Health and Safety Policy

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1. Aim

Ensuring the health and safety of staff, students and other people in contact with Physis Academy is essential, whether this be within the school site or when undertaking school activities. This policy outlines all responsibilities and arrangements for ensuring safe working practices that are accessible, inclusive, and meet the needs of all individuals regardless of their protected characteristics.

Physis Academy aims to:

- Provide and maintain a safe and healthy environment for all staff, pupils, visitors, and contractors
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to the school site
- Build and develop staff knowledge by providing up to date and relevant professional development to support them in implementing health and safety practices
- Have robust procedures in place in case of emergencies, with designated people overseeing these
- Ensure that the premises and equipment are maintained safely and are regularly inspected
- Ensure health and safety procedures are accessible and inclusive for all individuals, regardless of protected characteristics
- Make reasonable adjustments for disabled staff and pupils to ensure equal access to a safe environment
- Eliminate discrimination in health and safety practices and promote equality of opportunity

2. Scope of the Policy

This policy is based on the guidance from the Department for Education, 'Health and Safety: Responsibilities and Duties for Schools', and the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998 *as amended and republished 2018*
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- **The Equality Act 2010**

Physis Academy also follows the guidance, 'Preventing and Controlling Infections', as published by the UK Health Security Agency.

This policy complies with the Equality Act 2010, including the Public Sector Equality Duty and the duty to make reasonable adjustments for disabled individuals.

3. Equality, Diversity and Inclusion in Health and Safety

3.1 Our Commitment

Physis Academy is committed to ensuring our health and safety procedures are accessible, inclusive and meet the needs of all staff and pupils, regardless of their protected characteristics. We recognise that a one-size-fits-all approach to health and safety may create barriers or disadvantage certain groups. Equality Impact Assessment Health and Sa…

3.2 Protected Characteristics

We will ensure our health and safety procedures do not discriminate against anyone based on:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief

- Sex
- Sexual orientation

3.3 Public Sector Equality Duty

Under the Equality Act 2010, we have a legal duty to have due regard to the need to:

1. Eliminate discrimination, harassment, and victimisation
2. Advance equality of opportunity between people with different protected characteristics
3. Foster good relations between people with different protected characteristics

This policy demonstrates how we fulfil this duty in relation to health and safety.

3.4 Our Approach by Protected Characteristic

For Disability:

We will:

- Conduct individual risk assessments for all disabled staff and pupils
- Develop Personal Emergency Evacuation Plans (PEEPs) where needed
- Make reasonable adjustments to enable full participation
- Provide all health and safety information in accessible formats (large print, audio, easy read, Braille)
- Ensure emergency alarm systems are multi-sensory (visual and audible)
- Provide assistive technology and ergonomic equipment as needed
- Ensure all facilities, equipment and emergency exits are accessible
- Consult with disabled individuals about their specific needs Equality Impact Assessment Health and Sa…

Reasonable Adjustments:

Under the Equality Act 2010, we have a legal duty to make reasonable adjustments for disabled staff and pupils. These are anticipatory (we plan ahead) and individualised (tailored to each person).

Examples of reasonable adjustments we make include:

For learning disabilities (e.g., dyslexia, dyscalculia):

- Simplified or adapted written materials
- Additional time for understanding procedures
- Use of assistive technology
- Visual supports and graphic organisers
- Alternative recording methods

For communication and interaction needs (e.g., autism, speech and language difficulties):

- Visual emergency procedures
- Clear, concrete language
- Advance notice of changes to procedures
- Communication aids
- Modified expectations where appropriate

For sensory and/or physical needs (e.g., visual impairment, hearing impairment, physical disabilities):

- Adapted materials (large print, braille, audio)
- Visual fire alarms and emergency systems
- Physical adaptations to environment
- Accessible emergency exits and assembly points
- Specialist equipment
- Support with physical tasks

For social, emotional, and mental health needs:

- Flexible approach to procedures
- Safe spaces during emergencies
- Consistent, predictable routines
- Trauma-informed practice
- Additional support during stressful situations

For Pregnancy and Maternity:

We will:

- Conduct comprehensive risk assessments covering all workplace hazards
- Make reasonable adjustments to manual handling, COSHH exposure, working at height, and other tasks
- Provide rest facilities and appropriate breaks
- Adjust DSE workstations as needed
- Provide private facilities for expressing breast milk with refrigeration
- Support flexible working and phased returns to work
- Consider pregnancy in emergency evacuation procedures Equality Impact Assessment Health and Sa…

(Full details in Section 40)

For Age:

We will:

- Conduct individual capability assessments rather than age-based assumptions
- Provide training in multiple formats to suit different learning styles
- Offer technology training and support
- Conduct specific risk assessments for young workers under 18
- Ensure physical tasks have alternatives available for those who need them
- Provide age-appropriate risk assessments for pupils Equality Impact Assessment Health and Sa…

We recognise that:

- Older staff may have different physical capabilities or health needs
- Younger staff or pupils may need additional training or supervision
- All ages bring valuable skills and experience
- Individual capability, not age, determines what tasks someone can safely perform

For Race:

We will:

- Provide key health and safety information in community languages
- Use visual and pictorial guides for emergency procedures
- Offer interpretation services for training and emergencies
- Respect cultural practices in first aid and emergency care
- Provide culturally sensitive training for all staff
- Monitor procedures to ensure they don't disadvantage any ethnic group Equality Impact Assessment Health and Sa…

We recognise that:

- Language barriers may affect understanding of health and safety information
- Cultural differences may affect health beliefs and practices
- Emergency procedures must be accessible to all, regardless of language
- Sun safety advice must be inclusive of all skin types

For Religion or Belief:

We will:

- Accommodate religious dress within PPE requirements
- Provide prayer space and facilities for ritual washing
- Schedule training and meetings to avoid major religious festivals where possible
- Make reasonable adjustments during religious fasting periods
- Respect religious dietary requirements and beliefs
- Include religious and cultural considerations in first aid training
- Ensure PPE can be worn compatibly with religious dress Equality Impact Assessment Health and Sa…

We recognise that:

- Religious dress (e.g., hijabs, turbans, religious head coverings) must be accommodated within safety requirements

- Prayer times and religious observance may need to be considered in work schedules
- Religious fasting may affect physical capacity and safety
- Cultural and religious practices must be respected in first aid and emergency care

For Sex (Gender):

We will:

- Conduct gender-specific risk assessments, particularly for lone working
- Ensure PPE is available in sizes suitable for all body types
- Provide sanitary products and disposal facilities
- Make reasonable adjustments for menopause symptoms
- Ensure separate, safe toilet and changing facilities
- Address gender-based violence and harassment in our safety procedures
- Avoid gender stereotyping in task allocation Equality Impact Assessment Health and Sa…

We recognise that:

- Women may face different safety risks, particularly when lone working
- PPE must fit properly to be effective and safe
- Menopause symptoms may affect health and safety needs
- Gender-based violence and harassment are safety issues

For Gender Reassignment:

We will:

- Respect everyone's gender identity and use correct names and pronouns
- Provide gender-neutral toilet facilities or ensure safe access to appropriate facilities
- Protect the confidentiality of gender identity information

- Support staff undergoing medical transition
- Ensure first aid and emergency procedures respect gender identity and dignity
- Provide transgender awareness training for all staff
- Challenge transphobic language or behaviour Equality Impact Assessment Health and Sa…

We recognise that:

- Transgender staff and pupils must be able to use facilities that match their gender identity
- Medical transition may require time off for appointments
- Confidentiality about gender identity must be maintained
- Emergency procedures must respect dignity and gender identity

For Sexual Orientation:

We will:

- Use inclusive language that recognises all types of relationships and families
- Protect the confidentiality of information about sexual orientation
- Challenge homophobic and biphobic language or behaviour
- Include homophobic and biphobic harassment in violence and threatening behaviour procedures
- Provide LGB+ awareness training for all staff
- Ensure emergency contact procedures are inclusive of same-sex partners Equality Impact Assessment Health and Sa…

We recognise that:

- LGB+ staff and pupils may face discrimination or harassment
- Emergency contact procedures must include same-sex partners
- Language must be inclusive of all types of relationships and families

For Marriage and Civil Partnership:

We recognise and respect all forms of partnership including marriage and civil partnership, and will treat them equally in all our procedures including emergency contacts and next of kin arrangements.

3.5 Intersectionality

We recognise that individuals may hold multiple protected characteristics and may face compounded disadvantage. We will take an individualised approach to risk assessment and support, considering the whole person and their specific circumstances. Equality Impact Assessment Health and Sa…

For example, a disabled Muslim woman who is pregnant would need considerations for:

- Disability adjustments
- Prayer times and facilities
- Maternity risk assessment
- Cultural norms in first aid and emergency care

3.6 Training

All staff will receive:

- Equality and diversity training
- Unconscious bias training
- Specific awareness training (disability, cultural sensitivity, LGB+, transgender)
- Equality considerations integrated into all health and safety training Equality Impact Assessment Health and Sa…

Training will be provided during induction and refreshed regularly to ensure all staff understand how to implement inclusive health and safety practices.

3.7 Monitoring and Review

We will:

- Monitor accident and incident data by protected characteristics
- Analyse patterns to identify if any groups are disproportionately affected
- Use findings to improve procedures and reduce inequalities
- Consult regularly with staff and pupils from diverse backgrounds

- Conduct annual equality reviews of all health and safety procedures
- Collect diversity data (with consent) to understand our community Equality Impact Assessment Health and Sa…

3.8 Raising Concerns

Staff and pupils can raise equality concerns about health and safety through:

- Their line manager or class teacher
- The Headteacher
- The designated health and safety lead (Domoni Supple)
- Anonymous feedback mechanisms

All concerns will be taken seriously and investigated promptly.

4. Roles and Responsibilities

4.1 Managing Director

The overall and final responsibility for the management of health and safety rests with the Managing Director/Proprietor and CEO and they are responsible for:

- Ensuring only competent people are appointed to assist us meet our statutory duties
- Ensuring that this Health and Safety Policy is implemented in full within all premises occupied by us and that its contents and philosophy are understood at all levels
- Ensuring the development of a positive health and safety culture that is inclusive and accessible to all
- Ensuring that adequate time and resources are allocated to health, safety, and welfare issues, including resources for reasonable adjustments and accessibility
- The CEO has delegated operational responsibility to the Managing Director for the areas of the business under their control
- Ensuring our premises and safe working practices comply with the requirements of the Health and Safety at Work etc. Act 1974, the Equality Act 2010, and all other relevant health, safety and welfare regulations

- Ensuring suitable and sufficient risk assessments are completed and safe systems of work are in place, including individual risk assessments for staff and pupils with protected characteristics

- Ensuring that procedures are in place for the regular inspection and maintenance of all electrical, gas and oil equipment and the regular inspection, testing and maintenance of all fire detection equipment, fire-fighting equipment, and emergency lighting systems, including visual alarm systems

- Ensuring that all accidents and incidents are recorded and investigated and that any deemed reportable under RIDDOR are reported to the Health and Safety Executive, and that equality monitoring is conducted to identify any disproportionate impacts

4.2 Head Teacher and Assistant Head Teachers

The above are charged with the day-to-day responsibility for the implementation of the Health and Safety Policy within the areas of the business under their control and they have the following responsibilities:

- Promoting health and safety and ensuring that appropriate health and safety standards are maintained so far as is reasonably practicable for all staff and pupils, regardless of protected characteristics

- Ensuring there is adequate supervision of all employees under their control to ensure that all safe working practices are adhered to

- Ensuring suitable and sufficient risk assessments are undertaken and are regularly reviewed, including individual risk assessments for disabled staff and pupils, pregnant staff and pupils, young workers, and others with specific needs

- Developing and maintaining Personal Emergency Evacuation Plans (PEEPs) for disabled staff and pupils who may need assistance during evacuation

- Ensuring the health and safety of contractors and visitors whilst on our premises and that any contractor or visitor adheres to any laid down safe working practices

- Recording, investigating, and reporting internally any accidents or safety related incidents involving employees or other persons and employee sickness arising from work related activities, ensuring investigations are conducted without bias and consider whether protected characteristics were a factor

- Ensuring that all work equipment under their control is in a safe condition for use and is accessible to all who need to use it

- Ensuring that only authorised hazardous substances are purchased and used within our premises
- Ensuring that all hazardous substances are stored correctly, only used for the correct application and that employees adhere to the safe working practices
- Ensuring that where Personal Protective Equipment (PPE) is deemed necessary it is available, used, stored, and maintained in good condition, and that PPE is available in sizes suitable for all body types and can be worn compatibly with religious dress
- Ensuring all fire precautions remain in place, are regularly tested, and maintained and that fire exit routes are kept unobstructed and accessible
- Ensuring that adequate first-aid supply is maintained, including sanitary products and supplies appropriate for diverse needs
- Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date, including equality and diversity training
- Shall report to the Compliance Manager any hazard or defect affecting health, safety, or welfare that in their view is unsafe and they cannot rectify
- Ensuring that health and safety information is available in accessible formats (large print, audio, easy read, translated) upon request
- Ensuring that reasonable adjustments are made for disabled staff and pupils
- Monitoring equality data related to health and safety and taking action to address any inequalities identified

4.3 Teachers and Support Staff

All teachers and support staff are held accountable at law not to commit acts in breach of safety legislation, and they must not wilfully and without reasonable cause, do anything likely to endanger themselves or others.

The responsibilities of employees are that they:

- Familiarise themselves with the contents of the Health and Safety Policy and Supporting documents and the arrangements for their implementation and always conform to them

- Co-operate and assist in the effective completion of risk assessments with their Line Manager and comply with all identified control measures
- Always observe safety standards and procedures whilst engaged on their allocated duties and conduct them in a safe manner in order that they or other persons are not put at risk
- Shall conform to any safety instructions given by a senior member of staff
- Shall undertake and follow relevant health, safety and welfare training provided, including equality and diversity training
- Shall report to their Line Manager or other relevant Manager, all incidents and accidents whether it involves employees, equipment, vehicles, property or other persons and whether a person has been injured and will assist in the investigation of accidents, dangerous occurrences or near misses
- Shall report to their Line Manager or other relevant Manager, any hazard or defect affecting health, safety or welfare that in their view is unsafe
- Assist in the maintenance of good housekeeping standards
- Use, handle and store hazardous substances in the prescribed manner and in accordance with the information, instruction and training provided
- Wear, use, maintain and store protective clothing and equipment (PPE) in accordance with the information, instruction and training provided
- Not use equipment or tools for which they have not been authorised
- Not to bring any personal items of electrical equipment onto the premises other than battery operated items unless it has been inspected and authorised by their manager and then made available for PAT testing by a competent person at the next opportunity
- To co-operate in order that any legal requirement or obligation imposed by health and safety legislation may be complied with
- To properly use equipment provided for your health, safety and welfare and not to intentionally or recklessly interfere with such equipment
- Respect the protected characteristics of all colleagues, pupils, and visitors

- Use correct names and pronouns for transgender colleagues and pupils
- Challenge discriminatory language or behaviour
- Support colleagues and pupils with protected characteristics to access health and safety procedures
- Report any concerns about discrimination or barriers to accessing health and safety procedures

4.4 Contractors and Visitors

- All visitors and contractors are required to sign in and out when visiting Physis Academy
- All visitors and contractors must wear a visitors' badge or lanyard whilst on site, to ensure that they are easily identifiable
- All visitors and contractors are to be accompanied whilst on the premises or directed as appropriate by a responsible member of the education team
- All visitors and contractors are to be provided with appropriate information about hazards they may encounter whilst on the premises and the emergency procedures in the event of a fire or accident, in accessible formats where needed
- Visitors and contractors are not allowed to bring any equipment, plant or tools onto the premises without appropriate evidence of its safety e.g. PAT testing of electrical equipment, statutory inspection documentation covering lifting equipment etc.
- Visitors and contractors are not allowed to use any Company equipment unless trained and authorised to do so
- All accidents and incidents are to be reported to the person responsible for them
- All contractors are required to provide suitable and sufficient Risk Assessments and Safe Systems of Work, and their employees are required to follow the Safe Systems of Work covering the activities they are contracted to undertake including the use of any personal protective equipment (PPE) specified in the Risk Assessment
- No contractor shall undertake any hot work involving a naked flame or producing heat and/or sparks without the issue of a Permit to Work. This includes, but is not limited to brazing, cutting, grinding, soldering, torch applied roofing and welding

- No contractor shall undertake any live work on electrical systems without first having completed a Risk Assessment to determine it is reasonable to work on the system
- No contractor shall undertake any work on a roof or enter a confined space without the issue of a risk assessment
- All contractors must be authorised by either the Managing Director, Compliance Manager or Headteacher, before attending school
- Contractors and visitors are expected to respect the diversity of our school community and comply with our equality policies

4.5 Pupils and Parents

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Physis Academy will make reasonable adjustments to enable all pupils to understand and follow health and safety procedures, regardless of any protected characteristics. We will provide information in accessible formats and in community languages upon request. Equality Impact Assessment Health and Sa…

Physis Academy's Health and Safety policy is made available to pupils and parents on the company website – www.physiscare.co.uk in multiple formats **(see Section 42)**.

4.6 Health and Safety Lead for Physis Academy

The nominated health and safety lead is **James Nation**

The Health and Safety Lead is responsible for:

- Day-to-day implementation of this policy
- Coordinating risk assessments, including individual risk assessments
- Monitoring health and safety compliance
- Ensuring equality considerations are integrated into all health and safety procedures
- Monitoring equality data related to health and safety
- Liaising with external agencies
- Reporting to the Headteacher and Managing Director

5. Site Security

Domoni Supple (Headteacher) is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

James Nation and Mel Johnson are key holders and will respond to an emergency.

Security procedures will take into account the needs of disabled staff and pupils, ensuring that security measures do not create barriers to access or evacuation.

6. Fire Safety

Fire safety is paramount to ensuring the safety of staff, students and visitors whilst on site. Physis Academy ensures that all appropriate measures are in place to safeguard against fire hazards, by working to manage and minimise risk, as well as providing a clear fire evacuation procedure and appropriate emergency aids.

6.1 Fire Safety Measures

Our fire safety measures include:

- Regular fire risk assessments
- Fire detection and alarm systems, including visual alarms for deaf/hearing impaired individuals
- Fire-fighting equipment (extinguishers, fire blankets)
- Emergency lighting
- Clear evacuation routes and assembly points
- Regular fire drills
- Staff training on fire procedures
- Personal Emergency Evacuation Plans (PEEPs) for disabled staff and pupils who may need assistance evacuating

6.2 Fire Evacuation Procedures

In the event of a fire:

1. The fire alarm will sound (audible and visual)
2. All staff and pupils will evacuate via the nearest safe exit

3. Staff will check their areas and close doors
4. Everyone will assemble at the designated assembly point
5. Staff designated to support individuals with PEEPs will provide assistance as outlined in their plan
6. Registers will be taken
7. The fire service will be called (if not already done)
8. No one will re-enter the building until told it is safe to do so

Specific considerations:

- Disabled staff and pupils who may need assistance will have PEEPs outlining who will assist them and how
- Pregnant staff may need more time or assistance - this will be considered in their risk assessment
- Visitors and contractors will be informed of fire procedures on arrival
- Emergency procedures are displayed visually throughout the building and are available in accessible formats

6.3 Fire Drills

Fire drills are conducted termly to ensure everyone is familiar with evacuation procedures. Fire drills will be used to test and refine PEEPs and identify any barriers to safe evacuation.

Further information is outlined within the Physis Academy Fire Policy.

7. Advice, Training and Induction

The Headteacher will ensure that all employees receive appropriate health and safety training during their induction period, with refresher training accessible when required.

7.1 Induction Training

All new members of staff are made aware of this Health and Safety policy upon joining the organisation, as part of their induction period. Staff have access to all policies and procedures via the company procedures manual – Tri.X – as well as Education SharePoint and the school website www.physisacademy.co.uk

This policy will also be displayed within the staff communal area, alongside the 'Health and Safety Law: what you need to know' pamphlet.

Induction training will include:

- Overview of this Health and Safety Policy
- Fire safety and evacuation procedures, including PEEPs
- First aid procedures
- Accident reporting
- Risk assessment procedures
- Equality and diversity in health and safety
- How to support colleagues and pupils with protected characteristics
- Reasonable adjustments and accessibility
- Using correct names and pronouns
- Challenging discrimination

7.2 Ongoing Training

The Employee Handbook outlines the fact that staff have a direct and ongoing responsibility for accessing and following policies and procedures. Failure to read policies is not a defence against misconduct, omission or action taken.

Training will be given in-house or via external courses as appropriate, covering all aspects of Health and Safety appropriate for individuals' roles.

Ongoing training includes:

- Annual refresher training on key health and safety topics
- Role-specific training (first aid, manual handling, COSHH, etc.)
- Equality and diversity training (including unconscious bias, disability awareness, cultural sensitivity, LGB+/transgender awareness)
- Updates when procedures change
- Training in response to incidents or identified needs

7.3 Accessible Training

Training will be provided in multiple formats to suit different learning styles:

- Face-to-face training
- Online training
- One-to-one training

- Written materials
- Visual materials
- Practical demonstrations

Technology training and support will be provided for staff who need it. Equality Impact Assessment Health and Sa…

8. Accident and Injury Reporting

We believe that the prevention of accidents is essential to the successful operation of the school, and although it is not possible to completely eradicate these, Physis Academy employees will work in line with actions outlined in this policy to minimise them.

8.1 Responding to Accidents and Injuries

In the event of an accident resulting in personal injury, designated first aid trained staff will attend, providing the appropriate level of care required. Should the person who witnesses or discovers that an accident or injury has been sustained not be a designated first aider, they will immediately report to the most appropriate trained person for assistance.

Should the individual who has been involved in an accident or sustained an injury need further medical attention, Physis Academy staff will ensure this is sought either by supporting them in accessing the nearest hospital or medical centre, or in more immediate circumstances, by calling the emergency services.

First aid will be provided in a culturally sensitive manner, respecting:

- Religious practices and beliefs
- Gender preferences where reasonably practicable (e.g., same-gender first aiders)
- Dignity and privacy for all individuals
- Specific needs of disabled individuals
- Gender identity (using correct names and pronouns, respecting dignity)

8.2 Preventing Accidents

Action will be taken to minimise accidents and injuries through the sharing of this policy with Physis Academy staff, as well as educating students on safe environments and good housekeeping. Staff are trained in de-escalation

techniques to support students in minimising any intended harming to either themselves, or others.

8.3 Equality Monitoring

We will monitor accident and incident data by protected characteristics (with consent) to identify if any groups are disproportionately affected. This information will be used to improve our procedures and reduce inequalities. All accident investigations will consider whether any protected characteristics were a factor and will be conducted without bias or discrimination.

9. Accident Record Book

An accident form will be completed as soon as possible after an accident or injury occurs, by the first aider who responds to it.

As much detail as possible will be recorded when reporting an accident and a copy of the accident form will also be kept in the pupil's educational record, for reference.

At the earliest opportunity, Physis Academy will ensure that details of the accident or injury are communicated with either parents or carers.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Accident forms will be available in accessible formats and in community languages upon request. Staff will receive training on how to support individuals from diverse backgrounds when completing accident reports, ensuring cultural sensitivity and respect for dignity.

Accident records will include (with consent):

- Protected characteristics of the individual (to enable equality monitoring)
- Whether any reasonable adjustments or support needs were a factor
- Any barriers to safety that need to be addressed

This information will be used to identify patterns and improve our procedures, not to discriminate.

10. Animals

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

Staff must ensure that animals have the relevant insurance and risk assessments in place before they are authorised to come on site.

Risk assessments must consider any religious or cultural sensitivities regarding animals, as well as allergies and phobias that may affect staff or pupils. Equality Impact Assessment Health and Sa…

Please also see dog in the workplace policy.

11. Asthma

It is the responsibility of parents and carers to provide inhalers to the school for young people with asthma.

Medication is stored in a locked cabinet within the main office of the school, **in an accessible location.**

Only medication trained personnel can handle and dispense medication within school. Any dispensed medication will be fully documented and shared with the home to ensure accurate and consistent reporting and documenting.

Staff will be trained to recognise and respond to asthma attacks, and to support pupils with asthma in a respectful and dignified manner.

12. Building Maintenance

The organisation has a maintenance team to ensure the good repair of the buildings. If an area is unsafe, it is immediately sectioned off and reported to the Headteacher. The Headteacher will ring the maintenance team to authorise work to be completed.

Maintenance work will not create barriers to access for disabled staff and pupils. Where maintenance affects accessibility, alternative arrangements will be made.

13. Cleaning

Any issues relating to the cleanliness of the organisation's premises or site should be immediately directed to the Headteacher. The Headteacher will determine the actions taken in relation to this. There is a regular cleaning schedule in place with a registered cleaning company and staff are expected to maintain cleanliness and up-keep.

Cleaning procedures will be implemented in a culturally sensitive manner and will not create barriers to access.

14. Communicable and Infectious Diseases and Infection Control

If concerns are raised surrounding the possibility of a student being unwell with symptoms matching those of a communicable disease or infection, Physis

Academy staff will ensure that they communicate sensitively but effectively, with parents or carers.

Parents and carers will be advised to seek medical attention for the young person, to allow them to receive any treatment required.

Physis Academy refer to the UK Health Security Agency guidance 'Health Protection in children and young people settings, including education' to communicate appropriate isolation/exclusion periods. See Appendix 1.

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

Communication about infectious diseases will be:

- Provided in community languages where needed
- Culturally sensitive
- Respectful of privacy and dignity
- Accessible to all parents/carers

We recognise that:

- Some infectious diseases may pose particular risks to pregnant women (see Section 40)
- Some individuals may have religious or cultural beliefs about illness and treatment
- Communication barriers may affect understanding of exclusion periods and health advice

15. COSHH

Physis Academy only uses authorised COSHH substances, and these are approved under COSHH protocols once each year. Assessments for new chemicals must be carried out by approved representatives.

The highest standards of safety regarding COSHH substances are implemented ensuring that locked cabinets are available and labelled in all areas required. All cleaning substances, including washing detergents are stored in line with COSHH recommendations, and deliveries are locked away immediately.

All subject areas which may require the use of COSHH products are fitted with an allocated lockable COSHH cabinet. All subject resources are approved by the Headteacher, before purchasing and relevant safety data sheets sought before their arrival.

No staff are permitted to store any chemical that is not used by the organisation.

Only staff with relevant COSHH training are permitted to use cleaning chemicals. All Physis Academy staff are allocated COSHH training as part of their induction period, and refresher training.

All reps attempting to sell cleaning materials are refused.

COSHH risk assessments will specifically consider:

- Pregnant staff and pupils - ensuring they are not exposed to substances that could harm them or their baby
- Staff and pupils with respiratory conditions (e.g., asthma) - ensuring adequate ventilation and appropriate controls
- Disabled staff and pupils - ensuring COSHH storage and procedures are accessible
- Staff and pupils with allergies or sensitivities

Pregnant staff will not be exposed to hazardous substances that could pose a risk. Alternative duties will be assigned where necessary.

16. First Aid

First aid boxes are in the kitchen, outside of the Assistant Headteachers office and in the Sports Hall. This ensures that there is one available on each floor and positioned in the most high-risk areas.

The designated staff member for First Aid checks the boxes termly and replaces used or out of date stock.

All education staff receive Emergency First Aid training as part of their induction programme and designated First Aiders receive face to face training and refresher courses every two years.

16.1 Inclusive First Aid Provision

First aid provision will take into account the diverse needs of our community, including:

- Ensuring first aid boxes are located in accessible positions that wheelchair users and others with mobility impairments can reach
- Providing sanitary products in first aid supplies for menstruation-related needs
- Training first aiders in cultural sensitivity and respecting religious practices (e.g., same-gender first aiders where requested and

reasonably practicable, respecting modesty, understanding cultural differences in expressing pain)

- Offering same-gender first aiders where requested and reasonably practicable
- Ensuring first aid procedures respect the dignity and privacy of all individuals
- Making reasonable adjustments for disabled individuals requiring first aid (e.g., accessible treatment areas, communication aids, adapted equipment)
- Respecting gender identity - using correct names and pronouns, ensuring dignity during treatment
- Understanding that some individuals may have religious or cultural beliefs about medical treatment and respecting these while providing necessary care
- Providing information about first aid in accessible formats (visual guides, simple language, community languages)

16.2 First Aid Training

First aid training will include:

- Standard first aid procedures
- Cultural sensitivity and diversity awareness
- Supporting individuals with disabilities
- Respecting religious and cultural practices
- Gender identity and using correct names/pronouns
- Communication with individuals who have language barriers or communication difficulties
- Recognising that pain and distress may be expressed differently in different cultures

17. Administration of Medication

Medication is stored in a locked cabinet within the main office of the school, in an accessible location.

Only medication trained personnel can handle and dispense medication within school.

Any dispensed medication will be fully documented and shared with the home to ensure accurate consistent reporting and documenting.

Medication procedures will consider:

- Religious fasting periods (e.g., Ramadan) - timing of medication may need to be adjusted in consultation with parents/carers and medical professionals
- Transgender individuals undergoing medical transition - hormone treatments and other transition-related medications will be stored and administered confidentially and respectfully
- Pregnant staff and pupils - ensuring medications are safe during pregnancy
- Cultural beliefs about medication - respecting these while ensuring necessary treatment is provided
- Accessibility - ensuring medication storage and administration procedures are accessible to disabled individuals

Confidentiality about medication, including the reasons for taking it, will be maintained. This is particularly important for:

- Transgender individuals taking hormone treatments
- Individuals taking medication for mental health conditions
- Any medication that could reveal private health information

18. Health and Safety Risk Assessments

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

Each month, a designated staff member will conduct an inspection of the site. All findings are recorded. It is the responsibility of all staff to report potential hazards and risks to the Headteacher.

18.1 Individual Risk Assessments

Individual risk assessments will be conducted for:

- All disabled staff and pupils - to identify reasonable adjustments needed and ensure they can work/learn safely
- All pregnant staff and pupils - to identify risks and make necessary adjustments (see Section 40)
- Staff or pupils with specific medical conditions - to ensure their health needs are met and they can work/learn safely
- Staff or pupils with religious or cultural needs that affect health and safety - e.g., religious dress, prayer times, fasting, dietary requirements
- Young workers under 18 - to ensure age-appropriate risk assessment and supervision
- Staff or pupils undergoing medical transition - to ensure their needs are met confidentially and respectfully
- Any other individual circumstances that require specific consideration

18.2 Risk Assessment Process

These risk assessments will be:

- Reviewed regularly (at least annually) and whenever circumstances change
- Developed in consultation with the individual concerned - their views and preferences will be central to the assessment
- Consider reasonable adjustments and alternative working arrangements
- Kept confidential - shared only with those who need to know to implement the adjustments
- Reviewed after any incidents to identify if further adjustments are needed
- Used to inform Personal Emergency Evacuation Plans (PEEPs) where relevant

18.3 General Risk Assessments

General risk assessments will consider:

- **Accessibility** - can everyone access the area/activity safely?
- **Diverse needs** - have we considered how this might affect people with different protected characteristics?

- **Communication** - is information accessible to all?
- **Cultural sensitivity** - are there any cultural or religious considerations?
- **Reasonable adjustments** - what adjustments might be needed?

19. Reporting to the Health and Safety Executive

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

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

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours

Other reportable incidents:

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital

- Where something happens that does not result in an injury but could have done
- Near-miss events that do not result in an injury but could have done

Examples of near-miss events relevant to schools include, but are not limited to:

- Collapse or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion

Reporting will include (where relevant and with consent):

- Whether the individual had any protected characteristics that may have been a factor
- Whether reasonable adjustments were in place and if they were effective
- Any barriers to safety that need to be addressed

This information will be used to improve our procedures and prevent future incidents.

20. Reporting to Child Protection Agencies

The Headteacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil. This would be in line with RIDDOR and the child protection and safeguarding policy.

See child protection and safeguarding policy for further information.

21. Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

22. 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 the organisation's policy.

Any staff or young person who is bitten and the resulting injury breaks the skin will be taken to the A&E unit at Shrewsbury/Telford for advice and possibly post exposure immunisation. Known information about the other young person involved in the incident will be passed to the A&E unit, where appropriate.

The Education team receive training regarding blood borne infections as part of their introductory emergency first aid training. Designated first aiders receive refresher training every two years.

22.1 Cultural and Religious Sensitivity

Procedures for dealing with blood and bodily fluids will be implemented in a culturally sensitive manner, respecting:

- Religious practices regarding hygiene and cleanliness
- Cultural norms around personal space and physical contact
- Dignity and privacy for all individuals
- Gender preferences where reasonably practicable

22.2 Confidentiality

Information about HIV/AIDS status or other blood borne infections is highly confidential and will only be shared on a strict need-to-know basis. Staff will not make assumptions about individuals' HIV status based on protected characteristics.

23. Maintenance of Equipment

Physis Academy ensure regular testing of all safety equipment within school by external contractors. Please see below details of how this testing is scheduled.

Six-monthly
- Emergency Lighting - Fire Alarm System (including visual alarms) - Fire Extinguishers

Annually
- Fire Risk Assessment - Legionella Testing - Boiler servicing - Accessibility audit

Two yearly
- PAT Testing

Every 5 Years
- Fixed Electrical Test

Physis Academy staff will ensure that any concerns relating to the above are reported immediately and appropriate action - including arranging additional testing - will be taken, where appropriate.

Maintenance schedules will include:

- Regular checks of visual fire alarms and other accessibility features
- Checks of accessible toilet facilities and changing places
- Checks of ramps, lifts, and other accessibility equipment
- Checks of assistive technology and specialist equipment

24. Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Headteacher immediately and access restricted from this equipment until further investigation and appropriate repair. This will be recorded in the maintenance book.

All isolators' switches are clearly marked to identify their machine.

A designated member of the maintenance team manages the PAT testing and safety aspects of electrical equipment at the organisation.

Physis Academy gains technical support from an external agency – Information Solutions – for all computing devices.

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

Staff are not permitted to bring any electrical equipment into organisation without prior permission of the Headteacher, to ensure that PAT testing is carried out.

Electrical equipment and controls will be:

- Accessible to all who need to use them
- Clearly labelled (including visual labels where appropriate)
- Positioned at accessible heights where possible

25. Display Screen Equipment

All staff who use computers daily as a significant part of their normal work complete a display screen equipment (DSE) assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

It is the responsibility of the Headteacher to ensure that any concerns highlighted in the assessment are managed appropriately and rectified.

25.1 Inclusive DSE Assessments

DSE assessments will consider the specific needs of individuals including:

- Visual impairments and the need for screen magnification or other assistive technology (e.g., screen readers, magnification software, high contrast settings)
- Physical disabilities requiring ergonomic equipment or adjustments (e.g., ergonomic keyboards, mice, wrist rests, adjustable desks and chairs)
- Dyslexia and the need for screen overlays or specific fonts (e.g., coloured overlays, dyslexia-friendly fonts, text-to-speech software)
- Pregnancy and the need for adjustable seating, footrests, or screen positioning (e.g., lumbar support, footrests, adjustable monitor height)
- Conditions affecting concentration or causing fatigue (e.g., more frequent breaks, reduced screen time)
- Any other individual needs that affect safe and comfortable computer use

The school will provide necessary assistive technology and ergonomic equipment to enable all staff to work safely and comfortably.

25.2 Technology Support

Staff who need support using technology will receive:

- Training in using assistive technology
- Ongoing technical support

- Patient, non-judgmental assistance
- Training in multiple formats (one-to-one, written guides, video tutorials)

26. Manual Handling

Manual handling training is provided on induction to the company for employees whose jobs may include duties of this nature. All staff can request access to manual handling training should their job role require this, or they feel it would be beneficial.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper aids and lifting equipment are available upon request to school, and that staff are trained in how to use them safely where necessary.

26.1 Basic Manual Handling Procedure

Staff are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use an aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear before beginning to move the item
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- If the member of staff feels they are unable to complete the task, they will abort the lift, and reasonable alternative plans will be made

26.2 Individual Risk Assessments and Reasonable Adjustments

Staff members who may not be able to complete work of this nature will have an individual staff risk assessment, which will outline their medical condition/injury or other circumstances affecting their ability to undertake manual handling tasks. This risk assessment will include all aspects of the role

which need to be considered to keep the employee and their working environment safe. This will be reviewed regularly and in line with any changes.

Reasonable adjustments will be made for staff who cannot undertake manual handling, including:

- Providing mechanical aids and equipment (trolleys, hoists, lifting equipment)
- Redistributing tasks among the team
- Providing additional support or assistance
- Modifying work practices
- Adjusting expectations about what tasks the individual will perform

Pregnant staff will have specific manual handling risk assessments and restrictions will be put in place as appropriate. No pregnant staff member will be required to undertake manual handling that could pose a risk to them or their baby.

Other considerations:

- Older staff may have reduced strength or mobility - individual capability, not age, will be assessed
- Staff with disabilities (e.g., back problems, arthritis, mobility impairments) will have reasonable adjustments made
- Staff recovering from injury will have adjusted duties until fully recovered
- Religious fasting periods may affect physical capacity - adjustments will be made during Ramadan and other fasting periods

No one will be pressured to undertake manual handling they feel unable to do safely. Alternative arrangements will always be made.

27. Working at Heights

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

The maintenance coordinator retains ladders for working at height.

Physis Academy staff are prohibited from using ladders, unless they have received the appropriate training and are competent to do so. Before using a

ladder, staff are expected to conduct a visual inspection to ensure its safety. Access to high levels, such as roofs, is only permitted by trained persons.

Contractors are expected to provide their own ladders for working at height.

Pupils are strictly prohibited from using ladders.

27.1 Individual Capability

Staff with the following conditions will not be expected to work at height, or will have specific risk assessments and support:

- Mobility impairments - alternative arrangements will be made
- Balance or vision problems - alternative arrangements will be made
- Pregnancy - pregnant staff will not work at height where there is a risk of falling
- Conditions affecting balance or causing dizziness - alternative arrangements will be made
- Fear of heights - alternative arrangements will be made

Individual capability, not assumptions based on age, gender, or other protected characteristics, will determine who can safely work at height.

28. Employee Wellbeing

Employers have a legal obligation to support employees who are suffering from work related stress. The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them.' Signs and symptoms of stress may vary from one person to another.

At Physis Academy, employee wellbeing is of high importance. Should there be concerns that a member of the team is suffering with work related stress, then appropriate action will be taken to support them.

28.1 Wellbeing Support

Regular staff supervisions are conducted by the individual's line manager, with emphasis on employee wellbeing. Supervisions are strictly confidential but allow employees to voice any concerns or struggles they may be having with their manager, who will create actions from this and will continually review and support.

All Physis employees have access to the wellbeing assistance package – You and your family employee assistance programme – should they want to speak to someone externally.

Conducting and acting upon an individualised risk assessment within the workplace can be beneficial in some circumstances, to support individuals.

High levels of discretion and sensitivity will be used by Physis staff, when supporting individuals suffering from work related stress.

28.2 Inclusive Wellbeing Support

We recognise that work-related stress may affect different groups differently, and that staff with protected characteristics may face additional pressures. Our wellbeing support will be:

- Culturally sensitive and inclusive - understanding that different cultures may express and experience stress differently
- Accessible to staff with disabilities - ensuring wellbeing services and support are accessible
- Confidential and non-discriminatory - ensuring staff feel safe to disclose stress without fear of discrimination
- Tailored to individual needs - recognising that one-size-fits-all approaches may not work for everyone

We recognise that staff may face additional stress related to:

- Discrimination or harassment related to protected characteristics
- Caring responsibilities (which may disproportionately affect women and older staff)
- Pregnancy and maternity - physical and emotional demands
- Medical transition for transgender staff
- Religious observance - balancing work and religious commitments
- Language barriers - additional stress for staff whose first language is not English
- Menopause - physical and emotional symptoms
- Disability - managing health conditions alongside work
- Experiences of racism, homophobia, transphobia, or other discrimination

We will monitor wellbeing and stress-related absence by protected characteristics (with consent) to identify if any groups are disproportionately affected and take action to address any inequalities identified.

29. Physical Restraint/Violence in School

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

The Company will endeavour to comply with the relevant legal requirements, contained in the Management Health Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes (INDG69) issued by the Health and Safety Executive.

Physis Academy has adopted the PRICE and emotion coaching approach with the emphasis on de-escalation and positive dialogue to resolve areas of difficulty. All staff receive PRICE training as part of their induction, and this is refreshed annually.

Where work related violence is due to physical violence, mental abuse or threatening behaviour by management or a fellow employee, the company will fully investigate the feasibility of taking legal and/or disciplinary proceedings against any perpetrators as appropriate.

All employees are required and encouraged to report to their manager/supervisor any incidents of work-related violence regardless of the circumstances.

Employees who have been victims of or otherwise affected by work related violence will receive all support, counselling, legal advice or other assistance from the Company as is necessary to assist them in their recovery.

29.1 Discrimination-Related Violence and Harassment

We recognise that violence and threatening behaviour may be motivated by discrimination or prejudice. We will:

- Take all reports of discrimination-related violence or harassment seriously
- Investigate incidents of racism, homophobia, biphobia, transphobia, disablist abuse, sexism, or religious/cultural harassment
- Provide specific support for staff who experience hate-related incidents
- Monitor incidents by protected characteristics to identify patterns

- Take appropriate disciplinary action against perpetrators of discrimination-related violence
- Ensure our PRICE training includes awareness of discrimination and hate incidents

Staff who experience discrimination-related violence will receive additional support including access to specialist counselling and legal advice where appropriate.

Examples of discrimination-related violence and harassment include:

- Racist abuse or violence
- Homophobic or biphobic abuse
- Transphobic abuse or misgendering
- Disablist abuse or mockery
- Sexist abuse or sexual harassment
- Religious or cultural harassment
- Violence motivated by prejudice

All such incidents will be treated as serious safeguarding and disciplinary matters.

30. Slips and Trips

All slips and trips should be recorded in the accident book. The Headteacher 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.

See Accident Reporting (Section 8) for further guidance on how to record an accident.

Warning signs will be:

- Visual (not just text-based)
- Clearly visible
- Positioned appropriately to warn all users including wheelchair users

31. Organisation Trips

Physis Academy will refer to the 'Trips and Educational Visits' policy for detailed information on organisation trips and visits.

When taking pupils off the school premises, we will ensure that:

- Risk assessments are completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school 'grab bag' with its appropriate contents
- All trips and visits are signed off by the Headteacher
- Adequate travel arrangements are organised

The trip leader completes a risk assessment form and the associated checklist for each visit in advance of the trip.

The 'Transporting Children' policy is referred to in relation to travel arrangements. Young People should always wear a seatbelt when traveling by car, coach and minibus.

31.1 Inclusive Trip Planning

Risk assessments for trips will consider the diverse needs of all participants, including:

- Accessibility for disabled pupils and staff - ensuring venues, transport, and activities are accessible; making reasonable adjustments
- Dietary requirements (including religious dietary laws) - ensuring halal, kosher, vegetarian, vegan, and allergy-friendly options are available
- Prayer times and facilities for religious observance - planning schedule to accommodate prayer times; identifying prayer spaces at venues
- Medical needs including pregnancy - ensuring pregnant staff and pupils can participate safely; access to rest areas and toilets
- Cultural sensitivities regarding activities, venues, or dress codes - ensuring activities are culturally appropriate; respecting religious dress
- Gender-specific considerations for overnight trips - appropriate sleeping arrangements; safe facilities
- Individual needs and reasonable adjustments - consulting with individuals about their needs; making necessary adjustments

All pupils and staff will have equal opportunity to participate in trips, with reasonable adjustments made where needed. No pupil or staff member will be excluded from a trip due to a protected characteristic.

32. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

32.1 Individual Risk Assessments for Lone Working

Lone working risk assessments will consider:

- Gender-specific risks, particularly for women working late or in isolated areas - women may face higher risks of harassment or violence when lone working, particularly at night or in isolated locations
- Disability and whether the individual can safely work alone - some disabled individuals may need support or may not be able to summon help in an emergency
- Pregnancy and whether lone working is appropriate - pregnant staff may need more frequent breaks, access to toilets, or may be at higher risk if they experience pregnancy complications
- Medical conditions that may affect ability to work safely alone - e.g., epilepsy, diabetes, heart conditions
- Any other individual circumstances

The requirement to be "medically fit to work alone" will be assessed on an individual basis and will not discriminate against staff with disabilities or health conditions. Reasonable adjustments will be made to enable staff to work safely, which may include providing additional support, communication systems, or alternative working arrangements.

Examples of reasonable adjustments for lone working:

- Buddy systems or regular check-ins
- Mobile phones
- Adjusted working hours (e.g., not working late alone)
- Working from a more populated area
- Additional security measures

33. Sun Care

Young people are encouraged to wear loose clothing and a sun hat to protect their skin from sun damage. Sun cream is also recommended during sunny conditions.

33.1 Inclusive Sun Safety

We recognise that:

- Different skin types have different sun protection needs - all skin types can be damaged by UV exposure, not just fair skin
- All skin types can be damaged by UV exposure - darker skin can still burn and develop skin cancer
- Some individuals may have religious or cultural dress that provides sun protection - e.g., hijabs, long sleeves - this should be respected and recognised as sun protection
- Some individuals may have medical conditions that increase sun sensitivity - e.g., certain medications, skin conditions

Staff will provide education about sun safety that is inclusive of all skin types and cultural practices.

These items are to be provided by parents and carers.

34. Gas Safety

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

35. Oil Safety

Oil tanks are situated to the rear of the playground. They are protected by brickwork which restricts access. Oil tanks are serviced annually by an oil registered engineer. Any issues are then reported directly to the landlord. There is an oil gauge present to ensure the safe recording of meter readings. Oil is ordered from a registered oil provider.

36. Asbestos

To ensure the health and safety of all from asbestos contamination whilst on the organisation site, the company follows these procedures:

Any member of staff believing they may have discovered asbestos on the organisation site will immediately vacate the vicinity and inform the Headteacher. Any other individuals present will also be asked and supported to evacuate immediately.

The Headteacher 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 be certified as 'safe' the maintenance team shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this be:

- Immediate removal
- Programmed removal
- Encapsulation
- No action in those cases where detailed examination and testing confirms that it is safe to do so

Asbestos procedures will ensure:

- All staff and pupils can evacuate safely, including those with disabilities who may need assistance
- Communication about asbestos risks is accessible to all, including those with language barriers

37. Waste Disposal

Physis Academy recognises that it has a responsibility to provide a healthy working environment and that this includes ensuring that its activities do not have an adverse effect on the general and local environment.

The Organisation will endeavour to control such adverse effects on the environment and to comply with the legal requirements and duty of care imposed by the Environmental Protection Act 1990.

The following rules and procedures will be applied in relation to this area:

- The Company will control and reduce the amount of packaging used within its business activities
- The company will implement measures to minimise the amount of waste materials arising from its business activities
- The Company will implement measures to minimise the amount of paper and similar products used within its business activities
- The Company will control emissions to the atmosphere to the levels set by legal requirements
- The Company will control liquid discharge to within limits set by the Environment Agency
- The Company will implement measures to prevent the escape of waste from its business activities
- The Company will ensure that waste is only transferred to an authorised contractor and provide a written description of the waste, maintaining records for the minimum prescribed period of two years
- The Company will ensure that appointed waste contractors are authorised in respect of the different categories of waste
- Physis Academy staff will do their utmost to ensure that all recyclable waste is disposed of accordingly

Waste disposal procedures will ensure:

- Waste bins and recycling facilities are accessible to all users including wheelchair users
- Sanitary waste disposal facilities are provided in all appropriate toilets

38. Smoking

Smoking is not permitted anywhere on the school premises.

39. Infection Prevention and Control

Physis Academy follows national guidance published by Public Health England in relation to infection control.

We will encourage staff and pupils to follow good hygiene practices in the following areas:

- Hand Hygiene
- Respiratory and cough hygiene
- Cleaning
- Toileting and sanitation
- Personal protective equipment
- Safe management of the environment
- Safe management of linen and soft furnishing
- Safe management of blood and bodily fluids

39.1 Culturally Sensitive Infection Control

Our infection prevention and control procedures will be implemented in a culturally sensitive manner, respecting:

- Religious practices regarding hygiene and cleanliness - e.g., wudu (ritual washing) in Islam
- Cultural norms around personal space and physical contact - some cultures have different norms about touch and personal space
- Dignity and privacy for all individuals - ensuring procedures respect modesty and dignity
- Specific needs of disabled individuals - ensuring infection control procedures are accessible
- Gender preferences where reasonably practicable - e.g., same-gender care where requested

Information about infection control will be provided in accessible formats and community languages to ensure all members of our community can understand and follow good hygiene practices.

Signatures:	
Headteacher:	
Chair of Governors:	