Health and Safety Policy

Ratification Date: ___20/07/21_____

Signed: ___AJHawkins_____

Review Date: ___04/09/26_____

Date of next review: Sept 2027

Version Control

Version	Date	Changes
V1	20/07/21	Original
V1.1	11/09/23	Document reformatted; updated information on FSC in rationale section; updated links on Infectious Diseases; updated link blood borne viruses guidance; updated Covid-19 appendix; swimming and cooking sections removed
V1.2	11/09/24	Change of language-FSC replaced with landlord; updated reference to Staff Hadbook, Home Tuition/ Outreach/Lone Working policy; Appendix 1 added on Personal Safety Guidance for staff
		Risk assessments for pregnant employees-has been changed to Risk assessments for pregnant employees or students. Section language changed accordingly
		Addendum Covid-19 health and safety-date changed to Oct 24; Language change -PLT to SLT. Pupils to students. Page 14 HSE weblink updated
V1.3	12/09/25	Updated review statement; inserted statement on mandatory training at Provision Staff section. Director Committee amended to review and subsequent references updated; Section 13 location of first aid boxes update; updated Section 15 and references; Section 36 updated to “on site” Secttion 40 updated reference to External and Lone Working Policy
V1.4	04/09/26	P3 Rationale reworded to include Bilston site. P4 Organisation, Roles and Responsibilities reworded to reflect two sites. P6 New sentence added with reference to handbook. P7 Language change to students. P10 First aid kit location added for Bilston and Willenhall location updated. P11 Allergen and Anaphylaxis reference added. P19 Reference to power tools added.

Review

Approved and reviewed by The Board of Directors.

This policy will be reviewed annually, or more frequently, if necessary, to ensure that it remains up-to-date and effective. The review will take into account changes in legislation, guidance, and best practice.

1. RATIONALE

This document is produced in respect of Liminal Education and is written with reference to LA policies and Landlord policies and procedures.

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

2. GENERAL

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

It is Liminal's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also Liminal's responsibility as far as is reasonably practicable to extend this protection to students and members of the general public from foreseeable risks, in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Senior Leadership Team, Board of Directors and Share Holders:

1. Equipment and systems of work.

2. The handling and storage or transportation of articles and substances.

3. The supply of adequate information, instruction, training or supervision to either staff or students.

4. The place of work or access to it.

5. The provision of protective clothing, equipment for the safe use and handling of machinery and substances.

6. The working environment.

7. Welfare facilities

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

a) To work safely and efficiently.

b) Not to misuse any machine or substance.

c) To use the approved protective clothing and equipment.

d) To report any defect in any machine, accessory or electric cabling.

e) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.

f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work

3.ORGANISATION AND ROLES AND RESPONSIBILITIES

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

SLT – RESPONSIBILITIES

1. To be familiar with the content of DFE Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of work.

2. To ensure that all employees carry out their health and safety duties and responsibilities.

3. To ensure that all hazards within their area of responsibility are identified.

4. To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.

5. To ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.

6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.

7. To involve relevant employees in the risk assessment process.

8. To ensure the effective use of resources in order to achieve health and safety objectives.

9. To attain as a minimum the Institution of Occupational Safety and Health (IOSH) 'Managing Safely' certificate (or other equivalent agreed by the directors).

10. To ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach

a minimum level of competence to carry out their work without undue risks to their own or others' health and safety.

11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly reported, investigated, and actions taken to avoid recurrence.

12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.

13. To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.

14. To demonstrate commitment by taking a proactive approach in health and safety matters.

DIRECTORS SAFETY REVIEW

To ensure that Health and Safety is considered at a local level, Provision based health and safety matters are dealt with by the CEO and COO. The CEO/COO will keep under review the measures taken to ensure the ongoing health and safety at work of employees, students and visitors.

The specific functions of this Committee will include:

a. the study of accident reports and notifiable disease statistics and trends

b. the study of incidents of violence and aggression statistics and trends

c. to examine safety audit reports

d. to consider reports and information from the Health and Safety Executive

e. to consider reports from health and safety representatives

f. to assist in the development of safety rules and systems of work

g. inspections of the site as appropriate

h. to promote and develop measures to ensure the health, safety and welfare of employees

A copy of the minutes of each meeting will be referred to the Board of Directors. The CEO and COO will meet at least termly to review.

THE SENIOR LEADERSHIP TEAM (SLT)

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

SLT conduct regular Health and Safety walkabouts and health and safety is a standing item on staff meeting agendas. This is to monitor the implementation and compliance of Liminal's policy.

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

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

Provision Staff

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

Staff should also read the provision's Staff Handbook, External and Lone Working and Appendix 1 of this document.

All staff will complete Health and Safety and First Aid Awareness training as part of their mandatory CPD requirements.

Health and Safety Executive

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

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

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

Employees

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to the SLT and/or the Management of Liminal Education.

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

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

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

Updates

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

4. Display Screen Equipment Regulations

Reimbursement of eye sight tests and glasses

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

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

5. Risk Assessments

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

· The risks to the health and safety of employees to which they are exposed whilst they are at work.

· The risks to the health and safety of other persons arising out of or in connection with work activities.

· Significant findings of the assessment will identify hazards, risks, groups of people especially at risk, existing control measures in place, effectiveness of the measures, remaining risk and the control measures required to comply with requirements of health and safety legislation.

· For new operations, substances, plant and equipment, it is particularly important that assessments are completed before introduction or commencement of the activity or equipment.

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

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

· Student risk assessments will need to be reviewed each year, or when significant changes have occurred, to take account previous behaviour and the changing needs of Students within the provision environment.

6. Risk Assessment – Pregnant Employees or Students

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

Generic Hazards	Preventative or risk control measures
Mental and physical fatigue and working hours	It may be necessary to adjust working hours temporarily, as well as the timing and frequency of rest breaks, and to change work pattern.
Postural problems connected with the activities of new or expectant mothers	Ensure that the hours, volume and pacing of work are not excessive. Fatigue can be addressed with longer and more frequent breaks during the work session. Ensure that seating is available where appropriate
Work at heights	The employer must ensure that pregnant workers or students do not work at heights.
Working alone	Depending on their medical condition, help and support needs to be available when required.

Occupational stress	Employers will need to take account of known stress factors.
Lack of rest and other welfare	Provide access to somewhere where the 6 issues employee can sit in privacy.
Toilet facilities	Appropriate measures must enable expectant and nursing mothers to leave their workstation/activity at short notice, and more frequently than normal.
Noise	Ensure that workers or students who are pregnant, who have recently given birth or who are breastfeeding are not exposed to noise levels exceeding national exposure limit values.
Extremes of cold or	Pregnant workers or students should not be exposed to prolonged excessive heat or cold at work.
Hazardous substances	Liminal recognises that a risk assessment regarding pregnant employees should be undertaken.
Work with display screen equipment (DSE)	Pregnant women do not need to stop working with Display Screen Equipment.

7.Control of Substances Hazardous to Health (COSHH)

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

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

All hazardous cleaning fluids, sprays and other liquids must be stored and used correctly. This is the responsibility of SLT and will be monitored by the Board of Directors and Share Holders. Please refer to the COSHH policy for more detail.

8.Fire and Emergency Procedures – Arrangements

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

a) At regular intervals, the alarm will be tested by SLT to ensure that it is effective.

b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure.

c) In each room there are instructions about exits and the Assembly Point.

d) On sounding the alarm, the fire brigade must be summoned and all staff, students and visitors must leave the building immediately, closing doors behind them, if possible.

e) If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher. Also, switching off power supplies from the mains.

f) At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.

g) Exits must be clearly identified and marked.

h) The use of display material must be controlled in fire exit routes.

i) All visitors to the provision should be made aware of arrangements in case of fire. Details are provided upon arrival at the provision.

Action on Hearing the Fire Alarm

a) If necessary, the Fire Brigade will be called. If the authorised person is not available then you must proceed to Dial 999.

b) The teacher or responsible adult will supervise students leaving the building by the appropriate exit, closing the door when the last person is out. Exit routes are displayed in each room.

c) Staff will be aware of those who require help and assistance when evacuating the premises.

d) Proceed to assembly point.

e) Everyone should walk quickly but do not run.

f) Keep quiet.

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

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

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

j) SLT will ask each teacher if all students are accounted for.

K) Access must be clear for the fire brigade.

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

9. Combustible waste

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

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

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

Large quantities of paper and card must be locked away in the cupboards provided to manage the risks associated with fire and arson.

10. Displays and decoration

Decorations must not be placed near temporary heaters or suspended from light fittings. There should be a limited and reasonable amount of display material within the classroom. Where possible

displays should be placed behind a transparent Perspex screen to manage the risks associated with arson. If this is not possible then they should be treated with fire-retardant chemicals to manage the risk of fire with the combustible materials.

11. Smoking

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

12. Electrical Supplies and Fittings

Any faults must be reported immediately to SLT.

13.First Aid

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

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

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

c) First Aid Boxes are kept in:

· Willenhall-ELSA room, first floor. Bilston-front office.

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

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

Training Documents will be kept as part of training record detailing the training undertaken to fulfil the role of the First Aider.

14.Arrangements

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

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

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

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

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

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

15.Medicines

Non-prescription

No non-prescription medicines are kept in the provision.

Prescription

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

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

For further information relating to the administration of medication please refer to: Healthcare policy

16. EPILEPSY

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

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

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

- No previous history of fits or

- A succession of repeated fits or

- Remained unconscious for more than 10 minutes or

- Injured themselves during the fit.

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

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

17. Allergen and Anaphylaxis.

Please see Liminal's Allergen and Anaphylaxis policy.

18. INFECTIOUS DISEASES

More detailed information is available from the relevant health authorities as follows:

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections

19. BODILY SPILLAGES

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

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

Spillage of blood or body fluids

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

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

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

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

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

6. Rinse area with hot water and detergent.

7. Dispose of gloves and apron as clinical waste.

8. Wash hands thoroughly with soap and hot water.

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

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

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

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

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

If the employee feels that they have been contaminated they should contact their line manager who will seek further advice from medical advisors in the Public Health Department. It is important that these incidents are fully recorded on Health and Safety Incident Report Form.

20. Protection against Blood-Borne Viruses

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

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

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

Bodily fluids that may contain BBVs

- Blood
- Cerebrospinal fluid
- Pleural fluid
- Breast milk
- Amniotic fluid
- Vaginal secretions
- Peritoneal fluid
- Pericardial fluid
- Synovial fluid
- Semen
- Other bodily fluids containing blood

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

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

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

Transmission is associated invariably with direct exposure to blood or body fluids and a means of delivering them through the protective skin barrier. In the occupational setting this is most likely to result from a penetrating injury with a contaminated sharp instrument, such as a needle, broken glass or contaminated machinery/vehicles; and more rarely when there is contamination of broken

skin or mucous membranes. Sport, however, may constitute social and/or work exposure, and studies of this topic support the potential for infection by this route. There are impact injuries associated with sports such as wrestling, football and rugby, which result in bloody injuries and a potential risk of blood-borne transmission of hepatitis B and C, and HIV. Recommendations have been made that those involved in contact sport should receive hepatitis B immunisation.

Further information about Blood-Borne Viruses and the management of the risk within educational settings can be obtained from HSE website at

https://www.hse.gov.uk/biosafety/blood-borne-viruses/index.htm

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

Minimising the risk of exposure to blood products and BBV

• Do avoid contact with blood or bodily fluids

• Do take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids;

• Do avoid use of, or exposure to, sharps (needles, glass, metal etc) when possible and discard sharps directly into the sharps container immediately after use, and at the point of use;

• Do take particular care in handling and disposal if use of sharps is unavoidable –one use only contaminated sharps must be discarded in to an approved sharps container. This must be constructed to BS 7320; 1990 / UN 3291, and used containers must be disposed of through a waste management company who will dispose of them safely as 'waste for incineration only';

• Do protect all breaks in exposed skin by means of waterproof dressings and/or gloves.

• Do protect the eyes and mouth by means of a visor or goggles/ safety spectacles and a mask when splashing is a possibility (this will also protect against bone fragments in orthopaedic surgery and post-mortem examination);

• Do avoid contamination of the person or clothing by use of waterproof/water resistant protective clothing, plastic apron etc;

• Do wear rubber boots or plastic disposable overshoes when the floor or ground is likely to be contaminated;

• Do apply good, basic hygiene practices including hand-washing before and after glove use, and avoid hand-to-mouth/eye contact;

• Do control surface contamination by blood and body fluids by containment and appropriate decontamination procedures; and

• Do dispose of all contaminated waste safely and refer to relevant guidance (see below) if you are uncertain how to classify and dispose of your waste.

Information source - https://www.hse.gov.uk/biosafety/index.htm

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

21. Procedures for Avoiding Needle Stick Injuries

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

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

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

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

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

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

22.Use of Scissors and Knives within Provision

All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, students or visitors bring onto site any sharp knives, scissors or other objects for use within the provision.

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

23. First Aid Boxes

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

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

Contents of First Aid Boxes: First aid boxes and travelling first aid kits should contain a sufficient quantity of suitable first aid materials. Contents of the boxes and the kits should be replenished as soon as possible after use to ensure that there is always an adequate supply of materials. Items

should not be used after the expiratory date shown on the packets. It is essential that first aid equipment be checked frequently.

A typical first aid kit in at Liminal Education will include the following:

· A leaflet with general first aid advice

· Sterile water pads

· Regular and large bandages

· Eye pad bandages

· Triangular bandages

· Adhesive tape

· Safety pins

· Disposable gloves

· Alcohol free wipes

· Plasters of assorted sizes/fabric

· Cold compresses

· Burns dressings

First aid kits in specialist areas may contain:

· Fire blankets

· Foil blankets

· Burns kit

· Scissors

· Eye wash

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

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

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

· a leaflet giving general advice on first aid:

· six individually wrapped sterile adhesive dressings:

· one large sterile unmedicated wound dressing (approximately18cm x 18cm);

· two triangular bandages;

· two safety pins;

· individually wrapped moist cleansing wipes;

· One pair of disposable gloves.

These are kept fully stocked by SLT

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

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

24. Accidents Involving External Bleeding

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

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

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

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

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

25. Accidents

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

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

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

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

Immediate Action:

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

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

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

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

Near-miss Reporting

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

26.Stress

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

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

27. Parental Consent

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

28.ICT

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

29.Equipment and materials

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

30.Correcting Fluids

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

31. Marker Pens

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

32. Visualizers and Projectors

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

33. Kettles and Hot Drinks

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

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

34. Electrical Equipment

Installations/PAT

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

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

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

Checklist for Electrical Equipment:

A 3-amp fuse should be used on:

- Radio or TV
- Tape recorder
- Refrigerator

A 13-amp fuse should be used on:

- Iron
- Vacuum cleaner
- Kettle
- Toaster
- Polisher
- Portable cooker
- Projector or visualiser

For power tool chargers then manufacturers guidelines should be followed.

Inventory

All electrical equipment details should be entered in the Inventory.

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

35.Equipment

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

36. Animals on site

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

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

37. Visitors to Liminal

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

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

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

38. Violence to Staff

1. If any member of staff is subjected to any aggression on provision premises they must inform a member of the SLT immediately.

2. Staff are asked to keep written accounts of such episodes, according to policy.

3. Appropriate steps will be taken by the SLT to deal with such situations.

4. If necessary, the Board of Directors and LA will be informed and involved.

Violence can take many forms, including:

1) Physical force against an individual

2) Verbal abuse and threats

3) Rude gestures – innuendos

4) Sexual or racial harassment

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

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

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

a) description of possible causes;

b) action taken to prevent recurrence and support offered to the employee;

c) recommendations/comments (including any identified training needs).

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

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

39. Home Visiting

Some staff may need to visit students and/or parents/carers in their homes. This may involve travelling to known problem areas of a town and/or evening visits.

All staff must notify the COO detailing the destination to ensure details of their whereabouts are known by site staff. If the meeting is of a sensitive nature then a member of SLT must be informed.

Visits should be made avoiding evenings whenever possible and in pairs in all situations where there has been an identified risk. Employees must ensure that they carry a mobile phone with them and make contact with the provision on arrival at the destination and immediately after the meeting.

Please see the External and Lone Working Policy for detailed guidance.

40. CCTV and Health and Safety of Site Users

The CCTV system has been installed by the landlord.

Liminal will use the CCTV to:

• Deter those having criminal intent

• Assist in the prevention and detection of crime

• Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order

• Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

The system will not be used:

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

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

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

ADDENDUM: COVID-19 HEALTH & SAFETY

Oct 2024 please note: This addendum will be reviewed at any stage should there be any further developments in relation to covid-19.

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

The objectives of this addendum are:

· To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance

· To provide a safe working and learning environment

· To ensure a systematic approach to the identification of risks and the allocation of resources and implementation of other measures to control them

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

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

Liminal will:

· Develop a whole provision Coronavirus Risk Assessment and communicate this with the Liminal Community.

· Develop risk assessments for individual pupils and staff where necessary.

· Develop an Operational Plan and communicate this with all Liminal staff.

· Apply and communicate sensible risk management and safe working practices.

This will involve:

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

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

· Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors

· Operate an enhanced cleaning regime for the duration of the COVID pandemic.

· Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.

· Communicate regularly with the Liminal Community about the Liminal's response to COVID.

· Implement measures to monitor staff wellbeing.

· Provide appropriate personal protective equipment (PPE) for staff and visitors to site.

Appendix 1

Personal Safety Guidance :

Violence and other risks to personal safety

a) No volunteer, student or staff member should deal with any service users known or suspected to be violent or aggressive without having available a staff member to call upon. Should any user appear to become violent, or potentially violent the COO, or in their absence DSL, should be kept in touch with the situation and if necessary should deal with the user.

b) Individual risk assessment to be completed for any service users where there is a potential/ identified risk to the personal safety of the workers. To be completed jointly by the allocated worker and the COO. Any action agreed recorded on risk assessment and copy kept on file.

c) If potential risk is identified at point of referral, no sessions/meetings to be completed in family home until individual risk assessment completed. Alternative site or venue in the community (e.g. school) to be used and/or visits in done in pairs

d) All potential / identified risks in relation to direct contact with families (e.g. domestic violence) to be highlighted on their file.

The following notes may help staff to minimise the risks of violence:

i) try not to antagonise already disturbed service users by keeping them waiting a long time or giving them a poor reception.
ii) emphasis should always be on predicting and preventing violent behaviour. Workers should be sensitive to the early warning signs of potential violence.
iii) as a precautionary measure seating arrangements should allow for the worker to be near the door to make a retreat if needed.
iv) if there is any risk of a violent situation developing staff should ensure that other members of staff are alerted and are able to monitor the situation and intervene or summon help if necessary.

In the event of a violent outburst which you feel unable to cope with:

i) call for assistance and call the police.
ii) until assistance is available make every attempt to avoid physical contact.

Lone working in the building/office area

While it is not encouraged that staff members work on their own in the building, it is recognised that sometimes this will be unavoidable. If staff members feel unsafe in such an environment then alternatives should be sought, e.g. working from another office.

It is desirable that 2 members of staff are in the building, however staff can work alone on site provided that service users are not present with the agreement of the CEO.

Staff should not be alone in the provision with a service user, unless this has been previously agreed with the COO. Cover arrangements will be discussed regularly, usually in the weekly team meeting.

Service users, visitors, volunteers and contractors will gain access after being identified via the intercom system at the front of the building

Work Off Site

a) Staff undertaking work off-site must leave details of family name and location, and expected return time to the office using their outlook diary.
b) Staff are responsible for ensuring that they have a working mobile phone with them when they are delivering sessions /attending meetings off site.
c) Staff must ensure their mobile phones are left on and within reach during sessions/meetings off site.
d) If staff are going to be delayed in returning to the office by more than 30 minutes after a session/meeting (later than the time they have recorded on Outlook), staff **must** contact the office to ensure that their amended return time is known
e) The COO will monitor details of staff whereabouts during office hours from Outlook and phone the worker's mobile if the worker fails to return at the predicted time. In the administrator's absence the staff member going out to a session will ensure that a named colleague is responsible for making contact with them should the worker not return at the estimated time
f) If staff are not returning to site following sessions at the end of the day or, where sessions take place outside of office hours in the evenings and at weekends, they must confirm thus with the COO and indicate the finish time in the work diary and complete the slip in Appendix 1. It is the responsibility of the worker to ensure they give the slip to the COO or line manager and discuss action to be taken if contact is not made at the specified time. The worker is responsible for texting the COO/line manager to say that they have completed the session safely. If the COO/line manager has not received a text within an agreed time they will phone the worker and/or the service user to identify whether the worker is safe. If there is no response the CEO will be informed, and they will alert the local police and give details of address of session.

The worker will ensure that the COO/line manager have access to:

i) agreed times for checking in

ii) correct telephone numbers

iii) address/contact info for session

g) If a member of staff finds themselves in an **emergency situation** and are unable to discuss this when they are on the phone with staff, they should use the code **PURPLE FOLDER** to indicate the situation. Appropriate action will be taken by staff in the service who will call for police assistance.

Guidance for line managers

When contacting a worker who has not made contact with the office at the agreed time it is important to ascertain that they are safe.

Asking closed questions that require a 'YES' or 'NO' response in this scenario is helpful.

Example questions are as follows:

i. are you safe
ii. can you get out safely
iii. do you need more time to finish your session
iv. shall I phone you back in 20/30 minutes

*If the worker says that they are **not safe or can not get out safely** then try to keep them on the line and ensure that the police are contacted on 999 immediately and CEO/COO to be informed*.


LIMINAL
Education
A 'Triple A' Approach to Holistic Education