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## Health & Safety Policy- Physis Heathgates Academy - 2017



Physis Quantum is a specialist provider of exciting and innovative services to  
Children and Young People in a variety of different settings.

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**Physis Heathgates Academy**

*(Part of The Physis Group)*

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This policy is designed and written to be used in conjunction with other Physis policies, such as, but not only, those listed in the appendices at the end of this document; as such, all staff are responsible for ensuring they are fully conversant with all relevant company policies and procedures; failure to do so may lead to disciplinary proceedings and dismissal. It is the individual responsibility of every staff member to ensure they seek any clarification required in respect of this policy from their line manager, or the person named at the end of this document, should that be deemed necessary.

## The Physis Heathgates Academy- Health and Safety Policy

### Introduction

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

### Definition of 'Employee'

The term 'employee' includes all paid staff whatever their function in the school. 'Employee' does not include contractor's staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, carrying out maintenance or decoration, or DIY work etc.

The success of this policy depends on the active support of all employees to achieve its objectives.

## Policy Statement

The Proprietor, via the Head Teacher will be responsible for the implementation, management and monitoring of the Policy and Procedures of Physis Heathgates Academy. The Head Teacher recognizes and

accepts responsibility as site manager, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

In discharging these responsibilities the Head Teacher will pay due regard to relevant regulations, codes of practice, site 'permits to work' for contractors, guidance notes and professional advice agreed by the Director of Education.

The Head Teacher similarly requires all employees of the school to recognize their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school and to co-operate fully with the Head Teacher in implementing and fulfilling this policy.

The Head Teacher, as site manager, accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Head Teacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Head Teacher will co-operate fully in the appointment of Safety Representatives by recognized trade unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

The general responsibilities for carrying out this policy are contained in section B3 of this document.

Organization, arrangements and procedures are detailed in Part C.

## General Responsibilities

The Head Teacher will be responsible for the implementation, management and monitoring of the relevant policies and procedures. The head teacher will co-operate with and maintain appropriate levels of communication with the governing body and maintenance team with issues relevant to the site.

The Head Teacher will liaise with the school's SLT in matters where its responsibilities relate to the Health and Safety at Work Act 1974.

The Head Teacher will approve and monitor any arrangements made by school line staff to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff will take all reasonable measures to assist the Head Teacher in implementing the school's health and safety policy. So far as is reasonably practicable staff will ensure that those for whom they have management responsibility fulfil their responsibilities and that the areas in which they work are safe.

Employees have the duty to take responsible care for their own health and safety and that others who may be affected by their actions and/or omissions. Employees are to co-operate with the Head Teacher to enable him/her to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

## Management Committees' Statement

The Management Committee of the school will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, and guidance notes.

The Management Committee will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the Management Committee will ensure that appropriate health and safety arrangements are in place for any letting for which it is responsible.

The Management Committee will review this statement regularly and when circumstances change. They will ensure that the school maintains monitors and reviews its health and safety policy including the necessary items of organization, arrangements and procedures. In order to assist in the discharge of its responsibilities the Management Committee will receive from the Head Teacher copies of all health and safety reports.

## Advice and Training

The Head of Centre will make available to all employees the pamphlet 'Health and Safety Law: what you should know' published by the Health and Safety Executive. The Head Teacher undertakes to make such advice and information available to all appropriate employees. The Head Teacher will also ensure that all employees receive appropriate health and safety training.

The overall aim of the above is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

1 a) to establish and maintain a safe and healthy environment throughout the school

b) To establish and maintain safe working procedures among staff and pupils

c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances

d) To ensure the provision of sufficient information, instructions and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided

e) To ensure the provision of sufficient information, instructions and supervision to enable all visitors on the site to avoid hazards and be aware of appropriate health and safety procedures

f) To maintain a safe healthy place of work and safe access and egress from it

g) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises

h) To lay down procedures to be followed in case of accident

i) To provide and maintain adequate welfare facilities

## 2 Responsibilities and Duties in matters concerned with safety

### 2.1 The Head Teacher

The ultimate responsibility for all school safety organization and activity rests with the

Proprietor, who via the Head Teacher shall

a) Be the focal point for day to day references on safety and give advice or indicate sources of advice

b) Co-ordinate the implementation of the approved safety procedures in the school

c) Maintain contact with outside agencies able to offer expert advice

d) Ensure on-going risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, pupils and visitors to the school may be involved

e) Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc. she considers to be unsafe until satisfied as to their safety

f) Make recommendations to the appropriate authority for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so, or where conditions change

g) Make or arrange investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazard situations

h) Provide employees with the results of any risk assessments

i) Review regularly the provision of first aid in the school

j) The emergency regulations and make recommendations for improving the procedures laid down

k) Review regularly the dissemination of safety information concerning the school

l) Recommend necessary changes and improvements in welfare facilities

m) Inform the SLT regularly of the Health and Safety arrangements of the school

## 2.2 Obligations of all Employees

The Management of Health and Safety at Work Regulations 1992 together with the Health and Safety at work etc. Act 1974 states:

It shall be the duty of every employee while at work

a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and

b) As regards any duty or requirement imposed on his employer or any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

The Legislation also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected

a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied

b) To follow instructions related to health and safety procedures

c) To observe standards of dress consistent with safety and/or hygiene



- d) To exercise good standards of housekeeping and cleanliness
  
- e) To know and apply the emergency procedures in respect of fire and first aid
  
- f) To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
  
- g) To inform the head and governing body health and safety working party/committee of any potential hazards (but only within their own knowledge and experience)
  
- h) To co-operate with other employees in promoting improved safety measures in their school
  
- i) To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

## 2.3 Teaching and non-teaching staff holding posts/positions of special responsibility

These staff:

- a) Have a general responsibility for the application of the authority's safety policy to their own area of work and are directly responsible to the head for the application of existing safety measures and procedures within that area. Advice or instructions given by the authority and the head, including the relevant parts of this statement, shall be observed
  
- b) Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines)

c) Shall resolve any health and safety problem any member of staff may refer to them and refer to the head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them

d) Shall carry out regular safety inspection of the activities for which they are responsible and where necessary, submit a report to the head

e) Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work

f) Shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority

g) Shall propose to the head requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

## 2.4 Special obligations of class teachers

The safety of pupils in classrooms is the responsibility of class teachers: teachers have traditionally carried a responsibility for the safety of pupils when they are in their charge and this is further defined in the School Teachers Pay and Conditions Act of 1991, as amended.

If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the head before allowing practical work to take place. Class teachers are expected:

- a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out
  
- b) To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
  
- c) To give clear instructions and warning as often as necessary
  
- d) To follow safe working procedures personally
  
- e) To call for protective clothing, guards, special safe working procedures etc. where necessary
  
- f) To make recommendations to the head of department, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
  
- g) Follow Child Protection and Safeguarding procedures

## 2.5 The student

All staff shall work with pupils to establish, at whatever level is appropriate, an ability

- a) To exercise personal responsibility for the safety of self and classmates
  
- b) To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable foot-wear, knives and other items considered dangerous)
  
- c) To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency

d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety

## 2.6 Supervision of pupils

The school day hours are as follows:

Monday to Friday 09:00-15:30

Responsibility for pupils on the premises is accepted for 10 minutes on either side of these hours.

## 3 Visitors and Volunteers

All visitors will sign in at the Administrator's office.

Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the school.

## Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head Teacher should immediately advise the Proprietor.

## Accident Reporting

It is our aim at Physis Heathgates Academy to minimize accidents. We do this by:

1 Where any new equipment is bought staff are given training on how to use it

2 Through regular assemblies and in lessons children are reminded of school rules regarding the health and safety of themselves and others, and of the constant need for self-discipline to minimize the harming of themselves and their peers.

It is an aspect of school life that accidents will happen, and when these do they are logged immediately. Staff present at the time of the accident, or staff, on having an accident reported to them, are responsible for ensuring all incidents are logged in the accident book.

## Animals

If teachers wish to bring an animal on site, then the permission of the Head Teacher must be sought. A written statement outlining the reasons for the above is to be given to the head, outlining hygiene arrangements prior to the visit.

Where farm visits take place teachers ensure adequate facilities for washing hands are available on the site. Teachers remind students of the need for washing hands after stroking animals and supervise this activity particularly before food is eaten.

Parents/carers are not allowed to bring dogs, or any pet, on to the school site.

## Asbestos

To ensure the health and safety of staff from asbestos contamination whilst on the school site, The Physis Heathgates Academy follows these procedures:

Any member of staff believing they may have discovered asbestos on the school site will immediately vacate the vicinity, evacuating everyone else where this is considered practical.

The concerned member of staff will immediately inform the head teacher of the possible

presence of asbestos.

The Head Teacher will instruct the maintenance team to make an initial inspection of the material believed to be asbestos.

If asbestos is confirmed or if the material cannot definitely be certified as 'safe' the caretaker shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this be

- a) Immediate removal,
- b) Programmed removal,
- c) Encapsulation,
- d) No action in those cases where detailed examination and testing confirms that it is safe to do so.

Where option c) is taken – periodic review of the encapsulated asbestos will be taken.

## Asthma

The care teams hold inhalers; should the students need their inhalers during the day they will not be denied permission by the supervising staff to see their care team member for this purpose.

## Bomb Procedure

See Critical Incident Management Plan

## Building Maintenance

The Academy uses a maintenance contractor to ensure the good repair of the buildings. If an area is unsafe it is immediately sectioned off and reported to the Head Teacher. The Head Teacher will ring the site surveyor to authorise work to be completed.

## Cleaning

The cleaning for the Academy currently operates under the control of one of its pupils and the care team.

Any issues relating to the cleanliness of the Academy premises or site should be immediately directed to the Head Teacher.

## Communicable Diseases

These are detected as soon as possible, with the students being isolated. (Full details of all communicable diseases are available from the Administrator who has a copy of a document from the Health Protection Agency). People are informed in the following order:

The Head Teacher, who will firstly take appropriate advice and then

The parents/carers.

Care staff are asked to take the child to the doctor.

Students should not return to school until the incubation period is complete.

If symptoms re-appear all staff inform the Head immediately.

## COSHH

Chemicals used regularly should be approved under COSHH protocols once each year. Assessments for new chemicals must be carried out by approved representatives.

The school only uses authorised substances. All reps attempting to sell cleaning materials are refused.

The highest standards of safety regarding COSHH substances are implemented, e.g. locked cabinet.

Cleaning substances and washing detergent is stored in line with COSHH recommendations, and deliveries are locked away immediately.

No staff are allowed to store any chemical that is not used by the school. The cleaning staff are the only staff permitted to use cleaning chemicals.

## Electrical Safety

An approved manages the PAT testing and safety aspects of electrical equipment at the Academy. All staff are aware that any electrical equipment, which is considered unsafe, is reported immediately to the Head Teacher and recorded in the maintenance "Jobs " file held by the Head Teacher.

The equipment should not be used until repair has taken place.

Recognized contractors are used for repairs e.g. for computers.

It is school policy not to buy second hand electrical equipment.

Staff are not permitted to bring any electrical equipment into school without prior permission of the Head.

## Fire Safety

Fire Drills are organised by the Deputy Education Manager and held termly. These are recorded in the Fire Log book.

Unicorn checks all fire extinguishers annually

- o All walk ways and fire doors should not be obstructed.
- o Visibility panels on fire doors are always kept clear, display on these is prohibited.
- o Fire doors should not be wedged open.
- o All fire exits are clearly labelled.



The Deputy Education Manager has drawn up fire drill procedures and escape routes after consultation with Unicorn.

The school is a no smoking site.

The Health and safety file contains information about designated staff should a fire occur.

The school's designated fire officer is the Deputy Education Manager.

## First Aid

First aid boxes are located in the staffroom and kitchen along with one in each works vehicle

The Deputy Education Manager checks the boxes regularly and replaces used stock.

Appointed first aiders in the school are:

Andy Plant, Mark Wright and Adrian Grey (First Aid at Work) or all care team members (Emergency First Aid)

All care staff are first aid trained at the Physis Heathgates Academy. Medication is only administered to students who are placed within the residential facility at Heathgates Farm, that is to say that no medication can be administered to students attending on a day placement basis

It is school policy that one of the above named first aiders always accompanies the children on school outings, journeys and to playing fields.

## Risk Assessments:

### General risk assessments

There are comprehensive risk assessments held on the school intranet. Staff are required to update these as appropriate and inform the Head so that relevant amendments can be made on the system.

All staff bear responsibility for reporting issues relating to the Academy site on a day-to-day basis for potential risks. The Head Teacher should be informed in respect of any perceived risk at the earliest practicable opportunity. If professional services are required, the Head Teacher is responsible for making the required arrangements.

Each month, the Deputy Education Manager will conduct an inspection of the site

All findings are recorded

It is the responsibility of all staff, teaching and non-teaching staff to report potential hazards and risks to the Head Teacher

## HIV/AIDS and Blood Borne infections

All staff should follow the following health and safety procedures:

Staff will:

Wear a pair of gloves when dealing with body fluid

A new pair of gloves are worn for each new person to prevent infection of others

Used gloves, soiled dressing and swabs are disposed of separately in a refuse bag marked "Body Fluids" in accordance with Academy policy.

Any staff or student who are bitten and the resulting injury breaks the skin will be taken to the A and E unit at Shrewsbury/Telford for advice and possibly post exposure immunisation. Known information about the "biter" will be passed to the A and E unit.

Members of staff are asked to note that induction and on-going training is provided and available to all members of staff.

## ICT

Wi-Fi use in school. The Physis Heathgates Academy is aware of the recent information about Wi-Fi use in school. The Academy has taken advice from Unicorn, and considers that the information is inconclusive and that there is no evidence of risk to health. We do recognize that Wi-Fi presents potential hazards and have issued the following procedures:

Laptops not to be used on laps. Use laptops on tables.

This statement will be reviewed bi-annually.

## Intruders on Site

All Staff are advised not to work alone; a minimum of two is the norm. In occasional circumstances, the Head Teacher is to be present.

The Head Teacher will exclude people from the premises if staff or pupils feel threatened.

## Lettings

The Academy has no regular lets.

## Maintenance of Equipment

### Electrical:

An approved contractor tests all electrical appliances and equipment on an annual cycle.

Under the contract with the appropriate maintenance company the following are tested annually:

- o Alarm system
- o Fire fighting equipment
- o Boiler room settings
- o Alarm

## Maintenance of school vehicle

The Physis Heathgates Academy does not have a school vehicle although Physis vehicles are used for school purposes – these are adequately tested and maintained

## Manual Handling

Students are instructed how to lift P.E. equipment properly.

The Head of Centre and colleagues are made aware of courses on manual handling, as they are made available.

## Medical Conditions and Medication

The Academy will only administer medicines and drugs to students placed residentially at Heathgates Farm and Chapel House only. The care staff will be responsible for this administration unless it has been arranged for a member of the education team to do so.

## No Smoking Policy

There is a no smoking policy in all areas of the academy. The Academy is a non-smoking site

## Occupational Health Services and work related stress

Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”

Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be referred to local OHS for support and professional advice.

At school level, support for stressed employees include:

- o Re-examination of the workload with a view to making beneficial changes
- o Recommend a period of paid absence from school

- o Suggesting support from an appropriate counsellor
- o Recommending consultations with their GP
- o Directing the employee to the OH Physician

## Physical Restraint

The Physis Heathgates Academy has adopted the NFPS approach with the emphasis on de-escalation and positive dialogue to resolve areas of difficulty.

## Playground safety

Members of staff are on duty at break times and cover the outside areas.

The Head Teacher should be informed immediately of any potential hazards and the area will be made out of bounds until the area can be made safe.

## Slips and Trips

All slips and trips should be recorded in the Accident book located in the medical room

The Head Teacher should be informed immediately so that the area can be made safe.

If necessary, a warning sign will be placed over the area until the hazard is removed

## Safety representatives

All members of staff put health and safety issues on staff meetings, team meetings and SLT meeting agendas.

If emergencies arise, e.g. the pyramid system, all members of staff are informed appropriately via morning briefing, or simple discussion with the Head Teacher as needs arise.

## School Trips

Organising Staff completes a risk assessment form and the associated checklist for each

visit in advance of the trip. Students should always wear a seatbelt when traveling by car, coach and minibus.

All volunteers who regularly help in the Academy and on trips must be DBS checked. As a basic requirement all volunteers should be police checked and students must not be left solely in their care.

See trip risk assessments.

## School Security

All visitors should report to Heathgates Farm on arrival. All visitors not known to the Academy must show their ID to gain entry to the school. If this is not available then a member of staff must supervise them as they work in school.

- o All visitors must sign in the visitor's book
- o All visitors who are or likely to come into contact with students and work with them in isolation should be asked to produce evidence of ID. If the contractor or visitor is unable to produce these documents then they must be accompanied by a member of staff who has been CRB/police checked within the previous 12 months.

## Sun Care

Students are encouraged to wear loose clothing protecting bare skin. Students are asked to wear a sun hat in warm weather and an appropriate sun factor cream.

Through the curriculum and in assemblies children are continually reminded of the detrimental effects the sun can have on their bodies.

## Swimming

Parents/carers will be informed by letter that their child will be attending swimming lessons as part of the PE element of the National Curriculum. Parents/carers will be informed of:

- o The venue
- o Suitable transport the children to swimming lessons. Each student will have a seat.
- o Students should always wear a seatbelt when traveling by car, coach and minibus.
- o The day
- o The time
- o What students need to take:
  - o Swimming costume
  - o Towel
  - o Suitable bag
  - o No jewellery
- o Medical considerations (asthma, eczema, diabetes etc.) are noted and the class teacher compiles medicinal requirements.
- o If a student fails to provide the necessary medication they will not be allowed to attend swimming that day.
- o Students changing will be supervised by a member of staff
- o Swimming pool instructors will supervise students during their lessons. Staff will stay at the pool side in case of emergency
- o Staff will check each changing room and the transport as the students leave to ensure no clothing/equipment is left behind.
- o Toilets - a member of staff must make their presence known near the entrance by calling and verbally checking on the students at regular intervals.

## Training and Induction

All new members of staff are immediately made aware of the H&S policy on joining the school. Training will be given in-house or via external courses as appropriate.

Outside agencies come in to school to train staff e.g.. The Health and Welfare Nurse on asthma, diabetes, or epilepsy.

All staff are made aware of procedures on first aid, accident, fire and emergency form the

school handbook. They are aware that failure to follow the above procedures is a disciplinary offence.

## Violence to staff

To ensure the safety of staff from violence the following procedures are followed:

All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone.

All staff are made aware that parents/carers sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues.

If parents/carers do become angry,

- o Staff should remain calm and maintain eye contact although not continuous eye contact.

- o Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Head Teacher

- o Staff should always sit nearest the door so that they can make an exit should they need to.

- o If a member of staff is concerned for the safety of a colleague:

The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"

- o Send for a member of staff to help diffuse the situation.



In the case of an emergency the Head Teacher can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

In the case of assault taking place, (or even where assault appeared imminent) The Physis Heathgates Academy are aware of the traumatic effect it can have on the victim; in such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the member of staff home.

In case of actual assault against a member of staff, the appropriate form, as shown in the staff handbook (Notification of assault – employees) should be completed.

## Waste Disposal

### Broken Glass

Broken glass is thoroughly wrapped in newspaper with a large label 'broken glass' cello-taped on it to warn others. As a rule, glass should not be used in school unless it is essential or unavoidable.

## Consultation Arrangements

The Head Teacher has consulted at length with:

Unicorn

Shropshire LEA advisory unit

The Health and Safety Executive (HSE)

## Publicising the policy

The H&S policy and any revisions will be discussed with staff at an annual PD Day meeting.