

# Leeds Diocesan Learning Trust (LDLT)

Company Number 13687278

## Health & Safety Policy



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**Responsible Officer:** CFO

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## Vision Statement

Serving and celebrating our unique schools and communities, we will love, live and learn together. Valuing our pupils, staff, governors and team as people of God, we will deliver transformational learning and the flourishing of all.

## Related Policies

- Accessibility plans
- Critical incident and business continuity plan
- First aid in schools
- Maternity, paternity, adoption and shared parental leave policy
- Premises hire policy
- Risk management policy
- Supporting pupils with medical conditions policy
- Whistleblowing

## 1. Aims

Our trust aims to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to our school sites;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [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 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 Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health;
- [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 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 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 Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff;
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height;

- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

### 3. Roles and Responsibilities

#### The Trust

- The Trust has ultimate responsibility for health and safety matters in each of its schools. The Trust will oversee health and safety, as led by the CFO, but will delegate day-to-day responsibility in each school to the Headteacher in accordance with the trust scheme of delegation.
- The Board of Directors has delegated monitoring of Health and Safety to the Estates sub-committee.
- The Executive team will report to the Estates committee at least termly, outlining key health and safety concerns, audit results, and actions taken.
- The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- The Trust, as the employer, also 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;
  - Inform employees about risks and the measures in place to manage them;
  - Ensure that adequate health and safety training is provided.

#### Headteacher

- The Headteacher of each school is responsible for health and safety day-to-day. This involves:
  - Implementing the health and safety policy;
  - Ensuring there is enough staff to safely supervise pupils;
  - Ensuring that the school building and premises are safe and regularly inspected;
  - Ensuring internal health and safety audits are completed every six months and external audits at least annually;
  - Providing adequate training for school staff;
  - Reporting to the Local Academy Council and central team on health and safety matters;
  - Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
  - Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
  - Ensuring all risk assessments are completed and reviewed;
  - Monitoring cleaning, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary;
- In the Headteacher's absence, a member of the SLT assumes the above day-to-day health and safety responsibilities.

#### Health and safety lead

- The appointed health and safety lead is the Trust Estates Manager.

#### Staff

- School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.
- Staff will:
  - Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;

- Co-operate with the school on health and safety matters;
- Work in accordance with training and instructions;
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Model safe and hygienic practice for pupils;
- Understand emergency evacuation procedures and feel confident in implementing them.

#### **Pupils and parents/carers**

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

#### **Contractors**

- Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### **4. Site Security**

- Headteachers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- Headteachers are key holders and will respond to an emergency.

### **5. Fire**

- All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.
- The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- The school will test evacuation procedures on a termly basis.
- Firefighting equipment will be checked on an annual basis by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office.
- Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Please refer to individual school Fire Safety Policies for the relevant fire procedures and evacuation plans.
- A fire safety checklist can be found in Appendix 1.

### **6. COSHH**

- Schools are 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
- Control of substances hazardous to health (COSHH) risk assessments are completed by Headteachers, in liaison with the Health and Safety provider, and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- The Headteacher or School Business Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- A termly audit of hazardous materials will be undertaken with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 7. Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

## 8. Legionella

- Water risk assessments are completed at each school.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by regular legionella testing at each school.

## 9. Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

## 10. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

- When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely;
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them;
- Any potential hazards will be reported to the Headteacher immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person;
- All isolator switches are clearly marked to identify their machine;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions;
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### **PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely;
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher or School Business Manager.

### **Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/ near continuous spells of an hour or more at a time;
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### **Specialist equipment**

- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

## **11. Lone Working**

- Lone working may include:
  - Late working
  - Home or site visits
  - Weekend working
  - Site manager duties
  - Site cleaning duties
  - Working in a single occupancy office
  - Remote working, self-isolation and/or remote learning

- 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 they are medically fit to work alone.

## 12. Working at Height

- We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- In addition:
  - The caretaker/site manager retains ladders for working at height;
  - Pupils are prohibited from using ladders;
  - Staff will wear appropriate footwear and clothing when using ladders;
  - Contractors are expected to provide their own ladders for working at height;
  - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
  - Access to high levels, such as roofs, is only permitted by trained persons.

## 13. Manual Handling

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- We will ensure that proper mechanical aids and lifting equipment are available in the schools, and that staff are trained in how to use them safely.
- Staff and pupils are expected to use the following basic manual handling procedure:
  - Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
  - Take the more direct route that is clear from obstruction and is as flat as possible;
  - Ensure the area where you plan to offload the load is clear;
  - When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## 14. Off-site visits

- When taking pupils off the school premises, schools will ensure that:
  - Risk assessments will be completed where off-site visits and activities require them;
  - 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/carers' contact details;
  - For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate;
  - For other trips, there will always be at least one first aider on school trips and visits.

## 15. Lettings

- Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it, as well as the Premises Hire Policy.

## 16. Violence at work

- We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.
- All staff will report any incidents of aggression or violence, (or near misses), directed to themselves to their Line manager/Headteacher immediately. This applies to violence from pupils, visitors or other staff.
- Please read in conjunction with our “Managing Abuse and threatening conduct” policy.

## 17. Smoking and vaping

- Smoking and vaping are not permitted anywhere on the school premises.

## 18. Infection prevention and control

- We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- 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
- Spitting is discouraged

### 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### Cleaning of the environment

- Clean the environment, including toys and equipment, 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

### **Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- 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

### **Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **Infectious disease management**

- We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.
- We will follow local and national guidance on the use of control measures including:
  - We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)
  - We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice a day
  - We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### **Pupils vulnerable to infection**

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children.
- These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought.
- We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **Exclusion periods for infectious diseases**

- The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in Appendix 4.
- In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **19. New and expectant mothers**

- Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
- 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 an 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.

## **20. Occupational stress**

- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- Systems are in place within the school and trust for responding to individual concerns and monitoring staff workloads.
- Please refer to our Staff wellbeing policy for more information.

## **21. Risk Management**

- Each school must maintain an up-to-date risk assessment record, reviewed annually by the Headteacher.
- Risk assessments for off-site activities must be submitted to the Trust for review.
- Each school must have an emergency response plan, including lockdown, extreme weather, and medical emergency procedures.

## **22. Accident reporting**

### **Accident record book**

- All schools must use the Trust-approved accident reporting software.
- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Accident forms are recorded on the central compliance software. If the system cannot be accessed, a template paper form can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Schools must report all serious health and safety incidents to the central team within 24 hours.

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

### **Reporting to the Health and Safety Executive**

- The Local Academy Council will ensure that a suitable named individual in school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- The Headteacher or Estates Manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases, or dangerous occurrences**

These include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - ◆Covers more than 10% of the whole body's total surface area; or
    - ◆Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher or CFO will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

### **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

- \*An accident that “arises out of” or is “connected with a work activity” if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### **Notifying parents/carers**

The Headteacher, member of SLT or EYFS Teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting to child protection agencies**

The Headteacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school’s care.

### **Reporting to Ofsted**

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

## **23. Near misses**

- A ‘near miss’ is an event not causing harm but has the potential to cause injury or ill health.
- If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.
- Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.
- The school will report near misses that constitute as dangerous occurrences to the HSE. A ‘dangerous occurrence’ includes any incident which results in requiring hospital treatment or further attention.
- Near misses are recorded on the central compliance software.
- All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 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

## 24. Training

### Mandatory Training

- Induction training for all staff must include:
  - Fire safety and evacuation procedures
  - Manual handling and workplace safety
  - Reporting incidents and near misses
- Specialist training for roles such as:
  - First aiders
  - Fire marshals
  - Caretakers and site managers handling hazardous substances
- Staff who work in high-risk environments, such as in science labs or with woodwork equipment, are given additional health and safety training.

## Appendix 1. Fire safety checklist

Issue to Check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

### Actions to note:

Where the answer to any of the questions above was no, the table below must be completed and reported to the Estates Manager and Local Academy Council:

Issue of non-compliance	Action	Individual Responsible	Target Date

## Appendix 2. Accident report

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>Action taken</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
<b>Follow-up action required</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

### Appendix 3. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
<i>Roof</i>	<i>Asbestos cement</i>	<i>Whole roof</i>	<i>None</i>	<i>Fairly good</i>	<i>Difficult</i>	<i>White</i>	
<i>Store room</i>	<i>Pipes</i>	<i>6 x 3m</i>	<i>Metal case</i>	<i>Good</i>	<i>Medium</i>	<i>Unknown</i>	

## Appendix 4. Recommended absence period for preventing the spread of infection

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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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.
<b>Cold sores</b>	None.
<b>Respiratory infections</b>	Children and young people should not attend if they have a high temperature and are unwell.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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 a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).

<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	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. 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 adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.

<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.