



Belonging, Believing; Together Succeeding.

Policy: Health and Safety

Date Reviewed by Staff:	22/5/19
Date Reviewed by Business Committee	13/5/19
Date Ratified by Full Governing Body:	17/7/19
Next Review Date: (2 years unless otherwise advised)	2021

Introduction and General Statement of Policy

The Governors of Barrington Church of England Primary School recognise and accept responsibilities for the establishment and maintenance of a Health and Safety Management System as outlined in the LEA's Health and Safety in Schools Manual. We shall ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our staff, pupils and any visitors to our premises and will adopt and incorporate the Health and Safety Policies and Procedures of the County Council and of the LEA.

At Barrington Primary School, we believe that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. The School is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its pupil, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

Responsibility of the day-to-day implementation and monitoring of the Health and Safety Policy rests with the Headteacher who will work in collaboration with the staff and the recognised appointed safety representatives to ensure compliance. The Governors, guided by advice from the school's Business Committee, will review, update and revise this Policy as is considered necessary (see Appendix 1).

The aim of the policy is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the school premises. The key elements are:

- (a) to establish and maintain a safe and healthy environment throughout the school
- (b) to establish and maintain safe working procedures among staff and pupils
to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and to contribute positively to their own safety and health at work
- (c) to provide effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- (d) to provide effective procedures to be followed in case of accident
- (e) to monitor and review the effectiveness and implementation of (a)-(d)
- (f)

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

A safe and healthy environment

Building and repairs

The school employs a management consultancy (PCM) to provide advice on all aspects of the building and its fixtures and fittings. A named Governor is also responsible for a termly inspection of all school premises;

the head teacher and the property management consultant consider the report of this visit at the consultant's next visit.

School security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear a visitor's badge at all times whilst on the school premises. Visitors with DBS clearance are given a blue badge while visitors without DBS clearance are given a red badge and accompanied by a member of school staff at all times.

We require all adults employed or helping in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse ('List 99'/DBS). School staff and regular voluntary helpers have their records checked by the Disclosure & Barring Service.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them or if they have any other reasonable cause for concern

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police. In the absence of the head teacher the Senior Leadership Team will take responsibility.

First Aid

See First Aid Policy.

Safety of external contractors and other visitors

ALL visitors and other users of the premises are required to observe the Health and Safety Policy of the school. In particular volunteers helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

The school maintains up-to-date copies of safety information for visitors and other people working on site. The Contractors Hazard File is intended for external contractors and includes an induction sheet setting out general safety issues and procedures. There is a second file containing similar information specifically for supply teachers that is kept in each classroom.

All site visitors, must in the first instance, enter the premises by the front door and report to the office. The Contractors Hazard File (5 C's) is to be signed after showing proof of identity. Each visitor will be asked to sign in issued with a Barrington School identification badge that must be worn at all times. Visitors with DBS clearance are given a blue badge while visitors without DBS clearance are given a red badge and accompanied by a member of school staff at all times. The visitor should sign out when leaving.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

Fire Alarm escape routes are displayed in all rooms and are updated as required.

Safe working procedures among staff and pupils

Safety in the classroom

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the head teacher before the activity takes place. Glass containers and other potential hazards should not be used in class activities.

Staff cannot accept responsibility for administering medicines. If medicines need to be administered during school times it is the responsibility of the parents to see this is done. With the exception of asthma inhalers, children will not be allowed to administer their own medicine. The school has a separate asthma policy, and the general policy for medicines in school is set out in the school brochure and we follow the Department of Health's Managing Medicines in School's guidance. Parents with a child who suffers from a chronic condition should consult the head teacher to discuss the special needs of their child.

School transport and road safety

The school has procedures in place to ensure the safety of children travelling on school transport to and from home, and on official school visits. These procedures follow LEA guidelines. The school encourages road safety, through promoting road safety awareness and training, and through advice to parents and carers on safety issues relating to access to the school site. **These are** set out in the Road Safety Policy

The provision of information, instruction and supervision

Sources of safety information

The LEA's 'Health and Safety Management in Schools' manual, together with the School's Health and Safety Policy and Procedures can be found in the school office.

Health and Safety Notice Boards are located in the staffroom and in the School kitchen.

All classrooms and other main rooms in the school display evacuation instructions and maps showing routes.

The Contractors Hazard File contains important information for visitors regarding safety on the school site

Safety instruction within the school curriculum follows the LEA PHSE 'Staying Safe' scheme of work.

Safety instruction and training

Staff undertake safety instruction and training as appropriate. Checks are made that training remains in date. For some courses, the LEA provides reminders.

Supervision

Class teachers are on duty from commencement of the school day (8.45 am.) On arrival at school from 8.45am, children go straight to their classrooms. A staff member on duty will receive the children from the contract bus in the morning

At break times the children are the responsibility of the teacher on duty. During wet break times teachers remain with their classes. At lunchtimes, supervision is the responsibility of the lunchtime supervisors.

Children are expected to move between different parts of the school in an orderly manner.

Pupils should not climb on PE equipment or outside apparatus unless supervised

After the bus register has been called the children will be escorted to the bus at the end of the day. Parents must inform the school office in writing or by email if there is a change to the normal routine for collection of their child. A member of staff should ensure that all the children in their class have been collected before leaving the playground. Children not picked up by their parents/guardians become the responsibility of the head or senior teacher.

Procedures for fire, other emergencies 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 regularly.

Emergency exits are provided in all classrooms. These exits remain unobstructed at all times. Emergency evacuation procedures and maps of evacuation routes are displayed in each classroom, and in other main rooms throughout the school.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

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

Staff and pupils will congregate at the assembly point on the school field.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day

The headteacher will take a register of all staff

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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. Members of the school community with mobility need will have their own individual personal emergency evacuation plan (PEEP)

A fire safety checklist can be found in appendix 2.

Evacuation drills are carried out at least once per term, with the timing varied to obtain practice under different conditions. A record of evacuation drills is kept.

Evacuation routes and procedures are reviewed and altered where necessary, for instance when building work obstructs normal routes. The evacuation procedure is displayed in all classrooms and other main rooms in the school.

The school has a Critical Incident Procedure, drawn up following LEA guidelines. Copies are kept by the Head Teacher, the senior teacher and the Chairman of the Governors.

The school has a back to base drill to ensure that all children can be quickly gathered indoors and accounted for should a potential hazard be identified outside the building. Back to base drills are carried out at least once per term, with the timing varied to obtain practice under different conditions. A record of back to base drills is kept.

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 school caretaker 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. All hazardous substances are kept in the caretakers store which is locked at all times.

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.

Legionella

A water risk assessment has been completed on [date] by [name of individual and/or role]. [Name of individual and/or role] 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 [frequency] and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: [insert examples of controls or checks that are in place e.g. temperature checks, heating of water, disinfection of showers, etc.]

Asbestos

The school has been inspected and all known asbestos is "sealed and safe". A record is kept of the location of asbestos that has been found on the school site

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect it **has been** disturbed.

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.

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

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 headteacher immediately

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

Only trained staff members can check plugs

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

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the headteacher.

An annual check by a specialist company is carried out to identify any maintenance required to keep the equipment in a safe condition.

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.

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.

Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The caretaker 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

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

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 and that 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

When the trip involves pupils from EYFS, 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.

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.

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 the headteacher immediately. This applies to violence from pupils, visitors or other staff.

Smoking

Smoking is not permitted anywhere on the school premises.

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, outlined below, where applicable.

Handwashing

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

- Always wash hands after using the toilet, before eating or handling food, and after handling animals

- Cover all cuts and abrasions with waterproof dressings

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

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

Clinical waste

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

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

Remove clinical waste with a registered waste contractor

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

Animals

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by 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.

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

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.

See the staff and pupil health and wellbeing policy.

18. Accident reporting

Procedure to be followed in case of accident

If an accident occurs, which results in an injury to a child, the teacher will do all s/he can to aid the child concerned. A current list of staff at the school who have been trained in first aid is displayed in the administration office.

First aid should be rendered but only as far as skill and knowledge permit. The patient should be given all possible reassurances and, where necessary, removed from danger in a way which minimises further injury to the patient and helpers.

Should any incident involving injury to a child take place, a qualified member of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

If an ambulance is required the emergency "999" service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis, (if a member of staff uses her/his own car for these purposes she/he must ensure that she/he has obtained specific cover from her/his insurance company). These will be cases of a less severe nature than those requiring transport by ambulance. No casualty should be allowed to travel to hospital unaccompanied.

We record all incidents involving injury in the logbook 'Record of First Aid Treatment'. Where there is injury to the head, however slight, we inform parents in all cases. Where necessary, we will contact the parents through the emergency telephone number that we keep on the school files.

If an injury or incident is sufficiently serious to merit referral to a doctor or to hospital, an incident report is completed.

Reporting to the Health and Safety Executive

The head teacher 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 teacher 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, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Monitoring and review

Any member of staff noticing a failure to comply with policy or other advice/guidance issued by the LEA or Headteacher should report the circumstances immediately to the Headteacher. The head should then initiate appropriate remedial action.

If it proves impossible for the headteacher to resolve the matter she/he should then seek advice from the Health and Safety Advisory Group of Cambridgeshire County Council. If no action is seen to be taken the head should be consulted again and if still no action is taken the member of staff should report the circumstances to the Business committee of the school.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the headteacher.

The governing body has a named governor with responsibility for health and safety matters. The governor reviews regularly school processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA. The governor will liaise with the property management consultant with regard to safety of the building and its fixtures and fittings, especially with regard to routine testing.

The governing body, in consultation with professional advisors and through its Business Committee, carries out regular review to ensure that the school is a safe environment.

The headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The headteacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Annexes 2, which rely on current information, will be reviewed at the start of each term.

Appendix 1. Responsibilities & Duties for Matters Concerned with Safety

It is the responsibility of everyone to make arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that working life for everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. H.S.E. inspector or Environmental Health Inspector), the head should immediately advise the Health and Safety Adviser at Shire Hall of the details. If a prohibition notice is issued with immediate effect the activities specified must cease forthwith.

Specific responsibilities are set out below

Governing Body

The Governing Body will comply with any directions issued by the Children, Families & Adults Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children, Families & Adults Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children, Families & Adults Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

The Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Headteacher, who shall

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice
- (b) co-ordinate the implementation of the approved safety procedures in the school
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc. she/he considers to be unsafe until satisfied as to their safety
- (e) make recommendations to the authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that she/he is kept informed of accidents and hazardous situations
- (g) review from time to time
- (i) the provision of first aid in the school

- (ii) the emergency regulations and make recommendations for improving the procedures laid down
- (h) review regularly the dissemination of safety information concerning the school
- (i) inform the governors from time to time of the safety procedures of the school

A1.3.2 Obligations of all Employees

The Health and Safety at Work etc. Act 1974 states:

It shall be the duty of every employee while at work

- (a) to take reasonable care for the health and safety of him/herself and of any other persons who may be affected by his/her acts or omissions at work and
- (b) as regards any duty or requirement imposed on her/his employer or any person by or under any of the relevant statutory provisions, to co-operate with her/him so far as is necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and/or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- (f) to co-operate with other employees in promoting safety measures in their school
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

A1.3.3 Teaching and non-teaching staff holding posts/positions of special responsibility.

These staff:

- (a) have a general responsibility for the application of the authority's safety policy to their own area of work and are directly responsible to the head for the application of existing safety measures and procedures within that area of work. Advice or instructions given by the authority and the head, including the relevant parts of this statement shall be observed.
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines)

- (c) shall resolve any health and safety problem any member of staff may refer to them and refer to the head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- (d) shall carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the head
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work
- (f) shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority
- (g) shall propose to the head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

A1.3.4 Special obligations of class teachers

The safety of pupils in classrooms is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the head before allowing practical work to take place. Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, critical incident and first aid and to carry them out
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- (c) to give clear instructions and warning as often as necessary
- (d) to follow safe working procedures personally
- (e) to call for protective clothing, guards, special safe working procedures, etc. where necessary
- (f) to make recommendations to the head e.g. on safety equipment and on additions or improvements to plants, tools, equipment or machinery which are dangerous or potentially so.

A1.3.5 The pupil

The pupils are expected

- (a) to exercise personal responsibility for the safety of self and classmates
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

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 2. Accident report

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

the incident happening again

**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)	<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 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.