

Health and Safety Policy

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Statement of intent

At Bridge the Gap Malvern, we are committed to the health and safety of our staff, students, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe environment.

We are committed to:

- Providing a productive and safe environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.

- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the centre's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our centre.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.



Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following centre policies:

- First Aid Policy
- Allergen and Anaphylaxis Policy
- Risk Assessment Policy
- Personal Emergency Evacuation Plan (PEEP)
- Intruder and Unwanted Visitor Intruder & Unwanted Visitor Security Policy –
- Manual Handling Risk Assessment
- Lone Worker Policy
- Staff Mental & Wellbeing Policy
- Display Screen Equipment (DSE) Workstation Setup Checklist
- No Smoking Policy
- Data Protection Policy
- Adverse Weather & Travel Disruption Policy
- Transporting Students Procedure

Roles and responsibilities

The Directors and Head of Centre will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.



- Take all reasonably practicable steps to ensure this policy is implemented by the all members of staff.
- Designate a competent person who will be responsible for ensuring the centre meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Transition Coordinators will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the centre's Health and Safety Policy, and for areas of responsibility delegated by the Head of Centre.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Head of Centre and Directors.
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.



- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the centre can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

Students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the centre.
- Not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

Training and first aid

The centre will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the centre.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the centre.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The centre will act in accordance with the First Aid Policy at all times. The centre will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The centre will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the centre.



When conducting a first aid needs assessment, the centre will consider:

- The site.
- Students and staff members.
- The hazards and risks present.

All staff members are trained first-aiders and have had training on dealing with allergens. Staff working with students carry a first aid kit when transporting students. They also carry on a first aid kit with them when working with students in the community. Staff members are responsible for their secure storage and use.

The centre administrator conducts checks of the emergency anaphylaxis kit(s) to ensure that:

- Spare AAI devices are present and have not expired.
- Replacement AAIs are obtained when expiry dates are approaching.

A first aid kit is stored in the kitchen of the premises and any student specific medication such as inhalers or epi-pen are stored in a locked medical cabinet in the kitchen.

Contacting the emergency services

The Head of Centre will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff. Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using mobile phones. Where an ambulance is called for a student, the Office Administrator will contact the student's parents. Where necessary, all students will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the BTGM car park. Staff will be aware of any students who have PEEPs. Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form available in the Accident Book in the office.

The health and safety officer will be responsible for informing the Head of Centre if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.



The centre will always record and report work-related injuries to staff members or students.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The centre will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- 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, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors



- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The centre will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The centre will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The centre will not submit written accident reports to the HSE, except for in exceptional circumstances.



The centre will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the health and safety officer as soon as possible, who will then inform the Head of Centre as appropriate. Serious hazards will be reported using the appropriate form available in the office.

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

Active monitoring system

The centre's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Annual examination of documents to ensure compliance with standards.
- Annual inspection of premises, plants and equipment.
- Monthly agenda item in Management Meetings with Head of Centre and directors.
- External measures, such as surveys by contractors and service providers.

Risk assessment

The Head of Centre has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the centre. The health and safety officer will be consulted when risk assessments are being carried out.

There are no high risk areas in the centre. Annual reviews of risk assessments will be undertaken by the Health & Safety Officer which will consider the needs of staff, students, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.



- The Directors will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The centre will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the centre has implemented to control the risk

The centre will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the Head of Centre will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The centre utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The centre will remain especially vigilant to the following hazards:

- Members of staff or students running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The Head of Centre is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.



The Office Administrator will test evacuation procedures on an annual basis. Fire alarms will be tested weekly, and records will be maintained and held in the office. Emergency lighting will be tested at all points monthly, and records will be maintained and held in the office.

The fire panel will be serviced on a six-monthly basis, firefighting equipment will be serviced annually, and emergency lighting 3 hour discharge testing will be checked annually. All servicing and maintenance is carried out by Clayton Fire and Security.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The centre will implement its Fire Safety Policy to ensure that staff, students and visitors are safe and aware of the potential risks of fire.

Sharps

For the purposes of this policy, “**sharp**s” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on centre premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- Where an individual within the centre requires injections to manage a health condition
- Where a student brings a sharp into the centre
- Where glass is broken within the centre, or broken glass is found on or around the premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the centre premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the Intruder & Unwanted Visitor Security Policy.

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for



medication for an individual on the centre premises will be managed in line with the Administering Medication Policy.

The Head of Centre will ensure that all students are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all students away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of students. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the centre premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Head of Centre, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely

Sharps injury



First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

Evacuation, invacuation, and lockdown

The centre will follow the procedure outlined in the Intruder & Unwanted Visitor Security Policy and in PEEPs in the event of a crisis.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Intruder & Unwanted Visitor Security Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

Visitors and contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the centre.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the centre.

Construction and maintenance

The centre premises are leased and accordingly all construction or maintenance work will be the responsibility of the Landlord in accordance with the terms of the lease.

Personal protective equipment (PPE)

The centre will provide employees and students who are exposed to a hazard at the centre, which cannot be controlled by other means, with PPE where appropriate. Visitors will also be supplied with PPE when appropriate.

Staff and students will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Students will report any loss or defects to their Transition Coordinator, who will report it to the health and safety officer for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.



Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff and students will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The centre will cover the costs of purchase and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The Directors will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the centre will pay any tax and national insurance on uniforms and PPE that are not [exempt](#). Using a [P11D](#) form, the centre will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The centre will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the centre follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

The centre will always use PPE in line with UK Health Security Agency guidance.

Employee clothing

If the centre purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the centre reimburses them, the centre will:
- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the centre reimburses them, the centre will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.



If employees pay to have clothing cleaned or repaired, the centre will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the centre has given or lent clothing to employees. If clothing is given to employees, the centre will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees
- The initial cost of the clothing

If clothing is lent to employees, the centre will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the centre pays for it

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The centre will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the centre's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

In order to manage these risks, all members of staff will receive manual handling information and training as part of the induction process.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members are required to confirm that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working. Work related Policies are stored in a web-based management system for audit purposes and all staff have access to this.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains



and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Mental and Wellbeing Policy.

Display screen equipment

Display screen assessments will be carried out annually by the health and safety officer for staff who regularly use laptops or desktops computers using the DSE Workstation Setup Checklist.

Maintaining equipment

The centre will ensure that staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fume cupboards

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a monthly basis and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

Hazardous substances

Hazardous Substances The Control of Substances Hazardous to Health Regulation (COSHH) requires us to take steps to ensure that substances do not harm pupils or staff. This includes all kinds of substances such as kitchen cleaners, paint, fertilisers, disinfectants etc. PPE must be worn appropriately for each activity, eg gloves and goggles. For advice on necessary PPE and hazards relating to particular substances, refer to the Data Sheet in the COSHH folder or speak to the HSO. Some people may be susceptible to allergies when handling chemicals. Students should be told to notify a member of staff if they notice any changes in their general well being after contact with chemical substances. It is imperative that when purchasing any substance for which there is not already a Data Sheet, that one is acquired and filed in the COSHH folder. Substances with unusual or particular risks must be reported to the HSO.

Cleaning

Contract cleaners will be monitored by the health and safety officer. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the health and safety officer. Special consideration will be given to the disposal of clinical waste.



The Head of Centre is responsible for ensuring that the centre is at a safe temperature for staff and students to work in. The centre will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. washrooms, sleeping accommodation and circulation spaces	15°C

Infection control

The centre will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The centre will keep up to date with national and local immunisation scheduling and advice. All students' immunisation status is checked at centre entry and at the time of any vaccination. The centre encourages parents to have their children immunised.

The centre will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and students and staff are not permitted in centre if they are unwell. Staff and students displaying signs of infection will be sent home and recommended to see a doctor.

Allergens and anaphylaxis

The centre's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the centre with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Head of Centre with a list of their allergies. Information regarding students' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the centre is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for



emergency use on students who are at risk of anaphylaxis, but whose device is not available or is not working. The centre will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist students with managing their allergies.

Further information relating to the centre's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

Medication

As all students are over 16 they are responsible for administering their own medication.

Smoking/Vaping

The centre is a non-smoking/vaping premises and no smoking or vaping inside or outside of the premises. Staff are to promote healthy living habits and encourage non-smoking/vaping. BTGM's policy on smoking is contained within the Staff Code of Conduct.

Security and theft

The premises are alarmed.

Staff who are lone working in the centre will adhere to the Lone Working Policy.

Staff and students will be responsible for their personal belongings and the centre accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of centre equipment being used. Missing or believed stolen equipment will be reported immediately to the Head of Centre.

The Head of Centre will ban individuals from the premises if they pose a risk to any member of the centre community. The centre will consider any risks that are posed by their local context, e.g. recent arson attacks.

Adverse weather & travel disruption

The Centre has an Adverse Weather & Travel Disruption Policy. The Head of Centre will make a decision on centre closure and the necessity for staff to work from home in the event of severe weather, taking into account the geographical area where staff would usually work with students. Staff are responsible for cancelling arrangements with students and informing the centre administrator regarding attendance. The relevant attendance code must be recorded.

Trips and visits



Health and safety procedures concerning trips and visits are contained within the Transporting Students in Private Cars Policy and Educational Visits Policy.

Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, students, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the Head of Centre as appropriate.

The centre will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Monitoring and review

The effectiveness of this policy will be monitored continually by the Head of Centre and the Directors. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is December 2025.

The centre will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.