

## **Health and Safety Policy**

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### **1. Aims**

Our school aims to:

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

This policy will be reviewed by the Business Manager every year.

At every review, the policy will be approved by the Finance & Resources Committee.

## 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

The school follows national guidance published by the UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

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

## 3. Roles and responsibilities

### 3.1 The Governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board 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 academy 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

The governor who oversees health and safety is Carol Brown.

### 3.2 Headteacher

The headteacher 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
- Providing adequate training for school staff
- Reporting to the governing board 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 contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Business Manager assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is the Business Manager.

### **3.4 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
- Cooperate 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

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

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

### **3.6 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. Accident reporting and RIDDOR**

### **4.1 Accident record book**

- 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. An accident form template can be found in appendix 1
- 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
- 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
- Completed accident forms will be stored in compliance with the requirements of the Data Protection Act
- Completed accident forms will be reviewed regularly by the Facilities Manager to ascertain the nature of incidents that have occurred in the School. This review will be in addition to any investigation of the circumstances surrounding each incident
- All near misses must be reported to the Facilities Manager as soon as possible, so that action can be taken to investigate the causes and to prevent recurrence

### **4.2 Reporting to the Health and Safety Executive (RIDDOR)**

The Facilities Manager 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 Business 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
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any loss of consciousness caused by head injury or asphyxia
  - 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
  - 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 Business Manager 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
    - Any occupational cancer
    - Occupational asthma, e.g. from wood dust
    - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - Severe cramp of the hand or forearm
    - Hand-arm vibration syndrome
    - Tendonitis or tenosynovitis of the hand or forearm
    - Any disease attributed to an occupational exposure to a biological agent
  - 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

## **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 "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>

## 5. Asbestos

The School will protect employees, students and other persons potentially exposed to asbestos as far as is reasonably practicable. 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. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are in place.

This will be achieved by minimising exposure through the management of asbestos containing materials in the School by:

**Assessment** – The premises will be surveyed to determine whether asbestos-containing materials (ACMS) are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The potential amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

**A written plan** – A written plan or register that sets out the location of the asbestos containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

**Access to asbestos-containing materials** – Access to asbestos-containing materials in the premises will be controlled as far as is practicable so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location. 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.

**Monitoring and maintenance** – The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

**Training and information** – Employees who may come into contact with asbestos containing materials through the course of their work will receive adequate training and information, which will be updated/repeated at the required intervals, such that they can recognise potential asbestos-containing materials and know what precautions to take.

**Asbestos-related emergencies:** Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others.

**Arrangements for controlling work on asbestos:** Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos-containing materials is only to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

**Selection and control of contractors to work on asbestos-containing materials:** When contractors are engaged to work on School premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to carry out the works safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- Asbestos fibres are firmly linked in a matrix.
- The exposure during the removal process is likely to be sporadic or of low intensity.

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

**Procedures for dealing with health and safety issues:** Where an employee raises a health and safety problem related to work with asbestos or asbestos-containing materials, the School will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of the actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing materials, the employee must:

- Inform the Facilities Manager or the Headteacher.
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

## **6. Control of Substances Hazardous to Health including Radioactive (COSHH)**

The School is required to control hazardous substances, which can take many forms, including:

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

Hazardous substances can be identified by their warning label and the pictograms detailed below:



Control of substances hazardous to health (COSHH) risk assessments are completed by the relevant Subject Leaders, reviewed by the Facilities Manager 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. Material safety data sheets (MSDS) for each hazardous product will be available at the point of use. Hazardous substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS. Where an appropriate Hazard or datasheet is not available, the appropriate Subject Leader is responsible for ensuring that the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All of the above should be used in well-ventilated areas only.

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

## **6.1 Use of radioactive substances**

The Science Subject Leader appoints a member of the team to be the School Radiation Protection Supervisor (RPS).

The RPS will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to sealed sources and specified open source for half-life demonstration
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that students are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

## **6.2 Dust and fumes**

Dust in the Technology classrooms is controlled by LEV (local exhaust ventilation) and fume-generating experiments in Science lessons are carried out in a Fume Cupboard. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

Where controls such as Fume Cupboards, dust extraction for woodworking equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls which should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least seven years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Information, instruction and training must be given, to employees and students who may be exposed, about the risks to health and precautions.

## **7. 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. All faulty equipment must be taken out of use and reported to the Facilities Manager. Staff must not attempt to repair equipment themselves.

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.

### **7.1 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 a trained staff member
- Any potential hazards will be reported immediately to the Facilities Team via the Premises Helpdesk
- Permanently installed electrical equipment is connected through a dedicated isolator switch & 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

## **7.2 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 Facilities Team via the Premises Helpdesk.

## **7.3 Display screen equipment**

All reasonable steps will be taken as far as is reasonably practicable to secure the health and safety of employees, students and visitors who work with display screen equipment.

To achieve this the School will;

- Identify those employees who are users as defined by the regulations (see below)
- Carry out an assessment of each user's workstation
- Implement necessary measures to remedy any risks found as a result of the assessment
- Provide adequate information and training to persons working with Display Screen Equipment
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action.
- Make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment

**Users** are those who regularly use Display Screen Equipment as the main part of their employment and for more than two and half hours per day. Typically this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others, including students, who operate Display Screen Equipment should have a workstation which meets the standards set out in the regulations but are not entitled to financial contributions.

### **Employees must:**

- Comply with the instructions and training given regarding safe workstation setup and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- Inform the Facilities Manager of any disability or medical condition which may affect their ability to work using Display Screen Equipment or be affected by working with Display Screen Equipment (- this information will be treated confidentially)
- Report to the Facilities Manager any discomfort or health concern believed to be associated with the use of Display Screen Equipment (- this information will be treated confidentially).



### **Eye Tests:**

Under the Display Screen Equipment regulations, staff identified as Display Screen Equipment users are entitled to an eyesight test, every two years by a qualified optician (and corrective glasses if required specifically by the Optician for Display Screen Equipment use).

### **Summary of key actions:**

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.
- Ensure risk assessments of DSE workstations have been carried out using the Display Screen Equipment Workstation Assessment Form
- Supply users with information and/or training on the safe use of Display Screen Equipment.
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensuring remedial actions identified by DSE risk assessments have been carried out
- Review risk assessments annually or sooner if significant changes have occurred

The Facilities Manager is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs as the main part of their employment. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

## **8. Fire safety**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Emergency evacuations are practised at least once every long term in accordance with the [Emergency Evacuation Procedure](#). All staff, students, visitors and contractors must participate in the evacuation and follow the correct procedures at all times.

Upon encountering a fire:

- The alarm is to be raised immediately by whoever discovers the fire.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Upon the alarm sounding:

- The Facilities Team will check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the identified point of alarm. The alarm should remain active and not be silenced at this point.
- The School is to evacuate to the assembly point on the sounding of the alarm, to ensure the safety of students, staff, visitors and contractors.
- Students are to line up by year group within their assigned House at their assembly point. Teachers should vacate the building with their class and supervise students, ensuring they progress quickly to the appropriate assembly point.
- Once at the assembly point, all staff from a House should be with their tutor groups and assist as required. Form tutors will take a register of their group, which will then be checked against the attendance register of that day.
- Responsibility for individual visitors and their evacuation falls to the member of staff being visited.
- Reception staff should bring out the staff and teaching registers, visitors signing in/out book and the cover list to the assembly point.

- Learning Support staff should assemble with other support staff - unless they support a single individual, in which case they should assist them with the evacuation.
- Staff or students with Personal Emergency Evacuation Plans (PEEPS) should enact them - making themselves known to the Business Manager at the corner of P1.
- The Facilities Manager and/or Facilities Team will decide to call the Emergency Services or not based on the investigation of the point of alarm.
- **Everyone is to remain at the assembly point, until the 'all clear' instruction is given.** (The alarm will be silenced at this point.) The Head/Duty Head or senior member of staff will decide when everyone can return to the School buildings. In the event of a fire, the Fire Service will take overall responsibility.

## 9. 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
- All rooms with gas appliances are fitted with carbon monoxide detectors which are regularly checked

## 10. 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.

### 10.1 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

### 10.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### 10.3 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
- 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

### 10.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

### 10.5 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

### **10.6 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

### **10.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons & 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

### **10.8 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

### **10.9 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, 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:

#### **Following good hygiene practices**

- 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)

#### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned at least twice a day.

#### **Keeping rooms well ventilated**

- 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

### **10.10 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/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **10.11 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

### **11. Lettings**

This policy applies to 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.

Hirers of the School premises must use all of the facilities, equipment or substances correctly and use the appropriate safety equipment at all times. Hirers will be made aware of their obligations in relation to health and safety when making the letting and the School requires hirers of the School premises to ensure electrical appliances brought onto the School premises have a current (less than twelve months) test certificate which must be supplied to the Facilities Manager.

### **12. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site duties such as locking or unlocking the site
- 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.

### **13. Manual handling**

The School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

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 should ask for assistance from the Facilities Team.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Students should not move or lift any heavy or unwieldy items.

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 most 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

Staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

#### **14. Minibus safety**

The Facilities Manager is responsible for arranging the annual maintenance and MOT of the minibus/es. They are also responsible for ensuring that the buses are taxed, insured, clean and in good condition at all times.

Only authorised staff are allowed to drive the minibus/es. A register is kept of all authorised staff who hold a required licence and have undertaken specific MIDAS driver training.

All drivers must complete the driver checklist before any vehicle may be used - Appendix 4.

All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the students throughout the journey, unless agreed by the Headteacher having assessed the risks. The driver must not be responsible for supervision whilst driving.

All staff are responsible for reporting any damage or unsafe conditions to the Facilities Manager or Site Team immediately.

When a driver undertakes a single planned journey of up to two hours, a rest break is voluntary. There must be a second driver for any minibus undertaking a planned single journey of more than three hours. Neither driver may drive for more than three hours in any four.

Drivers who passed a driving test on or after 1 January 1997, and do not have a D1 entitlement, may drive a minibus with a gross vehicle weight not exceeding 3.5 tonnes, and not for hire and reward under certain conditions outlined below:

- The driver is over 21 years old and has held a category B licence for at least 2 years
- The minibus is used by a non-commercial body for social purposes - DfT, DfE in guidance published in 2013 (latest guidance) consider social purposes to mean non-commercial activities. This includes school trips and travel to sporting fixtures within the school day or as an extracurricular activity
- The driver receives no payment other than the recovery of their out of pocket expenses (e.g. fuel and parking costs)
- The driver provides the service on a voluntary basis - if a staff member's contract of employment does not state that driving minibuses is part of their duties and they receive no additional payment for driving a minibus to take pupils on trips or to social sporting events (except for reimbursement for out of pocket expenses), they will be driving on an extra-contractual, voluntary basis.
- The total weight of the minibus including passengers is not more than 3.5 tonnes – plus up to 750kg of equipment for disabled passengers, for example a wheelchair ramp
- The driver/minibus does not tow a trailer

**Gross vehicle weight:**

This is not the weight of the minibus (kerbside weight) but the gross weight when laden. The current School minibuses have a gross weight on the registration document of 3700kg but this is just for guidance. Their kerbside weight is 2250kg so the driver/passengers/contents must not exceed 1250kg = 2755 pounds/196.84 stone, to remain under the 3.5 tonne limit. Assuming there is no luggage/equipment being carried, if the minibus is full, the average weight per passenger should not exceed 13 stone. Careful consideration should be taken if driving a full vehicle with a full complement of passengers.

Authorised drivers are entitled to drive until any of the conditions below are met (- all drivers have a duty of care to inform the Facilities Manager if any condition below is met during the school year):

1. Accumulating more than 6 live points on their licence, then permission needs to be sought from the Headteacher
2. Have a collision in the minibus unless it was clearly the fault of a third party; further assessment might be required
3. Have complaints about their driving confirmed
4. Acquire a medical condition that would affect their ability to drive
5. They reach 70 years of age and cannot provide a medical certificate to satisfy the insurance

The School may at its discretion request a local re-familiarisation assessment (or in the case of health concerns, a health check) before the member of staff is authorised to drive the minibuses again.

**15. 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

**16. Occupational health**

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 for responding to individual concerns and monitoring staff workloads.

**17. Off-site visits or trips**

When taking pupils off the school premises, we 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, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits

## **18. Risk assessment**

Risk assessment is a systematic examination of what within the School can cause harm to people and it helps the School to determine whether it is doing enough or if further actions are required to reduce the likelihood of injury or ill health.

The School's policy is to complete a risk assessment (Appendix 5) for all the School's known and reasonably foreseeable health and safety hazards, covering all of the School site, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

The School will ensure that:

- Risk assessments are carried out and records are kept
- Control measures introduced as a result of assessments are implemented and followed
- Employees are informed of the relevant results and provided with necessary training
- Any injuries or incidents lead to a review of relevant assessments
- Suitable information, instruction and training will be provided to all persons involved in the risk assessment process

The School may control risks in various ways; determining the effectiveness of those controls is part of its risk assessment process. It is the responsibility of the Headteacher to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated, for example to the Facilities Manager and Subject Leaders. Generic/model risk assessments are acceptable so long as the assessors:

- Satisfy themselves that the 'model' risk assessment is appropriate to their work.
- Adapt the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

### **Design and Technology:**

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments.

Design and Technology Association <http://www.data.org.uk/>

CLEAPSS Hazards Food Science/Tech:

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

### **Science:**

CLEAPSS <http://www.cleapss.org.uk/>

CLEAPSS School Science Service Laboratory Handbook

### **Art:**

National Society for Education in Art and Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

### **Physical Education:**

'Safe Practice in Physical Education and School Sport' (AfPE) <http://www.afpe.org.uk/>

### **Offsite visits:**

Health and Safety of Pupils on Educational Visits. DfE Outdoor Education Advisors Panel. <http://www.oeap.info/>

## **19. Site security**

The Facilities Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. SecuriPol Security Services Ltd are key holders and will respond to an emergency.

## **20. Smoking and vaping**

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

## **21. Training**

Our staff are provided with health and safety training, as part of their induction process and through an annual update.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **22. 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.

## **23. Water quality**

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The School will:

- Carry out a Legionellosis Risk Assessment every two years, reviewed annually
- Prepare a written scheme/plan for preventing or controlling the risk of legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of five years

The Facilities Manager is responsible for the day to day monitoring, recording and ensuring that the systems are being correctly operated.

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water. The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of biofilms and sediments will be controlled and tanks will be lidded.

Temperatures of water outlets will be checked monthly and recorded to ensure temperature controls preventing bacterial growth are maintained. An external contractor will carry out water quality checks of samples twice a year.

The School will carry out a quarterly disinfection of shower heads and taps or outlets to remove any scale and bacteria.



If during routine sampling/inspection of hot and cold water systems legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment), these will be shut down and the situation reported immediately to the Facilities Manager/Headteacher.

The School will provide training to the persons responsible for the day to day management of the water systems.

## **24. Working at height**

The School will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The Facilities Team retains ladders for working at height. Access to high levels, such as roofs, is only permitted by trained persons.

Standing on desks, chairs or other furniture is not permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used. Pupils are prohibited from using ladders at all times.

The School will ensure that:

- All work activities that involve work at height are identified and assessed
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- All work at height is properly planned and organised
- All employees required to use stepladders or ladders are competent and trained to do so
- Regular inspections of all stepladders and ladders are undertaken
- Only the correct equipment is to be used and in the correct manner
- Appropriate clothing and footwear is to be worn when using ladders
- Stepladders and ladders are secured to prevent unauthorised use
- Staff are expected to conduct a visual inspection before using a ladder to ensure its safety
- Any contractors on School property will comply with this Policy and are expected to provide their own ladders for working at height

Ladders should not be used simply because they are readily available; a risk assessment should determine if a ladder or stepladder is required for the task. Ladders and stepladders should only be used for short duration tasks (less than thirty minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered. For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky/heavy equipment or is likely to take more than thirty minutes to complete, then an alternative means of access such as a tower scaffold or podium steps would be more appropriate. Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- A secure handhold and support are available at all times
- Three points of contact should be maintained at all times
- Try always to keep one hand free on the ladder to steady yourself
- The work can be completed without stretching or overreaching
- You should not be standing on the top platform or higher than the third rung from the top of the ladder
- The ladder can be secured to prevent slipping
- The ladder has been correctly set up
- The footings for the ladder, including the ground surface have been checked to ensure they are sufficient
- The ladder is used correctly at all times

As a general rule do not work at height when you are alone. If you are planning to use a ladder ask the Facilities Manager or Facilities Team to help you set up the ladder correctly and have an assistant hold the ladder steady and pass you the materials you need.

The Facilities Manager is responsible for the purchase, maintenance and inspection of all ladders on the School premises. The School holds a register of equipment (excluding kick stools). Where there is more than one piece of equipment, each should be indelibly marked with an identifying number. Equipment for work at height, should be inspected prior to use and by a competent person every six months. The type of inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds, a competent person must inspect these prior to first use and thereafter every seven days that they remains in place. Only persons that have received the appropriate PASMA training can erect, alter, inspect and dismantle tower scaffolds.

<b>Approved by:</b>	Finance & Resources Committee	<b>Date:</b> 27 February 2024
<b>Last reviewed on:</b>	27 February 2024	
<b>Next review due by:</b>	March 2025	

## Appendix I. Accident report

### Accident / Violence / Near Miss / Work related illness or Disease/Dangerous occurrence Report Form



If you have recently experienced any of the above then please complete this form:

INCIDENT TYPE - Please tick all boxes that apply									
Accident	<input type="checkbox"/>	Physical Violence	<input type="checkbox"/>	Threatening / Verbal Abuse	<input type="checkbox"/>	Dangerous / Near Miss	<input type="checkbox"/>	Work Related Illness / Disease	<input type="checkbox"/>

PERSON INVOLVED											
First Name:				Job Title:				Gender:			
Surname:								Age:			
Home Address:				Normal Working Hours		From:		To:			
Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Trainee	<input type="checkbox"/>	Student	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>

LOCATION	
Name and Address of Establishment: Gillotts School, Gillotts Lane, Henley, RG9 1PS	Type of Establishment: Education
Precise location on site of the incident:	If incident occurred away from School, provide full details of the location:

INCIDENT DETAILS		
Date of Incident:	Time of Incident:	Describe injury, illness or nature of violence:
Provide full details of the Incident. What was the injured person doing? How did it happen?		

VIOLENCE TOWARDS STAFF		
If incident resulted in violence, provide name and address of assailant (if known):	Age:	Type of Assailant: <input type="text" value="Please choose"/>
		Have the Police been informed?
		Was the assailant restrained?

ACTION TAKEN - Please tick all boxes that apply							
None Required	First Aid*	Returned to Work	Sent/Taken Home	Sent/Taken to Doctor	Sent/Taken to Hospital	Detained in Hospital for OVER 24 hours**	Next of Kin informed***
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*If this was a <b>head injury</b> , has parent(s) been advised to take child for medical appraisal in case of concussion? Yes/No							
Advice given by:					Date:		
**If sent or taken to <b>hospital</b> , call home the next day for an update and record on this report. This may need to be reported to RIDDOR.							
Called home by: Update/Actions Required:					Date:		
***If next of kin are informed.							
Called home by: Summary of conversation:					Date:		Time:

OTHER DETAILS	
To whom was the Incident first reported? Name: Date & Time:	Full name and address of any witnesses:
Any other relevant details to be recorded:	

Report completed by:	Position:	Signature:	Date:
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This form does not constitute an admission of liability of any kind, either by the person completing or signing the report.

**Please return the completed form to the Facilities Manager - [Premises@Gillotts.org.uk](mailto:Premises@Gillotts.org.uk)**

Health and Safety Actions/any other action required.	
Signature of Facilities Manager:	
Date reported to F&R Governors:	
Was this incident reported to RIDDOR. If yes, who reported it and date?	

## Appendix 2. Asbestos record

### ASBESTOS REGISTER FOR: Gillotts School

Issued on: 17/09/2012

Page 9 of 10

Warning: This Register lists materials that have been identified by at least a Management Survey. Areas which have not been surveyed must be assumed to contain asbestos until proven otherwise. If major refurbishment or demolition is planned arrangements must be made for a Refurbishment / demolition Survey to be carried out prior to the work taking place. The Register is updated as new information is received but is unlikely to include details of all asbestos materials that are contained within the fabric of the buildings. For further information and to notify of any damage to asbestos materials or of any proposed work affecting asbestos materials please call the relevant PSC numbers at the front of the Asbestos Management Folder.

Block	Room	Position Description	Product Type	Test Result	Quantity	Events	Dates	Removal
JU1	0116 Plant Room	No Asbestos Detected		No Asbestos Detected		Survey (type 2)	07/04/2006	
JU1	0117 Gymnasium	No access within riser		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0117 Gymnasium	Upstand to ceiling void at high level B1010472	Insulating Board	Amosite	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0118 Unisex Staff Toilet	Floor tiles PS B1010473	Floor Tile	Chrysotile	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0119 Circulation	No Asbestos Detected		No Asbestos Detected		Survey (type 2)	07/04/2006	
JU1	0120 Store	Floor tiles PS B1010473	Floor Tile	Chrysotile	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0121 Creche	Paneling to wall at high level B1010475	Insulating Board	Amosite	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0121 Creche	No access within high level boxwork		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0121 Creche	No access above plaster ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0121 Creche	Floor tiles PS B1010473	Floor Tile	Chrysotile	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0121 Creche	Upstand to ceiling void at high level B1010474	Insulating Board	Amosite	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0121 Creche	No access to electrical switch box		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0122 Kitchen	Floor tiles B1010473	Floor Tile	Chrysotile	<10m² or < 10m pipe run	Survey (type 2)	07/04/2006	
JU1	0123 Circulation	No access within fire doors		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0123 Circulation	No access within high level boxwork		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0123 Circulation	No access above plaster ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0124 Circulation	No access above plaster ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0124 Circulation	No access within fire doors		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0124 Circulation	No access within high level boxwork		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0125 Lift	No access above plaster ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0126 Circulation	No access within fire doors		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0126 Circulation	No access within high level boxwork		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0126 Circulation	No access above plaster ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0127 Plant Room	No Asbestos Detected		No Asbestos Detected		Survey (type 2)	07/04/2006	
JU1	0128 Circulation	No access within electrical switch box		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0128 Circulation	No access above wood panel ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0128 Circulation	No access within corner boxwork		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0129 Circulation	No access within corner boxwork		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0129 Circulation	No access within electrical switch box		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0129 Circulation	No access above wood panel ceiling		No Access		Confirmation of area not surveyed	07/04/2006	
JU1	0130 Dance Studio	NEW BUILD - 2007/2008		New Build		Confirmation of area not surveyed	18/03/2010	
K		Roof slates	Cement board	Presumed Asbestos	<10m² or < 10m pipe run	Survey (type 2)	01/04/2004	
K	0001 Entrance	No Asbestos Detected		No Asbestos Detected		Survey (type 2)	25/07/2006	
K	0002 Circulation	No Asbestos Detected		No Asbestos Detected		Survey (type 2)	25/07/2006	
K	0003 Withdrawal Room	No Asbestos Detected		No Asbestos Detected		Survey (type 2)	25/07/2006	

Block and room references are taken from the CAD drawings of the property.

Photographs of asbestos materials are contained in the survey section of the Site Asbestos Management Folder.

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### Appendix 3. 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](#).

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

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 including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<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.



## Appendix 4. Minibus driver's checklist

### Daily Vehicle Inspection



Week Commencing:							
Vehicle Reg:							
Item	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Oil Levels: Engine							
Brake Fluid Level							
Radiators: Water Level							
Wheel Nuts							
Tyres (incl. Spare)							
Side Door Step							
Fire Extinguisher							
First Aid Kit							
Lights: Side							
Head - Main							
Head - Dip							
Rear							
Brake							
Indicators							
Interior							
Tail							
Horn: Cab horn							
Reversing horn							
Seat Belts							
Windscreen Washer Fluid							
Windscreen Wipers							
Windscreen (not damaged)							
Mirrors (not damaged)							
No new damage to body/interior							
Mileage							
Initials							
Additional comments:							

## Appendix 5. Risk Assessment Template (Page 1)



# RISK ASSESSMENT

Activity/Task:		Assessment By:	
Site Location:	Gillotts School	Date of Assessment & review:	

Risk Matrix	Likelihood			
Severity	RISK RATING	Low = 1	Med = 2	High = 3
	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Guidelines - Severity	Guidelines - Likelihood
<b>H</b> = Fatality or long-term major injury <b>M</b> = Short term disability Injury or illness <b>L</b> = Other injury or illness	<b>H</b> = Certain or near certain <b>M</b> = Possible <b>L</b> = Reasonably unlikely

### Risk Rating Guidelines

**6 – 9** = High risk – action required to reduce risk  
**3 – 4** = Medium risk - consider further action to reduce risk  
**1 – 2** = Low risk – no further action but continue to monitor

## Appendix 5. Risk Assessment Template (Page 2)



# RISK ASSESSMENT

No.	Activity	Persons At Risk (Type & Numbers)	Hazards	Risk Severity x Likelihood = Risk rating			Risk Control Measures	Residual Risk Severity x Likelihood = Risk rating		
				S	L	R		S	L	R
1.										
2.										
3.										
4.										
5.										
6.										
7.										