



Health and Safety Statement Policy

Coast Tuition

September 2026

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Revision History

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Part 1: Statement of Intent

This is the health and safety policy statement of Coast Tuition.

Our policy is to promote a positive learning and workplace culture where health, safety and welfare is paramount. We set out to provide and maintain a safe and healthy environment for all those who enter Coast Tuition premises. We will provide and maintain safe and healthy working conditions for all our employees, contractors, learners and agency/ supply staff working on our behalf. We will ensure compliance with minimum legal standards/ approved codes of practice.

We will achieve this policy, in part by:

1. Promoting a positive health and safety culture within our organisation e.g. Directors role modelling expected behaviours and leading by example.
2. Consulting with all our employees on matters affecting their health and safety and providing the necessary information, instruction, training and supervision as appropriate to ensure their competence with respect to health and safety.
3. Providing health and safety inductions to learners and necessary training as required.

4. Ensuring that adequate and sufficient resources and arrangements are in place to identify hazards and control risks arising from workplace activities.
5. Ensuring that we provide and maintain safe systems of work, plant, equipment, premises and PPE and meet appropriate safety standards.
6. Seeking advice and assistance from external organisations to supplement our own health and safety initiatives
7. Monitoring and reviewing at least annually the health, safety and welfare arrangements we have put in place to determine their continued effectiveness.
8. Setting goals and following action plans to ensure continuous improvement in health, safety and performance.

The expectation is that all employees show a responsibility to themselves, learners, colleagues and visitors in respect of health, safety and welfare and exercise due care and attention.

L.Kirkley

Lauren Kirkley – Director

September 2026

Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for Health and Safety

Helen Elcoate (Curriculum Lead for English)

2. Day to day responsibility for ensuring this policy is put into practice

Helen Elcoate (Curriculum Lead for English)

3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Helen Elcoate

- Safety, risk assessments
 - Consulting employee
 - Reporting and investigating Accidents and ill health including RIDDOR
 - First aid
 - Work related ill health
 - Monitoring health and safety documentation to ensure fit for purpose
 - Emergency procedures
 - Fire and evacuation
 - COSHH assessments
 - Maintaining information, instruction and supervision, training
 - Identifying plant/ equipment which needs maintaining and ensuring identified maintenance is implemented
4. All employees should:
- co-operate with managers and colleagues on health and safety matters
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed above)

Part 3: Arrangements for Health and Safety

Risk assessment

- We will complete relevant risk assessments and take appropriate action to identify hazards and put in place proportionate control measures to control the risk. Risk assessments will be continually reviewed and updated and will be treated as a “living document” and will include controls.
- We will review risk assessments when working habits or conditions change.

Consultation

- We will consult staff routinely on health, safety and welfare matters as they arise and formally when we review health, safety and welfare.

Safety Training

Basic Training Considerations

Coast Tuition recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. We will undertake an annual training needs analysis and can be accessed through Educare. Any additional training requirements can be discussed with the director.

Safe Plant and Equipment

- We will check and ensure suitable health and safety standards before purchase of plant/ equipment.
- We will identify equipment/ plant which will need maintenance and this is the
- We will ensure effective maintenance procedures are drawn up
- We will ensure all identified maintenance is implemented

Problems with plant/ equipment should be reported to the Admin Manager.

COSHH

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied.

- We will check and ensure substances can be used safely before they are purchased

- We will assess the health risks from all substances hazardous to health by undertaking a COSHH assessment on substances used.
- We will ensure all actions identified through the COSHH risk assessment are implemented.
- We will ensure staff are aware of actions they need to follow whilst using hazardous substances.
- will ensure that this section is implemented and that all employees are given adequate information about any substances which are to be used.
- Employees will not use any substances unless a COSHH Assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH assessment or the relevant training, then they will cease use immediately and report to the director of Coast Tuition.

COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups, i.e. solvent based paints grouped onto one assessment. All COSHH assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance.
- Work location/environment.
- Work duration.

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes.
- If it is requested by the employee.
- In any case every 12 months.

Any review will be recorded on the assessment with a review date and the name of the person who carried out the review.

Substance Substitution

Wherever possible, hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the director and / or the Nominated Person to investigate the availability of replacement substances and put them to use as soon as possible.

Handling and Storage

All hazardous substances will be stored in correct storage facilities away from areas accessed by pupils. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together. The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances. All spillages will be soaked up using suitable absorbent materials, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse. The director will be informed of any substantial spill immediately.

Alcohol and Drug Abuse

In industry generally there has been a move to greater controls on alcohol and drug abuse and, in keeping with this, Coast Tuition has adopted a policy in relation to the consumption of alcohol and drugs. Coast Tuition's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the director and DSL. This information will be treated in the strictest confidence. The school will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription or legal non-prescription medication that may affect their ability to undertake their normal scope of work safely, must inform the director so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or illegal non-prescription drugs. Employees must not consume alcohol or illegal non-prescription drugs on the premises.

Employees must not return to work after breaks under the influence of alcohol or illegal non-prescription drugs.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy is deemed a gross misconduct offence and may result in further formal action being taken under the organisations disciplinary procedure. Depending on the circumstances, such action may lead to summary dismissal, that is, dismissal without notice or any compensation.

School Smoke-Free Policy

Coast Tuition acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore adopted a 'no smoking' policy.

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with health & safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking, including the use of electronic cigarettes, is prohibited throughout the entire workplace, including all outside areas and vehicles, with no exceptions. These arrangements will be communicated at induction. This policy applies to all employees, consultants, contractors, customers and visitors.

Visitors

All visitors, contractors and service companies are required to abide by the no-smoking policy.

Staff members are expected to inform visitors of the no-smoking policy. However, they are not expected to enter in to any confrontation which may put their personal safety at risk.

PPE

It is the overall responsibility of the director to ensure that all employees are provided with suitable and sufficient PPE for the work that they are carrying out. The issuing of specific PPE to employees will be recorded.

When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.

Emergency Procedures – Fire and Evacuation

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. It

is the Directors responsibility to ensure that this assessment is reviewed annually as a minimum.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff, however they will have been communicated to all employees upon employment. Equipment checks will be carried out in line with legislative requirements.

- We will ensure a fire risk assessment is undertaken and implemented
- We will make sure escape routes are well signed and kept clear at all times.
- We will ensure all escape routes are checked daily by all staff as part of their normal day to day duties.
- We will ensure fire extinguishers are maintained and checked annually.
- We will ensure the fire alarm is tested weekly
- We will ensure that emergency evacuation plans are tested termly and a record kept to indicating this has been done.

Fire safety information is displayed in the reception area and signs including emergency exits and safety are clearly identified with correct signage throughout the building.

Staff are instructed to ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

Manual Handling

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment procedure. For the purpose of risk assessment and identifying precautions, manual handling will be defined as the movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

Handling and Stacking

When handling, employees must use mechanical devices wherever possible. The director will ensure that handling devices are available and that materials are correctly stacked so that all devices can be used safely. Where manual handling of material is unavoidable, then it must be ensured that it is carried out by trained employees using the best possible method to avoid injury. Manual handling methods to avoid injury should include:

- The planning of all manual handling activities
- The weight of the load being known
- Heavy items being positioned so that they can be slid rather than lifted
- Employees not being allowed to manually handle any materials which are too heavy
- Workstations being designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials being free from burrs or sharp edges where possible
- Wherever possible, materials being stacked so as to avoid handling them twice and also avoid creating any additional hazards
- The use of PPE to avoid hand injuries

Accidents, Incidents, First Aid and Work-Related Ill Health

- We will ensure health surveillance is provided where identified as a control measure e.g. Display Screen Assessments for computer operatives.
- We will ensure health surveillance records are kept in accordance with the Data Protection Policy.
- We will ensure First Aid Boxes are kept in each classroom
- We will ensure appropriate First Aid provision and as a minimum appointed person to take charge of first aid requirements.
- We will ensure all accidents and cases of work-related ill health are recorded in the accident book.
- We will ensure we comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

First Aid:

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary

standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

- One Appointed Person - Where a site employs fewer than 20 persons (direct or sub-contract).
- First Aider - Where there are more than 20 persons on site collectively.
- The First Aid attendant may carry out other duties but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from school premises. A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

Mental Health First Aid

The director has a responsibility for the health, safety and wellbeing of their employees along with creating and sustaining a mentally healthy work environment. Coast Tuition will ensure:

- The first aid risk assessment considers not just physical health and risks, but also mental health and risks.
- They treat mental health in a similar way to physical health in a supportive, understanding way.
- They build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment). Encouraging a non-stigmatising work environment for all employees.
- They manage and mitigate the risks of harm in the workplace by having ways to support people with mental health issues.
- They have qualified mental health first aiders to be able act through recognition of the signs and symptoms of mental ill health whilst increasing wellbeing levels of staff through positive support and guidance. Reducing the knock-on effects of mental health issues on employees and the workplace.
- Adequate mental health first aid cover is in place for periods of absence or multiple

workplace sites.

- All employees are encouraged to maintain a healthy workplace through mental health awareness training or using resources provided.
- There is sensitivity in disclosure and maintaining confidentiality unless it is clearly unsafe to do so.
- That its policies and practices recognise the needs of those with mental health conditions.

Stress

Coast Tuition is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health and safety issue. The importance of identifying and reducing workplace stressors is also acknowledged. This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and wellbeing are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assisting staff in managing stress in themselves and others

As far as reasonably practicable the school will:

- Provide the leadership team with advice and support to help identify specific causes of stress.
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situation.
- Monitor the occurrence and levels of absence associated with stress.
- Provide support to all employees.

Occupational Health

The director has a duty to ensure that the risks to staff members with disabilities and/or medical conditions are assessed to enable action to be taken to minimise any risk. When assessment has been made, the director will provide the necessary support and actions to enable the employee to complete their designated duties. Staff members will ensure that

they inform the director if they have, or develop, any medical conditions or disabilities which could affect their health and safety at work.

This will, where possible, be established upon employment and information will be sent to an outsourced occupational health specialist who will advise Coast Tuiton on any necessary steps to take.

Reportable Specified Injuries and Deaths

Deaths

All deaths to workers and non-workers will be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified Injuries

These include;

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping's (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Reportable Occupational Diseases

These include:

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome.

- Occupational asthma, e.g. from wood dust and soldering using rosin flux.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a staff member sustains a specified injury because a pupil, colleague or member of the public assaults them while on premises. This is reportable, because it arises out of or in connection with work.

Physical Violence between Pupils

Violence between pupils is a school disciplinary matter and will be dealt with accordingly following the appropriate means. This would not be reportable under RIDDOR as it does not arise out of, or in connection with a work activity.

Violence and Aggression

Where there is a risk to health and safety from violent or aggressive behaviour a suitable risk assessment will be carried out and appropriate safeguards will be put in place.

Coast Tuition will ensure there are clear procedures in place to enable employees to raise concerns before incidents occur, and a reporting procedure when an incident does occur.

Information and instructions will be communicated to all employees should they feel that they may be at risk from violence or aggression, such as immediately withdraw to a place of safety and inform their immediate Manager.

Incidents of violence or aggression towards employees will be recorded and investigated using the appropriate form. Acts of non-consensual violence to a person at work that results in death, a major injury or being incapacitated for over-seven-days are RIDDOR reportable.

Coast Tuition will periodically monitor and review the systems and control measures in place to ensure that they are still working effectively.

External Play Equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and documented checks will be carried out periodically throughout the year.

Food Safety

The school have a commitment to maintaining a high standard of good practices in relevant areas and applying HACCP Principles to control food safety risks to meet all conditions set down in the 'Food Hygiene (England) Regulations 2013'.

Coast Tuition acknowledges its responsibilities under the Food Safety Act 1990, Regulation (EC) N0178/2002 General Principles of Food Law and The Food Safety Hygiene (England) Regulations 2013.

To demonstrate this commitment, Coast Tuition have identified potential hazards and implemented effective control and monitoring procedures at those points critical to food safety.

The director and relevant employees are responsible for following and maintaining the food safety procedures and policies documented in the school 'Food Safety Policy'.

Management will ensure that the Food Safety Policy is reviewed annually and audited every year.

A key part of our commitment to Food Safety is training. Relevant employees are instructed, supervised and trained in line with their work activities

Educational Visits

Staff understand that pupils could face potentially far higher risks on visits than they do in the learning centre. When taking students offsite, in line with appropriate regulations, Coast Tuition will ensure that:

- All educational visits are risk assessed and that prior planning and preparation have been carried out before leaving for any educational visit.
- Visits are led by competent staff with their specific and relevant competencies detailed in the risk assessment.
- The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to Helen Elcoate 2 weeks prior to the visit.

- All off-site visits are appropriately staffed. Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

There will always be at least one first aider on school trips and visits.

We will ensure a file is maintained of all educational off-site visits.

first aid box, Epi pen and Inhaler will be taken on all visits offsite.

Written permission will be obtained from parents/carers prior to the young person leaving site.

Any young person who leaves site or a visit without appropriate permission will be reported to the DSL who will follow this up as required.

Lone Working

- We will ensure a risk assessment is carried out before any lone working commences.
- We will ensure that all employees are trained, supervised and monitored if required to lone work.
- Where the risk is high, we will provide alternative arrangements e.g. two members of staff.

Medical Conditions

- We will ensure there is sufficient staff who are suitably trained.
- We will work collaboratively with relevant agencies to ensure learners conditions are supported.
- We will make staff aware of learner conditions where appropriate.
- We will carry out a risk assessment for learners' medical conditions, reviewing these to ensure that the appropriate support is provided.

Driving for Work Purposes

Staff will not be expected to transport young people in their personal vehicles unless this has been pre-agreed and organised through the DSL. Business insurance is required for this and a valid UK driving license.

The DSL and safeguarding team will be responsible for transport where required.

Information, Instruction and Supervision

- We will ensure a Health and Safety Poster is displayed on the notice board which details what employees need to know about health and safety.

- We will provide information, instruction and supervision to all employees.
- We will ensure young workers and trainees receive additional information, instruction and supervision to take account of their inexperience, lack of awareness of risks and immaturity. We will ensure that our employees working at locations under the control of other employers, are given relevant health and safety information.
- We will provide access to external health and safety advice, and this can be accessed through Directors.

Competency for Tasks and Training

- We will give staff, volunteers, subcontractors and learners a health and safety induction and provide appropriate training.
- We will also ensure job specific training is provided.
- We will ensure for specific roles appropriate training is provided e.g. First Aid
- We will ensure training records are kept up to date and training is identified, arranged and monitored.
- We will make sure suitable arrangements are in place for employees who work remotely.

Monitoring

- We will undertake the following to check our working conditions and ensure our safe working practices are being followed
- Termly visual H&S Inspection
- PAT testing
- Prioritised programme of risk assessment
- Equipment maintenance
- We will investigate any accidents and review any sickness absences that occur
- We will ensure investigation findings are acted upon to prevent a re-occurrence

Review and evaluation

Assessments will be reviewed in the event of an accident, annually or when the work activity changes, whichever is soonest.

Systems and Procedures

Coast Tuition recognises the importance of health, safety and welfare, and will adopt a systematic approach towards ensuring that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance.
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence.
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements. Also, to ensure that, so far as is reasonably practicable, the health and safety of employees etc. will not be affected.
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work.
- Encourage the closest possible liaison between the school and employees in matters relating to health and safety.
- Ensure that all legal requirements relating to our activities are fully complied with and progressively improve upon the levels of health and safety performance.
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
 - o Abide by safe working systems.
 - o Make use of facilities and equipment provided for their protection.
 - o Refrain from any act which could endanger themselves or others.
 - o Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health, safety and welfare.
 - o Report any known defect, which could endanger the health or safety of themselves or others.
 - o Co-operate as far as is necessary to ensure that we meet our legal requirements.

New and Expectant Mothers

Coast Tuition will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:

- Relevant legal standards (dependent on the risk involved) are met
- Official guidance and good practice are followed
- Working conditions and/or hours are adjusted if necessary
- If necessary, new and expectant mothers are removed from hazardous activities, i.e. the employer will provide suitable alternative work or, if this is not possible, will place the employee on paid suspension.

Assessment of Risk

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period. Specifically, the assessment will consider risks associated with exposure to:

- Physical agents
- Biological agents
- Chemical agents

The assessment will also consider working and welfare conditions.

Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

Duties of Managers - Managers must ensure that:

- New and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity
- The highest level of confidentiality is maintained at all times
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained

- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- Any adverse incidents are immediately reported and investigated
- Appropriate training is provided where suitable alternative work is offered and accepted
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition

Duties of New and Expectant Mothers

New and expectant mothers must:

- Inform their general practitioner or midwife of the nature of their work
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures etc
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else
- Report any perceived or real shortcomings in protection to their employer.

Workplace Noise Control

It is the school's policy to eliminate or reduce any risks to health and safety arising from noise exposure, where identified through the risk assessment process. Where noise is considered a significant risk, appropriate control measures will be implemented to reduce exposure to a safe level. This may include changes to working practices and, where necessary, the provision of personal hearing protection for staff.

Biohazards

The school is committed to maintaining a safe, hygienic, and respectful environment for all pupils, staff, and visitors.

In the event of incidents involving human waste, such as vomit, urine, faeces, or blood, prompt and appropriate action will be taken to minimise health risks and ensure effective clean-up in accordance with public health guidance.

Immediate Response & Containment

- Any biohazard incident will be treated as a priority health and safety matter.
- Affected areas will be immediately cordoned off to prevent access and reduce the risk of contamination.
- Only trained staff equipped with appropriate Personal Protective Equipment (PPE) (e.g. gloves, aprons, masks) will be permitted to manage the clean-up and waste disposal.

Cleaning & Disinfection

- Biohazard spills will be cleaned using designated cleaning kits and approved disinfectants

effective against bloodborne and gastrointestinal pathogens.

- All absorbent materials and waste will be double-bagged and disposed of in accordance

with local authority or clinical waste disposal guidelines.

- Surfaces will be thoroughly disinfected and allowed to dry before the area is reopened for use.

Staff & Pupil Welfare

- Staff involved in clean-up must wash hands thoroughly after removing PPE and handling waste.
- Any individual exposed to human waste (e.g. via skin contact or splash) will be advised to seek first aid or medical attention as appropriate.
- Incidents involving pupils will be managed with discretion and dignity, and parents/carers will be informed where necessary.

Reporting & Record Keeping

- All biohazard incidents will be recorded in the school's incident log, including the nature of the incident, location, response actions, and personnel involved.
- Where applicable, incidents will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) if they meet the reporting threshold.

Review- This policy will be reviewed annually.