



HEALTH AND SAFETY POLICIES AND PROCEDURES

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Key staff involved in the policy

| Role | Name |
|-----------------------------|----------------------------|
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| ALS lead/SENCo | Claire Ross |
| Senior leader(s) | Mandy Ellen and Emma Finch |
| Head of centre | Mandy Ellen |
| Other staff (if applicable) | Not Applicable |

This policy is reviewed and updated annually to ensure that access arrangements process at MEPA Academy is managed in accordance with current requirements and regulations.





HEALTH AND SAFETY POLICY

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1. Health and Safety Policy Statement

It is the policy of MEPA Academy to ensure, so far as is reasonably practicable, the health, safety and welfare of its students, pupils, employees, visitors and contractors while they are at work and of others who may be affected by their undertakings,



and to comply with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation as appropriate.

MEPA Academy aims to:

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

2. Legislation

In formulating this policy, MEPA Academy has paid regard to the DCSF document *Guidance on Health and Safety:*

Responsibilities and Powers and all relevant HSE laws, regulations and guidelines, including:

- 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 make an assessment of 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
- MEPA Academy follows national guidance published by Public Health England when responding to infection control issues.

It is a requirement that all members of staff read this document thoroughly and familiarise themselves with their responsibilities as outlined.

All staff are required to confirm that they have read the policy.



3. Scope

MEPA Academy recognises and accepts its responsibility for providing a safe, healthy workplace and working environment for all of its employees and students and any others affected by its activities - contractors, visitors, neighbours and members of the general public.

4. Key Areas

MEPA Academy will take all reasonable steps to meet the responsibility to provide a safe place of work and learning, safe working practices, and will provide such resources as necessary to meet this intention.

In particular, it will pay special attention to:

- Identifying the roles of local management in health and safety;
- Providing and maintaining a safe working environment;
- Preventing accidents and work-related ill health;
- Developing and maintaining safe working procedures amongst staff, students and all visitors
- Identifying safety procedures so that they can be carried out without difficulty;
- Developing suitable and sufficient risk assessments to ensure that risks are adequately controlled;
- Identifying health and safety training needs of employees;
- Developing effective communication systems throughout MEPA Academy;
- Ensuring that employees are aware of all relevant health and safety documents.
- Enabling the identification and allocation of resources necessary to improve the health and safety performance of MEPA Academy by setting standards based upon risk assessments and best practice;
- Having robust procedures in place in case of emergencies;
- Assessing and controlling risks from curriculum and non-curriculum work related activities;
- Developing effective inspection/monitoring procedures to ensure compliance with its own safety standards, national best practice and legislative requirements;
- Reporting to the SMT on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring there are enough staff members to safely supervise students;
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

ORGANISATION



5. Accountabilities

5.1 The designated Principal as the day-to-day manager accepts full responsibility for the entire site within the resources provided and in accordance with priorities set by MEPA Academy. In the absence of the Principal, the designated officer should be a member of SMT.

5.2 MEPA Academy, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Inform employees about risks and the measures in place to manage them;
- Ensure that adequate health and safety training is provided.

5.3 Persons with a post of special responsibility, whether teaching or non-teaching, will be required to develop suitable and sufficient risk assessments and to prepare, implement and monitor safety policies, practices and procedures within their particular areas and within their sphere of control.

5.4 Class Teachers / tutors are expected to exercise effective supervision of the students, to know the emergency procedures, to check their classrooms and studios are safe, that equipment is safe before use, and to ensure safe working practice and procedures are followed.

5.5 No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty under the Health and Safety at Work Act 1974 to co-operate with the Health & Safety and Welfare Officers and to assist them in so far as is necessary in meeting their delegated responsibilities. To this end all employees are required to:

- Keep their own work area free of all unnecessary hazards;
- Comply with all safety rules, which may be in force;
- Use all safety equipment or personal protective equipment, which may be issued, and report any defects found in the equipment;
- report all hazards, injuries, dangerous occurrences or near miss accidents to their Manager / Reception;
- Model safe and hygienic practice for students; and
- Understand emergency evacuation procedures and feel confident in implementing them.

5.6 MEPA Academy recognises it owes a special duty of care to its students but likewise expects them to exercise personal responsibility for their own health and safety and that of their classmates, to comply with all MEPA Academy codes of conduct, rules and terms & conditions, in particular those on safety and emergencies and not to willfully misuse, or interfere with anything provided for their or the safety of others.



5.7 MEPA Academy encourages full and effective consultation on health and safety with all its employees.

5.8 Contractors will agree health and safety practices with the Principal before starting work and provide evidence that they have completed an adequate risk assessment of all their planned work.

6. Resources

6.1 The Principal, through the Senior Management Team, will be required to allocate sufficient resources to overcome, so far as is reasonably practicable, deficiencies within their sphere of control after undertaking a suitable and sufficient risk assessment.

6.2 MEPA Academy will make and implement such arrangements as are appropriate for its activities including:

- Effective planning;
- Effective organisation;
- Effective control; and
- Effective monitoring and review of its preventative and protective measures.

7. Senior Management Team

7.1 The Senior Management Team may need to prioritise health and safety matters and ensure that major decisions form part of any MEPA Academy development plan. Health and Safety will be a standing item on the agenda of Senior Management Team meetings.

8. Training Needs

8.1 The Principal will ensure, where appropriate and after consultation with the appropriate employee, that adequate health and safety training will be given to enable the employee to carry out his/her duties: this applies to all employees, both teaching and non-teaching.

8.2 Health and Safety Training / Instruction will be given:

- upon induction
- when being exposed to new or increased risks because of:
 - Ø increased responsibility;
 - Ø new or changed work equipment;
 - Ø new work systems; and
 - Ø new technology.



9. Programme/Course Level

9.1 Health and Safety will be a standing item on the agenda of termly staff meetings and will be added to the minutes.

10. PREMISES SAFETY

10.1 Maintenance Issue Book

MEPA Academy keeps a logbook (accessed through Reception), which is to be used to record a maintenance issue or possible hazard, that may be identified in the premises. It is the responsibility of the Duty Manager to respond to the hazard as soon as possible, even if the decision is to maintain the status quo. Entries should be regularly reviewed by MEPA Academy's health and safety officer.

10.2 Workplace

MEPA Academy will maintain a safe and healthy workplace. This covers a wide range of issues such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, workstations, sanitary conveniences and welfare facilities. Regular inspections by the Principal, overseen by the Health & Safety Officer will help to manage and maintain the requirements.

10.3 Health & Safety Signs

MEPA Academy will ensure that prescribed pictogram safety and fire signs are displayed. A list of emergency contact persons and emergency isolation points.

11. CONTRACTORS

11.1 Awarding Contracts

MEPA Academy recognises its responsibility for ensuring appropriate health and safety standards in any specifications and conditions of contract that they let. Contractor selection will be based on:

- competence for the task;
- performance /quality standards;
- safety policy, procedures, and method statements;
- legal indemnity; and
- cost.



11.2 Controls

In general, all contractors and sub-contractors must report to the office as soon as they arrive on site and follow the 'Visitors to MEPA academy' procedure (section 37). They will be briefed on the emergency procedures for the relevant site. If their work involves any risks to employees or other persons, then suitable arrangements must be made to protect them.

11.3 Transport and vehicles on MEPA Academy

Before commencing work any contractors and sub-contractors must discuss with the relevant Health & Safety Officer the movement and times when vehicles will be allowed on the MEPA Academy Site. This includes buses and deliveries.

12 EMERGENCY PROCEDURES .

12.1 Appointed Persons – Emergency First Aid Training

A number of persons will be trained and appointed as First Aiders to render first aid assistance where necessary.

Training is renewed every three years. The appointed person is the person with the overall responsibility for first aid in the organisation is Emma Finch, in conjunction with the Safeguarding Officer. First Aid training will be arranged and monitored by the Principal, in conjunction with Safeguarding Officer (Emma Finch).

12.2 Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- All accidents (including minor ones) to students, staff and visitors (including contractors, sub- contractors) MUST be recorded in the relevant site accident book, which are kept by the principal First Aiders / Reception (see section 18). The principal First Aider will then generate MEPA's accident report form, which is to be completed by the person responsible for visitors or contractors as soon as possible and copied to the Health and Safety Officer and Welfare Officer. Where appropriate, the Designated Safeguarding Lead should also be informed;
- An accident report identifying trends in accidents/incidents must be provided to the Senior Management Team on a termly basis;
- Certain injuries and conditions, details of which are listed in Appendix C, must be notified immediately by the First Aider to the Health and Safety Executive (HSE) using the online forms found at <http://www.hse.gov.uk/> within 10 days of the incident;
- All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm);
- Accidents to members of the public (including staff or students) that result in them being taken directly from MEPA to hospital must also be notified online; and



- If as the result of an accident or work-related ill health an Employee is absent from normal duties for more than three days, the Health & Welfare Officer will notify the HSE online as stated above.

12.3 Fire Risk Assessment

- The fire safety folder will contain its fire risk assessment and all supporting documentation such as fire warning and evacuation arrangements and is held in Reception.
- The testing of fire safety equipment, such as fire alarms and the checking of fire extinguishers is carried out and recorded by the caretaker.
- The reports on Fire Drills and any action planning arising from these are recorded by the Fire safety officer.
- M EPA will make any necessary arrangements to comply with its recommendations on issues such as frequency of fire drills, testing of appliances etc.
- Fire risk assessment and audits are carried out by external advisors on a scheduled annual basis. Please

also refer to the Fire Safety Policy and Fire Alarm policy.

13. EQUIPMENT SAFETY

13.1 Standards of Equipment Purchasing and Maintenance

It is the policy of MEPA whenever practicable to purchase and maintain equipment at recognised British or European Standards.

13.2 Work Equipment

The Site Manager, in conjunction with the relevant Health & Safety Officer, will ensure that annual inspections are made of all work equipment, and that suitable records are kept

13.3 Electricity at Work – Electrical Testing

The Health & Safety Officer will ensure that competent persons conduct the annual inspection of portable electrical equipment and PAT testing and that adequate records are kept;

Any potential hazards will be reported to the Duty Manager immediately;

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



13.4 Gas Safety

All gas systems will be inspected annually by a competent person (Gas Safe Registered engineer) and any maintenance or repairs will be undertaken by such a competent person.

Gas pipework, appliances and flues will be regularly maintained, and records retained for audit by the Health and Safety officer.

13.5 Substances Hazardous to Health (COSHH)

MEPA is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

All substances/materials will have had a suitable and sufficient risk assessment made before being used. Any hazardous products are disposed of in accordance with specific disposal procedures. A copy of the cleaning company's COSHH report is held at Reception.

13.4 Lifting Equipment

A competent person/engineer will examine on site such equipment as is specified in legislation and report his findings to MEPA, including regular LOLER assessments of lifting equipment.

It is the Principal's responsibility to ensure that any and all safety defects are rectified before the equipment is used. The relevant site's Health & Safety Officer holds copies of the records.



13.5 Pressure Systems

A competent person/engineer will examine such equipment on site as is specified by legislation and report his findings to MEPA. The Principal will need to ensure that safety defects are rectified before the equipment is used.

13.6 Non-Ionising Radiation

Equipment such as mobile phones, microwave ovens, infrared lamps, welders, photocopiers, laser printers, CD players, and multi-media computers, routers/Wi-Fi can emit non-ionising radiation in the form of radio waves, microwaves, infrared heat, EMF, visible light and ultra-violet. Prolonged exposure to these can be harmful. MEPA will ensure a competent person properly maintains all such equipment.

14. Personal Health and Safety

14.1 Risk Assessment MEPA Academy:

- will make a suitable and sufficient risk assessment for all its activities where a significant risk is identified. (Appendix D);
- will take the necessary preventative and protective measures to adequately control risk and
- comply with the other requirements made under this and other Health and Safety Regulations.

14.2 Persons with Special Needs

MEPA will undertake an assessment of a person's special needs as necessary for that particular individual and take actions as appropriate to ensure their health, safety and welfare when employed or on site

14.3 Smoking on Academy Premises

MEPA Academy does not permit smoking in any building on its premises. This rule applies to all persons at all times.

14.4 Young Persons

MEPA, when offering to take a work experience student, will undertake the necessary risk assessments required to ensure that all placements are low risk. A parent of a student under the minimum school leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the academy to minimise the risk.



14.5 Food Safety

MEPA Academy operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in regular food preparation and/or the serving of food will undertake appropriate training to comply with these requirements.

14.6 Lone Workers

MEPA will identify individuals "at risk" and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome problems lone workers face.

- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

14.7 Visitors to MEPA

- All visitors are required to report to Reception and to sign the Visitor's book at the relevant site.
- If they are new to MEPA, visitors are briefed by an appropriate member of staff in order to familiarise themselves with the various safety/emergency procedures that may affect them.
- All visitors must wear a red visitor lanyard when they are on site.

14.8 Violence to staff

MEPA does not tolerate any form of violence to staff or students and will treat all such incidents with the utmost seriousness. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from students, visitors or other staff.

14.9 Security



MEPA will take all reasonable steps to protect its staff and (especially) its students against trespassers, intruders and like persons and will comply with its own guidelines on this issue at all times.

14.10 Manual Handling

MEPA will identify employees who need to move loads as part of their work, undertake risk assessments, and determine any appropriate steps including the provision of lifting equipment or training, to prevent the risk of injury during manual handling.

14.11 Display Screen Equipment

MEPA will undertake the appropriate risk assessments for all DSE users and action the recommendations.

14.12 Personal Protective Equipment

MEPA will provide and maintain all necessary and appropriate personal protective equipment, which is required to ensure that its activities are carried out safely and without risk to health.

14.13 Electrical Equipment

MEPA will employ an external company to test portable electrical appliances and report as required by the Electricity at Work Act/Regulations items -451. Checks will be carried out every 12 months.

14.14 Managing Stress in MEPA Academy

It is recognised nationally that stress related problems in education are costly. MEPA will positively examine stress levels throughout by undertaking a risk assessment and take appropriate action as necessary.

14.15 Environmental Protection

MEPA will dispose of its waste in accordance with both national and local guide lines and legislative requirements.



14.16 Working Time

MEPA will comply with the requirements identified in the Working Time Regulations (Amendment) 2003.

15 Educational Trips, Excursions and Activities

15.1 Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities taken on or off site. MEPA Academy will apply the same rigorous criteria for risk assessment and control to educational visits as it does to all educational activities.

15.2 When taking pupils off the school premises, MEPA Academy will ensure that:

- A detailed risk assessment is drawn up for trips, excursions and activities to identify possible health and safety risks;
- Staffing for excursions, visits and activities is provided based on the assessed level of risk;
- Staff will take a MEPA mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the emergency contact details; and
- There will always be at least one first aider on trips and visits.
- Parental consent for trips will be sought as appropriate in line with the visit and risk assessment policy.

16 Students in employment

16.1 MEPA Academy secures employment for students through the independently run Agency. The agency acts as an intermediary between the proposed employer and parents/guardians to ensure performing licenses are raised. The agency keeps a copy of the license on file.

16.2 Employers of child performers are required to undertake a fully risk assessment and health and safety assessment of the proposed employment to evaluate the risk level and disclose this to the child's local authority. The local authority will sign off on a performing license provided that the proposed employer meets health and safety standards and all necessary regulations. The health and safety of the child performer is the full responsibility of the employer.

17 Transporting Students/Students in Staff Cars

17.1 In most cases staff should not be asked to drive individual students alone in private and minibuses.

17.2 Where students are transported in cars owned and driven by members of staff MEPA Academy will make appropriate checks on the competency and suitability of the driver, and that there is the necessary cover for insurance in place and ensure that there are either at least 2 adults or 2 pupils during transportation.

18 Infection Prevention and Control

18.1 MEPA Academy follows national guidance published by Public Health England when responding to infection control



issues. Staff and pupils are encouraged to follow good hygiene practice, where applicable

18.2 Pupils vulnerable to infection Some medical conditions make students vulnerable to infections that would rarely be serious in most young people. MEPA Academy will normally have been made aware of such vulnerable students

18.3 Exclusion Periods for Infectious Diseases

- MEPA Academy will follow recommended exclusion periods outlined by Public Health England, summarised in appendix B.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

19 New and Expectant Mothers

19.1 Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant.

19.2 Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

20 Inspections and Monitoring

Monitoring Arrangements

The Health & Safety Officer, in conjunction with the Principal and Head Teacher, will ensure effective systems are in place for monitoring Health and Safety. This includes:

- Inspections;
- Surveys;
- investigation of incidents/practices/documents;
- record keeping;
- regular audit of the policy and management systems by a competent person (see Appendix E: Inspection Form).

Appendix A: Emergency Contact Persons & Emergency isolation points



| CONTACT | NAME | TELEPHONE |
|--|-------------|-------------|
| Designated Safeguarding Lead & Welfare Officer | Emma Finch | 07717437632 |
| Principal | Mandy Ellen | 07980548248 |
| Health & Safety Officer | Emma Finch | 07717437632 |
| Production Manager | | |

Appendix B: Infection Prevention and Control

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

Hand washing

- Wash hands with liquid soap and warm water
- 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

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



Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- 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

Appendix C: Recommended Absence Period for Preventing the Spread of Infection.

This list of recommended absence periods for preventing the spread of infection is taken non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts to follow that you can check.

| Infection or complaint | Recommended period |
|--|--|
| Athlete's foot | None |
| Campylobacter | Until 48 hours after symptoms have stopped |
| Chicken pox (shingles) | Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over. |
| Cold sores | None |
| Rubella (German measles) | 5 days from appearance of the rash |
| Hand, foot and mouth | Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed. |
| Impetigo | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment. |
| Measles | Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period. |
| Ringworm | Exclusion not needed once treatment has started. |
| Scabies | The infected child or staff member should be excluded until after the first treatment has been carried out. |
| Scarlet fever | Children can return to school 24 hours after commencing appropriate antibiotics treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and fact sheet to send to parents or carers and staff. |
| Slapped cheek syndrome, Parvovirus B19, Fifth's disease | None (not infectious by the time the rash has developed). |
| Bacillary Dysentery (Shigella) | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school. |



| Infection or complaint | Recommended period |
|--|--|
| Diarrhoea and/or vomiting (Gastroenteritis) | Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course if completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea. |
| Cryptosporidiosis | Until 48 hours after symptoms have stopped. |
| E.coli (verocytotoxigenic or VTEC) | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances. |
| Foot poisoning | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise). |
| Salmonella | Until 48 hours after symptoms have stopped. |
| Typhoid and Paratyphoid fever | Seek advice from environmental health officers or the local health protection team. |
| Flu (influenza) | Until recovered |
| Tuberculosis (TB) | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough. |
| Whooping cough (pertussis) | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment. |
| Conjunctivitis | None |
| Giardia | Until 48 hours after symptoms have stopped. |
| Glandular fever | None (can return once they feel well). |
| Head Lice | None |
| Hepatitis A | Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infection prior to diagnosis. |
| Hepatitis B | Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required. |
| Hepatitis C | None |
| Meningococcal meningitis/septicaemia | If the child has been treated and has recovered, they can return to school. |
| Meningitis | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed. |
| Meningitis viral | None |



| Infection or complaint | Recommended period |
|--|---|
| MRSA (meticillin resistant Staphylococcus aureus) | None |
| Mumps | 5 days after onset of swelling (if well) |
| Threadworm | None |
| Rotavirus | Until 48 hours after symptoms have subsided |

Appendix D: Reportable Major Injuries

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

REPORTABLE MAJOR INJURIES

1. All Fatalities
2. Major Injuries

Specified injuries to workers

The list of specified injuries in RIDDOR 2013 replaces the previous list of major injuries in RIDDOR 1995. Specified injuries are (regulation 4):

fractures, other than to fingers, thumbs and toes

amputations

any injury likely to lead to permanent loss of sight or reduction in sight

any crush injury to the head or torso causing damage to the brain or internal organs • serious burns (including scalding)

any scalping requiring hospital treatment

any loss of consciousness caused by head injury or asphyxia

any other injury arising from working in an enclosed space which:

∅ leads to hypothermia or heat-induced illness

∅ requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done



- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - Ø The collapse or failure of load-bearing parts of lifts and lifting equipment
 - Ø The accidental release of a biological agent likely to cause severe human illness
 - Ø The accidental release or escape of any substance that may cause a serious injury or damage to health
 - Ø An electrical short circuit or overload causing a fire or explosion

ACTION REQUIRED:

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

For fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Appendix E: Investigating Accidents and Incidents

Health & Safety at Work Act 1974.

Glossary:

An ACCIDENT is classified as an undesired event that results in injury and/or property damage.

An INCIDENT is classified as an event or condition that doesn't cause harm but has the potential to do so.

All accidents and incidents should be thoroughly investigated to prevent it happening again, and also any risk assessments associated with the activity should be reviewed.

In the event of any accident or incident:

The first priority should be to look after and treat any injured person. First Aid should be provided by a trained First Aider, using equipment provided on-site. See FIRST AID FACILITIES for further details.

An effective investigation depends upon getting all possible evidence together, so it is essential to secure the accident scene as soon as possible after the accident.

Investigations are needed to prevent a similar accident happening again and is not about apportioning blame.

The accident/incident needs to be approached in a structured manner and carried out by a competent person or persons.

Competent persons may be someone familiar with the work location; a manager or supervisor from the work location; a senior manager; a health & safety expert; a technical expert.

The team may also include the injured party and an employee representative. The team may be any number of people; a small incident may be investigated by one person. A senior manager should investigate a serious accident.



The investigation should look at the cause of the accident and future prevention of a similar accident. The benefits of an investigation are to make a safer work environment; improve staff morale; prevent business loss from disruption, down-time and lost business; prevent more accidents and develop skills that may be able to be applied elsewhere within MEPA.

The investigation should:

- Collect information needed to pass onto enforcing authorities
- Identify the cause of the accident/incident to stop it happening again
- Collect information that may be needed for an insurance claim
- Identify the cost of an accident

An accident may have been caused by a number of factors – these may include immediate causes, underlying causes and root causes. The following procedure should be followed:

Gather information – this may involve gathering physical evidence, taking photos, and witness statements, and looking at documents such as risk assessments and operating procedure

Analysis – look at all the information to identify what happened and why. If human error or deliberate violations were part of the cause then it will need to be established as to whether someone forgot, didn't know or deliberately ignored a rule.

Review Risk Control Measures – identify what changes may be needed with regards to the risk control measures in place in order to prevent the accident happening again. Consideration should also be given to whether similar changes need to take place in other areas at MEPA.

Action Planning – the changes that are required should be made by a senior member of staff and communicated to everyone as necessary.

External Relations – the Programme/Course Director, in consultation with the Principal is responsible for dealing with external bodies such as enforcement agencies, media and local residents and businesses. In the event of an investigation by the Health & Safety Executive or local authority inspectors the Course Director shall be nominated representative to act as the main contact with them.

The Accident / Incident Report Form should be used to complete the investigation



Appendix F: Risk Assessment Record

Activity/Process/Operation

| |
|-----------------------------------|
| Activity/Process/Operation |
| |

What are the Health & Safety Hazards?

| |
|--|
| What are the Health & Safety Hazards? |
| |

| | | | |
|---|--|---------------------------|--|
| | | | |
| Name of Assessor | | Record Number | |
| Job Title | | Date of Assessment | |
| Department(s) (see checkpoint 12-14) | | | |
| Location Risk | | | |
| | | | |



Checkpoints

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Has all health and safety information been obtained. 2. Consider the number of persons exposed. 3. Estimate initial risk level - high, medium or low. 4. Consider if elimination or safer substance could be achieved 5. Consider all necessary control measures including procedural and technical controls. 6. Are the above controls to the required standard and regularly maintained? 7. Have the emergency actions plans been considered? | <ol style="list-style-type: none"> 8. Have employees (and others) been adequately trained/instructed/informed? 9. Has adequate supervision been provided? 10. Is personal protective equipment required? 11. Is health surveillance required? 12. What arrangements have been made for monitoring the assessment? 13. How often is the assessment to be reviewed? 14. Has the assessment been drawn to the attention of all who need to see it? |
|--|--|

| | | | |
|----------------|--|--|--|
| Signed: | | Review Date (See checkpoint 13) | |
| Date: | | | |

