



CARLTON
ACADEMY TRUST

Health and Safety Policy

Approved on Behalf of Trustees

R Butterfield

Date

September 2021

Next Review:

September 2022

Section One: Strategic Objectives

Statement of Intent

Carlton Academy Trust recognises and accepts its responsibility as an employer to ensure so far as is reasonably practicable the safety, health, and welfare of all its employees, students, parents/carers, Trustees, visitors, and others that may be affected by its activities. This is achieved by implementing appropriate health and safety objectives detailed in this policy.

In doing this, the Trust's intent pays reference to the following legislation and specific provisions contained within these:

The Health and Safety at Work Act (1974)

- The provision and maintenance of plant and systems of work that are safe and without risk to health.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of all employees.
- Ensure maintenance of the condition of school sites so they are safe and without risk to health.
- The provision and maintenance of means of access to and egress from the premises.
- The provision and maintenance of a working environment where all employees are safe, without risk, and adequate facilities and arrangements for welfare at work are in place.

Management of Health and Safety at Work Regulations (1999):

- To carry out risk assessments.
- Apply the hierarchy of prevention.
- Ensure emergency procedures are in place, communicated and employees trained in accordance with them.
- Carry out ongoing health surveillance/checks where required.
- Employ competent persons.
- Ensuring competent health and safety advisors are available within the Trust and how support may be accessed.
- Ensuring adequate welfare facilities are provided throughout Trust sites.
- Providing suitable clothing and equipment when required by regulations or approved codes of practice, departmental instructions, or when considered necessary based on risk assessments.
- Carrying out consultation with employees on all health and safety issues.
- Commitment to providing appropriate resources to achieve health and safety objectives.
- Ensuring employees are competent to do their tasks by providing suitable information, instruction, training, and supervision.



- Maintain health and safety duties towards parents/carers, visitors, contractors, or any other party associated with the Trust, its' sites, and operations.

The Trust recognises its responsibility to promote and ensure a culture where health and safety issues are discussed in an open and positive way to continually improve standards and safe systems of work. All employees are expected to co-operate with the Trust, school and Heads of School in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of all employees, students, and visitors.

Aims and Objectives

Aims

This policy aims to promote and provide all staff, students, parents/carers, contractors, and visitors with a safe and healthy environment whilst on Trust sites or conducting Trust business, through establishing and maintaining safe working procedures. This includes ensuring that equipment and premises are kept safe and regularly inspected, as well as the provision of robust emergency procedures.

Objectives

- Reduction in the number of accidents across each Trust site, and overall, as a Trust, as calculated by the ratio of accidents per total number of employees.
- Reduction in the number of near misses across each Trust site, and overall, as a Trust, as calculated by the ratio of accidents per total number of employees.
- Reduction in the number of work-related ill health absence across each Trust site, and overall, as a Trust, as calculated by the ratio of accidents per total number of employees.
- Reduction in the number of civil claims across each Trust site, and overall, as a Trust, as calculated by the ratio of accidents per total number of employees.
- Reduction in the number of Enforcement Notices across each Trust site, and overall, as a Trust, as calculated by the ratio of accidents per total number of employees.
- Encourage and provide systems to effect greater reporting of minor incidents and near misses.

Note: The total number of employees is determined through calculating a mean average of the number of employees at year start and at the year end.



Section Two: Roles, Responsibilities and Reporting

2.1: Roles and Responsibilities

Trustees

Trustees have overall responsibility for health and safety, and must take reasonable steps to ensure that staff, students, parents/carers, contractors, and visitors are not exposed to health and safety risks within or outside of Trust sites.

CEO

The CEO has overall operational responsibility for health and safety, which they delegate daily to the Director of Facilities and Compliance and Heads of School.

Director of Facilities and Compliance

The Director of Facilities and Compliance has overall responsibility for the effective leadership and operation of health and safety across all Trust sites, acting as the 'Competent Person' as required by the Management of Health and Safety at Work regulations. Their responsibilities include:

- Developing and overseeing Trust health and safety aims and strategy.
- Providing structures and guidance to help schools meet their health and safety obligations and ensure full compliance with legislation.
- Ensuring all staff are aware of and understand their responsibilities relating to health and safety and can work in a safe and secure manner as a result of this.
- Providing advice on all matters relating to health and safety, occupational health, legislative compliance.
- Assessing risks and developing safety measures to eliminate, avoid or manage these.
- Inform employees about risks and associated measures to eliminate, avoid or manage them.
- Ensure adequate and sufficient training is provided.
- Assist and advise schools with any aspect of health and safety, such as risk assessments, health and safety inspections, accident reporting.

Heads of School

Duties include:

- Promoting a positive health and safety culture, ensuring staff are aware of and able to comply with this Trust policies and procedures.
- Ensuring sufficient staff to safely supervise students.
- Informing the Director of Facilities and Compliance/CEO of any perceived health and safety risks.
- Ensuring appropriate evacuation procedures are in place, with fire evacuation practices held at least once per term.



- Ensure that staff have access to appropriate training.

School Facilities Coordinators

School Facilities Coordinators are the initial point of contact for any Health and Safety Issues at Trust sites. Their duties include:

- Ensuring the school site is safe and anything identified as being a risk is resolved at the earliest opportunity.
- Address and escalate any Health and Safety concerns to the Head of School and/or the Trust Facilities and Compliance Director.
- Complete and record the weekly flushing of all low used water outlets for Legionella prevention, as highlighted within the Site Legionella Risk Assessment.
- Complete and record the weekly testing of the school fire alarm.
- Complete and record the monthly inspections of the site firefighting equipment, ensuring operational functionality.
- Complete and record the monthly inspections of fire doors.
- Complete and record the monthly inspections of emergency lighting.
- Complete monthly inspections on any lifting/manual handling/working at height equipment, ensuring that it remains serviceable and safe for use.
- In liaison with the Director of Facilities and Compliance, ensure that all statutory compliance inspections are scheduled as required.
- Manage and control the access of contractors on site, ensuring that they comply with all health and safety requirements; have read and understand the site Asbestos Management Plan; completed a site access permit and provided risk assessments and method statements, as appropriate.
- Also ensuring that whilst on site, all contractors comply with Health and Safety arrangements

Staff

All staff must follow Trust/school health and safety policies and procedures and take reasonable care for their own health and safety and the safety of others. Notable duties include:

- Leaving classrooms/work areas/school sites in a tidy and safe condition.
- Follow safe and hygienic working practices and use of equipment, modelling these to students
- Understanding emergency evacuation procedures and feel confident in following these.
- Reporting unsafe practices, equipment or conditions that may present a hazard to the Head of School or Director of Facilities and Compliance.
- Follow accident reporting procedures.
- Inform the Head of School or Director of Facilities and Compliance of any gaps or oversights in school/Trust risk assessments.



Contractors

Practice and procedures for the work of contractors is agreed in advance with the Director of Facilities and Compliance. This will include providing evidence of a robust risk assessment and completion of a Risk Assessment and Method Statements, which must be approved prior to work commencing. Work with health and safety implications will be prioritised and completed without undue delay.

2.2: Accident and Incident Reporting

An accident form must be completed as soon as possible after the incident has occurred, by either the member of staff observing or dealing with the incident, including as much detail as possible. Once completed, records are retained by the school/Trust for at least three years before secure disposal.

Reporting to the Health and Safety Executive (HSE)

The following circumstances should be reported to the HSE:

- Death
- 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 scalding 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 may have reasonably led to an injury.
- Near-miss events that do not result in an injury. These include:
 - Collapse or failure of load-bearing parts of lifts and lifting equipment.
 - Accidental release of a biological agent likely to cause severe human illness.
 - Accidental release or escape of any substance that may cause a serious injury or damage to health.
 - Electrical short circuit or overload causing a fire or explosion.

Where a reportable incident occurs, the Head of School must immediately inform the Director of Facilities and Compliance, who will report to the HSE without undue delay and always within the 10-day statutory limit.



Notifying Parents/Carers

It is good practice to report all serious or significant incidents (including any head injuries) to parents/carers by telephone, or by letter or email if they are not available by phone

Reporting to Child Protection Agencies and OFSTED

The Trust Director of Safeguarding will notify the Local Authority Designated Safeguarding Officer (LADO) and OFSTED of any serious accident, injury, or death of a student in the Early Years Foundation Stage (EYFS) whilst in the care of the school. Reports must be made as soon as reasonably practicable, and no later than 14 days following the incident.

2.3: Risk Assessments

Any work-related activity that may place any person at risk of injury or ill health should be risk-assessed, with appropriate measures put in place. Where a risk assessment is needed, staff should refer to the Director of Facilities and Compliance to ensure their proper completion.

2.4: Training

Staff are provided with appropriate and ongoing health and safety training, as required by the specific demands of their role. Where a health and safety risk or responsibility is identified within the scope of a role, they will be provided with training to enable them to eliminate, reduce or avoid the risk. Training will either be provided in-house from Trust personnel or through accredited external providers, dependent on the specific training needs. We encourage all staff who feel they have a training need to pro-actively inform their Head of School or Director of Facilities and Compliance to discuss these.

Those working in high-risk environments, such as within Science or Design Technology subjects are routinely provided with additional health and safety training as part of their induction and ongoing development.



Section Three: Procedures for Management of Specific Risks

3.1: Asbestos

The Trust delegates responsibility for the management of asbestos across all sites to the Director of Facilities and Compliance. They will endeavor, as far as reasonably possible, to minimise the risk of any person being exposed to asbestos containing materials.

Specific measures include:

- Ensure Asbestos Management Plans have been completed and regularly reviewed.
- Retaining accurate records of the location of asbestos across Trust sites.
- Inform staff and contractors of the location of asbestos, the danger it poses and action to take if they suspect it has been disturbed.

3.2: Educational Visits

All educational visits must be approved by the Head of School. Residential or overseas trips also require approval from Trustees or local governing bodies, following scrutiny and recommendations from the Director of Facilities and Compliance.

Once approved, the Director of Facilities and Compliance is available to help schools plan visits in line with Trust and statutory health and safety guidelines. All visits must be appropriately staffed according to statutory staff: student ratios and have one identified member of staff with overall responsibility. Prior to the visit, they must ensure that:

- A risk assessment has been completed.
- Consent forms have been received from all parents/carers.
- Details of all relevant student medical conditions have been collated.

There must be at least one current first-aider on each visit. If there are any EYFS students, at least one first aider must have a current Paediatric First Aid Certificate. All trips must take a portable first aid kit, information about student medical needs, parent/carer contact details, and a school mobile phone to use in case of emergencies.

3.3: Equipment

Display Screen Equipment

Where staff use a computer/other screened device for continuous spells of more than an hour, they can request a Display Screen Equipment (DSE) assessment to evaluate the risks associated with usage.



Electrical Equipment

Staff are responsible for ensuring that they use and handle electrical equipment in a safe manner. This includes a pre-use visual check, and where defects are found they should not be used until repaired and safe to use.

Any students using electrical equipment should always do so under the supervision of a member of staff. Where defects are found, they should not be used until repaired and safe to use. Equipment should never be used with wet hands or in wet/moist conditions.

Permanently installed electrical equipment must be connected through a dedicated isolator switch that is adequately earthed and clearly marked to indicate which machine it belongs to.

Appropriately trained Trust staff complete annual Portable Appliance Testing (PAT) and checks of plugs, with the maintenance/repair/installation/disconnection of electrical equipment must only be completed by a suitably qualified person. Staff must not bring personal electrical equipment into schools without prior approval.

Machinery

All school/Trust machinery/equipment must be checked on delivery to ensure that it is appropriate for use in educational settings. Thereafter, it must be maintained and serviced in accordance with manufacturers' instructions, and appropriately stored with labels indicating contents and warning of hazards (where appropriate).

PE Equipment

PE staff must pro-actively check all activity areas and equipment to ensure they are safe before activities take place. They must also check that students carry or set up equipment in the proper and safe fashion. Any concerns about the condition of any PE area or facility must be reported to the Head of School or Director of Facilities and Compliance.

Playground Equipment

Playground equipment must be visually inspected by a member of staff prior to use. In addition, it will be inspected annually by a specialist contractor. Any defective equipment must be removed and reported to the Director of Facilities and Compliance.

Appropriate levels of staff supervision must be always maintained within all play and recreational areas.

Wheelchairs/Specialist Equipment

Parents/carers are responsible for the maintenance and safety of their child's wheelchair or other similar specialist equipment.



3.4: Fire Safety

All staff and students are informed of fire evacuation procedures when they join the school/Trust. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessments are reviewed bi-annually. Practice evacuations are held at least once a term, and the fire alarm tested at least once per week.

The following guidelines must be adhered to in the event of a fire:

- The alarm must immediately be sounded, evacuation procedures commenced, emergency services contacted.
- Fire extinguishers should only be used by staff who are trained to operate them and confident they can use them without putting themselves or others at risk.
- Staff/students/contractors/visitors briskly and calmly evacuate the building and congregate at their assembly points. All schools will have special arrangements in place for the evacuation of people with mobility or other needs.
- Fire Wardens to check rooms in their allocated areas to ensure a full evacuation from the building.
- Registers will be taken (students/staff/contractors/visitors) at the assembly point/s to establish if anyone is missing.
- People will only return to the building only when deemed safe.

3.5: First Aid

Each school will ensure that there are adequate first-aid facilities at each site, in accordance with statutory guidelines. Only staff with recognised and appropriate qualifications should administer first aid, except for exceptional emergency circumstances. The school office/reception retains a list of these staff, and each is issued with a portable first aid kit which should be always kept close and easily accessible.

3.6: Fitness Suites

Staff may use Trust fitness equipment providing they have completed a full safety induction. Staff with underlying health conditions are strongly advised to seek guidance and advice from a GP prior to commencing any exercise programme. The Trust recommends, for safety reasons, that staff are not alone when using facilities.

3.7: Gas Safety

Installation, maintenance and repair of gas appliances and fittings will only be carried out by suitably qualified engineers. Pipework, appliances, and flues are regularly maintained, with all rooms with gas appliances checked for adequate ventilation.



3.8: Hazardous Substances

Hazardous substances include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapors
- 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 Director of Facilities and Compliance and circulated to all employees who work with hazardous substances, who will also be provided with protective equipment, where necessary.

Third-party facilities management providers will be responsible for maintaining COSHH assessments for areas under their responsibility, which are checked by the Director of Facilities and Compliance.

Staff must use and store hazardous products in accordance with product guidelines, using original containers with clear labelling and product information. Procedures for spillages/emergencies must also be displayed near where they are stored and used. Hazardous substances must be disposed in accordance with manufacturer guidelines.

3.9: Health and Well-being

The Trust is committed to improving employee health, well-being, and work-life balance. To facilitate this all members of staff are provided with free membership of the Health Assured Employee Assistance Programme.

Staff with concerns about their working environment or general site safety should advise the Head of School and/or Trust Director of Facilities and Compliance.

3.10: Infection Prevention and Control

We encourage staff to adhere to the following guidelines to minimise the incidence and spread of infections:

Animals

When keeping animals in school staff should:

- Seek veterinary advice on animal welfare and health, and the suitability of the animal being kept as a pet.
- Wash hands before and after handling.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from students.



- Supervise pupils when playing with animals.

Cleaning of Blood and Body Fluid Spillages

Blood and spillages of body fluids (faeces, saliva, vomit, nasal, or eye discharge) should be cleaned up immediately using personal protective equipment. A cleaning product should be used that combines both a detergent and disinfectant which is effective against bacteria and viruses. Mops must never be used, with disposable towels used instead.

Clinical Waste

When dealing with clinical waste:

- Always segregate domestic and clinical waste
- Used nappies/pads/gloves/aprons/soiled dressings should be disposed of 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.

Coughing and Sneezing

Staff and students should always cover the mouth and nose with a tissue and washing their hands after using or disposing of tissues.

Handwashing

- Always wash hands after using the toilet, before eating/handling food, after handling animals
- Wash hands with liquid soap and warm water, drying with paper towels.
- Cover all cuts and abrasions with waterproof dressings

Laundry

When laundering items, Trust employees should wash soiled linen separately and at the hottest wash the fabric will tolerate. It should never be washed by hand. Staff should wear PPE when handling soiled items, with soiled clothing being sent home in plastic bags or similar.

Personal Protective Equipment

Staff must wear disposable non-powdered vinyl or latex-free CE-marked gloves and plastic aprons where there is a risk of splashing or contamination with blood/body fluids such as in nappy or pad changing. Goggles should be worn if there is a risk of splashing the face.

The correct PPE should also be worn when handling cleaning chemicals.



3.11: Legionella

The Director of Facilities and Compliance is responsible for ensuring compliance with legionella legislation/standards across all Trust sites. This includes regular flushing from each water outlet is undertaken and recorded. The exception is where this is a responsibility of third-party facilities management contractors. Legionella risk assessments are reviewed annually or when significant changes have occurred to the water system and/or building.

3.12: Lettings

School site staff, under guidance of the Director of Facilities and Compliance, will ensure the following in respect of all school lettings:

- All access and exit routes are clearly identified and safe, and evacuation procedures are fully understood.
- Hirers are familiar with how to safely use equipment; it is safe to use and operating instructions and/or health and safety procedures are clearly identified.
- A Trust employee is available should there be any immediate issues that require assistance or attention.
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3.13: Lifts and Hoists

All lifts are inspected by a suitably qualified engineer on at least a quarterly basis.

3.14: Lone Working

Those who work alone are responsible for ensuring that they are medically fit to work in this way. Potentially dangerous activities, such as working at height, should not be undertaken when working alone. Wherever possible, the task should be postponed until other staff/contractors are available to assist. When working alone, staff should make family members, friends, or colleagues aware of where they are and time of likely departure from work.

3.15: Manual Handling

Staff should ask for assistance when carrying large and/or heavy items, or if they feel moving an object could lead to worsening of an existing condition.

The school/Trust 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 must follow the following manual handling procedures:

- 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 obstructions and is as flat as possible, ensuring the area where you plan to offload the load is clear.



- When lifting, bend your knees and keep your back straight, with feet apart and angled out. Ensure the load is firmly held close to the body. Lift smoothly and slowly, avoiding twisting, stretching, and reaching where possible.

3.16: Medicines

Medication should only be administered by nominated and trained staff, following parental/carer consent. They must be kept in a locked cupboard, exception for asthma inhalers and EpiPens which may be carried by the student with parent/carer consent.

3.17: Pregnancy

Risk assessments will be made for all pregnant staff, with appropriate measures to control possible risks. These include Chickenpox, Rubella/German Measles and Slapped Cheek/Parvovirus B19. Expectant mothers should contact their ante-natal carer or GP in each circumstance.

3.18: Slips, Trips and Falls

Staff identifying a potential slip, trip or fall hazard, should (if possible) remove or eliminate the risk then report to the Head of School or facilities/site personnel.

3.19: Smoking / Vaping

Smoking, vaping or the use of electronic cigarettes are not permitted on any Trust site.

3.20: Snow and Ice

Site facilities teams will strive to ensure paths and entrances are cleared and maintained in a safe condition. Employees are advised to wear appropriate footwear to reduce the chances of slips or falls.

3.21: Vehicles

Drivers of Trust vehicles must hold the appropriate licence. Minibus drivers must have passed the MIDAS minibus driver training or similar. Annual licence checks to monitor any driving endorsements are undertaken by the Director of Facilities and Compliance, in accordance with insurance requirements. It is the responsibility of employees to inform the Trust of any relevant driving endorsements as soon as reasonably possible.



3.22: Violence at Work

The Trust does not tolerate any violent or threatening behaviour directed towards staff from any person or party. Any incident should be reported to the Head of School, or CEO if it involves centrally employed Trust staff or a complaint made against the Head of School. Complaints against the CEO should be made to the Chair of Trustees.

3.23: Working at Height

Staff working at height must:

- Use appropriate equipment provided by the school/Trust such as step ladders, and kick stools.
- Conduct a thorough visual inspection prior to using a ladder or similar to ensure they are safe to use.
- Wear flat shoes and appropriate clothing.
- Never over-reach or use the top step/platform on step ladders.
- Not climb or stand on furniture.
- Not access high levels such as roofs.
- Display warning signs/barriers if their presence might cause a hazard or risk to themselves or others.
- Seek assistance if a task is too difficult to complete alone.

Students are prohibited from using ladders.



**Appendix 1: Recommended Absence Periods (Public Health England)
for Preventing the Spread of Infection**

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)	<p>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.</p> <p>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.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
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 if 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 (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.



Appendix 2: 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 3: Accident Report Form

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details: (What happened, how it happened, what injuries incurred)			
Action taken: (Actions taken in response to incident including any first aid treatment, what actions taken to injured person afterwards)			
Follow-up action required: (What actions school will take to check up on the injured person, what it will do to reduce risk of incident happening again)			
Name of person attending the incident			
Signature		Date	



Appendix 4: Asbestos Record

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

