to PLT any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken. Employees are to attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.

Employees are asked to report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage in accordance with the Children and Young People's procedure. The form to be completed can be found in the office.

Updates

Employees must ensure that they keep abreast of any changes to procedures by regularly checking the policy folder.

Display Screen Equipment Regulations

Reimbursement of eye sight tests and glasses

Persons identified as users of display screen equipment are entitled to an eyesight test as required by the above regulations. All employees are at present entitled to the cost of an eyesight test and fifty pounds towards the cost of lenses/frames, if an optician prescribes them.

All claims should be processed via the PLT who is responsible for ensuring that employees are duly reimbursed. This procedure is monitored under the direction of the Board of Directors.

Risk Assessments

Assessments are to be carried out by nominated competent persons and will include aspects of the following:

- ☑ The risks to the health and safety of employees to which they are exposed whilst they are at work.
- ☑ The risks to the health and safety of other persons arising out of or in connection with work activities.
- ☑ Significant findings of the assessment will identify hazards, risks, groups of people especially at risk, existing control measures in place, effectiveness of the measures, remaining risk and the control measures required to comply with requirements of health and safety legislation.
- ☑ For new operations, substances, plant and equipment, it is particularly important that assessments are completed before introduction or commencement of the activity or equipment.

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☑ Assessments must be reviewed at least every 12 months, or when there is reason to suspect that they are no longer valid or significant changes have occurred. Assessments are available to view from the PLT.

☑ Generic risk assessments may be produced to assist with commonly occurring hazards and risks.

☑ Pupil risk assessments will need to be reviewed each year to take account previous behaviour and the changing needs of pupils within the school environment.

Risk Assessment – Pregnant Employees

Create aims to ensure that all generic hazards are minimised through the following risk control measures for pregnant employees.

Generic Hazards	Preventative or risk control measures
Mental and physical fatigue and working hours	It may be necessary to adjust working hours temporarily, as well as the timing and frequency of rest breaks, and to change work pattern.
Postural problems connected with the activities of new or expectant mothers	Ensure that the hours, volume and pacing of work are not excessive. Fatigue can be addressed with longer and more frequent breaks during the work session. Ensure that seating is available where appropriate
Work at heights	The employer must ensure that pregnant workers do not work at heights.
Working alone	Depending on their medical condition, help and support needs to be available when required.
Occupational stress	Employers will need to take account of known stress factors.
Lack of rest and other welfare	Provide access to somewhere where the 6 issues employee can sit in privacy.
Toilet facilities	Appropriate measures must enable expectant and nursing mothers to leave their workstation/activity at short notice, and more frequently than normal.
Noise	Ensure that workers who are pregnant, who have recently given birth or who are breastfeeding are not exposed to noise levels exceeding national exposure limit values.
Extremes of cold or	Pregnant workers should not be exposed to prolonged excessive heat or cold at work.
Hazardous substances	Create recognises that a risk assessment regarding pregnant employees should be undertaken.
Work with display screen equipment (DSE)	Pregnant women do not need to stop working with Display Screen Equipment.

Control of Substances Hazardous to Health (COSHH)

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Through the review of risk assessments, Create can identify issues that may arise with regard to the control of substances hazardous to health. Subsequent control measures can then be put into place to eliminate or minimise risk.

Completion of COSHH assessments that relate to curriculum areas are the responsibility of the PLT. Details of the COSHH assessments and chemical inventories are kept in the provision office in the event of a major incident or fire.

All hazardous cleaning fluids, sprays and other liquids must be stored and used correctly. This is the responsibility of PLT and will be monitored by the Board of Directors. Signs are displayed within the learning areas

Fire and Emergency Procedures – Arrangements

Create recognises its obligations to identify arrangements designed to make its health and safety policy effective.

- a) At a fixed time each week, the alarm will be tested by West Midlands House to ensure that it is effective.
- b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.
- c) In each room there are instructions about exits and the Assembly Point.
- d) On sounding the alarm, the fire brigade must be summoned, and all staff, pupils and visitors must leave the building immediately, closing doors behind them, if possible.
- e) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher. Also, switching off power supplies from the mains.
- f) At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
- g) Exits must be clearly identified and marked.
- h) The use of display material must be controlled in fire exit routes.
- i) All visitors to the provision should be made aware of arrangements in case of fire. Details are provided upon arrival at the provision.

Action on Hearing the Fire Alarm

- a) If necessary, the Fire Brigade will be called. If the authorised person is not available, then you must proceed to Dial 999.
- b) The Teacher or responsible adult will supervise children leaving the building by the appropriate exit, closing the door when the last person is out. Exit routes are displayed in each room.
- c) Staff will be aware of those who require help and assistance when evacuating the premises.
- d) Proceed to assembly point
- e) Everyone should walk quickly but do not run.

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f) Keep quiet.

g) Do not stop or return for any clothing, belongings or books.

h) Registers and Fire Log will be taken out by the designated staff member to teachers for roll call. Form Teachers are responsible for registers until collected by the designated staff member for purposes of fire procedure.

i) Teachers must call out all names and visibly check for pupils' attendance.

j) PLT will ask each Form Tutor if all pupils are accounted for.

K) Access must be clear for the fire brigade.

All personnel within Create undertake fire safety training annually. This is recorded and added to their CPD record and reflects any changes to the procedures of tackling a fire.

Combustible waste

This should not be left in escape routes or in the corridors.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

Teachers and classroom support staff take responsibility for their classroom to ensure there are not excess amount of combustible material left in the room.

Large quantities of paper and card must be locked away in the cupboards provided to manage the risks associated with fire and arson. Fire retardment spray is used on displays and paper/card in the Art room that cannot be locked away.

Displays and decoration

Decorations must not be placed near temporary heaters or suspended from light fittings. There should be a limited and reasonable amount of display material within the classroom. Where possible displays should be placed behind a transparent Perspex screen to manage the risks associated with arson. If this is not possible then they should be treated fire-retardant chemicals to manage the risk of fire with the combustible materials.

Smoking

Smoking is not allowed in any part of the provision premises.

Electrical Supplies and Fittings

Any faults must be reported immediately to PLT,

First Aid

In order to comply with The Health and Safety (First-Aid) Regulations 1981 there are nominated trained first aiders who are equipped with the skills and equipment to deal with incidents of this nature.

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a) A termly updated list of First Aiders will be displayed in all provision offices and classrooms. The list is to be regularly updated by PLT.

b) Normally a qualified First Aider will attend in the case of First Aid being required depending on the above categories of patient.

c) First Aid Boxes are kept in:

☑ The classroom

☑ The office

d) A small first aid kit will be kept by the nominated First Aiders with PPE to deal with the beginning of a First Aid incident.

e) It may only be stocked with items recommended by relevant official documentation.

Training Documents will be kept by the school detailing the training undertaken to fulfil the role of the First Aider.

Arrangements

a) In cases of serious injury, the responsibility of the Liminal ends when the patient is handed over to medical care of the parent/guardian.

b) All injuries, whether staff, pupil or visitor must be entered in the Accident Log.

c) The Accident Log Book is kept in the office.

d) All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

e) No attempt to move an injured person should be made until an appropriate examination and assessment have been completed. Injuries have been made worse by premature handling

f) If a sporting activity has to be ended or postponed, this will have to be accepted.

Medicines

Non-prescription

No non-prescription medicines are kept in the provision, with the exception of paracetamol, ibuprofen, Calpol and Nurofen.

Prescription

No pupil may be given prescribed medicines or Asthma Inhalers in the provision unless the parent/guardian gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. These must be locked away in a designated cupboard by a member of staff responsible for First Aid.

Prescribed medicines/asthma inhalers etc will be administered, logged and signed by two qualified First Aiders. The process of administering medication is coordinated by PLT.

For further information relating to the administration of medication please refer to

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Supporting Pupils with Medical Conditions Policy.

Epilepsy

a) If a known epileptic suffers a short seizure and shows rapid signs of recovery then it is appropriate to sit the person quietly and to closely monitor his/her condition.

b) If the person suffers an injury during the seizure, then immediate first aid should be given.

c) Send for an ambulance if you suspect the casualty has:

No previous history of fits or

A succession of repeated fits or

Remained unconscious for more than 10 minutes or

Injured themselves during the fit.

d) All staff are informed by PLT of pupils who have epilepsy and are to be aware of action to be taken. This will involve sending for a First Aider. Parents are to be informed of any seizures by the First Aider.

e) If a pupil with no past history of epilepsy has a seizure, parents/guardians should be contacted immediately and medical advice sought.

Infectious diseases

More detailed information is available from the relevant health authorities in a handbook entitled 'Infectious Diseases Control Handbook'. This is available from the Client Services Team at the LA.

Bodily spillages

Where employees are required to come into contact with bodily fluids, the following minimum precautions are to be adopted, regardless of whether a risk of infection has been identified. The recommended method of dealing with any spillage is the use of special sanitising granules.

Procedures for the Safe Handling, Treatment and Disposal of Body Fluids

Spillage of blood or body fluids

1. Clean up spillages of blood or body fluids however small immediately. This must be conducted by PLT.

2. Open wounds must be covered with a waterproof dressing.

3. It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.

4. If there is broken glass, never pick it up with your fingers, even if wearing gloves. Needles to be disposed in a special sharps box.

5. Apply cleansing products i.e. sanitizing granules / body spills kit according to manufacturer's instructions.

6. Rinse area with hot water and detergent.

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7. Dispose of gloves and apron as clinical waste.

8. Wash hands thoroughly with soap and hot water.

9. Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.

10. If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water, and then laundered separately in a hot wash.

All staff should ensure that wounds or damaged skin are covered with a waterproof dressing (without visible air holes). Disposable non-seamed latex or vinyl gloves must be worn at all times, without exception.

Employees carrying out first aid who are likely to come into contact with bodily fluids should adopt the same precautions as above.

All waste materials, containing high-risk bodily fluids are to be properly disposed of as “clinical waste” into a prescribed container. The removal of the clinical waste is to be undertaken by the local Health Trust.

If the employee feels that they have been contaminated, they should contact their line manager who will seek further advice from medical advisors in the Public Health Department. Alternatively, you may wish to contact the Occupational Health Unit at the Local Authority. It is important that these incidents are fully recorded on Health and Safety Incident Report Form.

Protection against Blood-Borne Viruses

Employees need to be aware that as First Aiders you must wear the appropriate Personal Protective Equipment such as gloves, face shield

This will manage the risks associated with infection and virus transference from Blood-Borne Viruses (BBV).

People suffering from certain infections may have the agent of disease present in their blood. In some cases the organisms persist in the blood for long periods and in sufficient numbers to represent a high risk of transmission. If others are exposed to their blood - or other bodily fluids - the infectious agent may be transferred into their bodies and infect them. As the individual may not even be aware they are carrying the virus every precaution must be had to manage the risks associated with this.

Bodily fluids that may contain BBVs

- Blood
- Cerebrospinal fluid
- Pleural fluid
- Breast milk
- Amniotic fluid
- Vaginal secretions

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- Peritoneal fluid
- Pericardial fluid
- Synovial fluid
- Semen
- Other bodily fluids containing blood

Urine, faeces, saliva, sputum, tears, sweat and vomit, present a minimal risk of blood-borne virus infection unless they are contaminated with blood. However, they may be hazardous for other reasons.

BBVs of major concern are the human immunodeficiency virus (HIV, which causes Acquired Immune Deficiency Syndrome or AIDS), and Hepatitis B and C, which may result in chronic infection. These viruses represent a significant risk of blood-borne transmission.

Experience to date has shown that BBV transmission to workers or the public is very unlikely through everyday social contact with BBV-infected individuals.

Transmission is associated invariably with direct exposure to blood or body fluids and a means of delivering them through the protective skin barrier. In the occupational setting this is most likely to result from a penetrating injury with a contaminated sharp instrument, such as a needle, broken glass or contaminated machinery/vehicles; and more rarely when there is contamination of broken skin or mucous membranes. Sport, however, may constitute social and/or work exposure, and studies of this topic support the potential for infection by this route. There are impact injuries associated with sports such as wrestling, football and rugby, which result in bloody injuries and a potential risk of blood-borne transmission of hepatitis B and C, and HIV. Recommendations have been made that those involved in contact sport should receive hepatitis B immunisation.

Further information about Blood-Borne Viruses and the management of the risk within the school setting can be obtained from HSE website at <http://www.hse.gov.uk>

It is not possible for employers to totally eliminate the risks posed by BBVs in their workplace, because there is always the possibility of accidents where first-aiders and/or colleagues could be exposed when working. Employers are, however, required to adequately control exposure and protective measures.

Minimising the risk of exposure to blood products and BBV

- Do avoid contact with blood or bodily fluids
- Do take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids;
- Do avoid use of, or exposure to, sharps (needles, glass, metal etc) when possible and discard sharps directly into the sharps container immediately after use, and at the point of use;
- Do take particular care in handling and disposal if use of sharps is unavoidable –one use only contaminated sharps must be discarded in to an approved sharps container. This must be constructed to BS 7320; 1990 / UN 3291, and used containers must be disposed of through a waste management company who will dispose of them safely as ‘waste for incineration only’;

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- Do protect all breaks in exposed skin by means of waterproof dressings and/or gloves.
- Do protect the eyes and mouth by means of a visor or goggles/ safety spectacles and a mask when splashing is a possibility (this will also protect against bone fragments in orthopaedic surgery and post-mortem examination);
- Do avoid contamination of the person or clothing by use of waterproof/water resistant protective clothing, plastic apron etc;
- Do wear rubber boots or plastic disposable overshoes when the floor or ground is likely to be contaminated;
- Do apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact;
- Do control surface contamination by blood and body fluids by containment and appropriate decontamination procedures; and
- Do dispose of all contaminated waste safely and refer to relevant guidance (see below) if you are uncertain how to classify and dispose of your waste.

Information source - <http://www.hse.gov.uk/biosafety/diseases/bbv.pdf>13

Where possible contact with blood or bodily fluids should be avoided and restricted to those with appropriate training in handling these products. These control measures, along with any necessary adaptation to local circumstances, must also take account of any potential exposure of patients and members of the visiting public, including contractors. Where appropriate, PPE most often required to avoid contamination consists of simple items such as gloves, goggles or visor and disposable clothing protection, such as plastic aprons.

Procedures for Avoiding Needle Stick Injuries

Staff dealing with rubbish as part of their duties should be issued with gloves, a litter picker (if applicable) and a sharps container (specifically for needles).

Staff must not get into any rubbish containers to tread rubbish down as this could lead to a needle stick injury of the feet, legs or lower body.

Bags of rubbish should not be picked up bodily but must be lifted by the loose top, whether tied up or not. Make every effort to avoid contact between bags and the legs in such circumstances.

If skin is punctured, immediately squeeze the injured site. Keep squeezing and wash the injured site under running water for 5 minutes and seek medical attention.

If a member of staff has received a puncture wound from a contaminated sharp, it should be carefully picked up by a non-touch method and retained in a rigid container and should be taken with the member of staff to the Casualty Department/GP.

If there are several needles, inform the police and contact LA for removal and clean-up operation.

Use of Scissors and Knives within School

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All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, pupils or visitors bring into school any sharp knives, scissors, or other objects for use within the provision. Craft knives in the art room are used under strict supervision or by staff only. These are locked away when not in use and along with scissors and sharpeners count in and out at the beginning and end of every lesson.

Only scissors and other instruments purchased through Create are to be used within the classroom environment. This is paramount when dealing with pupils with special needs and who have complex behavioural needs. The use of scissors and knives in classroom areas are governed and the risks controlled through specific risk assessments.

First Aid Boxes

First Aid boxes will be stocked as recommended by official documentation. PLT will ensure adequate stocks are maintained. Disposable plastic gloves, latex-free and powder-free are available. Plastic bags are available for the disposal of soiled dressings etc and must be double wrapped.

All first aid containers must be marked with a white cross on a green background in accordance with the Safety Signs and Signal Regulations, 1996.¹⁴

Contents of First Aid Boxes

First aid boxes and travelling first aid kits should contain a sufficient quantity of suitable first aid materials. Contents of the boxes and the kits should be replenished as soon as possible after use to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on the packets. It is essential that first aid equipment be checked frequently.

A typical first aid kit in our school will include the following:

- ☑ A leaflet with general first aid advice
- ☑ Sterile water pads
- ☑ Regular and large bandages
- ☑ Eye pad bandages
- ☑ Triangular bandages
- ☑ Adhesive tape
- ☑ Safety pins
- ☑ Disposable gloves
- ☑ Alcohol free wipes
- ☑ Plasters of assorted sizes/fabric
- ☑ Cold compresses
- ☑ Burns dressings

First aid kits in specialist areas may contain:

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☐ Fire blankets

☐ Foil blankets

☐ Burns kit

☐ Scissors

☐ Eye wash

First aid provision should contain only those items which a first aider has been trained to use. Nitrol gloves to be used in case of known allergies to latex.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

Travelling First Aid Kits

Before undertaking any off site activity PLT and Teachers, in conjunction with a trained First Aider, will assess what level of first aid provision is needed. Where there is no risk identified, a minimum stock of first aid items for travelling first aid containers is:

☐ a leaflet giving general advice on first aid:

☐ six individually wrapped sterile adhesive dressings:

☐ one large sterile unmedicated wound dressing (approximately 18cm x 18cm);

☐ two triangular bandages;

☐ two safety pins;

☐ individually wrapped moist cleansing wipes;

☐ One pair of disposable gloves.

☐

These are kept fully stocked by PLT

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

It is the responsibility of the visit organiser to collect, and return, these kits on each visit.

Accidents Involving External Bleeding

a) Normal first aid procedures should be followed. First aiders should wash their hands before and after administering first aid (wearing disposable gloves).

b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.

c) Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.

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d) Contaminated surfaces should be washed thoroughly using approved cleaning substances using rubber gloves.

e) In the case of small cuts, whenever feasible, the person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

Accidents

a) All accidents must be reported to PLT and entered in the Accident Log kept in the office.

b) Fatal or major injuries must also be reported immediately by telephone to the LA's Health and Safety Section and to the CEO and the child's host school/provision. The Health and Safety Form should be completed and forwarded to the Health and Safety Team at the relevant authority. A copy is retained at the provision with PLT

c) Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the LA.

d) In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Immediate Action

a) Necessary medical attention must be given as first priority and the safety of all ensured.

b) Parents/guardians or next of kin must be contacted as soon as possible. If parents/guardians cannot be contacted or are unable to cope, where possible the provision will provide an escort.

c) Normally an ambulance should be called for anyone requiring hospital treatment.

d) Staff should not use their own cars unless their insurance policy specifically permits this use, and another member of staff accompanies them.

Near-miss Reporting

Any incident, which may have resulted in a very serious accident, must be reported to the PLT This can be done by completing a Health and Safety Form and handed to the PLT for reporting to LA.

Stress

The accident reporting form should be used in all instances and a stress risk assessment can be conducted as a supportive measure and to identify the environmental factors and management strategies. This should be a collaborative activity between the personnel concerned and PLT.

In the event of work-related stress Create is concerned about the welfare of the individual and will make a referral to Occupational Health.

Parental Consent

The written approval of parents/guardians must be obtained when there is a significant risk of Injury before children participate in any activity. The LA Guidelines for Off-Site Activities must be followed for educational visits and work Experience

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ICT

Teachers must ensure that Risk Assessments are completed for their rooms in terms of the use of information technology. Members of staff should ensure that pupils are well supervised at all times.

Food Technology

Teachers leading Food Technology lessons/activities must ensure that not only they, but also all staff supporting lessons, hold a current Food Handling and Hygiene Certificate. In addition to this any teacher who is not a qualified Technology Teacher, or a Technology Technician must be supported by the aforementioned personnel to ensure compliance with risk assessment and adherence to food hygiene protocols.

Cooking with hot oils, butter or similar should be approached with extreme caution. The risks associated with fire and burns are significant and adequate control measures should be put in place to safeguard pupils, personnel, and the premise.

When utilising the food technology facilities throughout the campus all cooking appliances and apparatus should be closely always monitored. No equipment should be left unattended for any reason.

Repeat instances of negligent use of the Food Technology facilities that have an impact will be dealt with in accordance with Create disciplinary policy.

The area should be uncluttered and passageways free for safe movement. Coats and bags must be stored safely. This is the responsibility of the teacher in charge of the lesson.

The floor should be kept clean.

Windows and ventilation should be properly controlled. A properly stocked first aid box should be kept in the area, with a clearly visible notice. A fire blanket/extinguisher to be kept near the oven/cooker area. This equipment is audited regularly and is serviced annually. Staff should note various means of exit from the room by the presence of the green fire exit signs and the notice

indicating the closest means of escape. There must be no displays of cards, pictures, pin-board or pupil files near any cookers.

Safety

Any faults in relation to cooking equipment must be reported immediately to the PLT. Safe and adequate working space is required around cookers. No two or three-way adapters should be used on any appliances due to the risks associated with electrical overloading.

Hygiene

Staff and pupils must wash their hands with warm, soapy water and use disposable towels before handling food. All foodstuffs should be stored in suitable containers in clean cupboards out of the reach of vermin, flies, etc. Food waste disposal bins must be emptied daily or immediately after cookery sessions.

Pupil Protection

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All pupils should wear clean aprons, tie back long hair, remove rings and be discouraged from wearing loose clothing. Pupils must walk in the area. No pupils may carry bowls of hot water. Pupils should be closely supervised at all times.

Equipment and materials

No member of staff shall keep sharp knives, scissors or other sharp instruments in the provision. Any sharp implements used as part of a legitimate curriculum activity should be stored appropriately in a locked cupboard in the classroom.

Correcting Fluids

Pupils are not allowed to use correcting fluids, such as Tippex, at Liminal. The harmful chemicals associated with this substance are considered too high to ensure safe use.

Marker Pens

Pens which are mainly water based should be used. When other pens are used, these should only be used by staff, and in a well-ventilated area. Staff should ensure that pens suit the board for which they are intended.

Visualizers and Projectors

It is identified that there is a fire risk associated with visualizers and projectors due to the induction of heat from the bulbs. As a consequence when it is not in use it should be switched off and stored appropriately. The light from a visualizer and projector must not be directed into the face of a person when in use, due to the risks posed to eyesight.

Kettles and Hot Drinks

Kettles should be used only in designated kitchen/kitchenette areas, and not in classrooms or other work areas. All kettles should be approved and or sourced through the board of directors due to the risks associated with electrical fire.

Hot drinks must only be prepared in designated areas and are not to be used or transported in any areas where pupils have access due to risks of spillages and burns from hot liquid.

Electrical Equipment

Installations/PAT

All equipment should be tested at least annually and labelled by an electrical technician undertaking the test (PAT Testing). Although the yearly requirement for PAT is not the law, Create will use approved Contractors to complete PAT testing which will be conducted at Easter or in the Summer holidays.

Under no circumstance should staff bring electrical items into school. As they will not be PAT tested and the origins of purchase are not clear. As a consequence, the school is unable to decipher whether they are safe and they pose an electrical fire risk.

If personal electric items are brought onto the premises that compromise the safety of the building and the people within, action will be taken against the individual(s) in question.

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Checklist for Electrical Equipment

A 3-amp fuse should be used on:

Radio or TV

Tape recorder

Refrigerator

A 13-amp fuse should be used on:

Iron

Vacuum cleaner

Kettle

Toaster

Polisher

Portable cooker

Projector or visualiser

Inventory

All electrical equipment details should be entered in the Inventory.

Any defective equipment should be marked “UNSAFE – DO NOT USE” and stored safely until they are disposed.

Swimming

a) There must be continuous supervision by a qualified lifeguard at all times.

No paperwork, marking or other activities can be engaged in that would distract the supervisor from their duties to ensuring the safety of those who use the pool.

b) There must be adequate qualified cover for this lifeguard should he/she leaves the poolside for any reason.

c) The instructor working with the swimmers cannot be the lifeguard but may be used to provide cover if he/she is adequately qualified.

d) In this case, the instructor must stop teaching and the pupils must leave the water.

A Life Saving Qualification is a minimum of either:

a) Bronze Medallion Award – enhanced by training in diving to a depth greater than 1.8m and ability to resuscitate by means of cardiac compression.

Or preferably,

b) Bronze Pool Medallion Award.

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Teachers are instructed that they do not allow pupils into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

Equipment

It is the responsibility of all personnel to visually check electrical devices for defects before they are used. This includes devices used by pupils such as keyboards, laptops, computers, or tablets. If a defect is identified, then the equipment must be isolated and not used immediately. Any defects identified or damage should be reported immediately to the PLT.

Animals in School

Teachers should discuss with PLT the possibility of keeping animals in school. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Pupils are not allowed to bring any animals onto school premises.

Any animals that are brought into school to support the teaching and learning activities must be appropriately risk assessed to ensure the safety of the staff and pupils whilst also taking into consideration animal welfare.

Visitors to Create

All visitors to Create have a legal duty to care for their own health and safety, and that of others, whilst they are in the provision.

A designated member of staff must take responsibility for the visitor and they should not be left unsupervised with pupils at any time. Any third-party contractors who have been commissioned on behalf of Liminal should have the appropriate checks conducted and their details entered onto the provision's Single Central Record (SCR).

The visitors pass issued must be worn at all times whilst in the provision and returned upon leaving.

Violence to Staff

1. If any member of staff is subjected to any aggression on school premises they must inform a member of the PLT immediately.
2. Staff are asked to keep written accounts of such episodes, according to policy.
3. Appropriate steps will be taken by the PLT to deal with such situations.
4. If necessary, the Board of Directors and LA will be informed and involved.

Violence can take many forms, including:

- 1) Physical force against an individual
- 2) Verbal abuse and threats
- 3) Rude gestures – innuendos
- 4) Sexual or racial harassment

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The PLT must ensure that risk assessments are undertaken in respect of all sources of potential violence to employees.

All acts of violence either of a physical or verbal nature must be recorded on the Council's Health and Safety Incident Report Form. Completed forms should be forwarded by the PLT to the Health and Safety Team at the relevant authority or host school as soon as possible following the incident. The information is then reported to the Board of Directors.

The PLT will ensure that the incident form is fully completed with the following details included: -

- a) description of possible causes;
- b) action taken to prevent recurrence and support offered to the employee;
- c) recommendations/comments (including any identified training needs).

If a member of staff is seriously injured or is off work for more than seven consecutive days as a result of the incident it will be reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

The school has a Zero-Tolerance policy which governs the protection of all site users and protects them against physical and verbal abuse. It provides clear guidance to site users and visitors about the standards of behaviour expected and the consequences of non-compliance.

Home Visiting

1. Some staff may need to visit pupils and/or parents/carers in their homes.

This may involve travelling to known problem areas of a town and/or evening visits.

2. All staff must sign out detailing the destination if possible to ensure details of their whereabouts are known by site staff. If the meeting is of a sensitive nature then a member of PLT must be informed.
3. Visits should be made avoiding evenings whenever possible and in pairs in all situations where there has been an identified risk. Employees must ensure that they carry a mobile phone with them, if possible and make periodic contact with the provision.

CCTV and Health and Safety of Site Users

The CCTV system has been installed by West Midlands House.

Create will use the CCTV to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

The system will not be used:

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- To provide recorded images for the world-wide-web.

Further information can be sought from the provision's CCTV policy.

West Midlands House have an all-encompassing responsibility for the Health and Safety of Create's provision. They maintain the fire safety systems, emergency exits, emergency lighting but to name a few. Nonetheless responsibility for Health and Safety rests with the site users and with this in mind everyone occupying the provision has a duty to keep safe and to address any cause for concern. Create is committed to working with West Midlands House to create a safe environment for all to use.

COVID-19 Health & Safety

Create aims to ensure that the risks of COVID-19 presented to the provision community are mitigated as far as possible.

The objectives of this addendum are:

- ☐ To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance
- ☐ To provide a safe working and learning environment
- ☐ To ensure a systematic approach to the identification of risks and the allocation of resources and implementation of other measures to control them

Create recognises and accepts its responsibility as an employer and education provider and will provide a safe and healthy environment for all staff, pupils and visitors.

We will adopt health and safety arrangements under COVID in line with Health & Safety legislation, and in consideration of government, LA Public Health and Public Health England's guidance.

Create will:

- ☐ Develop a whole provision Coronavirus Risk Assessment and communicate this with the Create Community.
- ☐ Develop risk assessments for individual pupils and staff where necessary.
- ☐ Develop an Operational Plan and communicate this with all Liminal staff.
- ☐ Apply and communicate sensible risk management and safe working practices.

This will involve:

- o Regular assessment of hazards and associated risks
- o Implementing preventive and protective control measures to mitigate these risks as far as is possible
- o Provision of information, instruction, training and protective equipment to staff
- o Regular reviews of risk assessments, policies, procedures and practices
- ☐ Implement measures to ensure social distancing is observed across the site.

However due to the nature of pupils' learning needs, social distancing may be difficult for some of our young people to adhere to; both parents and staff have been made aware of this.

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- ☑ Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors
- ☑ Operate an enhanced cleaning regime for the duration of the COVID pandemic.
- ☑ Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- ☑ Communicate regularly with the Create Community about the Create response to COVID.
- ☑ Implement measures to monitor staff wellbeing.
- ☑ Provide appropriate personal protective equipment (PPE) for staff and visitors to site.