



Physis Academy

Health and Safety Policy

Approved by:	Mel Johnson	Date: 15 th June 2022
Version Number:	1.3	
Last reviewed on:	28th November 2025	
Next review due by:	28th November 2026	

1. Aim
2. Scope of the Policy
3. Roles and Responsibilities
4. Site Security
5. Fire Safety
6. Advice and Training
7. Accident and Injury Reporting
8. Accident Record Book
9. Animals
10. Asthma
11. Building Maintenance



12. Cleaning
13. Communicable and Infectious Diseases and Infection Control
14. COSHH
15. First Aid
16. Administration of Medication
17. Health and Safety Risk Assessments
18. Reporting to the Health and Safety Executive
19. Reporting to Child Protection Agencies
20. Reporting to Ofsted
21. HIV/AIDS and Blood Borne Infections
22. Maintenance of Equipment
23. Electrical Equipment
24. Display Screen Equipment
25. Manual Handling
26. Working at Heights
27. Employee Wellbeing
28. Physical Restraint/Violence in School
29. Slips and Trips
30. Organisational Trips
31. Lone Working
32. Sun Care
33. Gas Safety
34. Oil Safety
35. Asbestos
36. Waste Disposal
37. Smoking
38. Infection Prevention and Control
39. New and Expectant Mothers
40. Legionella
41. Publicising this Policy
42. Conclusion
43. Appendix 1

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 will outline all responsibilities and arrangements for ensuring safe working practices.

Physis Academy aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to the school site.
- 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.

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](#)
- [Display Screen Equipment Regulations 1992](#)

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

3. Roles and Responsibilities

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.
- Ensuring that adequate time and resources are allocated to health, safety, and welfare issues.
- 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 do comply with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant health, safety and welfare regulations.
- Ensuring suitable and sufficient risk assessments are completed and safe systems of working place.
- 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.



- 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.

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.
- 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.
- 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 that all work equipment under their control is in a safe condition for use.
- 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.
- Ensuring all fire precautions remain in place, are regularly tested, and maintained and that fire exit routes are kept unobstructed.
- Ensuring that adequate first-aid supply is maintained.
- Ensuring all new employees receive appropriate induction and ongoing training and that training records are kept up to date.
- 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.

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.
- 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.

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.
- 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.

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's Health and Safety policy is made available to pupils and parents and on the company website – www.physiscare.co.uk

Health and Safety Lead for Physis Academy

The nominated health and safety lead is Domoni Supple.

4. 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.

Domoni Supple and Mel Johnson are key holders and will respond to an emergency.

5. 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.

Further information is outlined within the Physis Academy Fire Policy.

6. 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.

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.

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



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.

7. 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.

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 of 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.

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. 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.

9. 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. Please also see dog in the workplace policy.

10. 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.

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.

11. 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.

12. Cleaning

Any issues relating to the cleanliness of the organisations 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.

13. 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.

14. 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.

15. First Aid

First aid boxes are in the first aid room, kitchen, Hair and Beauty, Science Lab and English room. 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 monthly 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. Administration of Medication

Medication is stored in a locked cabinet within the main office of the school.

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.

17. 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. 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.
- 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:

19. Reporting 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.

20. 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.



21. 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. 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
<ul style="list-style-type: none"> • Emergency Lighting • Fire Alarm System • Fire Extinguishers
Annually
<ul style="list-style-type: none"> • Fire Risk Assessment • Legionella Testing • Boiler servicing
Two yearly
<ul style="list-style-type: none"> • PAT Testing
Every 5 Years
<ul style="list-style-type: none"> • Fixed Electrical Test

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

23. 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.

24. Display screen equipment

All staff who use computers daily as a significant part of their normal work complete a display screen equipment (DSE) assessment carried out. '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. 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.

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.

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. 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.

26. Working at height

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. 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.

Regular staff supervisions are conducted by the individuals 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 assessments 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. Physical Restraint/Violence at 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 the Management Health Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approve 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. 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 for further guidance on how to record an accident.

30. 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 in 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. 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.

The lone worker will ensure that they are medically fit to work alone.

32. 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.

These items are to be provided by parents and carers.

33. Gas safety

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

34. 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.

35. 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.

36. Waste Disposal

Physis Quantum 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.

37. Smoking

Smoking is not permitted anywhere on the school premises.

No smoking signs are displayed around the school and visible to upon entering the school.

38. 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
- Safe management of waste (including sharps)
- Managing prevention of exposure to infection (including needlestick or sharps injuries, and bites)

39. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. This risk assessment will measure areas where support or restrictions may be in place to protect the expectant mother.

Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure.
- Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman encounters measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.



- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

40. Legionella

The Headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Health and Safety file.

Annual water testing is conducted by a UKAS Accredited Testing laboratory – Smart Water Testing.

Monthly water temperature checks will be conducted by a designated person, with any concerns communicated to the Headteacher.

41. Publicising the policy

This Health and Safety policy will be accessible to all members of the Physis Academy team, at all times. This policy is accessible via -

- Online procedures manual – Tri.x – all policy updates will be communicated and allocated to staff via this platform.
- Education Sharepoint
- Hard copy displayed on the staff notice board

This policy will be accessible to parents, carers, visitors and contractors via the company website – www.physiscare.co.uk

42. Conclusion

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

If an improvement or prohibition notice is served by an enforcement officer (e.g. Environmental Health Inspector), the Headteacher should immediately advise the Managing Director.

43. Appendix 1



UK Health
Security
Agency

HPECS guidance: Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Children should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT) .
Respiratory infections including coronavirus (COVID-19)	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.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see Managing outbreaks and incidents .

Infection	Exclusion period	Comments
Diphtheria*	Exclusion is essential. Always consult with your UKHSA HPT .	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT .
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT . For more information, see Managing outbreaks and incidents .
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your local HPT will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed.

Infection	Exclusion period	Comments
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your UKHSA HPT for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment.	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your UKHSA HPT .
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.



Infection	Exclusion period	Comments
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	<p>Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB).</p> <p>Exclusion not required for non-pulmonary or latent TB infection.</p> <p>Always consult your local HPT before disseminating information to staff, parents and carers.</p>	<p>Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread.</p> <p>Your local HPT will organise any contact tracing.</p>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	<p>Preventable by vaccination.</p> <p>After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.</p>