



# SPAGHETTI BRIDGE

## Health & Safety Policy

<b>Policy Owner</b>	Group Health & Safety / Fire Lead
<b>Applies to</b>	The policy will apply to all schools
<b>Associated Documents</b>	<p>This is a list of any other related policies:-</p> <ul style="list-style-type: none"><li>• First Aid Policy</li><li>• Risk Assessment Policy</li><li>• Medical Needs Policy</li><li>• Accessibility plan</li><li>• Fire Risk Policy</li><li>• Food Safety Policy</li><li>• Premises Management Policy</li><li>• Managing Contractors for Premises Work Policy</li><li>• Site Security Policy</li></ul>
<b>Review Frequency</b>	This policy is to be reviewed in two years.
<b>Date of Implementation</b>	October 2022
<b>Review Date</b>	October 2022 (updated April 2024) September 2024
<b>New Review Date</b>	September 2026
<b>Approved by Chief Executive Officer</b>	<p><i>Dan Alipaz</i></p> <hr/> <p>Dan Alipaz (Nov 18, 2024, 10:16am)</p>
<b>Approved by the Chair of the Board</b>	<p><i>Stephen Bradshaw</i></p> <hr/> <p>Stephen Bradshaw (Nov 14, 2024, 8:41am)</p>

## Table of Contents

<b>1. Introduction</b>	<b>3</b>
<b>Purpose/Aim</b>	<b>3</b>
<b>Legal Framework</b>	<b>3</b>
<b>2. Scope</b>	<b>3</b>
<b>3. Policy Statement</b>	<b>3</b>
<b>Fire</b>	<b>4</b>
<b>COSHH</b>	<b>4</b>
<b>Gas safety</b>	<b>4</b>
<b>Legionella</b>	<b>4</b>
<b>Asbestos</b>	<b>4</b>
<b>Equipment</b>	<b>5</b>
<b>Electrical equipment</b>	<b>5</b>
<b>PE equipment</b>	<b>5</b>
<b>Display screen equipment</b>	<b>5</b>
<b>Lone working</b>	<b>5</b>
<b>Working at height</b>	<b>5</b>
<b>Manual handling</b>	<b>5</b>
<b>Off-site visits</b>	<b>6</b>
<b>Lettings</b>	<b>6</b>
<b>Violence at work</b>	<b>6</b>
<b>Smoking</b>	<b>6</b>
<b>Infection prevention and control</b>	<b>6</b>
<b>New and expectant mothers</b>	<b>7</b>
<b>Accident reporting</b>	<b>7</b>
<b>Training</b>	<b>8</b>
<b>4. Roles &amp; Responsibilities</b>	<b>8</b>
<b>The Proprietor</b>	<b>8</b>
<b>Headteacher</b>	<b>8</b>
<b>Staff</b>	<b>9</b>
<b>Students and parents</b>	<b>9</b>
<b>Contractors</b>	<b>9</b>
<b>Site security</b>	<b>9</b>
<b>5. Support, Advice and Communication</b>	<b>9</b>
<b>6. Appendix 1. Recommended absence period for preventing the spread of infection</b>	<b>10-12</b>

## 1. Introduction

Spaghetti Bridge is dedicated to safeguarding the health, safety, and well-being of all students, staff, visitors, contractors, and remote workers. Our goal is to establish a safe and supportive learning environment where everyone is protected from harm, whether on-site or working from home. This policy outlines our commitment to health and safety management, ensuring compliance with legal requirements and promoting best practices across all work environments.

## 2. Purpose/Aim

The aim of this policy is to:

- Ensure the health, safety, and welfare of all individuals within Spaghetti Bridge
- Prevent accidents and work-related ill-health.
- Promote a culture of safety awareness and responsibility.
- Provide clear procedures for addressing health and safety risks.

## 3. Legal Framework

This policy is guided by relevant UK health and safety laws and regulations, including:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Electricity at Work Regulations 1989
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Control of Asbestos Regulations 2012
- The Manual Handling Operations Regulations 1992

## 4. Scope

This policy applies to all individuals on school premises or involved in school activities, including:

- Students
- Staff
- Parents and guardians
- Contractors and visitors

## 5. Policy Statement

Spaghetti Bridge Schools are dedicated to:

- Creating a safe environment for everyone.
- Complying with all relevant health and safety legislation.
- Providing adequate training and resources to manage health and safety risks effectively.

## Specific Areas of Health and Safety Management

### Fire Safety

Emergency exits, assembly points, and instructions are clearly identified by safety signs and notices throughout the premises. Fire risk assessments will be regularly reviewed by both internal and external experts. Emergency evacuations are practised at least once per term, and fire alarm testing is conducted weekly. All new staff will receive fire safety training, and staff and students will be updated on any new fire risks.

#### In the event of a fire:

- The fire alarm will be raised immediately by the individual who discovers the fire, and emergency services will be contacted.
- Evacuation procedures will commence immediately, and staff may use fire extinguishers if they are trained and confident to do so without risking safety.
- Staff and students will congregate at designated assembly points. Base teachers will conduct student roll calls, checking attendance against the register.
- Re-entry into the building will only occur when emergency services have declared it safe.
- Special evacuation arrangements will be made for individuals with mobility needs or disabilities, with fire risk assessments giving particular attention to these groups.

### Control of Substances Hazardous to Health (COSHH)

Schools must manage hazardous substances, which can include chemicals, fumes, dust, vapours, gases, and pathogens. COSHH risk assessments are carried out and shared with relevant staff, who will also be provided with necessary protective equipment. All hazardous products are used and stored following the manufacturer's instructions, and clearly labelled in their original containers. Hazardous materials are disposed of safely and according to specific procedures. Emergency protocols for dealing with hazardous substances, including spillages, are clearly displayed in appropriate areas.

### Gas Safety

All gas appliances and fittings will be installed, maintained, and repaired by Gas Safe-registered engineers. Carbon monoxide detectors are located near all boilers and checked weekly. Gas pipework, appliances, and flues are regularly maintained, and ventilation in rooms with gas appliances is checked to ensure it is adequate.

### **Legionella**

A regular water risk assessment will be conducted, with operational controls recorded and monitored. This assessment will be reviewed annually or when there are significant changes to the water system or the building's structure.

### **Asbestos**

Staff will be informed about the dangers of asbestos, the locations of asbestos within the school, and what to do if they suspect it has been disturbed. Contractors will be made aware of any asbestos present and instructed not to disturb it. If asbestos is discovered during work, all activity will cease until the area is deemed safe. A record of all asbestos locations on the premises will be maintained.

### **Equipment Safety**

All equipment and machinery are maintained according to the manufacturer's instructions, with maintenance schedules including extra checks where necessary. New equipment is inspected to ensure it meets safety standards. Equipment is stored properly, in labelled containers where appropriate.

### **Electrical Equipment Safety**

Staff are responsible for the safe use of electrical equipment, and students may use such equipment only under staff supervision. All electrical hazards must be reported immediately. Permanent electrical equipment must be connected via an isolator switch and adequately earthed.

Portable appliance testing (PAT) is carried out by a competent person, and all isolator switches are clearly marked. Electrical equipment must not be used with wet hands or in damp conditions. Only competent individuals should undertake electrical repairs.

### **PE Equipment**

Students are taught to handle PE equipment safely, with staff ensuring that it is set up correctly.

Concerns about equipment conditions should be reported to the Business Manager.

### **Display Screen Equipment (DSE)**

Staff who use computers daily for significant periods will have a DSE assessment. Those identified as DSE users are entitled to regular eyesight tests and corrective glasses for DSE use if needed.

### **Lone Working**

Lone working includes activities such as late working, site visits, and single occupancy duties. High-risk activities, such as working at height, are prohibited when working alone. Lone workers must inform a colleague or family member of their whereabouts and complete a risk assessment. Regular check-ins are required, and lone workers must ensure they are fit to work alone. Please see **Lone worker policy** for more information

## Working at Height

Work at height will be properly planned and supervised, with only competent staff using ladders or accessing high levels. Students are not permitted to use ladders. Before using a ladder, a visual safety inspection is required. Monthly ladder checks will be carried out by the Business Manager or caretaker.

## Manual Handling

Staff must assess whether they are capable of lifting or moving heavy items and request assistance if needed. Mechanical aids will be available to assist with manual handling tasks, and staff will be trained in their proper use.

## Off-Site Visits

Risk assessments are required for off-site visits. All trips will be appropriately staffed, with a first aider present. Staff will take a school mobile phone, a portable first aid kit, and emergency contact details.

Staff will complete an Evolve form for all outings which will be approved by the Headteacher and Evolve.

## Lettings

Any hirers of school premises are required to comply with the school's health and safety policy and will be informed of their responsibilities.

## Violence at Work

Violent or threatening behaviour towards staff will not be tolerated. All incidents of violence, aggression, or near misses must be reported to the headteacher or line manager immediately.

## Smoking

Smoking is prohibited anywhere on the school premises.

## Infection Prevention and Control

The school follows Public Health England guidelines on infection prevention and control. Good hygiene practices, such as handwashing and covering mouth and nose when coughing or sneezing, are encouraged.

### 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

### Coughing and sneezing

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

### 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

### Cleaning of the environment

- Clean the environment frequently and thoroughly. The Business Manager is responsible for ensuring cleaning routines are in place to meet the needs of the school.
- An external cleaning service will provide cleaning on a daily basis ( Monday to Friday)

### 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 and 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

### Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- 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

### Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### Students vulnerable to infection

- Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The 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 either 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.

## **Absence periods for infectious diseases**

- The school will recommend absence periods outlined by Public Health England, summarised in appendix 1.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **New and Expectant Mothers**

Risk assessments will be conducted for expectant mothers, with measures implemented to mitigate identified risks.

## **Accident Reporting**

Accidents are recorded and investigated as soon as possible using the school's reporting system via Bridgeline.

Records are retained for a minimum of three years. Reportable injuries, diseases, or dangerous occurrences as defined under RIDDOR 2013 will be reported to the Health and Safety Executive within 10 days.

## **Near Miss Reporting**

Near misses, which could have resulted in an injury but did not, must be reported using the school's near-miss reporting system. Examples include equipment failures or the accidental release of hazardous substances.

## **Health and Safety Training**

All staff are provided with health and safety training as part of their induction process.

## **Roles and Responsibilities**

### **Proprietor**

The Proprietor holds overall responsibility for health and safety within the school but delegates day-to-day management to the Headteacher. The Proprietor has a duty to take reasonable measures to ensure that both staff and students are protected from health and safety risks, whether on or off school premises. As the employer, the Proprietor must also:

- Assess risks related to school activities to identify necessary health and safety controls.
- Inform staff of these risks and the measures in place to mitigate them.
- Ensure all employees receive adequate health and safety training.



## Headteacher

The Headteacher is responsible for the daily management of health and safety, which includes:

- Implementing the school's health and safety policy.
- Ensuring adequate staff is available to supervise students safely.
- Regularly inspecting the school building and premises to ensure safety.
- Providing relevant health and safety training for staff.
- Reporting health and safety issues to the Proprietor and the governing body.
- Ensuring appropriate evacuation procedures are in place and conducting regular fire drills.
- Delegating health and safety responsibilities in their absence.
- Completing and reviewing all required risk assessments.
- Overseeing cleaning contracts and ensuring cleaners are properly trained and provided with personal protective equipment (PPE) when necessary.

In the Headteacher's absence, the Business Manager assumes responsibility for day-to-day health and safety management.

## Staff

All school staff are responsible for ensuring the safety and wellbeing of students as a prudent parent would. Staff are expected to:

- Take reasonable care for their own health and safety, as well as that of others affected by their work.
- Cooperate with the school in health and safety matters.
- Follow all training and safety instructions.
- Report any situation that poses an immediate danger, ensuring that remedial action is taken.
- Model safe and hygienic practices for students.
- Understand and confidently implement emergency evacuation procedures.

## Students and Parents

Students and parents are responsible for adhering to the school's health and safety guidelines both on-site and off-site. They are also expected to report any health and safety concerns to a member of staff.

## Contractors

Before beginning work, contractors must agree on health and safety procedures with the Headteacher and provide evidence of a completed risk assessment for the work they plan to undertake.

## Site Security

The Headteacher and Business Manager oversee the security of the school site during and outside school hours. They are responsible for conducting visual inspections and maintaining the intruder and fire alarm systems. For further details, refer to the Site Security Policy and Key Holder Policy.

### **Support, Advice, and Communication**

For additional support or advice regarding this policy, please contact the Business Manager or Group Health and Safety Lead

### Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from the appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheets to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).

<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Students and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (methicillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.
<b>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.



**Issuer** Spaghetti Bridge Ltd

**Document generated** Thu, 14th Nov 2024 8:32:07 GMT

**Document fingerprint** 7b8db5a06506c4fc5bf1c3469dcfef8a

### Parties involved with this document

Document processed	Party + Fingerprint
Thu, 14th Nov 2024 8:41:13 GMT	Stephen Bradshaw - Signer (71dce7f85deecf6c48987c0c76efbd34)
Mon, 18th Nov 2024 10:16:18 GMT	Dan Alipaz - Signer (6cb0656040ab270fa21ec80c7e74e848)

### Audit history log

Date	Action
Thu, 14th Nov 2024 8:32:07 GMT	Envelope generated by Amy Fielding141.195.160.116
Thu, 14th Nov 2024 8:32:07 GMT	Document generated with fingerprint 7b8db5a06506c4fc5bf1c3469dcfef8a141.195.160.116
Thu, 14th Nov 2024 8:32:44 GMT	Document emailed to stephen.bradshaw@spbridge.co.uk18.132.250.206
Thu, 14th Nov 2024 8:32:44 GMT	Sent the envelope to Stephen Bradshaw (stephen.bradshaw@spbridge.co.uk) for signing141.195.160.116
Thu, 14th Nov 2024 8:32:44 GMT	Sent the envelope to Dan Alipaz (dan.alipaz@spbridge.co.uk) for signing141.195.160.116
Thu, 14th Nov 2024 8:32:45 GMT	Document emailed to dan.alipaz@spbridge.co.uk18.169.184.39
Thu, 14th Nov 2024 8:40:49 GMT	Stephen Bradshaw opened the document email.66.249.93.69
Thu, 14th Nov 2024 8:40:51 GMT	Stephen Bradshaw opened the document email.66.249.93.68
Thu, 14th Nov 2024 8:40:52 GMT	Stephen Bradshaw viewed the envelope185.66.206.161
Thu, 14th Nov 2024 8:41:14 GMT	Stephen Bradshaw signed the envelope185.66.206.161
Thu, 14th Nov 2024 8:41:14 GMT	Stephen Bradshaw viewed the envelope185.66.206.161
Thu, 14th Nov 2024 8:46:53 GMT	Dan Alipaz opened the document email.66.249.93.69
Thu, 14th Nov 2024 8:57:00 GMT	Dan Alipaz opened the document email.66.249.93.67
Thu, 14th Nov 2024 10:35:02 GMT	Stephen Bradshaw opened the document email.66.249.93.69
Thu, 14th Nov 2024 16:32:35 GMT	Stephen Bradshaw opened the document email.104.28.40.147
Mon, 18th Nov 2024 10:16:02 GMT	Dan Alipaz opened the document email.66.249.93.67
Mon, 18th Nov 2024 10:16:04 GMT	Dan Alipaz opened the document email.66.249.93.73
Mon, 18th Nov 2024 10:16:05 GMT	Dan Alipaz opened the document email.66.249.93.68
Mon, 18th Nov 2024 10:16:06 GMT	Dan Alipaz viewed the envelope81.152.36.109

Mon, 18th Nov 2024 10:16:18 GMT

Dan Alipaz signed the envelope81.152.36.109

Mon, 18th Nov 2024 10:16:18 GMT

This envelope has been signed by all parties81.152.36.109

Mon, 18th Nov 2024 10:16:19 GMT

Dan Alipaz viewed the envelope81.152.36.109