

Health and Safety Policy

Releasing Potential School



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INTRODUCTION

SCHOOL HEALTH AND SAFETY POLICY

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1. Statement of Intent.

Releasing Potential School recognises the importance of providing a working environment which is safe and healthy for its all students, employees, contractors and visiting members of the public. Releasing Potential School undertakes to comply with all relevant legal requirements.

Employees under Section 7 of the Health and Safety at Work Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999 are responsible to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.

It is essential that school:

- Involve and motivate employees in all matters concerning health and safety
- Achieve a high standard of health and safety, occupational health and hygiene
- Reduce the risks as low as is reasonably practical and control situations likely to be hazardous to health and safety at work or cause damage to people, equipment, property or services

This health and safety policy statement and associated organisational arrangements apply to all of Releasing Potential school staff.

Releasing Potential School aims to:

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

The Trustee's and CEO are ultimately responsible for providing a safe and healthy working and learning environment for staff, students and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

Releasing Potential School will ensure that there is an effective, proactive health and safety management system in place to meet our corporate responsibility.

Procedures will be laid down for the following:

- Formulation and review of effective safety policies and procedures
- Identification and allocation of resources for the planning and implementation of health and safety procedures
- Monitoring and implementation of plans and compliance with standards
- Review of policies and procedures as a result of monitoring and auditing
- For arrangements to involve all members of the Releasing Potential community, including students, in developing this health and safety policy
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it

Proactive management of health and safety based on the control of workplace risk assists in maintaining low accidents and injuries rate in the work place This will be achieved by promoting a culture where all employees consider health and safety issues to be of equal importance to other aspects of their work.

Reactive and proactive monitoring, such as accident/incident investigation will identify failures of control and, where possible, identify potential failures before an accident occurs.

These aims will be achieved by:

- Regular review of the Health and Safety Policy, 2 yearly reviews as a minimum standard
- Effective communication of the Health and Safety Policy
- Risk assessments
- Effective and consistent monitoring of performance and standards
- Consultation among staff at all levels
- Quick and effective response when deficiencies in work systems are noted
- Relevant information, training and supervision for staff
- Annual Health and Safety audit of all our site's
- Regular review by Local Governing Board.
- Health and Safety is a standing item in SLT, Whole school and Site meetings.

All staff are required to read the Releasing Potential School policies, which contains this policy on induction, and once a year at the beginning of the academic year thereafter, and to sign for having done so. The Facilities Manager must ensure that guidance and standards are always current and adhered to.

A copy of the Policy Document are kept in each site office, and an electronic copy is available on Teams.

It is the responsibility of the Facilities Manager to identify the health and safety training needs of staff, to keep a record of those who have attended training and to record the type of training given.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to 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

3. Roles and Responsibilities.

CEO	Mike King
Facilities Manager	Steve Skinner
Head of School	Olly Parker
School SLT	Carol Page
	Lesley Brown
	Russell Tapley
Employees	All
Contractors and site visitors	All

Governance.

The Trustees of Releasing Potential have a corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff, for the children attending and for other people who are users of the organisation.

Trustees will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

The CEO.

The CEO has responsibility for Health and Safety matters in the organisation. In the CEO's absence, the Head of School, or a member of school SLT is nominated will assume this responsibility.

The Facilities Manager.

The Facilities Manager, reporting to the CEO will be designated responsible for managing the arrangements for health and safety in Releasing Potential School.

The Facilities Manager is responsible for:

- Ensuring that arrangements are in place to cover all health and safety legal requirements
- Ensuring that the effectiveness of the arrangements is monitored
- Ensuring that a written Health and Safety Policy is in place, and bringing this document to the attention of all staff, including new staff, on taking up post, and to ensure the document is revised and reissued as may be necessary or annually
- Ensuring that health and safety problems are resolved as they are reported
- Ensuring that all guidance issued by relevant Local Authorities is brought to the attention of relevant staff

- Being readily available to Safety Representatives and co-operating with them as far as possible
- Receiving written reports from Safety Representatives and responding to them in a reasonable time
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with Regulatory Reform (Fire Safety) Order 2005
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly.
- Arranging for the maintenance and servicing of firefighting equipment, fire alarm systems and premises security systems
- Ensuring that a suitable plan is in place to deal with emergencies which could occur both during and out of school hours.
- Ensuring that suitable Health and Safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements and the opportunity to read it before starting work. All staff must sign for having read the School policies during induction and yearly
- Ensuring that arrangements are made for ongoing health and safety training for all aspects of their work
- The safety and physical condition of all areas of Releasing Potential sites including outside spaces
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the Releasing Potential health and safety policy as appropriate to their work
- Informing contractors of any known hazards which might affect them whilst at work
- Ensuring that suitable records are kept of:
 - Site Risk Assessments
 - Staff health and safety training
 - Accidents
 - Site meetings
 - Premises safety inspections
 - Fire equipment tests
 - Machinery and safety equipment tests

Head of School and School Senior Leadership Team.

School Leadership team are responsible for:

- Setting a good personal example
- Reading and understanding the health and safety policy and ensuring it is brought to the attention of all staff under their supervision
- Ensuring all staff have read the Operational Document at the agreed interval and signed that they have done so.
- Ensuring sufficient resources are allocated and there is forward planning of all projects to ensure proactive Health and Safety management
- Ensuring all staff have had appropriate health and safety training
- Ensuring that staff are fully aware of their legal responsibilities and the means by which they are to carry out these duties
- Ensuring the safety of staff and pupils within their work area by ensuring all staff receive the necessary information, instruction, training and supervision
- Ensuring the safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities
- Ensuring that any member of staff willfully failing to discharge satisfactorily their legal responsibilities for health and safety has been reprimanded/disciplined appropriately in accordance with Releasing Potential's disciplinary policy
- Ensure all student individual risk assessments are kept up-to-date.

Duty SLT

Duty SLT are responsible for:

- Health and Safety checks on building
 - fire exits clear and not locked
 - trip hazards/wet floors removed or signed
 - equipment put away and secure
 - site ready for learning
 - maintenance issues reported using forms, or if urgent, verbally
 - Health and safety concerns reported to facility manager
 - Building secured at end of day
 - Taps run for 3min after site shut down
 - Shower heads change monthly and cleaned in Milton
- Transport
 - The vehicles checks are per Fleet milage form
 - Vehicles kept internally and externally in a clean condition
 - Any damage or concern reported to facilities manager
- Day to day staff welfare
- Considering Safeguarding concerns which affect students, staff, transport and sites
- All delivery staff using StaySafe App when with students
- Weekly fire alarm system checks
- Conduct termly fire alarm drills

- Hold site maintenance meeting twice per term
- New staff inductions completed within two weeks of starting

Employees.

Employees duties are;

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- To read and understand the school policy documents and any updates and incorporate into their practice
- Follow all safety procedures and instructions.
- To co-operate with their employer and follow instructions on matters relating to health and safety, and co-operate as far as necessary to enable these instructions to be complied with
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions
- To inform the employer or other person with health and safety responsibility of any work situation or lack of training or instruction which he or she would reasonably consider to be a serious and immediate danger to health and safety

Employees should also:

- Make full use of anything provided in the interests of health and safety
- Ensure unsafe acts, unsafe conditions, accidents, incidents, near misses and any defects are reported immediately and according to the procedures laid down in policy
- Ensure that they report immediately any ill-health or medical condition which may be work related and may affect their ability to work safely
- Ensure they have read and understood risk assessments which may be pertinent to their area of work and that the control measures recommended are followed
- Ensure that they only use potentially dangerous equipment if they have been authorized and appropriately trained to do so

Therefore, employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to Releasing Potential disciplinary procedures.

3.1 Contractors.

Contractors are responsible for:

- Notifying any hazards arising from their activities which may affect occupants of the buildings
- Reporting to the office on arrival
- Complying with supervision of the site manager in controlling the safety of the Releasing Potential environment

- Ensuring that major work takes place out of school hours and during school holidays

3.2 Hirers and others working in or using Releasing Potential buildings.

- When Releasing Potential School premises are used for purposes not under the direction of the CEO, then the principal person in charge of the activities or use will have responsibility for safe practices.
- The CEO will seek to ensure that hirers and others who use the buildings conduct themselves and carry out their operations in such a manner that all statutory and Releasing Potential School safety requirements are met at all times.
- When the premises are hired out to people outside the employ of the Trustees, it will be a condition for all hirers that they are familiar with this policy and comply with all safety directives of the Governing body. They will not, without permission of the Governing Body
 - a) Introduce equipment for use on the premises
 - b) Alter fixed installations
 - c) Remove any fire and safety notices or equipment
 - d) Take any action that may create hazards for persons using the premises or the staff or students of Releasing Potential

3.4 Visitors.

- All visitors must report to the office on arrival where a signing-in system is in operation and visitor ID badges are issued along with health and safety information.
- Regular visitors and other users of the premises, e.g. contractors and delivery persons, are required to observe Releasing Potential safety rules
- Visitors should wear a suitable visitor's badge when on the premises

4. Site security.

All staff are responsible for the security of the school site in and out of school hours. The last person leaving the building must confirm all exit doors are correctly secured and/or locked.

As per the agreement with Building control, a fire escape route upstairs in Unit 8 has a locked fire door. This is to prevent students gaining access to sport area and gym equipment. All staff must always carry their site keys with them at all times, and no student should be left unattended at any time.

5. Accident Reporting.

Student accidents and incidents must be reported in CPOMS, tagged for health and safety's attention, with an Accident and Incident report form which needs to be completed the same day as the incident and saved in the student document vault. Entries to be completed as soon as possible after the accident occurs by the member of staff or first aider who dealt with it.

Staff accidents and incidents should be reported in writing using the Accident and Incident form, which needs to be completed on the day of the accident or upon return to work. The completed forms should be sent to the Head of School/Facilities manager who will keep them in a file for 4 years in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, then securely disposed of.

It is the responsibility of the CEO/Head of School to sign off a staff Accident and Incident form. S/he should also investigate the accident with the Facilities Manager and suggest actions to prevent recurrence.

Facilities Manager will monitor accident and incident data on CPOMS and report data to Governors.

Certain injuries should be reported to the HSE under the RIDDOR Regulations (see www.riddor.gov.uk) and the Behaviour & Safety Sub-committee.

5.1 Reporting to the Health and Safety Executive.

The CEO/Head of School will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The CEO/Head of School will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - 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, or 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:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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>

6. Fire and emergency arrangements.

It is the duty of all members of staff to be aware of the fire and emergency procedures, to ensure that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment. New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

A formal check of the premises fire arrangements will be made regularly by an externally contracted inspector. Fire risk assessment of the premises will be reviewed regularly. Records of the inspection will be kept, and issues addressed by the Senior Leaders Team (SLT).

The Site coordinator will ensure that the Fire Alarms are tested weekly and recorded in the Site Health & Safety inc. site information file. The task may be delegated to a fire marshal but the responsibility for the check still resides with the Site coordinator.

Fire drills are carried out termly at each site and the fire alarm is a loud siren.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire by pressing and fire call point located at building exits and the top of stairways
- Evacuation procedures will begin immediately on the sounding of the fire alarm.
- Fire marshals will confirm the building is clear and take charge of the fire assembly area.
- A fire Marshall or senior member of staff present will contact the emergency services as soon as the building is clear.
- Fire extinguishers may be used by staff that are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are the car parks in front of both Unit 7 Havant and Chichester buildings.
- Tutors will take a register of pupils, which will be checked against the attendance register.
- The Fire marshal checks all staff against the signing in/out board and visitors against the sign-in book.
- Staff and pupils will remain outside the building until the Fire marshal, for a drill or false alarm, say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

7. Environmental controls.

7.1 Control of substances (COSHH)

All substances, chemicals etc. purchased and used in the organization must comply with the COSHH guidance set down by the HSE (See www.hse.gov.uk/coshh/).

Substances hazardous to health as defined by the COSHH regulations are substances classified as very toxic, toxic, harmful, corrosive or irritant.

Risk assessments and hazard data sheets are provided for all hazardous substances and records are kept in both main school staff offices, cleaning cupboards and workshops spaces.

7.2 Gas safety.

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained, certificates are kept in the Site Health & Safety inc. Site information folders.

All rooms with gas appliances are checked to ensure they have adequate ventilation.

7.3 Legionella.

A water risk assessment has been completed and is recorded in the Building Files on each site.

This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint.

The Site coordinator will ensure that all taps are run for 3min before staff use following a site shut down of longer than 7 days and/or at the start of each half term. Check to be recorded in the Health & Safety inc. Site Information folder.

7.4 Asbestos.

The CEO is responsible for ensuring that arrangements are in place for managing asbestos in accordance with procedures set out in the HSE Control of Asbestos Regulations 2012.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in Releasing Potential buildings, and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in Releasing Potential premises is not disturbed by contractors.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos. They should immediately stop work, evacuate the area and request advice from the HSE.

We are not aware of any asbestos present in Releasing Potential buildings.

8. Equipment.

It is the site coordinators and activity leads to ensure that all areas on each site is kept clean and well presented for use by the students, as a minimum:

- Rubbish will be cleared away and disposed of promptly to reduce fire hazards
- Equipment cleaned and stored correctly to minimise damage to resources
- Kitchens and break rooms are to be kept clean and tidy, dishwashers filled and emptied as required.
- Transport kept clean inside and out and parked to ensure minibuses blocked in and parking spaces used.
- Classrooms and teaching spaces ready for students at the start of each day.
- Files and paperwork suitably stored to minimise student accessing confidential information
- Computers logged out from when leaving unattended.

8.1 Electrical equipment.

The Facilities manager will arrange for all portable electrical equipment to be tested in accordance with Portable Appliance Testing requirements. Certificates to be held in the Master Certificate file located in the Havant staff office. Any equipment not meeting the required standards will be removed from service and repaired or replaced.

Any personal electrical equipment staff bring on-site must be tested prior to use and if it fails the required test or found on-site without a test sticker it will be removed from site as soon as possible.

All staff must visually check electrical appliances prior to use and report any defects to the Facilities manager.

All defective equipment must be taken out of use immediately and reported to the Facilities manager.

8.2 Machinery and plant.

All machinery and plant will be of suitable safety specifications and will carry a CE marking which shows that it complies with European Community safety standards.

- CDT lead will conduct s training for any staff member using workshop spaces or machines covering Workshop introduction
- Core tools
- Specialist tool

Sign-off records will be kept by the CDT lead showing which staff have completed which training.

8.3 Use of guards.

All staff must always use guards and other safety devices on machines and other equipment. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Any failure of a guard or other safety equipment in the workshops including equipment use to for CDT must contact CDT lead and inform them of an issue. If CDT lead not contactable then inform Facilities manager

8.4 Maintenance of equipment.

Maintenance of equipment located in Chichester and Havant CDT workshops is overseen by the CDT lead. Equipment located at Emsworth Outboards is managed by the on-site engineer. RPSC and Willow farm equipment is overseen by Outdoor education manager.

When maintenance of workshop equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 Health and Safety Maintenance of D&T Workshop Equipment. Machines must be isolated from the power supply, unplugged, fuses removed, or the isolator locked off.

A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

Other equipment will be maintained in-line with the manufacturer's guidance and following best practice.

8.5 Personal Protective Equipment (PPE).

The employer accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires it (Personal Protective Equipment at Work Regulations).

The site coordinators are responsible for managing the PPE of their site and ensuring it is available for staff and students.

PPE equipment must be inspected, cleaned and maintained according to manufacturer's guidance so it is fit-for-purpose. IF PPE is found to be faulty or worn then it should be removed from service and replaced.

Anti-bacterial wipes should be provided for cleaning ear defenders before use. The condition of the eye protection is checked regularly and replaced as required.

8.6 Furniture and equipment.

Furniture and equipment are to be regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the relevant Site coordinator and Facilities manager.

Site meeting are held twice a term on each site for the staff team to discuss and minutes for action the following:

- Health and Safety concerns
- Team concerns
- Matters arising
 - Building
 - Vehicles
 - Job list
- Site Areas of Responsibility/New location
- AOB

Minutes are emailed to the Facilities manager and Head of School for review and action.

Sports and gym equipment is inspected and maintained by the Sports subject lead regularly.

8.7 Waste disposal.

General waste and recycling bins are provided at Chichester and Havant site, and they are emptied regularly by the contractor. Office, room and other site bins to be emptied regularly in to the above to prevent a build-up of rubbish.

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Petrochemicals disposal can be done at Emsworth Outboards.

Whenever there is any doubt on waste disposal, we consult CLEAPSS / the local authority D&T adviser /the local authority health and safety officer / adviser.

8.8 Spills.

Minor spills are dealt with using damp cloths/ rags and mops as required. Spills of any amount that do not give rise to toxic or flammable fumes are dealt with by staff.

Major spills are those involving the escape of toxic vapours or flammable gases in significant concentrations. The fire service may be called.

9. Manual handling and working at height.

All regular operations involving lifting or carrying equipment, pushing trolleys, etc. will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations). Manual handling and working at height included in all site risk assessments.

When it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only lightweight and rarely used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff should never climb onto stools or benches.

10. Infection prevention and control.

Releasing Potential School follows the national guidance published by the UK Health Security Agency when responding to infection control issues. Staff and pupils are to follow this good hygiene practice, outlined below, where applicable.

10.1 Handwashing.

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings

10.2 Coughing and sneezing.

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

10.3 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.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

10.4 Cleaning of the work area.

- Clean the environment frequently and thoroughly.

10.5 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 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.

10.6 Laundry.

- Wash laundry in a separate dedicated facility
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

10.7 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.

10.8 Animals.

- Wash hands before and after handling any animal.
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- Follow additional guidelines at Willow farm as set out by the Site coordinator and risk assessments.

11. Infectious disease management.

Ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

Follow local and national guidance on the use of control measures including:

- Encouraging all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).
- Regularly cleaning equipment and rooms, ensuring surfaces that are frequently touched are cleaned regularly.
- Use of risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

11.1 Pupils vulnerable to infection.

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. Releasing Potential School will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

11.2 Exclusion periods for infectious diseases.

Releasing Potential will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

12. EMERGENCY PROCEDURES.

Pertinent medical information about course/activity attendees and instructors should be held with Releasing Potential before commencing activities. It is the duty of the group leader of the booking party to make Releasing Potential aware of any members with relevant medical conditions. This information is passed on to instructors prior to the session. A line of communication shall be implemented on sessions so that in the event of a minor/major incident, causing a late return, the instructor can contact a responsible person to carry out a sequence of calls to parents/ family/ group leaders to avoid undue worry and concern whilst waiting to collect group members.

12.1 General Emergency Action Plan.

Action Plan.

All delivery staff are issued with smart phones loaded with the Stay Safe app which must be running when working with students. This phone can be used to message attendance information at the start of each day and after lunch. If there is an issue with the phone, then the school administrator must be contacted immediately.

Emergency Action Sheet are issued to all delivery staff to be carried with them as an aid in difficult situations.

In the event of an accident occurring to a student or staff member, Releasing Potential staff will;

- Ensure that the group is removed from the source of danger.
- Treat the injured person in an approved manner, in the most suitable location to prevent further deterioration.
- Use the available resources to summon help at an appropriate level.
- Guard against secondary conditions whilst awaiting help.

The group leader will:

- Establish the nature and extent of the incident.
- Account for and attend to the other members of the group.
- Administer the appropriate first aid if appropriate.
- Establish and record the injured person's name and extent of the injuries, the time, date and location, time and address of the injured person (on Accident Report Form) or CPOMS as required.
- Monitor their condition.

At all times the needs of the injured person and the rest of the group are of paramount importance and there should be no hesitation in calling the emergency services. However other options might be more effective, depending on the situation, and these are listed below:

- Self-help. The injured person is treated by the instructor in accordance with established first aid protocol. The decision is then made whether the injured person is to continue with the session, to be returned to the Centre for further treatment, taken home or to a casualty unit.
- Assistance from emergency/ rescue services. If the injured person is evacuated an adult is to remain with them, when possible. Releasing Potential SLT and/or group leader is to be kept informed at all times so that the parents/guardians can be notified and pertinent medical information can be passed on to the hospital etc. Instructors should record the details of an accident (names, addresses, dates, times, witnesses, circumstances leading up to, and the results of the accident, etc.) while they are fresh in the memory.

In all cases CPOMS and/or accident report forms must be filled in by the instructor, returned to the office and if appropriate copies sent to the appropriate County or HSE.

In the event of an emergency or incident, the Group Leader must make contact with the Emergency Contact as soon as is reasonably practical and advise them of the situation. If it is necessary to call the emergency services to an incident, then the Group Leader shall take responsibility for this and on contacting the Emergency Contact shall advise that this has been done.

If the Group Leader contacts the Emergency Contact to advise of an emergency or incident, the Emergency Contact shall take responsibility for contacting parents as appropriate, as well as Releasing Potential (see contact numbers below). In the case where the emergency services have been called to the incident, then the Emergency Contact shall become the prime point of contact for the emergency services.

In the event of a serious accident do not speak to the media. Legal liability should not be discussed or admitted, nor should the name of the casualty be divulged.

Emergency Contact Numbers

Releasing Potential Ltd offices	02392 479762
Mike King (CEO)	07939 2252389
Olly Parker	02392 479762