



Weald of Kent Grammar School

Health and Safety Policy – April 2024

1. Statement of Intent

It is the policy of the School to value the health, safety and welfare of all staff, students and visitors, and those other people affected by the things we do. Accordingly, the School will ensure, so far as is reasonably practicable, that:

- A safe and healthy working environment is provided with adequate facilities and arrangements for the welfare of staff and students at work;
- All places under the School's control are maintained in a safe condition, with safe access and egress;
- The use, handling, storage and transportation of plant, equipment, substances and vehicles are undertaken in a safe manner and that a safe system of work is implemented where necessary;
- Plant and equipment are maintained and safe to use;
- Appropriate information, instruction, training and supervision are provided for staff to enable them to carry out their roles safely and effectively; (H&S training is carried out at the beginning of every year with training reminders in the Staff Handbook, specific H&S training is provided where necessary for manual handling, DSE, fire warden, working at heights etc.)
- All efforts are made to prevent workplace accidents and cases of work-related ill health. Certain types of accidents, work related ill health, diseases and dangerous occurrences will be reported to the enforcing authority;
- When accidents, incidents, near misses and ill-health events do occur, these are recorded and the more significant ones investigated, reported to the Health and Safety Executive as appropriate, and action taken to prevent recurrence.

All staff and students have the responsibility to co-operate in achieving a healthy and safe working environment and to take reasonable care of themselves and others, including visitors and contractors.

Staff must follow the School's health and safety guidance and co-operate with managers. Staff also have a legal duty to report any deficiencies in the School's health and safety protection arrangements at work and to follow the instruction and/or training they have received. The delegation of health and safety responsibilities and accountabilities and the particular arrangements are set out in this policy.

Systems will be implemented to identify hazards and sources of harm. This requires departments to carry out risk assessments and a schedule of workplace inspections with appropriate control measures being implemented to reduce risk.

The policy and the way in which it is implemented will be reviewed annually, and revised and amended as necessary. Changes to the policy will be notified to Staff and Students and the Staff Handbook will be amended accordingly.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety 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 Public Health England](#) when responding to infection control issues.

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

3. Roles and responsibilities

3.1 The board of Trustees

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

The board of Trustees 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

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Promote awareness of the health and safety policy to staff and ensure they co-operate with it
- Ensuring there is enough staff to safely supervise pupils
- Ensuring students are made aware of health and safety issues

- Reporting to the board of Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and fire drills are held a minimum of twice per academic year.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

In the Headteacher's absence, the Senior Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead (Head of Operations)

The nominated health and safety lead is the Head of Operations. They have responsibility for:

- Implementing and monitoring the health and safety policy throughout the school
- Ensuring key personnel are informed of changes in Health and Safety Legislation or guidelines
- Providing Health and Safety advice and guidance to all key personnel
- Providing adequate training to all staff
- Undertaking a full review of Health and Safety at least once an academic year
- Ensuring that the school building and premises are safe and inspected at least annually.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring all risk assessments are completed and reviewed

3.4 Premises Manager (with support from Premises Team)

- The Premises Manager is responsible for managing, prioritising and resolving Health & Safety hazards reported by email or via the Facilities Helpdesk. Issues resolved and outstanding forms part of the Health & Safety Committee agenda
- The Premises Manager is responsible for keeping maintenance contracts in place to cover all relevant equipment and maintaining documentation to evidence that checks have been carried out with any identified actions taken.
- The Premises Manager (with support of Head of Operations) surveys the site on a termly basis (3 times a year) looking at structural, health and safety and decorative issues. A prioritised action plan is constructed from the survey, giving priority to any matter that could seriously affect the Health & Safety of staff, students, contractors or visitors. This includes the School's heating system, toilets and ventilation systems. Any identified hazards or failure to carry out processes are drawn promptly to the attention of the individual responsible and remedied as appropriate.
- Will deputise for the Head of Operations whenever is necessary and is part of the H&S Committee.
- The Premises Team checks the condition of lights as part of weekly site walks and replaces any that are defective as soon as they are found in areas such as corridors and staircases where poor lighting could pose a hazard. Others are replaced as soon as practicable.
- Keep stairs, corridors, cloakrooms and exits clear of obstructions.
- Stocking and storage – materials, equipment and any other items are kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials must ensure that they are stocked tidily, to height, that does not constitute a hazard and that they do not impede the movement of staff, students or visitors.
- Ensure outside vehicle and pedestrian traffic routes are kept separate wherever it is reasonably practicable. Teachers and students are advised to avoid crossing vehicular routes wherever possible.
- Will attend all H&S Committee Meetings

3.5 Health and Safety Committee

The committee is chaired by the Head of Operations and will meet on a termly basis and oversee the programme of Health and Safety Management within the school. This committee will consist of the Headteacher, Premises Team Representatives, a teacher representative and the school nurses.

3.6 Staff

All employees of Weald of Kent Grammar School have a duty to:

- Understand emergency evacuation procedures and feel confident in implementing them
- Maintain their work area in a clean and tidy condition and free from any unnecessary hazards.
- Check before use that tools, equipment, safety devices and protective clothing are in good condition as specified, suitable for the task and purpose and are used in accordance with instructions and legal requirements.
- Heads of each department are responsible for ensuring staff within their department are trained and records maintained.
- Maintenance requirements should be strictly complied with.
- Immediately report hazards to their line manager or senior member of staff, whilst taking appropriate steps to minimise the risk associated with the hazard. Any accident, incident or near miss should be reported in accordance with the School's Health & Safety reporting procedures.
- Assist with undertaking risk assessments, including prior to undertaking a new task or following a change to an existing area of work.
- The person responsible for a work area within the School is responsible for all Health & Safety matters relating to that work area, and for the initial investigation of all accidents and incidents occurring in the work area.
- When employees enter their classroom or other place of work they must observe the appropriate rules of that area to ensure not only their own health and safety, but that of students and others who may be affected by their actions.
- Middle Leaders have a responsibility to monitor Health & Safety arrangements within their area. This includes the development of documented procedures including risk assessments, and Health & Safety training relating to the subjects taught within those areas.

3.7 Pupils and parents

Pupils and parents 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.

3.8 Contractors

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

All contractors must complete the school's Contractor Questionnaire before any work onsite commences, to establish if the necessary health and safety arrangements are in place. These records are checked and held by the Premises Managers .

All contractors and visitors must report to Reception, sign in using InVentry and wear the identification badge which will be given to them. They must be met on first arrival by the person who has arranged the visit, and any specific Health & Safety issues relevant to their visit, as well as fire procedures, must be discussed with them before they are allowed to proceed on further business. The Premises Team will advise in any areas of doubt.

The Asbestos Register will be kept in Reception (at our Tonbridge Campus) and signed by all contractors before work commences if they are liable to disturb it in the course of their work or visit

It is important for the Health & Safety of staff and students that any unidentifiable person on the School's premises should be asked to justify his or her presence. If there is any doubt about the reason for the person's presence a senior member of staff or DSL must be informed immediately.

The Premises Manager must monitor the work of contractors while on site, so far as is reasonably practicable and ensure that they are working to the agreed procedures and not using unsafe practices.

4. Site security

The Premises Manager 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.

The Premises Team are key holders as are ESG Security who will respond to an emergency out of hours.

5. Emergency Procedures, Fire and Evacuation

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 at least annually.

- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- 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
- Employees must be trained in fire safety, evacuation and lockdown procedures. Full instructions are contained within the Fire Evacuation Procedure and the Lockdown procedure shared in our staff handbook.
- Fire alarm systems and firefighting equipment are checked on weekly/monthly basis and serviced on an quarterly/annual basis, in line with guidance and regulations. All checks and services are to be recorded in the logbook, kept in the Facilities Office, by the Facilities Manager. Fire exits and evacuation routes are checked weekly by the Facilities Manager to ensure that they are not blocked and are usable.
- Fire evacuation practices will be undertaken a minimum of two per academic year. First being in September. Details of the practice will be recorded and any deficiencies with evacuation arrangements must be remedied, so far as and as soon as is reasonably practicable.
- Evacuation instructions are placed in all generally occupied spaces. Emergency Exits. Assembly Point and Assembly Point Instructions are clearly identified.
- In the event of identifying a fire or other emergency you should sound the alarm using the nearest break-glass alarm.
- Upon sounding the alarm, you should evacuate the building at the nearest exit and make your way to the Muster point. Upon arrival provide the fire wardens with the precise location of the fire or emergency. If it is not possible to activate an alarm you should still contact Reception or Premises Team, who will activate the alarm to sound and summon the emergency services.
- The school will have special arrangements in place for the evacuation of people with mobility needs (PEEPS) and fire risk assessments will also pay particular attention to those with disabilities.

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 the Head of Operations and Science Departments 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.

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 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 maintained at least annually.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment is completed annually by a specialist external contractor. Our Premises Manager ensures that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Monthly Temperature Checks and weekly flushing of showers on any water supplies not in constant use.

6.3 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 which 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

6.4 Reinforced Autoclaved Aerated Concrete (RAAC)

- There is no RAAC onsite

6.5 Radioactive materials

- Recognizing the potential risks associated with radioactive materials used in Science, we implement stringent safety protocols to mitigate any potential hazards. All radioactive substances are securely stored in designated, well-maintained storage areas equipped with appropriate containment measures. Access to these materials is restricted to authorized personnel, who undergo training on proper handling procedures and emergency response protocols. Annual inspections and monitoring ensure the integrity of storage facilities, and any deviations from established safety standards are promptly addressed.

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

- When new equipment is purchased, it is checked to ensure that 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 that 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 Premises Team immediately via our Helpdesk.
- 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 isolators 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 Premises Manager
- PE Equipment is checked annually by a specialist contractor

7.3 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 annual intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

8. 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

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. 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 Premises Team retains ladders for working at height –they are stored in a locked cupboard and signed in an out.
- 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

10. 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.

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.

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.

11. Off-site visits

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, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

12. 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.

13. 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.

14. Smoking / Vaping

Smoking or vaping is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice.

16. 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 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

17. 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 for responding to individual concerns and monitoring staff workloads.

- We provide online stress management courses via the National College and offer personal stress risk assessments when appropriate
- We have counselors available for staff via Bupa Employee Assistance Programme. In house counselors are available for students
- We have a wellbeing team in place who meet at least once every long term and wellbeing surveys are sent to staff at least annually
- We have a wellbeing policy in place that sits alongside our Wellbeing strategy

18. Accident reporting

18.1 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 2 and an online Accident Form can be found on the Schools Intranet
- As much detail as possible will be supplied when reporting an accident
- All Accidents for both pupils and staff will then also be recorded onto our online H&S platform
- 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

18.2 Reporting to the Health and Safety Executive

The Head of Operations and School Nurses 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 Head of Operations and School Nurses will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These 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)
 - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

18.3 Notifying parents

Student Services will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19. First Aid

First Aid boxes are checked termly by Student Services and restocked as necessary. If staff become aware that a kit needs replenishing they should inform Student Services immediately.

Every effort will be made to ensure sufficient numbers on the premises of qualified First Aiders. These personnel will be listed on the Staff Intranet

In the event of an emergency, help should be summoned via Student Services who will arrange for a qualified First Aider to attend the scene.

Only staff trained to dispense medicines will do so otherwise only plasters from the first aid boxes should be given to students

Students taking prescribed medicines or analgesia during school hours must administer doses themselves. Students should only be carrying single doses on them and if they require additional doses, they must be given to the medical room for storing in the medical cupboard. No students are allowed in any circumstances to share medication with another student. When providing the medical room with any medication - written instructions on dosage and student's name and form clearly marked on the container. A health care plan and parental consent form must also be completed.

Plastic gloves should be worn when treating open wounds. Contaminated dressings should be wrapped and carefully disposed of. A bin is provided in the Medical Room.

Sick students should be sent out of lessons only if the teacher is sure that they are ill and not well enough to remain in class. A blue Medical Room permission slip should be completed and the sick student sent to Reception with a responsible peer.

If the type of illness or accident is such as to prevent return to the classroom within a short time, the person listed on the student record as being responsible for the student in an emergency should be requested to collect the student as soon as possible.

If the accident or illness is deemed sufficiently serious so as to warrant hospitalisation, Student Services must be notified immediately and a qualified First Aider will be sent with a mobile phone to assess the situation and summon an ambulance if necessary. The sick or injured person must be accompanied to hospital by a responsible adult who must return to school when a parent or guardian has taken over responsibility for treatment.

The emergency contact name on the student record must be advised immediately of the situation and the location of the patient.

Defibrillators are located in the Main Reception, the Maths Block and the Sports Hall in Tonbridge and at the entrance to the Sports Hall in Sevenoaks. A number of qualified first aiders have been trained to use this equipment.

Any child with suspected concussion must be removed from any physical activity and referred to a qualified health care professional

20. Training

Our staff are provided with health and safety training as part of their induction process. Refresher training provided annually either as part of inset day and/or followed up in writing for all staff.

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.

21. Monitoring

This policy will be reviewed by the Head of Operations every year.

The Health and safety Link Trustee is part of the Health and Safety Committee

At every review, the policy will be approved by the Headteacher and board of Trustees.

22. Links with other policies

This health and safety policy links to a number of school policies and procedures including

- Safeguarding
- Equal Opportunities

- Fire Procedure
- Lockdown Procedure

All staff and students should be aware that it is a statutory requirement to discharge the obligations enshrined in this policy and any enacted statutory provision on Health & Safety.

Author:	Suzanne Webb	Date:	22 April 2024
Next Review Date:	April 2025	Link Trustees:	FTB
Ratified:	April 2024 FTB Meeting		

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?	

Appendix 2. Accident/Near Miss Reporting Form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Action taken			
Follow-up action required			
Name of person attending the incident			
Signature		Date	

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>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.</p> <p>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.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	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 advisor 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.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.

Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.