

**EDENFIELD GIRLS HIGH SCHOOL [EGHS]**

**Health and Safety Policy**

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## **Introduction**

Health and Safety is of prime importance to EGHS and we will seek to conduct our business in such a way as to avoid harm to our employees and all others who may be affected directly or indirectly by our activities.

This policy outlines the responsibilities and arrangements for ensuring your Health and Safety. It is therefore important that you read the policy before starting work at EGHS.

## **Aim and objectives**

The aim of our school is to create a safe environment, for all users of the school, pupils, school staff, parents and the community.

This includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations or seeking expert help where the necessary skills are not available.
- Alertness and control
- Cultivation of good habits
- Learning to be safe

We believe that pupils learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE equipment
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits
- Safe places to play (stranger danger etc)
- Healthy eating habits, fruit time in school at breaks
- Wearing the right clothing for P.E/games lesson

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

Educational visits are carefully planned in advance, by following instructions in the education visit policy.

## Roles and responsibilities

The EGHS school Health and Safety (H & S) committee consists of:-

Mrs. Y Mubarak	Headteacher
Mr Imran Ashraf	Chair of Governors
Isfahan Rashid	Caretaker and Health and Safety Coordinator

### Headteacher

- to pursue objectives in respect of H&S policy
- to set up arrangement to meet the H&S requirement
- to be available to any member of staff to discuss and seek to resolve health and safety problems
- to report to the Governors
- to inform staff of any changes/hazards etc
- to ensure that all areas of the school are inspected regularly
- to ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences
- to ensure that all visitors, including maintenances contractors are informed of any hazards on site of which they may be unaware
- to ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff
- to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or emergency and that fire fighting equipment is available and maintained

### Health and Safety coordinator

To ensure that employees are:-

- aware of their responsibilities under the Health and Safety at Work Act
- familiar with the requirements of the school's safety policy
- made aware of the hazards in their area of activity
- familiar with safe methods of work
- aware of the action to be taken in an emergency
- aware of the first aid facilities available
- to ensure that safety rules and safe methods of work are observed, and that protective equipment is utilized where appropriate
- to inform the head of all accidents and incidents and assist in the investigation
- to initiate or recommend any necessary repairs or maintenance work
- to maintain a high standard of a safe working environment at all times

- to participate in consultation with head and employees in promoting progression improvements in the safety of activities

### **All staff**

- to co-operate with safety representatives in the fulfilment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all sickness, accidents and dangerous occurrences promptly

## **Arrangement for ensuring Health and Safety**

Every person entering the premises will be made aware of the emergency procedures

The health and safety committee of the school will issue, as necessary, policy curriculums and/or guidance notes through the head and H&S coordinator and will be circulated to appropriate staff. A full record of guidance will be kept in a file in the office. It is the responsibility of members of staff to refer to these documents as the need arises.

New employees will, as part of normal induction process, be given health and safety information relevant to their work. Including fire warning procedures and first aid facilitation etc.

## **Protective Clothing**

Where appropriate, suitable and adequate protective equipment/clothing will be made available to employees engaged in hazardous activities.

## **Consultation**

Any employee who has a problem relating to health and safety at work must raise the matter with the H&S coordinator who will take appropriate action.

Proposals for introducing new Machinery, substances or processes will be subject to consultation with relevant employees and appropriate instruction, training and information will be provided where necessary.

Certain items of plant and equipment may be subject to statutory inspections.

## **Competency and Training**

The progression of adequate training is vital to health and safety of all members of staff. The head teacher supported by staff will identify needs and secure appropriate training.

The HSE states that "for a person to be competent, they need qualifications, experience, and qualities

appropriate to their duties.” In reality, only an assessment of the individual can demonstrate competence. Competent employees are expected to act in manner that is reasonable depending on their levels of knowledge, skills and training.

Do not operate machinery or attempt anything that you do not have the competence, skills or abilities to do or if you have not been trained.

## **Visitors and Visiting staff**

Any employee who during the course of his or her work, as required to visit premises other than their normal place of work must comply with the health and safety instructions relating to those premises.

Those persons inviting visitors into premises are responsible for ensuring that they are made aware of safety rules and procedures sufficient to ensure their safety.

All visitors must sign the visitor’s book in the school office and sign in and out (Upon leaving).

## **Smoking**

It is the policy of the Governors that EGHS is a no-smoking school. Smoking including the use of e-cigarettes, is not permitted in any area of the school by staff, parents or visitors to the school.

## **Car Parking**

The school has adequate car parking for staff and visitors. Drivers parking cars at the school, near it or dropping or collecting pupils at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings in the car park and near the school should be observed at all times.

Visitors parking at the school should leave a note of their car registration number with the school office in case the car has to be moved etc.

At no time should the school entrance be obstructed.

Trips - coach times should be arranged on or before 8.30am or after 9.20am to avoid congestion at drop off times.

## **Manual Handling**

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

Make proper use of equipment provided for your safety. Inform the Health and Safety Coordinator if you identify any hazardous handling activities. Ensure that any lifting activities you get involved in do

not put others at risk.

Manual Handling injuries are the single most common cause of workplace injury.

There are four things you should consider when assessing risks of Manual Handling (TILE):

TASK – look at the job you are doing, for example twisting or reaching

INDIVIDUAL – what is it about the person that makes the job safe, example have they had the correct training? Do they have back problems?

LOAD - Could the weight, size and shape of the load increase the risk of injury?

ENVIRONMENT – look at the surroundings where the job is taking place, for example is there something in the way or is there an uneven surface?

### Pupils moving equipment

In the normal day to day running of the school, there are certain situations where pupils will need to move equipment or items of furniture. For example:

Chairs and tables - chairs should be moved one at a time, and pupils must be shown how to carry them correctly. They may carry single chairs on their (depending on size of chair) own. If a large number of chairs are needed then the Caretaker will deal with them. Tables need one child at each end, a child must not attempt to lift a table on her own.

Sports equipment when - using large apparatus, pupils must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many pupils are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.

Small items of equipment can be moved by the pupils when instructed.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Pupils must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Pupils need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### *Items Pupils Should Not Move*

- Computers - monitors can easily fall off trolleys, or wires get caught
- Paper cutters - sharp blade
- Photocopiers etc - fragile and heavy

## **Security of the Premises**

A designated member of staff, under the direction of the Headteacher, is responsible for ensuring that

the building provides a safe and healthy environment for the pupils. The caretaker and external cleaners under the direction of the Headteacher maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker or through the use of contractors engaged by the Headteacher in consultation with the Governors. Any equipment/hazardous substance are kept locked away from the pupils. All equipment is to British Standards and is maintained regularly. The Headteacher, Caretaker are the designated key holders and are responsible for the security of the building.

Keys are also issued to certain non-school persons such as the cleaning staff. They are responsible for leaving the building secure.

#### *Class teacher*

It is the responsibility of the class teacher to make sure that their classroom is safe and equipment switched off before leaving the premises.

#### *Caretaker*

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- Before leaving the premises, to check:
  - All the windows are closed
  - The doors are locked and secure
  - The security alarm is set if he is the last person to leave

#### *Headteacher*

It is the responsibility of the Headteacher, if the last person to leave, to perform the above functions in the absence of the Caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day. All staff and visitors are required to report to the school office and sign the staff or visitor's book. Any parent or visitor is welcome in school but is asked to report to the office first. Visitors to school will be requested to wear a visitor badge. The Headteacher will update staff on any changes to the policy.

## **Contractors on Site**

For any work that the school wishes to be carried out by a contractor a risk assessment must first be done by the health and safety coordinator.

Contractors have to follow and therefore must be made aware of the School's rules. Contractors are

encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact either the Head teacher or Caretaker. The School expects to be informed of the number of workers who will be on site. All contractors must report to the school office. The Caretaker will then be informed of their arrival if necessary.

Contractors will work under close supervision of the Caretaker or Administration Staff so as not to endanger the health and safety of pupils or adults in school.

Contractors are obliged to wear necessary protective equipment for the job in hand. It is assumed the contractor has their own safety equipment but must inform the School at the time of the quote if they wish the School to provide it. If such equipment is not available then they will not be allowed to work.

Any equipment that contractors bring into school must have been tested for safety and be stored in a safe place away from corridors, classrooms, or any areas used by adults or pupils. No repairs or maintenance can be carried out in areas which pupils or adults are occupying, this includes cloakroom and toilet areas

If contractors are working near the pupils' play areas, then all equipment and machinery must be cleared away during play time, and the contractors must leave the area.

The School must keep a record of any accidents or near misses.

All work will be monitored by the Caretaker and any concerns reported to the Headteacher, and the contractor concerned.

NB See separate sheet, to be given to contractors.

### ***Guidance for Contractors on Site***

**All Contractors on site should ensure they have been given a clearance note by the caretaker; the area is safe to work.**

We ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the pupils (our pupils are asked not to talk to strangers)
- Moving vehicles when pupils are at play
- Working on or near the playgrounds when the pupils are at play
- Leaving equipment around
- Playing music during school hours. If you have any problems, please see the Headteacher or Caretaker.

## **Control of Hazardous Substances in School**

All substances including cleaning materials, which may be hazardous, are kept in a locked store, either

in the cleaner's cupboard or the caretaker's room.

In the school laboratory the Science Teacher is responsible for the inventory and storage of hazardous materials. Each chemical has its own COSHH form, from the suppliers which should be consulted before use. The science teacher should complete COSHH risk assessments on all hazardous substances.

- Only use the smallest amount required of any substance – the more you use the bigger the risk.
- Replace lids and tops on all hazardous substances and store them effectively.
- Ensure that areas in which you are using substances are well ventilated.
- Mandatory use of personal protective equipment (PPE) that has been identified and provided to protect you from exposure to substances.
- Make sure all spillages are cleared up at the earliest opportunity and reported to the relevant people.
- Chemicals checked for suitability where pregnant staff is teaching.
- Experiments with danger of inhalation must be carried out in a fume cupboard that is switched on. If the staff responsible does not know how to safely use the fume cupboard then the experiment should not take place.
- Staff have a responsibility to comply with all safety instructions when handling hazardous substances.

## Screen Equipment and Computer Workstations

Under The Health and Safety (Display Screen Equipment) Regulations 1992. The School has a duty of care to staff and pupils. The following standards should apply in school:

The VDU Screen must be:

- easily readable with a stable and clear image
- free from glare, reflections and flicker
- capable of swivel and tilt movements, enabling comfortable head position and good posture
- the screen should be at eye level, they should not have to look down.

**The Workstation** must allow comfortable and easy use of the equipment.

The Keyboard must:

- be separate from the screen and capable of tilting
- be positioned to enable support for the wrists and hands
- have a matt surface and clearly legible symbols

The Desk must:

- have a surface of low-reflectance
- permit flexible arrangement of the equipment and comfortable work-position

The Chair must

- be of a height that a workers arm is flat on the surface from elbow to wrist and feet are flat on the floor or a surface such as a small stool

**Software must**

- be suitable for the tasks required
- be adaptable to the level of knowledge and needs of the user
- display easily understandable information

If you use display screen equipment for long periods of time, you are entitled to undergo an eye test which must be paid for by school.

## **Women at Work**

The School will endeavour to provide:

- Adequate and suitable sanitary facilities for the number of staff and pupils
- Flexibility in working patterns to overcome an individual problem in the case of expectant mothers

New or expectant mothers:

Once the school has been informed in writing that an employee/pupil is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave.

Staff who have had their pregnancy confirmed will meet with the headteacher to discuss specific needs and obtain a personalized risk assessment.

The school will ensure that the working area is well ventilated. There should be good lighting and seating to avoid unnecessary strain.

Although all employees/pupils should be protected from hazards the school accepts recent COSHH regulations – reinforced by the Pregnant Workers Directive, there are some substances used in schools that are hazardous to the reproductive processes. Pregnant women would not be expected to handle these.

Pregnant women will not be expected to lift heavy objects.

The effects of rubella on pregnant women are well known and constitute a hazard. All staff will be informed of any case of rubella in the workplace.

The school will endeavour to ensure that the employee will be given time off to attend anti-natal appointments.

Further guidance can be obtained for the EC Directive on Pregnant Workers (92/85/EEC) and the DTI booklet PL958 Maternity Rights.

<https://www.gov.uk/working-when-pregnant-your-rights>

## **Electricity**

The main type of harm from electricity is electric shock, caused by coming into direct contact with an electrical conductor, such as the bare wires of an appliance while it's live. You can also be injured as a consequence of an electric shock: for example if you get a shock while changing a light bulb, you could fall off your ladder. Electricity can also cause electrical burns and fire. It is therefore very important that we take precautions when using electrical equipment.

### Electrical equipment

All electrical equipment used on site must have a PAT certificate. The school will endeavour to arrange for testing on an annual basis. Certification will be kept in the School Office in the Fire Risk File.

New equipment does not require a PAT certificate until the warranty has expired. All new equipment purchased by departments must be recorded and on the department list for the test. This list should be available on request.

Equipment which is found to be faulty or has frayed wires must not be used. Any piece of equipment with a red failed sticker cannot be used until it has been repaired.

Members of staff are reminded that equipment from home has not been PAT tested and cannot be used in school.

Members of staff should carry out a visual check before plugging in any appliance.

## **Use of ladders**

**FALLS FROM HEIGHT ARE THE MOST COMMON CAUSE OF FATAL INJURY AND THE SECOND MOST CAUSE OF MAJOR INJURY**

**WHEN WORKING AT HEIGHT IN THIS SCHOOL A LADDER IS MANDATORY. DO NOT USE A CHAIR OR A TABLE.**

The following is according to advice from the Health and Safety Executive:

- Any person under the age of 21 will be sent for ladder training before being allowed to climb ladders in school
- Any person over the age of 21 will be deemed to have the necessary experience to be able to follow the guideline without further training
- Before climbing the ladder check that the ladder itself is in good working order, should any concerns be raised do not climb the ladder
- Any ladder higher than a 5 rung step ladder cannot be used without another person to supervise.
- Before climbing the ladder ask yourself: 'Am I fit to work at height?' before moving on to assess the ladder
- Make sure your belt buckle (or navel) stays within the stiles (vertical sides) to prevent toppling
- When not climbing keep both feet on the same rung throughout and always have three 'points of contact' with the ladder
- Do not carry anything heavier than 22lb
- Only work on a stepladder for 15 to 30 minutes at a time.
- NO PUPIL IN THE SCHOOL IS ALLOWED TO WORK AT HEIGHT

## **Lone working**

Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and management have a duty to assess and reduce the risks which lone working presents.

The School accepts that there are times outside of school hours when a member of staff will be on the premises alone. The School has a commitment to the provision of appropriate support for staff a clear understanding of responsibilities the priority placed on the safety of the individual over property a commitment to providing appropriate training for staff.

Equipment such as mobile phones, personal alarms and torches will be made available as appropriate.

## **Slips, trips and falls**

**THE MOST COMMON CAUSE OF MAJOR INJURIES AT SCHOOL 95% OF MAJOR SLIPS RESULT IN BROKEN BONES**

Slips trips and falls are an unfortunate occurrence of day to day life and often seen as humours events, but this is far from the truth. By taking a few simple precautions, you can significantly reduce the risks;

- Make sure you know what to do with spillages
- Make sure that leaks are reported as soon as identified
- Play your part in cleaning regimes and schedules
- Keep work area tidy

- Choose appropriate footwear for tasks you are undertaking or area in which you are working
- Check that floor surfaces are in good condition and report defects.
- Human behaviour and attributes can affect the risk of a slip or a trip
- Environment, lighting, noise, weather conditions

## **Stress**

If you think you are suffering from stress talk to your line manager in the first instance then to your GP.

- Try to avoid eating on the run or avoiding meals altogether.
- Taking care of yourself physically will enable you to deal with stress related problems more efficiently.
- A balanced diet, moderate exercise and adequate sleep will all help
- Do not be embarrassed to seek professional help

To manage stress effectively you need to address six key areas of work design;

DEMANDS work load, work environment, work patterns

CONTROL how much say the individual has in the way work is planned

SUPPORT are encouragement and resources provided by SLT and colleagues

RELATIONSHIP do you have positive ways to avoid conflict and deal with unacceptable behaviour

ROLE do people understand their role within the organisation and does the organisation ensure that people don't have conflicting roles

CHANGE how is organisational change managed and communicated within the organisation.

Find out how the organisation is performing in these six areas and compare it with what recognised with good practice. This will help you to identify potential problem areas and sources of stress.

## **Violence and Aggression**

The school operates a zero tolerance policy.

If you are the victim of violence or aggression, report it to your line manager immediately

Do not respond to violence or aggression with violence or aggression. You will only make matters worse. By maintaining a calm but assertive approach, you will remain in control.

If you are responsible for banking cash, bank frequently and always vary your route or travel time to the bank.

If you are to meet a parent who you know has aggressive tendencies always ensure you are accompanied.

## Monitoring the policy

A yearly review of all procedures and risk assessment will be carried out by staff and amended as necessary. On going monitoring will be under taken by all staff, teaching and non-teaching.

The head will monitor the implementations of the H&S policy and advise the H&S committee of any issues arising from the monitoring.

The policy will be reviewed annually by the Governors and the SLT. This policy was reviewed and updated

<b>This policy was adopted on</b>	<b>Reviewed by</b>	<b>Date for review</b>
20 May 2019	Imran Ashraf Khaleda Begum Yasmin Mubarak Naman Yasin	20 May 2020

## Sharps policy

<p>RELEVANT LEGISLATION</p>	<p>A stated objective of EGHS in its Health and Safety policy is to “comply with the provisions and requirements of the Health and Safety at Work etc. Act 1974 and subordinate legislation and other statutory provision”.</p> <p><b>The Management of Health and Safety at Work Regulations</b> requires employers to carry out suitable and sufficient risk assessments for all activities.</p> <p><b>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)</b> Requires employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. This includes any act of non- consensual physical violence done to a person at work.</p> <p><b>The Provision and Use of Work Equipment (PUWER) Regulations 1998</b> require employers to ensure that risks to people’s health and safety, from equipment that they use at work, to be prevented or controlled.</p> <p><b>Safety Representative and Safety Committees Regulations 1997 (a) and the Health and Safety (Consultation with Employees) Regulations 1996 (b)</b> Requires employers to inform, and consult with, employees in good time on matters relating to their health and safety. Employee representatives may make representations to their employer on matters affecting the health and safety of those they represent.</p> <p>The main requirement of <b>The Personal Protective Equipment Regulations (PPE)1992</b> is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.</p>
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	EGHS also has a <b>moral duty of care</b> for its employees and others who may be affected by its activities and operations.
PURPOSE AND SCOPE	To ensure that all personnel are provided with adequate information, instruction and training regarding the hazards and precautions to be taken when dealing with sharps. This guidance applies to all those who may have contact with sharps whilst undertaking their work or have line management responsibility for anyone who may have contact with sharps whilst undertaking their work.
DEFINITIONS	'Sharps' is the term for objects at work that can graze, cut or puncture the skin, e.g. knives, broken glass, needles etc.
TYPE OF INJURY	A sharp injury /contamination incident includes:  Inoculation of blood by a needle or other 'sharp' (eg HepB, HepC, HIV); Contamination of broken skin with blood (cuts or grazes); Blood splashes to mucous membrane e.g. eyes or mouth; Swallowing a person's blood e.g. after mouth-to-mouth resuscitation; Contamination where the individual has an open wound and clothes have been soaked by blood; Bites (where the skin is broken, e.g. tetanus).
PEOPLE AT RISK	Staff, pupils, visitors to site and contractors  Direct exposure can happen through accidental contamination from discarded needles. The actual risk of infection depends on:  If the needle user was infected with hepatitis or HIV viruses; How much infected material enters the bloodstream – a needle attached to a syringe containing blood is likely to be a higher risk than a detached needle, and; How infective the needle is. Not all exposure results in infection

RISK ASSESSMENT	<p>Governors must ensure that a suitable and sufficient risk assessment is carried out in order to:</p> <ul style="list-style-type: none"> <li>determine the hazards and associated risks when dealing with sharps;</li> <li>assess how likely it is that sharps injuries could occur and decide if exiting precautions are adequate or whether more should be done;</li> <li>factors to consider include: <ul style="list-style-type: none"> <li>potential frequency and scale of contact with sharps;</li> <li>number of employees likely to come into contact with sharps;</li> <li>any existing incidents and information that can be learned;</li> </ul> </li> <li>identify specific hazards associated with retrieval and disposal of sharps;</li> <li>identify and implement control measures to reduce the risk of injury to the employee and/or others;</li> <li>establish a written safe system of work (SSoW) for dealing with sharps;</li> <li>regularly review the above systems and monitor incidents;</li> </ul> <p>Please note at present there is no student or member of staff on site who should come in contact with sharps in the form of needles.</p>
CONTROL MEASURES	<p>The following is a list of control measures which you may wish to incorporate into your risk assessment – the list is not exhaustive:</p> <ul style="list-style-type: none"> <li>Provision of appropriate equipment for handling and disposal of sharps, eg tools for picking up needles (e.g. pincer tools, tongs, litter picker, tweezers, yellow biological hazard containers etc);</li> <li>Ensure only competent employees undertake the retrieval of sharps;</li> <li>Supply appropriate cleaning materials (eg dust pan and</li> </ul>

	<p>brush for glass, tongs/pincers for needles etc) are available where appropriate;</p> <p>Ensure that employees understand the risks through proper information/instruction, training and supervision;</p> <p>Ensure that emergency procedures are communicated to all employees;</p> <p>Inform employees on the correct disposal procedure for sharps;</p> <p>Ensure accident/incident reporting form and procedure is followed;</p> <p>Contacting Occupational Health for advice at any stage;</p> <p>Provision of adequate first aid equipment including clean water and/or sterile wipes for cleaning wounds and a supply of sterile, waterproof, adhesive dressings;</p> <p>Main entrance to school checked for sharps on a daily basis</p> <p>Ensure relevant employees are provided with appropriate PPE (gloves with a high degree of puncture resistance, puncture/cut resistant clothing to protect limbs etc)..</p>
<p>SPECIAL CONSIDERATION FOR FIRST AIDERS</p>	<p>The risk of first aiders being infected whilst carrying out their duties is small. There has been no recorded case of HIV or HBV being passed on during mouth-to-mouth resuscitation.</p> <p>The following precautions can be taken to reduce the risk of infection:</p> <p>Cover any cuts or grazes on your skin with a waterproof dressing;</p> <p>Wear suitable disposable gloves when dealing with blood or any other body fluids;</p> <p>Use suitable eye protection if possible;</p> <p>Consider your own safety; assess the situation and if applicable, use devices such as face shields when you give mouth-to-mouth resuscitation, but only if you have been trained to use them (i.e. are a trained first aider – there is very little risk of transfer if all items of PPE are used);</p>

	<p>Wash your hands after each procedure.</p> <p>It is not normally necessary for first aiders to be immunised against HBV unless the risk assessment indicates that it is appropriate/recommended.</p>
<p>TRAINING</p>	<p>Staff training on sharps and their potential harm should include the following issues (the list is not exhaustive):</p> <p>Awareness of infectious diseases;          Precautions to be taken;          Common hiding places;          Safe handling and disposal procedures;          Emergency procedure;          Practical demonstrations.</p> <p>Records should be kept of staff training attendance.</p>
<p>ACTION FOLLOWING          A PUNCTURE          WOUND</p>	<p>Encourage the wound to bleed;          Do not suck the wound;          Rinse thoroughly under running water (do not scrub);          If water is not available, cleansing wipes provided in first aid kits should be used;          Cover the wound with a dry plaster/dressing;          Report incident to Local Health Authority</p> <p>Formally record the incident on DCC accident/incident form, including details of the action taken;          Seek medical advice;          Ensure sharp is disposed of safely into a sharps container.</p>

DISPOSAL OF SHARPS	<p>Be alert – look for obvious needles before handling waste;</p> <p>Always wear suitable gloves – even when using tools to move needles (gloves should not be relied upon to give total protection);</p> <p>Use a pincer tool/tweezers etc to pick up needles;</p> <p>Place needles in a sharps box – take the sharps box to the needle, not the needle to the sharp box (where possible);</p> <p>Try to put the sharps box on an even surface before opening it to deposit the needle;</p> <p>Do not overfill sharps boxes or try to push the contents down;</p> <p>Before disposal, seal boxes and dispose of in accordance with your workplace instructions;</p> <p>Inform line managers of any needles found as soon as possible;</p> <p>Contact Local Health Authority for disposal details</p>
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<b>This policy was adopted on</b>	<b>Reviewed by</b>	<b>Date for review</b>
20 May 2019	Imran Ashraf Khaleda Begum Yasmin Mubarak Naman Yasin	20 May 2020

## School accessibility policy

KEY RESPONSIBILITY Health and Safety Co-ordinator

LAST REVIEW DATE May 2019

NEXT REVIEW DATE May 2020

The plan is drawn up in accordance with the planning duty in the Disability and Equality Act 2010 (DEA) as amended by the SEN and Disability Act 2001 (SENDA). It draws on the guidance set out in “Accessible Schools: Planning to increase access to school for disabled pupils” issued in July 2002.

### Definition of disability

Disability is defined in the DEA:

‘A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.’

### Key objectives

To reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils and prospective pupils with a disability.

The Equality Act also provides rights for people not to be directly discriminated against or harassed because they have an association with a disabled person. This can apply to a carer or parent of a disabled person. In addition, people must not be directly discriminated against or harassed because they are wrongly perceived to be disabled.

### Principles

Compliance with the DEA is consistent with the school’s aims and equal opportunities policy and the operation of the school’s SEN responsibilities.

The school recognises its duty under the DEA, as amended by the SENDA:

- not to discriminate against disabled pupils in their admissions and exclusions and provision of education and associated services;
- not to treat disabled pupils less favourably;
- to take reasonable steps to avoid putting disabled pupils at a substantial disadvantage;
- to publish an Accessibility Plan;
- in performing their duties, Trustees and staff will have regard to the DRC code of practice (2002)
- the school recognised and values parent’s knowledge of their daughter’s disability and its effect on her ability to carry out normal activities and respects the parents’ and child’s right to

confidentiality;

The school provides all pupils with a broad and balanced curriculum, differentiated and adjusted to meet the needs of individual pupils and their preferred learning styles; and endorses key principles in the National Curriculum framework which underpin the development of a more inclusive curriculum:

- setting suitable learning challenges;
- responding to pupils’ diverse learning needs
- overcoming potential barriers to learning and assessment for individuals and groups of pupils;

**Activity**

This section outlines the main activities which the school undertakes and is planning to undertake to achieve the key objective (above).

Education and related activities

The school will continue to seek advice of education professionals and appropriate health professionals.

**Physical environment**

The school will take account of the needs of pupils and visitors with physical difficulties and sensory impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, acoustic treatment and colour schemes and more accessible facilities and fittings.

**Provision of information**

The school will make itself aware of local services for providing information in alternative formats when required or requested.

**Trainees and work experience**

Any person who comes into school as a trainee or work experience placement must follow the school’s induction policy and be made aware of all H&S issues relevant to the area they are working in.

<b>This policy was adopted on</b>	<b>Reviewed by</b>	<b>Date for review</b>
20 May 2019	Imran Ashraf Khaleda Begum Yasmin Mubarak Naman Yasin	20 May 2020