



# HEALTH & SAFETY POLICY

Updated: May 2024



*“REPECT YOUR ACHIEVEMENTS NOW”*

## **HEALTH & SAFETY POLICY**

Under the obligation of the Health & Safety at Work Act 1974, its related regulations and in line with law enforcement the R.Y.A.N Education Academy commits to maintaining the highest practical standards of safe working practices, conditions, and environment.

The intention of the Health and Safety at Work Act (HASAWA) 1974 states that all employees, regardless of occupation or type of employment contract, should be subject to the same safety environment and health and safety method.

### **LOCATION**

The policy covers the premises of R.Y.A.N Education Academy at **c/o Concord Youth Centre, Claremont Road, Sparkbrook, Birmingham, B11 1LF** and environment.

### **RESPONSIBILITY**

#### **Employer Responsibilities:**

Under Section 2 and 9 of the HASAWA 1974 Act, Catherine Elizabeth Ryan-Harris (*Head of Curriculum and Education*) is responsible for policy development and implementation; ensuring all staff receive induction on health and safety procedures in order that they adhere to the application of the policy to all areas of work.

#### **The Head Teacher / Head of Curriculum and Education will: -**

1. Provide information and training.
2. Consult with all staffs to establish procedures with balanced participation.
3. Designate competent personnel for health and safety.
4. Identify employees at risk and adopt appropriate measures.
5. Assess risks and implement preventative measures.
6. Ensure employees are informed they must care for their own safety and that of others, and to co-operate with the employer.
7. Maintain a place of work, in a condition that is safe and without risk, and ensure entrances exits are safe and without risk to health.
8. Ensure that people not employed (*e.g., members of the public, clients, and young people*) are not exposed to risks to their health and safety.
9. Ensure lighting, space, ventilation, equipment, heat in office is adequate to working conditions.

10. To carry out regular inspections to ensure that standards set by the safety audit are being met.
11. Display a diagram of the office outlining fire exits, fire equipment, warning notices and first aid box.
12. To ensure First Aider has received appropriate training in emergency First Aid at Work and holds a recognised certificate e.g., the St. John's Ambulance or Chartered Institute of Environmental Health and refresher courses are attended.

### **Employee Responsibilities:**

All staff are responsible for acting in a safe manner whilst at work. By understanding our responsibilities and following the safety rules of the R.Y.A.N Education Academy staff will be helping with our legal duties and contributing to the safe running of our school and its environment.

Under section 7 and 8 it is the responsibility of all employees of R.Y.A.N Education Academy:

1. To take responsible care for their own safety and of other people who may be affected by his/her acts or omissions by what we do or fail to do.
2. To co-operate with the Head of Curriculum and Education so far as it is necessary to enable R.Y.A.N Education Academy to promote health and safety.
3. Not interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
4. To co-operate so that we as staff and our Centre can fulfil our legal duties e.g., comply with our safety rules.
5. To set a good personal example in relation to health & safety.
6. Bring to the attention of the Head of Curriculum and Education of any unsafe equipment detrimental to health and safety and welfare of self/others.

### **First Aid Personnel Responsibilities:**

1. Administer First Aid in accordance with the current Legislation and approved code of practice
2. Record all accidents that are reported to them in the CRONER Accident Book.
3. Re-stock first aid boxes at regular intervals and when necessary.

## **Fire Marshall Responsibilities:**

1. Carry out the duties for which they are trained when emergency evacuation of the school is required.

## **COVID 19**

It is evident that CO-VID 19 is still in our society and that staff may still be feeling anxious at work however, the R.Y.A.N Education Academy has put the right measures in place to safeguard them.

We will involve staff in all our Risk Assessments so we can have the correct input in order to meet legal obligations as employers.

### **Therefore:**

- Risks will be shared clearly and openly with staff
- We will ensure natural ventilation (opening windows, doors, etc.)
- We will use Mechanical ventilation (fans, etc.) or a combination of both
- Ensure that high 'touch points' frequently and impose a strict cleaning regime in work areas, classrooms and around the building in general.
- We will encourage employees, visitors, and contractors to use hand sanitiser where possible.

The R.Y.A.N Education Academy still adheres to the premise that if anyone in our household has the following symptoms, staff must self-isolate:

- Persistent cough
- High temperature
- Loss of taste or smell

It is important to isolate if you have had close contact with someone who has had a positive COVID-19 result. **It is paramount that the person who is self-isolating does not come into work.**

- Face coverings are no longer required by law; however, the government recommends that people continue to wear face coverings in crowded, enclosed spaces. Workers may also choose to wear a face covering themselves in the workplace and this is permitted.

Reviews will be undertaken to incorporate any changes where potential risks are highlighted to ensure the latest guidance is followed.

## ACCIDENT, INCIDENT, HAZARDS, REPORTING

Due to current legislation under 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), R.Y.A.N Education Academy are required to report any injury or disease resulting from work, which necessitates, employees, clients, being absent from work for more than **3 days**, followed by a formal report to the Health & Safety Executive within **7 Days**.

### FIRST AID

The R.Y.A.N Education Academy recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel. Most staff were first aid trained on the **25<sup>th</sup> July 2024**.
- Provide and maintain suitable and sufficient first aid facilities.
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to consider any specific hazards.

### **R.Y.A.N Education Academy - First Aid Reporting Procedures are as follows:**

#### **CIRCUMSTANCES**

*An accident **not** requiring professional medical treatment e.g., sprains, small cuts, bruising, grazing knee etc.*

#### **PROCEDURE**

1. Basic First Aid procedure must apply, e.g., wash and clean small cuts and cover with sterile plaster if appropriate.
2. Details must be reported in the 'Accident Reporting' Book provided by R.Y.A.N Education Academy.
3. Head of Curriculum and Education must be informed of any absence resulting in absence following accident/incidents.
4. First Aid box is kept in the bottom draw of the filing cabinet in the office.
5. Qualified First Aider – Catherine Elizabeth Ryan-Harris and Abdul Monaim.
6. First Aid information will be displayed in the general office.

*Accident/incident requiring professional medical attention e.g., Hospital, Doctor.*

In the First instance the welfare of the patient MUST be paramount. Details of the incident MUST be recorded in the Accident Reporting Book. If this is not complied with could be in breach of HASAWA and may lead to prosecution.

*Treatment of Hospital (Or by local GP)*

Any 'incident' which requires an employee or Client to receive professional medical treatment MUST be recorded in the CRONER 'Accident Report Book' A telephone call should be made to Next of Kin as soon as it is practicable e.g., spouse, relative if the situation warrants such action.

**Note:** Scissors, creams should not be placed in the First Aid Box.

### **REPORTABLE INJURIES TO RIDDOR**

- a fracture, other than to fingers, thumbs, and toes; amputation;
- dislocation of the shoulder, hip, knee, or spine;
- loss of sight (*temporary or permanent*);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn (*including any electrical burn caused by arcing or arcing products i.e., welding*) leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, or unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
  - an acute illness requiring medical treatment; or loss of consciousness;
  - acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.

### **REPORTING ACTION FOR ALL INJURIES**

**Report the injury to the immediate Head teacher and First Aid Person (s:)**

- Identify source of the incident / injury, if possible
- In office hours the Occupational Health Service - Birmingham City Council must be contacted by telephone to report the incident / injury and obtain further guidance on the management of the injured worker.

- Where appropriate the injured person must be taken to the Accident and Emergency Department, Birmingham City Hospital, Dudley Road, Birmingham, B18 7QH – 553 1831 – Open 24 hours.
- Complete Incident Report Form – Blood and Body Fluid Spillage and ensure that the Head of the School is notified (*Appendix 1.*)

### **INJURIES TO BE TREATED ON-SITE (SCHOOL) AND THOSE TO BE DEALT WITH AT THE**

#### **HOSPITAL**

The duty to notify and report rests with the 'responsible person'. For incidents involving young people and school staff, this is normally the main employer at the school.

#### **INJURIES THAT CAN BE TREATED ON SCHOOL PREMISES:**

- Sprains and strains
- Minor wound infections
- Minor burns and scalds
- Minor head injuries i.e., small cut
- Insect and animal bites
- Minor eye injuries i.e., speck of dust in eye

If the school cannot deal with any of the above injuries these can be treated by the Accident and Emergency Department at the nearest Hospital.

#### **INJURIES TO BE TREATED BY THE ACCIDENT AND EMERGENCY DEPARTMENT - HOSPITAL:**

- Chest pain
- Broken Bones
- Breathing difficulties
- Problems usually dealt with by a GP
- Severe stomach pains
- Gynaecological problems
- Pregnancy problems
- Allergic reactions
- Overdoses
- Alcohol related problems
- Mental health problems
- Conditions likely to require hospital admission

#### **How to decide whether an accident to a young person 'arises out of or is in connection with work'?**

The responsible person at the school should consider whether the incident was caused by:

- A failure in the way a work activity was organised (e.g inadequate supervision of an off-site activity).
- The way equipment or substances were used (e.g lifts, machinery, experiments in a science lab etc); and/or

- The condition of the premises (e.g poorly maintained or slippery floors i.e., signs were not displayed).

Therefore, if a young person is taken to hospital because of breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a young person is taken to hospital because of their medical condition (*e.g., asthma attack, epileptic seizure*) this would not be reportable as it did not result from the work activity.

### **YOUNG PERSON CARE PLAN**

Young person Care Plan detailing medical information will be available to key personnel which will identify:

- (a) Personal Details
- (b) Medical Condition e.g., Asthma, Epilepsy, Diabetes
- (c) Allergies e.g Nuts, Hay fever, Insect bites
- (d) Types of Symptoms that will occur
- (e) Emergency Treatment

The Young person Care Plan will state what levels of injury can be treated onsite and what levels automatically trigger and emergency call out (See Appendix 2.)

### **EMERGENCY TELEPHONE NUMBERS**

Dial 999 in the event of an emergency or dial 112 as an alternative to 999.

Tell the operator which service you want at which point you will be connected

Tell the emergency service:

- Where the incident is
- What the incident is
- Where you are and the phone you are calling from

### **FIRE PROCEDURES**

Fire extinguishers are positioned in the following locations: -

1. Kitchen
2. General Office R.Y.A.N Education Academy
3. Hallway
4. Training/Classroom
5. Computer Room
6. Social Area
7. General Office R.Y.A.N Education Academy



## **EXTINGUISHERS**

### **WATER**

Safe to use on wood, paper, textile, fabric. *(Not to be used on electrical equipment, flammable liquids fires, flammable metal fires).*

**DRY POWDER** Safe to use on flammable liquid fires, gaseous fires, electrical fires. *(Not be used on flammable metal fires).*

### **CARBON DIOXIDE CO<sup>2</sup>**

Safe to use on flammable liquid fires, electrical fires. *(Not be used on wood, paper, textiles etc.).*

### **WET CHEMICAL**

Safe to use on wood, paper, textiles etc. cooking oils, deep fat fires. *(Not be used on live electrical equipment, flammable liquid fires, flammable gas – **do not** put the nozzle into fat or oil.)*

### **Aqueous Film Forming Foam (AFFF) Foam Spray**

Safe to use on wood, paper, textile, flammable liquids. *(Not to be used on electrical equipment, flammable metal fires).*

## **OTHER**

### **FIRE BLANKET**

#### **For smothering fires:**

Safe for use on chip pan fires, deep fat fires, waste bin fires; for wrapping around someone whose clothes are burning.

## **WHO IS RESPONSIBLE FOR USING A FIRE EXTINGUISHER?**

- (a) It must be a responsible person. It can be an employer or a designated employee, e.g., 'Fire Marshall.'
- (b) The person and or 'Fire Marshall must be competent in using the fire extinguisher.
- (c) Training, must be undertaken an extinguisher in the event of an emergency when, e.g., evacuating a building or as a first aid firefighting appliance.

## **FIRE DRILL**

- In the event of a fire employees are required to leave the building immediately (do not waste time looking for personal belongings).
- Assemble at the corner of **c/o Concord Youth Centre, Claremont Road, Sparkbrook, Birmingham, B11 1LF** Close all doors before leaving the building if it is safe to do so *(This will prevent the fire from spreading.)*
- Do not forget to ring 999.

- You are required to follow the procedure in external venues when working outside of R.Y.A.N Education Academy.

### **WARNING NOTICES**

Warning notices will be displayed on equipment where appropriate and on the walls in the General Office/Classroom for information purposes.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

In line with COSHH Regulation R.Y.A.N Education Academy will assess risk, and control measures to be used when dealing with specified chemicals. It is in the interest of the Project to identify chemicals (if any) in the location of work and to take hazard avoidance measures when appropriate.

**Under the COSHH legislation R.Y.A.N Education Academy will: -**

1. Assess the risk to health arising from substances at work and what precautions are needed.
2. Introduce appropriate measures to prevent or control risk.
3. Where necessary, monitor the exposure of employees and carry out an appropriate form of surveillance of their health.
4. Ensure that control measures are used, and that equipment is properly maintained and procedures observed.
5. Inform, instruct, and train employees about the risks and the precaution to be taken (this task will be undertaken by a qualified person).

### **MANUAL HANDLING**

Manual handling refers to “*transporting*” of a load by one or more workers, including, putting down, lifting, pulling, carrying, or moving a load. In the case of back injuries, the R.Y.A.N Education Academy will ensure: -

- The avoidance of the need for manual handling where practicable
- Arrange work stations to reduce risk of back injury.
- Provide adequate training on lifting and handling loads.
- Where manual handling cannot be avoided ensure to reduce the risks i.e., taking into consideration the person, task, load, working environment, individual capability, and other factors such as the employees’ height.

## **PROTECTIVE CLOTHING**

This is not a requirement of R.Y.A.N Education Academy employees and sub-contractors, however, where equipment contains substances e.g., photocopier refills employees are advised to handle properly to avoid spills on clothing.

## **USE OF DISPLAY SCREEN VDU EQUIPMENT**

The R.Y.A.N Education Academy will ensure: -

1. Employees using Laptop or Desktop Computer equipment will be required to have an eye screening test as part of the conditions of employment with R.Y.A.N Education Academy who will contribute in the following way: -

a) R.Y.A.N Education Academy will contribute to the cost of annual eye test (note not exceeding (£29.95), for any employee eligible. The contact lens check normally costs £50. Employees should submit receipts for authorisation of payment.

b) Where the eye test shows that spectacles will be needed by the employee specifically for the use of computer-based work, they are asked to provide a copy of this in writing by the Optician. A contribution of the cost (£50.00) of spectacles adequate for use of a laptop or computer will be met by R.Y.A.N Education Academy and a receipt must be provided for payment.

R.Y.A.N Education Academy will also meet the costs of extra eye tests if users are described as: -

1) Suffering from any form of visual impairment which may be reasonably considered to be related to use of laptop or computer-based work.

2) If more frequent testing recommended by an optician/optometrist.

2. The designs of work equipment, such as tables, chairs are arranged in order that the employee can work at ease and in comfort.

3. Employees are trained on how to use computers properly and how they must be seated.

4. Employees are allowed to take periodical breaks from using computer equipment to alleviate eye strain, headaches, fatigue, stress, and possible lime disorder.



# R.Y.A.N EDUCATION ACADEMY

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## INCIDENT/ACCIDENT/DAMAGE/LOSS/REPORT FORM

Please complete this form including all relevant details, e.g., witnesses, suspects, etc. and then pass to the Head Teacher as soon as possible after the incident. Each incident of loss or damage **MUST** be reported and filed. Failure to do this will fall in breach of the HASAWA 1974.

Report on Accident/Damage/Loss/Incident

Action Taken:

Report Completed by:

Signature:

Date of Incident:

Date of Report:

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Health & Safety Executive Informed	Yes	No
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Comments (Official Use Only)
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## YOUNG PERSON CARE PLAN

Name: \_\_\_\_\_

YOUNG PERSON

PHOTO

D.O.B: \_\_\_\_\_

Year Group: \_\_\_\_\_



This young person has an allergy to:

\_\_\_\_\_

This young person takes the following medication:

\_\_\_\_\_

Emergency Contact Number & Address:

Medical Condition:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Describe the condition and give a description of individual symptoms /  
Side effects of medication:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Treatment: *(On-site or Hospital)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**IF THIS CARE PLAN IS TO BE DISPLAYED ELSEWHERE THEN PARENTAL CONSENT  
MUST BE OBTAINED**

Parental Consent: to be displayed YES / NO

## MANAGEMENT POLICY OF BLOOD AND BODY FLUID SPILLAGE

### ABSTRACT

*“... In the health care setting, blood-borne pathogen transmission occurs predominantly by percutaneous or mucosal exposure of workers to the blood or body fluids of infected patients.*

*Prospective studies ... have estimated that the average risk for HIV transmission after a percutaneous exposure is approximately 0.3%, the risk of HBV transmission is 6 to 30%, and the risk of HCV transmission is approximately 1.8%. To minimize the risk of blood-borne pathogen transmission ... adherence to standard precautions, including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments. Employers should have in place a system that includes written protocols for prompt reporting, evaluation, counselling, treatment, and follow-up of occupational exposures that may place a worker at risk of blood-borne pathogen infection. A sustained commitment to the occupational health of all ... will ensure maximum protection for [workers] and ... the availability of optimal medical care for all who need it.*

### INTRODUCTION

Blood and body fluids (*e.g. – Faeces known as stool (normally brown in colour), Vomit, Saliva, Urine, Nasal and Eye discharge, and Sexual Fluids*) may contain viruses or bacteria capable of causing disease. It is, therefore, vital to protect both yourself and others from the risk of cross infection. To minimise the risk of transmission of infection both staff and young people should practice good personal hygiene and be aware of the procedure for dealing with body fluid spillages.

Exposure to blood and other potentially infectious body fluids may result in the transmission of blood-borne viruses (BBVs), including Human Immunodeficiency Virus (HIV), hepatitis B Virus (HBV), and hepatitis C Virus (HCV) (Health and Safety Executive (HSE) 2002.

### PURPOSE

This document provides information concerning hazards and risks associated with potential exposure to BBV infection following an inoculation injury or blood and body fluid exposure incident. It also describes the procedure to follow should an injury of such nature occur.

From an equality perspective the standards and procedures are for all staff in the R.Y.A.N Education Academy and others who provide services to the school, irrespective of age, race, colour, religion, disability, nationality, ethnic origin, gender, sexual orientation or marital status, domestic circumstances, social and employment status, HIV status, political affiliation, or trade union membership.

The Head of Departments, teaching staff and all staff members will use Blood / Body Fluid Clean-up kits to clean up blood and blood contaminated fluid spills within the school and on offsite school trips / activities. All staff members will ensure these materials are always available for use and to be accessed without delay.

**Note:** Blood and Body fluid kits must be kept out of the reach of young people' and used by staff members who know how to use the kit.

### **DEFINITION**

A body fluid exposure incident is defined as a puncture of the skin or contamination of mucous membranes caused by: -

- All penetrating sharps/needle injuries
- Contamination of abrasions with blood or body fluids
- Scratches or bites involving broken skin, (*i.e., causing bleeding or other visible skin puncture*)
- Splashes of blood or body fluids into eyes or mouth (Russell 1997).

### **FIRST AID FOLLOWING BLOOD OR BODY FLUID EXPOSURE INCIDENT**

#### **Procedure for Blood or Body Fluid Clean-up**

Blood or body fluid clean-up materials should be readily accessible to any employee at the R.Y.A.N Education Academy, who might be faced with a situation that would involve handling or cleaning up of blood or body fluid spills. Although it would be appropriate if a trained member of staff handled all body fluids.

The materials for clean-up should be centrally located and packaged into a readily accessible container i.e., self-sealing plastic bag.

#### **Materials should comprise:**

- (a) Disposable latex gloves
- (b) Disposable paper towels
- (c) Absorbent material
- (d) Plastic bags with twist seals
- (e) Alcohol towelettes
- (f) Gauze pads

#### **Instructions for use of materials:**

- (a) Wear disposable gloves when handling blood or bodily fluids. If there is potential of the blood or body fluid splashing wear a face mask.
- (b) All bleeding wounds should be covered with a sterile dressing found in first aid kit.
- (c) Soak spilled blood or body fluid with disposable towels or absorbent material.



- (d) Vigorously clean affected area with soap, water, and disinfectant.
- (e) **Place all soiled material in a plastic bag and ensure seal is tight.**
- (f) Remove gloves, turning inside out during removal and place in plastic bag of soiled materials. Make sure that you avoid touching the skin with soiled gloves. Seal and dispose of plastic bag properly.
- (g) Wash hands thoroughly with soap and water after you have disposed of all soiled materials.

**If blood or body fluids should be spilled on a person, the following procedures must be adhered to:**

- (a) When the skin is unbroken, the skin must be washed using a disposable soap or alcohol towelette under running water. Towels should not be used again and placed in a sealable bag properly.
- (b) If open cuts or wounds have been in contact with blood or body fluids from another person, the skin must be washed by scrubbing with disposable soap and running water. A skin disinfectant i.e., 70% alcohol, Betadine etc. should be applied after washing.
- (c) In the event of exposure of blood or body fluid getting in the eyes, flood the exposed area with room temperature running water for 2-3 minutes. A mild eye wash solution wash can be used if available (*always check for allergies or medical reactions.*)
- (d) Soiled clothing must be washed separately in the washing machine and not to be washed with any other linen or clothes or sent for laundering.

**Remember:** Spills of blood and body fluid may contain viruses such as Hepatitis B or Human Immunodeficiency Virus (HIV.) Therefore, it is extremely important to disinfect all areas where the spill has occurred using disinfectant.

The R.E.A. - V.C has an obligation to ensure that appropriate cleaning equipment is provided on the school site. The Academy should also ensure this policy is accessible to all staff and guidelines are stored with cleaning equipment. Key members of staff should be trained in disposal of body fluid spills and identified to all staff.

**Note:** Designated cleaning equipment will be held in the following areas, Cleaners department, Administration Office, Lower Administration office Concord Youth Centre room.

## **REPORTING BLOOD AND BODY FLUIDS**

- Report the incident to the school nurse or A & E out of hours.
- Complete an accident form
- The Health and Safety officer should carry out a risk assessment to reduce further occurrences.
- The Trained Staff / School Nurse (if appropriate) will seek advice and a risk assessment carried out in consultation with the local health authority on further treatment.

**Blood and Body Fluid Kit is purchased from First Aid for Less – 0800 177 7118**



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**REVIEW PROCESS FOR POLICIES AND PROCEDURES**  
**BLOOD AND BODY FLUID**

NO.	DETAILS OF POLICY	COMMENTS
1.	Title of Policy	Management Policy of Blood and Body Fluid Spillage.
2.	Drafted by:	Catherine Elizabeth Ryan-Harris
3.	Who does the policy affect?	Every staff member of the R.Y.A.N Education Academy
4.	Are the National Guidelines / Codes of Practice given?	Yes
5.	Has the consideration been given to equal opportunities when developing the policy and have key personnel being involved where appropriate?	Yes
6.	Where was policy information obtained from?	Health and Safety Executive - Incident reporting in schools ( <i>accidents, diseases, and dangerous occurrences</i> ) <i>Guidance for employers</i>
	Policy Management	
7.	Is there a requirement for a new revised management structure for the implementation of the Policy?	No
8.	If No Why?	All key personnel and are involved in the Policy and staff are aware of its implementation.

Consultation Process		
9.	Was there external / internal consultation	Internal Only
10.	If external / internal comments have not been included	The Head of School with key personnel was confident through research to put the policy together and so external consultation was not required. However, the <b>Birmingham City Hospital, Dudley Road, Birmingham, B18 7QH – 553 1831 – Open 24 hours</b> will be contacted regarding the Clean-up kit to ensure the appropriate kit is purchased.
11.	Does the policy have any attachments etc? If so, state their function.	The Policy will have a copy of the Incident form for reporting Blood and Body Fluid Spillage
Risk Management		
12.	Name / Job Title of who submitted the policy for agreement  Is a review of the Policy required by Ofsted	Catherine Elizabeth Harris – Head Teacher / Head of Curriculum and Education  Yes
Policy Review <i>(For use only when the policy is for review)</i>		
13.	Policy Name:	Management Policy of Blood and Body Fluid Spillage.
14.	Are any changes required of the Policy	No – will look at this at the next review date
15.	Review of Policy will be undertaken by:	Catherine Elizabeth Ryan-Harris – Head Teacher / Head of Curriculum and Education
16.	Date of Next Review	November 2024

## **REPORTING BLOOD AND BODY FLUIDS**

- Report the incident to the school nurse or A & E out of hours.
- Complete an accident form
- The Health and Safety officer should carry out a risk assessment to reduce further occurrences.
- The Trained Staff / School Nurse (if appropriate) will seek advice and a risk assessment carried out in consultation with the local health authority on further treatment.

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## **BLOOD AND BODY FLUID SPILLAGE – INCIDENT FORM**

Please complete this form including all relevant details., e.g., witnesses, suspects, etc. and then pass to the Head Teacher soon as possible after the incident. Failure to do this will fall in breach of the HASAWA 1974.

Name of Staff Member: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Young person: \_\_\_\_\_ Year Group: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Parent (s) / Guardian (s) Carer (s) Telephone No: \_\_\_\_\_

### **A. Description of incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **B. Complete all the sections below:**

#### **1. Wound**

(a) Did the incident cause a wound on the young person / employee?  Yes  No

(b) Did the wound result in visible bleeding?  Yes  No

(c) Was the wound caused by:  Needle  Human Bite  Insect Bite?

Other sharp instrument (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(d) Was the object causing the wound potentially contaminated with blood/body fluids?  Yes  No

#### **2. Blood/Body Fluid**

(a) Did the individual's blood / body fluid come in contact with your body?

Yes  No

(b) What was the substance to which you were exposed?  Blood  faeces

Urine  Vomit  Saliva  Sexual Fluids

(c) If the substance was anything other than blood was there any blood visible in the fluid?  Not Applicable  Yes  No  Unknown

(d) What part of the body was exposed to the substance? (Tick all that apply)  Mouth  Eyes  Nose  Ears  Skin (specific Location) \_\_\_\_\_ other (Specify) \_\_\_\_\_

C. How long was you body part in contact with the substance? \_\_\_\_\_

(a) If the exposure was to your skin, was your skin abraded in any way?

Yes  No

(b) If yes, what was the nature of your skin abrasion?  Acne  Eczema  Cracks due to dry skin  unhealed cuts / scratches  other (specify) \_\_\_\_\_

\_\_\_\_\_

D. Which of the following procedures were being used at the time of the incident?

(Tick all that apply)  cuts / open wounds covered with bandages  Gloves (vinyl/latex)  Mask  Goggles / glasses  Other (specify) \_\_\_\_\_

\_\_\_\_\_

E. Intervention applied – after exposure what did you do?  Washed hands / exposed area  Changed clothes  Flushed eyes / rinsed mouth  Showered  other

(specify) \_\_\_\_\_

F. Medical Intervention – in the event of contact with blood and / or body fluid it is required that you discuss with trained physician or school nurse (if applicable)

- HBV antibody or previous vaccination status for HBV
- The need for HIV/HBV antibody testing
- Notifying your doctor or health care provider of the exposure to blood or body fluids immediately.

Date such discussion occurred: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_

School Nurse/ First Aider: \_\_\_\_\_ (if applicable)