



Health and Safety Policy

Associates

Approved by: SLT	Date: 3 rd January 2023
Reviewed by: Quality Assurance Team	Date: 1 st December 2022
Checked by: Chief Operating Officer	Date: 2 nd December 2022
Next review due:	Date: 3 rd January 2024

The Franchisee is responsible for the implementation and oversight of this Policy.

This policy will be reviewed and approved by the
Italia Conti Senior Leadership Team annually.

Contents

1) Policy Statement of Intent	3
2) Legislation	3
3) Scope	4
4) Key Areas	5
5) Accountabilities	6
6) Arrangements	7
7) Resources	7
8) Italia Conti Associates	7
9) Training Needs	8
10) Associate School Level	8
11) Health & Safety Documents	8
12) Premises Safety	8
13) Contractors	9
14) Emergency Procedures	9
15) Equipment Safety	11
16) Personal Health and Safety	13
17) Educational Trips, Excursions and Activities	15
18) Students in employment	16
19) Transporting Students/Students in Staff Cars	16
20) Infection prevention and control	16
21) Inspections and Monitoring	17
22) Links with other policies	17
23) Appendix A: Emergency Contact Persons & Emergency isolation points	19
24) Appendix B: Infection prevention and control	20
25) Appendix C: Recommended absence period for infection spread	21
26) Appendix D: Reporting Major Injuries	25
27) Appendix E: Investigating Accidents and Incidents	26
28) Appendix F Risk Assessment Record	28

1) Policy Statement of Intent

1.1 Italia Conti Associates ensures, so far as is reasonably practicable, the health, safety and welfare of its students, pupils, employees, visitors, and contractors whilst they are at work and those of others who may be affected by their undertakings. We will comply with the Health and Safety at Work Act 1974 and all other relevant health and safety legislation as appropriate.

1.2 Italia Conti Associates aims to ensure that all Associate Schools operate from premises which:

- provide and maintain a safe and healthy environment;
- establish and maintain safe working procedures amongst staff, pupils and all visitors to their site(s);
- have robust procedures in place in case of emergencies.


2) Legislation

2.1 In formulating this policy, Italia Conti Associates has paid regard to the DCSF document *Guidance on Health and Safety: Responsibilities and Powers* and all relevant HSE laws, regulations, and guidelines, including:

- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;
- The Food Safety Act 1990, which governs the selling of food.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Occupier's Liability Act 1957, which governs the duty of care owed to visitors by the occupier.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;

- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height. Italia Conti Associates follows national guidance published by Public Health England when responding to infection control issues.

2.2 This policy should be read in conjunction with other specific policies and procedures, which describe health and safety provisions across Italia Conti Associates. These include:


- *First Aid Policy*;
- Risk assessment(s);
- Accessibility ;
- *Fire Safety Policy and Fire Evacuation Policy*;
- *Emergency Actions Plan Policy*.


2.3 It is a requirement that all members of staff read this document thoroughly and familiarise themselves with their responsibilities as outlined.

2.4 All Italia Conti Associates Principals are required to confirm that they have read the policy.

3) Scope

3.1 It should be noted that Italia Conti Associates operates courses across a number of franchised Schools, sites, and regions. Any reference to Italia Conti Associates refers to all Schools operating under the Associate Schools franchise. The following link allows Italia Conti Associate Schools to be found: <https://www.italiaconti.com/associates>.

3.2  term “Franchisee” refers to the person who identified as such in the Franchise Agreement.

3.3 The Franchisee for each individual Associate School recognises and accepts their responsibility for providing a safe, healthy workplace and working environments for all its employees and students and any others affected by its activities - contractors, visitors, neighbours and members of the general ic.

3.4 Normally, the day-to-day management of each Associate School will be undertaken by a School Principal (who may also be the Franchisee).

3.5 When hiring other buildings/sites for classes or rehearsals, the Franchisee should ensure that Health & Safety standards fulfil the requirements of this policy.

3.6 The Italia Conti Associates’ *Health & Safety Policy* sets out the Franchisee’s duty of care to all staff, students and visitors.

4) Key Areas

4.1 The Franchisee will take all reasonable steps to meet the responsibility to provide a safe place of work and learning, safe working practices, and will provide such resources as necessary to meet this intention.

4.2 In particular, they will pay special attention to any responsibility for:

- identifying the roles of local management in health and safety;
- providing and maintaining a safe working environment;
- preventing accidents and work-related ill health;
- developing and maintaining safe working procedures amongst staff, students and all visitors to their Italia Conti Associates site(s);
- identifying safety procedures so that they can be carried out without difficulty;
- developing suitable and sufficient risk assessments to ensure that risks are adequately controlled;
- identifying the health and safety training needs of employees;
- identifying the competent person to assist with health and safety on each Italia Conti Associates site;
- engaging effectively with communication systems throughout Italia Conti Associates;
- ensuring that employees are aware of all relevant health and safety documents.
- using risk assessments and best practice to promote and ensure the health and safety performance of their Italia Conti Associates School(s);
- having robust procedures in place in case of emergencies;
- assessing and controlling risks from curriculum and non-curriculum work related activities;
- ensuring compliance with safety standards, national best practice and legislative requirements;
- reporting to the Italia Conti Associates Marketing and Development Manager on health and safety matters.

4.3 Ensuring appropriate evacuation procedures are in place and regular fire drills are held;

4.4 Ensuring there are enough staff members to safely supervise students;

4.5 Ensuring the teaching space is maintained and kept clean to an appropriate standard.

Organisation

5) Accountabilities

5.1 The Franchisee for the individual Italia Conti Associates School has ultimate responsibility for health and safety matters but may delegate the responsibility for day today management to a designated manager: This is normally the Associate School Principal. (Note: the Franchisee and Principal may often be the same person). The designated manager may also nominate members of staff to act as Duty Managers.

5.2 The Associate School Principal, as the designated day-to-day manager, accepts full responsibility for the relevant Associate School site within the resources provided and in accordance with priorities set by the Italia Conti Associates.

5.3 The Franchisee, as the employer, has a duty to:

- assess the risks to staff and others affected by School activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- develop and implement suitable and sufficient risk assessments;
- inform employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided.

5.4 The Franchisee should ensure that Class Teachers/tutors exercise effective supervision of their students, know the emergency procedures, check their classrooms and studios are safe, that equipment is safe before use, and ensure that safe working practice and procedures are followed.

5.5 No health and safety policy can be successful unless it involves everyone. All employees are reminded they have a duty under the Health and Safety at Work Act 1974 to co-operate with the Health and Safety and Welfare Officers, and to assist them in so far as is necessary in meeting their delegated responsibilities. To this end all employees are required to:

- keep their own work area free of all unnecessary hazards;
- comply with all safety rules, which may be in force;
- use all safety equipment or personal protective equipment, which may be recommended, and report any defects found in the equipment;
- report all hazards, injuries, dangerous occurrences or near miss accidents to their Manager / Reception;
- model safe and hygienic practice for students; and
- understand emergency evacuation procedures and feel confident in implementing them.

5.6 The Franchisee recognises they owe a special duty of care to their students and expect them to exercise reasonable personal responsibility for their own health and safety and that of their classmates, to comply with all Italia Conti Associates codes of conduct, rules and terms & conditions, in particular those on safety and emergencies, and not to wilfully misuse, or interfere with anything provided for their safety or the safety of others.

5.7 Where applicable, contractors will agree health and safety practices with the Franchisee, or their representative, before starting work and provide evidence that they have completed an adequate risk assessment of all their planned work. (Note: such measures are usually outlined in Quotations provided by contractors for work).

6) Arrangements

6.1 Where the Franchisee has legal responsibility for the premises, they should provide evidence of the following to Italia Conti on an annual basis:

- regular external monitoring and full health and safety checks, (including fire risk(s));
- building safety and equipment reports.

6.2 Where the Franchisee is hiring premises from a third party, a copy of the hire agreement, including evidence of health and safety standards compliance, should be provided to Italia Conti Associates.

7) Resources

7.1 The Franchisee is expected to allocate sufficient resources to address, so far as is reasonably practicable, deficiencies within their area of responsibility after undertaking a suitable and sufficient risk assessment.

7.2 The Franchisee will make and implement such arrangements as are appropriate for their school's activities including:

- effective planning;
- effective organisation;
- effective control;
- effective monitoring and review of its preventative and protective measures.

8) Italia Conti Associates

8.1 Italia Conti Associates will prioritise health and safety matters and ensure that major decisions form part of any Italia Conti Associates development plan. Health and Safety will be a standing item on the agenda of Italia Conti Associates management meetings.

9) Training Needs

9.1 The Franchisee will ensure, where appropriate and after consultation with the appropriate employee, that adequate health and safety training will be given to enable their employees to carry their duties: this applies to all employees, both teaching and non-teaching.

9.2 Health and Safety Training/Instruction will be given:

- upon induction;
- when being exposed to new or increased risks because of:
 - increased responsibility;
 - new or changed work equipment;
 - new work systems; and new technology.

10) Associate School Level

Health and Safety records will be kept by the Franchisee and any issues will be reported to the Associate School Development and Marketing Manager; these will be appropriately recorded. Health and Safety records will be monitored by the Franchisee and made available to the Associate School's Head Office at their monitoring visits.

11) Health & Safety Documents

11.1 Italia Conti Associates has a single overarching Health and Safety policy, which should be read in conjunction with information contained in the Italia Conti Associates' Franchise Agreements and associated policies, e.g. risk assessments.

11.2 It is the Franchisee's responsibility to ensure that all staff are familiar with relevant documents and procedures.

12) Premises Safety

12.1 Maintenance Issue Book

The Franchisee should keep a logbook (accessed through Reception), which is to be used to record any maintenance issue(s) or possible hazard(s), that may be identified on the premises. It is the responsibility of the Franchisee to respond to the hazard as soon as possible, even if the decision is to maintain the status quo. Entries should be regularly reviewed by Italia Conti Associates as part of the monitoring visits.

12.2 Workplace

The Franchisee is required to maintain a safe and healthy workplace. This requires a wide range of issues to be considered such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, workstations, sanitary conveniences, and welfare facilities. Regular inspections visits by the Italia Conti Associates will help to monitor standards. The Franchisee is expected to address any action(s) that are recommended as a result of these inspections.

12.3 Health & Safety Signs

The Franchisee will ensure that prescribed pictogram safety and fire signs are clearly displayed. A list of emergency contact persons and emergency isolation points is given as **Appendix A** (attached).

12.4 Hiring Out Associate School's Premises

Where the Franchisee is using premises owned by Italia Conti, Italia Conti's Senior Leadership Team (SLT) is deemed under section 4 of the Health and Safety at Work Act etc. 1974 to be controllers of the premises outside of normal working hours. They require all hirers (whether charged or not) to complete and adhere to Italia Conti's conditions of hire agreement, which is the responsibility of the Chief Operations Officer and which is available from their office.

Those who hire any part of an Italia Conti Associates site premises or any facilities will be made aware of the content of Italia Conti Associates' *Health and Safety Policy* and will have responsibility for complying with it.

13) Contractors

13.1 Awarding Contracts

Where appropriate, the Franchisee will take reasonable steps to ensure that contractors are suitable and competent for carrying out their work. Contractor selection will be based on:

- competence for the task;
- performance /quality standards;
- safety policy, procedures, and method statements;
- legal indemnity; and
- cost.

13.2 Controls

In general, all contractors and sub-contractors must report to the Reception as soon as they arrive on site and follow the Italia Conti Associates' visitors' procedure. They will be briefed on the emergency procedures for the relevant site. If their work involves any risks to employees or other persons, then suitable arrangements must be made to protect them.

14) Emergency Procedures

14.1 First Aid/Medical

The Franchisee should comply with all relevant Health & Safety and First Aid requirements of Italia Conti Associates, including having a requisite number of qualified First Aiders on site.

14.2 Appointed Persons – Emergency First Aid Training

A number of persons will be trained and appointed as First Aiders to render first aid assistance where necessary. Training is renewed every three years.

The Appointed Person is the person with the overall responsibility for first aid in the Associate School. This is normally the Franchisee.

First Aid training will be arranged and monitored by the Associate Schools Marketing and Development Manager.

14.3 First Aid Equipment

The Italia Conti Associates School will post notices displaying the location of the nearest first aid room/equipment and any arrangements for contacting the relevant site's First Aider(s).

It is the responsibility of the Franchisee to ensure the premises has all the first aid equipment it needs at all of its locations, and the First Aid contact notices are kept up to date.

The Franchisee will check all first aid boxes at the end of each term making any replacements immediately, or by the start of the following term (if appropriate).

14.4 Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

14.4 All accidents (including minor ones) involving students, staff and visitors (including contractors, sub- contractors) **must** be recorded in the relevant Associate School accident book, which is kept by the Franchisee.

14.5 The Franchisee will monitor trends in accidents and incidents and recommend action as appropriate.

Injuries to pupils and visitors who are involved in an accident at the Italia Conti school or on an activity organised by the Italia Conti Associate School are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Guidance can be found at the HSE website at: <https://www.hse.gov.uk/pubns/edis1.pdf> [Accessed: 29/4/22].

Examples of specific injuries and conditions which must be notified to the HSE can be found in **Appendix D**. These should be reported to the Health and Safety Executive (HSE) within 10 days of the incident by the Appointed Person (HSE) using the online forms at <http://www.hse.gov.uk/>. All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only. This is available at the Incident Contact Centre (HSE) on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Franchisee should also notify Associate Schools Marketing and Development Manager at Italia Conti Associates; and if, as the result of an accident or work-related ill health, an employee is absent from normal duties for more than three days, the Franchisee will notify the HSE online as stated above. They will also inform the Associate Schools Marketing and Development Manager at Italia Conti Associates.

14.6 Fire Risk Assessment

The Appointed Person (usually the Franchisee) for each Italia Conti Associates site will maintain a Fire Safety folder. This will contain fire risk assessment(s) (where the premises are owned by the Franchisee) and all supporting documentation such as Fire Safety Policy, records of fire drills and evacuation, and evacuation arrangements. This folder will be held in Reception and made available for monitoring visits.

14.7 Arrangements for the testing of fire safety equipment, such as fire alarms and the checking of fire extinguishers is carried out and recorded by the landlord of the premises (if hired), or the Appointed Person (if independently owned).

14.8 Reports on Fire Drills and any action planning arising from these are recorded by the Chief Fire Marshal/ Franchisee.

14.9 The Franchisee will make any necessary arrangements to comply with recommendations on issues such as the frequency of fire drills, testing of appliances etc.

14.10 If Franchisees own their own premises, fire risk assessments and audits **must** be carried out by suitably qualified advisors on a scheduled annual basis. Please also refer to the *Fire Safety Policy* and *Fire Evacuation Policy*.

15) **Equipment Safety**

15.1 Standards of Equipment Purchasing and Maintenance

Franchisees should, whenever practicable, purchase and maintain equipment at recognised British or European Standards.

15.2 Work Equipment

The Franchisee will ensure that annual inspections are made of all work equipment, and that suitable records are kept. When necessary, this equipment will be repaired and maintained to prescribed standards. Records are held by the Franchisee **and** made available for monitoring visits.

15.3 Electricity at Work – Electrical Testing

The Franchisee **will** ensure that competent persons conduct the annual inspection of portable electrical equipment and PAT testing and that adequate records are kept and made available for monitoring visits.

Any potential hazards will be reported to the Franchisee immediately.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only be carried out by a competent person.

15.4 Gas Safety

All gas systems owned by the Franchisee will be inspected annually by a competent person (Gas Safe Registered engineer) and any maintenance or repairs will be undertaken by such a competent person.

Gas pipework, appliances and flues will be regularly maintained, and records retained for audit by the Health and Safety Officer.

15.5 Substances Hazardous to Health (COSHH)

The Franchisee (in conjunction with the Landlord of their premises) is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

15.6 All substances/materials will have had a suitable and sufficient risk assessment made before being used. It is Italia Conti Associates' objective to reduce the use of hazardous substances and to substitute them with safer alternatives.

15.7 Any hazardous products are disposed of in accordance with specific disposal procedures.

Lifting Equipment:

15.8 Where appropriate, e.g. where a site is owned by the Franchisee, a competent person/engineer will examine such equipment as is specified in legislation, and report their findings to the Franchisee, including regular LOLER assessments of any 'lifting' equipment that might be used.

15.9 It is the Franchisee's responsibility to ensure that all safety defects are rectified before the equipment is used and keep copies of relevant records.

Pressure Systems:

15.10 A competent person/engineer will examine such equipment on site as is specified by legislation and report their findings to Italia Conti Associates. The Franchisee will need to ensure that safety defects are rectified before the equipment is used.

Non-Ionising Radiation:

15.11 Equipment such as mobile phones, microwave ovens, infrared lamps, welders, photocopiers, laser printers, CD players, and multi-media computers, routers/Wi-Fi in Italia Conti Associates can emit non-ionising radiation in the form of radio waves, microwaves, infrared heat, EMF, visible light and ultra-violet. Prolonged exposure to these can be harmful. The Franchisee will ensure a competent person properly maintains all such equipment.

Hot works:

15.12 Hot work is any process that can be a source of ignition when flammable or combustible materials are present or can be a fire hazard regardless of the presence of flammable/combustible materials in the workplace. Common hot work processes are welding, soldering, cutting, grinding and brazing.

15.13 Alternatives to hot work (i.e. cold cutting) should be undertaken whenever reasonably practicable where there is a risk of fire or explosion. Where hot work is unavoidable, it should not be carried out unless it is authorised and properly supervised by an experienced manager or supervisor who has knowledge of the work to be carried out, the risks involved and the precautions to be taken.

15.14 A hot work permit is required for hot work operations unless working in designated 'fire safe' area (e.g., welding shop). A hot work permit is a formal written system and is an extension of the safe system of work and will specifically detail the work to be carried out, how and when it is to be done and the precautions to be taken. Hot work permits are valid for one work shift and one task. If the work has not been completed before the permit expires, a re-issue of the permit is required.

16) Personal Health and Safety

16.1 Risk Assessment

The Italia Conti Associates Associate School Principal / Franchisee will:

- will make a suitable and sufficient risk assessment for all its activities where a significant risk is identified. (**Appendix F**);
- will take the necessary preventative and protective measures to adequately control risk and
- comply with the other requirements made under this and other Health and Safety Regulations.

16.2 Persons with Special Needs

The Franchisee will undertake an assessment of a person's special needs as necessary for that particular individual and take actions as appropriate to ensure their health, safety and welfare when employed or on any of the Italia Conti Associates sites.

16.3 Smoking on Italia Conti Associate Schools Premises

The Franchisee should not permit smoking or vaping in any building on its premises. This rule applies to all persons across all of Italia Conti Associate School sites at all times.

16.4 Young Persons

The Franchisee, when offering to take a work experience student, will undertake the necessary risk assessments required to ensure that all placements are low risk.

A parent of a student under the minimum School leaving age (16) will need to receive comprehensible and relevant information concerning any risks the student may be exposed to and the control measures introduced by the academy to minimise the risk.

16.5 Food Safety

Italia Conti Associates operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in regular food preparation and/or the serving of food will undertake appropriate training to comply with these requirements. Copies of these records are maintained by the People's Café in the canteen office, Barbican site, and with the relevant site Health and Safety Officer.

16.6 Lone Workers

The Franchisee will identify individuals "at risk" and make a suitable and sufficient risk assessment to ensure that appropriate arrangements are in place to overcome problems lone workers face on and off their premises.

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.

16.7 Visitors to Italia Conti Associates premises

All visitors to Italia Conti Associates sites are required to report to Reception and to sign the Visitor's book at the relevant site.

If they are new to Italia Conti Associates, visitors are briefed by an appropriate member of staff in order to familiarise themselves with the various safety/emergency procedures that may affect them.

All visitors must wear a distinctive identification badge when they are on an Italia Conti Associates site.

16.8 Violence to Staff

Italia Conti Associates does not tolerate any form of violence to staff or students and will treat all such incidents with the utmost seriousness.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager to the Franchisee/Principal immediately. This applies to violence from students, visitors or other staff. It is expected that any such incidents will be recorded, and reported to the Italia Conti Associates Schools Marketing and Development Manager.

16.9 Security

The Franchisee Associates will take all reasonable steps to protect their staff and (especially) its students against trespassers and intruders.

16.10 Manual Handling

The Franchisee **will** identify employees who need to move loads as part of their work, undertake risk assessments, and determine any appropriate steps including the provision of lifting equipment or training, to prevent the risk of injury during manual handling.

16.11 Display Screen Equipment

Italia Conti Associates will undertake the appropriate risk assessments for all DSE users and action the recommendations.

16.12 Personal Protective Equipment

The Franchisee will provide and maintain all necessary and appropriate personal protective equipment, which is required to ensure that its activities are carried out safely and without risk to health.

16.13 Electrical Equipment

The Franchisee will employ an external company to test portable electrical appliances and report as required by the Electricity at Work Act/Regulations. Checks will be carried out every 12 months.

16.14 Environmental Protection

The Franchisee will dispose of their School's site waste in accordance with both national and local guidelines, and legislative requirements.

16.15 Working Time

The Franchisee will comply with the requirements identified in the Working Time Regulations (Amendment) 2003.

17) Educational Trips, Excursions and Activities

17.1 Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities taken on or off site. The Franchisee will apply the same rigorous criteria for risk assessment(s) and control(s) to educational visits as it does to all educational activities.

17.2 When taking students off the School premises, the Franchisee will ensure that:

- a detailed risk assessment is drawn up for trips, excursions and activities to identify possible health and safety risks;
- staffing for excursions, visits and activities is provided based on the assessed level of risk;
- staff will take an Italia Conti mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the emergency contact details; and
- there will always be at least one first aider on Italia Conti Associates Schools trips and visits.
- parental consent for trips will be sought where a student is under 18 years of age, in line with the *Visit and Risk Assessment Procedure*.

18) Students in employment

18.1 Italia Conti Associates secures employment for students through the independently run Italia Conti Associates Agency. The agency acts as an intermediary between the proposed employer and parents/guardians to ensure performing licenses are raised. The agency keeps a copy of the license on file.

18.2 Employers of child performers are required to undertake a full risk assessment and health and safety assessment of the proposed employment. This is to evaluate the risk level and disclose this to the child's local authority. The local authority will sign off on a performing licence provided that the proposed employer meets health and safety standards and all necessary regulations. The health and safety of the child performer is the full responsibility of the employer.

19) Transporting Students/Students in Staff Cars

19.1 Staff should not be asked to drive individual students alone in private cars and minibuses.

19.2 Where students are transported in cars owned and driven by members of staff the Franchisee will make appropriate checks on the competency and suitability of the driver, and that there is the necessary cover for insurance (i.e. business use) in place and ensure that there are either at least 2 adults or 2 pupils during transportation.

19.3 Prior to transporting students offsite, consent must be obtained from a student's parent/guardian if they are under the age of 18, and staff should be aware that the safety and welfare of students is their responsibility if they are under the age of 18.

19.4 Staff should normally never be alone in a vehicle with a student, except in cases of an emergency.

20) Infection prevention and control

20.1 Italia Conti Associates follows national guidance published by Public Health England when responding to infection control issues. Staff and pupils are encouraged to follow good hygiene practice, where applicable.

Pupils vulnerable to infection

20.2 Some medical conditions make students vulnerable to infections that would rarely be serious in most young people. The Franchisee will normally have been made aware of such vulnerable students.

Exclusion periods for infectious diseases

20.3 The Franchisee will follow recommended exclusion periods outlined by Public Health England, summarised in **Appendix C**.

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

New and expectant mothers

20.5 Risk assessments will be carried out whenever any employee or student notifies the School that they are pregnant.

20.6 Appropriate measures will be put in place to control risks identified. 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 comes into contact with 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.

21) Inspections and Monitoring

Monitoring Arrangements

21.1 The Franchisee will ensure effective systems are in place for monitoring Health and Safety. This may include:

- Inspections
- Surveys
- investigation of incidents/practices/documents
- record keeping
-

21.2 Italia Conti Associates will carry out regular reviews of Health and Safety processes as part of the monitoring visit.

22) Links with other policies

This policy also links to the following policies

- *First Aid Policy*
- *Risk Assessment Policy*

- *Fire Safety Policy and Fire Alarm Evacuation Policy*
- *Visitors' Policy*
- *Covid-19 Risk Assessments, as required*
- *Safeguarding and Child Protection Policy*
- *Appropriate Physical Contact and Safe Touch Policy*

23) Appendix A: Emergency Contact Persons & Emergency isolation points

Site	Contact	Name	Telephone

Emergency Contact Persons & Emergency isolation points, if applicable:

Site	Isolation Point – Electric	Location
	e.g. Fuse Boards – each floor	In corridor cupboard
Site	Isolation Point – Gas	Location
Useful Contact Details for Major Emergencies		
	Water: Gas/Electricity Electric	

24) Appendix B: Infection prevention and control

Italia Conti Associates follows national guidance published by Public Health England when responding to infection control issues and encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water;
- Always wash hands after using the toilet, before eating or handling food, and after handling animals;
- Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

- Cover mouth and nose with a tissue;
- Wash hands after using or disposing of tissues.

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing);
- Wear goggles if there is a risk of splashing to the face;
- Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

- Clean the environment frequently and thoroughly.

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal, and eye discharges immediately and wear personal protective equipment;
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface;
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below;
- Make spillage kits available for blood spills.

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy;
- Remove clinical waste with a registered waste contractor;
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

25) Appendix C: Recommended absence period for infection spread

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

Covid-19 infection must be reported immediately to the Franchisee.

Infection or complaint	Recommended period to be kept away from School or nursery
Covid-19	Self - isolation, in line with current government guidance. https://www.gov.uk/coronavirus
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or School. A person with shingles is infectious to those who have not had chickenpox and should be excluded from School if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to School or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from School during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.

Scarlet fever	Children can return to School 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the School or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to School.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from School are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, School health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-School infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to School after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to School as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to School until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from School while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend School and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to School.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to School. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.

Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

26) Appendix D: Reporting Major Injuries

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Reportable Major Injuries

1. All Fatalities
2. Major Injuries

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- 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
 - 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:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Action required:

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

For fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

27) Appendix E: Investigating Accidents and Incidents

Health & Safety at Work Act 1974.

Glossary:

An **accident** is classified as an undesired event that results in injury and/or property damage.

An **incident** is classified as an event or condition that does not cause harm but has the potential to do so.

All accidents and incidents should be thoroughly investigated to prevent it happening again, and also any risk assessments associated with the activity should be reviewed.

In the event of any accident or incident:

The first priority should be look after and treat any injured person. First Aid should be provided by a trained First Aider, using equipment provided on-site.

An effective investigation depends upon getting all possible evidence together, so it is essential to secure the accident scene as soon as possible after the accident.

Investigations are needed to prevent a similar accident happening again and is not about apportioning blame.

The accident/incident needs to be approached in a structured manner and carried out by a competent person or persons.

Competent persons may be someone familiar with the work location; a manager or supervisor from the work location; a senior manager; a health & safety expert; a technical expert.

The team may also include the injured party and an employee representative. The team may be any number of people; a small incident may be investigated by one person. A senior manager should investigate a serious accident.

The investigation should look at the cause of the accident and future prevention of a similar accident. The benefits of an investigation are to make a safer work environment; improve staff morale; prevent business loss from disruption, down-time and lost business; prevent more accidents and develop skills that may be able to be applied elsewhere within Italia Conti Associates.

The investigation should:

- Collect information needed to pass onto enforcing authorities
- Identify the cause of the accident/incident to stop it happening again
- Collect information that may be needed for an insurance claim
- Identify the cost of an accident

An accident may have been caused by a number of factors – these may include immediate causes, underlying causes and root causes.

The following procedure should be followed:

Gather information – this may involve gathering physical evidence, taking photos, and witness statements, and looking at documents such as risk assessments and operating procedure

Analysis – look at all the information to identify what happened and why. If human error or deliberate violations were part of the cause then it will need to be established as to whether someone forgot, didn't know or deliberately ignored a rule.

Review Risk Control Measures – identify what changes may be needed with regards to the risk control measures in place in order to prevent the accident happening again. Consideration should also be given to whether similar changes need to take place in other areas at Italia Conti Associates.

Action Planning – the changes that are required should be made by a senior member of staff and communicated to everyone as necessary.

External Relations – Italia Conti Associates, in consultation with Franchisee/Principal is responsible for dealing with external bodies such as enforcement agencies, media and local residents and businesses. In the event of an investigation by the Health & Safety Executive or local authority inspectors the Health and Safety Officer shall be nominated representative to act as the main contact with them.

The Accident / Incident Report Form should be used to complete the investigation

28) Appendix F Risk Assessment Record

Name of Assessor		Record Number	
Job Title		Date of Assessment	
Department(s)			
Location of Risk			
Activity/Process/Operation:			
What are the Health & Safety Hazards?			
What risks do they pose and to whom?			Estimated risk level: H/M/L
What measures have been taken to reduce the risk?			Level Achieved: H/M/L
Checkpoints			
1. Has all health and safety information been obtained?			<input type="checkbox"/>
2. Have you considered the number of persons exposed?			<input type="checkbox"/>
3. Have you estimated the initial risk level – high, medium or low?			<input type="checkbox"/>
4. Have you considered if elimination or safer substance could be achieved?			<input type="checkbox"/>
5. Have you considered all necessary control measures including procedural and technical controls?			<input type="checkbox"/>
6. Are the above controls to the required standard and regularly maintained?			<input type="checkbox"/>
7. Have emergency actions plans been considered?			<input type="checkbox"/>
8. Have employees (and others) been adequately trained/instructed/informed?			<input type="checkbox"/>
9. Has adequate supervision been provided?			<input type="checkbox"/>
10. Is personal protective equipment required?			<input type="checkbox"/>
11. Is health surveillance required?			<input type="checkbox"/>
12. What arrangements have been made for monitoring the assessment?			<input type="checkbox"/>
13. How often is the assessment to be reviewed?			<input type="checkbox"/>
14. Has the assessment been drawn to the attention of all who need to see it?			<input type="checkbox"/>
Signed		Review Date	
Date			