



# Paston Ridings Primary School

## Health and Safety Policy

Status	Statutory
Date approved	February 2021 (update following Jan 21 COVID guidance)
Date of next Review	Biannually or when new COVID guidance published

**COVID-19: All staff, visitors and children will follow the COVID-19 Risk Assessment with regard to all areas of this 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**

## 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.

## 3. Roles and responsibilities

### 3.1 The local authority and governing board

Peterborough Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governor who oversees health and safety is Mrs J Evans

### 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, Mrs N Harradine (Deputy Headteacher) and Miss G Hayes (Deputy Headteacher) assumes the above day-to-day health and safety responsibilities.

### **3.3 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

**Take reasonable care of their own health and safety and that of others who may be affected by what they do at work**

**Co-operate with the school on health and safety matters**

**Work in accordance with training and instructions**

**Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken**

**Model safe and hygienic practice for pupils**

**Understand emergency evacuation procedures and feel confident in implementing them**

### **3.4 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.

### **3.6 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. Site security**

Mr I Jinks (Site Officer), Intacept Security and Britannia 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.

SO, HT, DHTs and Intacept Security are key holders and will respond to an emergency.

## 5. Fire

**COVID-19 Fire alarm: children leave classroom from own door and line up on the playground / field on identified markers at 2m distance to other class bubbles.**

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.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud buzzer.

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.

In the event of a fire:

**The alarm will be raised immediately by whoever discovers the fire and emergency services contacted automatically when the alarm is raised (IJ reserve XB/JC). Evacuation procedures will also begin immediately. In the event of a fire practice the Site Officer will contact the monitoring station to inform them.**

**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**

**Evacuation Procedure (all actions will take place simultaneously):**

**SBM to open School Barrier (SO reserve).**

**A+A Officer to take list for Staff who evacuate to KS2 Playground and open gates on way round and check all staff on list are present. Alert HT if any staff are missing.**

**A + A Officer to take lists for staff who evacuate to KS1 Playground and open gates on way round and check all staff on list are present. Alert GH if any staff are missing.**

**SO (reserve DHT - GH), HT (reserve CB) DHT (NH) (reserve SBM) to leave the building via their fire routes (see map and allocated routes).**

**Staff and Pupils to leave the building quietly via their nearest exist and congregate at the assembly points. These are KS1 Playground (EYFS and KS1 children and staff) and KS2 Playground (KS2 Lower and Upper and staff, Catering Team). The Midday Team to go to KS1 Playground and the Nurture Team to go to KS2 Playground.**

**DURING COVID-19 PANDEMIC ALL STAFF TO SOCIALLY DISTANCE AT EVACUATION POINTS AND BUBBLES FROM EACH OTHER**

**Class teachers will take a register of pupils, which will then be checked against the attendance register of that day (evacuation registers)**

**DHT (GH) will check that all children are present on KS1 Playground and alert HT if any children are missing to confirm not on the other playground.**

**HT will check that all children are present on KS2 Playground and alert DHT (GH) if any children are missing to confirm not on the other playground.**

**HT/DHT (GH) to inform DHT (NH)/SO if any children or staff are missing so emergency services can be informed.**

**Emergency services will inform DHT/NH when it is safe to re enter the building. NH will inform HT and then HT will radio the decision to re-enter the building.**

**DHT (NH)/SO will make their way to the front of the building to meet the emergency services after their routes**

**Staff and pupils will remain outside the building until the HT says it is safe to re-enter the building.**

**The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. (Personal evacuation plans)**

A fire safety checklist can be found in appendix 1.

## **6. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

### **Chemicals**

#### **Products containing chemicals**

#### **Fumes**

#### **Dusts**

#### **Vapours**

#### **Mists**

#### **Gases and asphyxiating gases**

#### **Germ that cause diseases, such as leptospirosis or legionnaires disease**

Only chemicals purchased by the school to be used on school premises.

Control of substances hazardous to health (COSHH) risk assessments are completed by Mr I Jinks (Site Officer) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. *(Action 11 to support HT to compete COSH training on Jangro website by end of November)*

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.

All hazardous substances are kept locked away and pupils have not access to them.

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 regularly maintained**

**All rooms with gas appliances are checked to ensure that they have adequate ventilation**

### **6.2 Legionella**

A water risk assessment has been completed on 14/05/2015 by Gary Talbot. Lakeside Water is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

**This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint**

**The risks from legionella are mitigated by the following: monthly monitoring, shower heads descaled, hot water temperature at 60°C**

### **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**

### **7. Equipment**

- **Staff can only use equipment provided by the school to link to a mains electrical source e.g. phone charges**

**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 Site Officer immediately**

**Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed**

**Only trained staff members can check plugs**

**Where necessary a portable appliance test (PAT) will be carried out by a competent person**

**All 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**

**In line with the acceptable users policy staff must not use their own mobile in school whilst working e.g. only to be used during breaks. If a member of staff needs to use their mobile for an emergency then they need to speak to their line manager to obtain permission first.**

#### **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 Site Officer.**

#### **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 regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

#### **7.4 Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

**Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.**

#### **8. Lone working**

Lone working may include:

**Late working**

**Home or site visits**

**Weekend working**

**Site Officer 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.

**There are currently no members of staff who are ladder trained, except for the Site Officer.**

In addition:

The Site Officer retains ladders for working at height

**Pupils are prohibited from using ladders**

**Staff will wear appropriate footwear and clothing when using ladders**

**Contractors are expected to provide their own ladders for working at height**

**Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety**

**Access to high levels, such as roofs, is only permitted by trained persons**

**Ladder training is essential for any member of staff who use a kickstool (Action IJ to train all staff who are physically able as ascertained by risk assessment by end of December 2017)**

## 10. Clothing/Footwear

Staff are the most important role models in the school. The Governors recognise the rights of staff to choose what they wear and how they appear. However, as role models they need to set an example to the pupils. The governors expect the staff to be smartly and appropriately dressed and well presented in school. Staff clothing should be appropriate for the task being undertaken in order not to present a health and safety risk to either the member of staff themselves or anyone else.

- Backless footwear should be avoided at all times in all roles
- School dress code advises staff to avoid demin and casual wear e.g. spaghetti straps, cargo pants.
- Staff should ensure that cleavage/underwear is covered appropriately in order to safeguard children and other adults.
- All staff supporting PE should wear clothing suitable for physical activity and trainers/plimssoles. School polo shirts are particularly suitable for this purpose.
- On request staff can be provided with a school polo top.

Pupils are not be permitted on safety grounds during physical education activities and other sporting activities such as out of hours school learning or competitive fixtures, to wear jewellery, earrings and ear-studs (metal or plastic). This includes body piercings such as tongue studs or belly button jewellery.

Whilst the wearing of earrings at other times is strongly discouraged, simple studs may be worn at other times in school, but must be removed for physical education activities. If your child cannot remove their stud earrings, they should not wear them to school on PE days.

These items represent a potential hazard not only to the wearer but also to other children. Medical advice confirms that any jewellery worn in physical education lessons is an unnecessary risk and should be avoided at all times. Serious accidents have occurred as a result of contact between pupils wearing earrings or studs and other pupils or equipment, thus damaging the ear, or where items of jewellery have caught in apparatus and torn the ear lobe.

## 11. 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**

## **12. 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**

**DHT (NH) is the Education Visits Coordinator**

**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 with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.**

## **13. 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.

## **14. 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, then record on a Health and safety incident form and given, without delay, to the head teacher. This applies to violence from pupils, visitors or other staff.

## **15. Smoking**

Smoking is not permitted anywhere on the school premises, this includes electronic cigarettes.

## **16. Infection prevention and control**

COVID-19: All staff, visitors and children will follow the COVID-19 Risk Assessment with regard to infection prevention and control.

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **16.1 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**

### **16.2 Coughing and sneezing**

**Cover mouth and nose with a tissue**

**Wash hands after using or disposing of tissues**

**Spitting is discouraged**

### **16.3 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 (for example, nappy or pad changing)**

**Wear goggles if there is a risk of splashing to the face**

**Use the correct personal protective equipment when handling cleaning chemicals**

#### **16.4 Cleaning of the environment**

**Clean the environment, including toys and equipment, frequently and thoroughly**

#### **16.5 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**

#### **16.6 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**

#### **16.7 Clinical waste**

**Always segregate domestic and clinical waste, in accordance with local policy**

**Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins**

**Remove clinical waste with a registered waste contractor**

**Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection**

#### **16.8 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**

#### **16.9 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 either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### **16.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

### **17. 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**

### **18. 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 use an Employee Assistance Programme and Occupational Health to support staff.

### **19. Accident reporting**

COVID-19: All staff, visitors and children will follow the COVID-19 Risk Assessment with regard to infection prevention and control.

All planned/reactive maintenance to be carried out during out of hours, unless seen as an emergency.

Relevant property statutory compliance checks are completed and records updated.

Accident reporting re. Covid-19 incidents: school will report any possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity, to Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR), as well as a Health and Safety Incident Log Form

For further advice and guidance re the above or any other Health & Safety issues, school will contact Health & Safety Dept at the Local Authority.

#### **19.1 Health and Safety Incident Log Form**

**A Health and Safety Incident Log Form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. A Health and Safety Incident Log Form template can be found in appendix 2 and is saved on the school common drive for ease of access.**

**Discussions with parents/carers related to H and S incidents will be recorded on a parent communication form which will be attached to the H and S Incident Log**

**As much detail as possible will be supplied when reporting an incident**

**These logs will be shared regularly with the Governors Resources Committee**

**These logs 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**

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

The Headteacher 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). These incidents will be reported online via the RIDDOR reporting system.

The Headteacher 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

### **19.3 Notifying parents**

A member of staff (usually a member of the office team or a senior member of staff) 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. If the incident happens at lunchtime this is likely to be the senior midday supervisor.

#### **19.4 Reporting to Ofsted and child protection agencies**

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

The Headteacher will also notify Children's Social Care and the Designated Officer of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **20. Training**

Our staff are provided with the health and safety policy as part of their induction process.

Staff who work with pupils with special educational needs (SEN) which may hold a physical risk, are given additional advice on induction. If a member of staff has a disability or particular need which may have a health and safety implication they should seek advice from the Headteacher.

#### **21. Monitoring**

This policy will be reviewed by the Headteacher, School Business Manager and Health and Safety Governor annually.

At every review, the policy will be approved by Paston Ridings Primary School Governing Body.

#### **22. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessments, including COVID-19 RISK ASSESSMENT
- Supporting pupils with medical conditions
- Staff Code of Conduct
- Intimate Care
- Physical Contact
- Keeping Children Safe in Education
- Safeguarding

## 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 report

### Paston Ridings Primary School

### Health and Safety Incident Log

Please complete this form when there has been an incident which relates to health and safety which is related to a *health and safety issue* within school environment eg. tripped on ripped carpet, eaten unsuitable food, child bumped into member of staff and knocked over etc.

Date: Time:	Names of any children involved:	Class:
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Adults involved and their designation:

### Incident Details:

(Ensure you only record factual information you know first-hand.)

Actions taken so far (if any) by person completing form (SLT or Team Manager)

Please note if this is a significant incident get advice as soon as the situation is safe.

Please sign to confirm you have informed JC or in her absence NH. GH if JC and NH absent, BH if JC, NH, GH absent. Please record date you informed JC etc.

Signed:

Date:

Agreed actions with JC:

Signed as actions completed:

Date of completion of actions:

### Appendix 3. Asbestos record

*NB Please ensure the date is added to the location column when completing the grid.*

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

## 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 (PHE).

### Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Athlete's foot</b>	None	Athlete's foot is not a serious condition. Treatment is recommended.
<b>Chickenpox</b>	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
<b>Cold sores (herpes simplex)</b>	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
<b>German measles (rubella)*</b>	Four days from onset of rash (as per " <a href="#">Green Book</a> ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
<b>Hand, foot and mouth</b>	None	
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

<b>Measles*</b>	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
<b>Molluscum contagiosum</b>	None	A self-limiting condition.
<b>Ringworm</b>	Exclusion not usually required	Treatment is required.
<b>Roseola (infantum)</b>	None	
<b>Scabies</b>	Child can return after first treatment	Household and close contacts require treatment.
<b>Scarlet fever*</b>	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
<b>Slapped cheek syndrome/fifth disease (parvovirus B19)</b>	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
<b>Warts and verrucae</b>	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

### Diarrhoea and vomiting illness

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>	<b>Comments</b>
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode of diarrhoea or vomiting	
<b>E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)</b>	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
<b>Cryptosporidiosis</b>	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

## Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Flu (influenza)</b>	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Tuberculosis*</b>	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Whooping cough*</b>	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

## Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Conjunctivitis</b>	None	If an outbreak/cluster occurs, consult your local PHE centre.

<b>Diphtheria*</b>	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
<b>Glandular fever</b>	None	
<b>Head lice</b>	None	Treatment is recommended only in cases where live lice have been seen.
<b>Hepatitis A*</b>	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
<b>Hepatitis B*, C*, HIV/AIDS</b>	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.
<b>Meningococcal meningitis*/ septicaemia*</b>	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
<b>Meningitis* due to other bacteria</b>	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.

<b>Meningitis viral*</b>	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
<b>MRSA</b>	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
<b>Mumps*</b>	Exclude child for five days after onset of swelling	Preventable by vaccination
<b>Threadworms</b>	None	Treatment is recommended for the child and household contacts.
<b>Tonsillitis</b>	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.