



Health and Safety Policy

Reviewed by Trustee:	September 2020
Reviewed by CEO:	
Review frequency:	Annually
Next Review:	September 2021

As UAK are currently undergoing conversion to the Carlton Academy Trust, any reference to The Trust, is that of the Carlton Academy Trust.

Policy Aims

This policy outlines how the Trust 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

Relevant 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 Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association

Scope of Policy

This policy applies to all Trust sites except where modified for those which have contracted Facilities Management providers. In these cases, the overall health and safety responsibility for the buildings and the majority of the internal fixtures and fittings will fall within the scope of individual site agreed facilities contracts.

These schools are as follows:

Carlton Bolling - Laing O'Rourke
UAK - Amey FM

Roles and Responsibilities

Trust Board

The Trust board has ultimate responsibility for health and safety, but will delegate day-to-day responsibility to the Director of Facilities and Compliance.

The Trust board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided.

Director of Facilities and Compliance

The Director of Facilities and Compliance has overall responsibility for the effective leadership and operation of this policy across all Trust sites.

Heads of School

These assist in expediting some of the health and safety duties, which include:

- Implementing the health and safety policy and promoting a positive health and safety culture.
- Ensuring there are enough staff to safely supervise pupils.
- Informing the Director of Facilities and Compliance (and CEO where relevant) to any perceived health and safety issues.
- 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.
- Ensure that all staff are aware of and will fully co-operate with the policy.
- Ensure that generic risk assessments are reviewed annually.
- Ensure that relevant staff have access to appropriate training.

Staff

All Trust staff must:

- Take reasonable care of their own health and safety and others at Trust sites.
- Co-operate with the School/Trust on health and safety matters
- Leave classrooms / offices etc in a tidy and safe condition.
- Work in accordance with Trust policies and training.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Follow safety instructions when using any equipment, correctly advising students how to use equipment safely.
- Report unsafe practices, equipment or any physical conditions that may be hazardous to their line manager or directly to the Facilities and Compliance Director.
- Follow the accident reporting procedure.
- Participate in health and safety training as required.
- Highlight any gaps identified within the Trust's risk assessments.

Contractors

Health and safety practices for contractors will be agreed in advance with the Director of Facilities and Compliance. This will involve them providing evidence that they have completed an adequate risk assessment of all their

planned work and provided copies of RAMS (Risk Assessments and Method Statements), which are to be approved before commencing any works.

The site teams or contracted facilities management providers (working in liaison with the Facilities and Compliance Director) will:

- Ensure that any maintenance work with health and safety implications are prioritised.
- Complete daily checks of the building and the grounds, to identify any disrepair or any other hazards which when identified are rectified urgently.
- Comply with the Trust's health and safety arrangements and obligations.

Accident and Incident Reporting

An accident form will be completed as soon as possible after an accident occurs by the member of staff or first aider dealing with it. This should include as much detail as possible. Records held in the first aid and accident book will be retained by the school/Trust for a minimum of three years in accordance with regulation 25 of the Social Security (Claims and Payments) regulations 1979, and then securely disposed of.

Information about injuries will be kept in the pupil's educational record.

Reporting to the Health and Safety Executive

The Director of Facilities and Compliance 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).

They will also 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
- 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 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.

Notifying Parents/Carers

The Head of School will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Child Protection Agencies

The Director of Safeguarding will notify the Local Authority Designated Safeguarding Officer (LADO) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

Reporting to Ofsted

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

Asbestos

The safe management of asbestos is primarily the responsibility of the Director of Facilities and Compliance. Main measures include:

- Staff being informed of the hazards of asbestos, the location of any asbestos in school and the action to take if they suspect they have disturbed it.
- Contractors made aware of any asbestos on the premises and how to apply measures to ensure that it is not disturbed by their work.
- Contractors advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

- Records kept of the location of asbestos that has been found on the school site.

Equipment

- All school/Trust machinery and equipment is to be maintained and serviced in accordance with the manufacturer's instructions.
- When new equipment is purchased, it is to be checked to ensure that it meets appropriate standards for use in educational settings.
- All equipment is to be stored within the appropriate storage containers and areas, correctly labelled with hazard signs and information as to contents.

Electrical Equipment

Guidelines relating to the safe use of electrical equipment include:

- All staff are responsible for ensuring that they use and handle electrical equipment in a sensible and safe manner. This should include a pre-visual check prior to use.
- Defective equipment should not be used, immediately removed from use and reported to the facilities team.
- Any student handling electrical appliances does so under the supervision and direction of a member of staff.
- Any potential hazards will be reported to the Head of School or Facilities and Compliance Director immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch which is adequately earthed. All isolator switches are clearly marked to identify their machine.
- Only trained staff members can check plugs.
- Portable Appliance Testing (PAT) will only be carried out by a suitably qualified and competent person on an annual basis.
- Electrical apparatus and connections will not be touched by wet hands and only used in dry conditions.
- Maintenance, repair, installation and disconnection of permanently installed or portable electrical equipment is only carried out by a competent person.
- Staff should not bring personal electrical equipment into Trust buildings, as these will not fall within the scope of PAT and their electrical safety cannot be guaranteed.

PE Equipment

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

Display Screen Equipment

Where staff spend a significant amount of their working day in front of a display screen (continuous spells of more than an hour at a time), they can request that a Display Screen Equipment (DSE) assessment takes place. Regular DSE users may also request regular eyesight tests and corrective glasses if required specifically for DSE use.

Specialist Equipment

Parents/carers are responsible for the maintenance and safety of their child's wheelchair. Each school promotes the responsible use of wheelchairs.

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

Lettings

Individual schools and the Director of Facilities and Compliance will be responsible for ensuring:

- All access and exit routes are safe for use by hirers.
- Any equipment is safe to use and that any operating instructions and/or health and safety precautions are clearly identified.
- All emergency exit doors are clearly identified and fire drill/evacuation procedures are fully understood.
- Hirers are familiar with alarms, firefighting equipment and safety equipment, and how to use them should the need arise.
- A Trust employee is available should there be any immediate issues that require attention.

Control of Hazardous Substances

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 Director of Facilities and Compliance and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Contracted facilities management providers will be responsible for maintaining COSHH assessments for their products and will hold the relevant safety data sheets for these.

Staff must use and store hazardous products in accordance with manufacturer instructions. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

Installation, maintenance and repair of gas appliances and fittings will only be carried out by competent Gas Safe registered engineers. Gas pipework, appliances and flues are regularly maintained, with all rooms with gas appliances checked to ensure they have adequate ventilation.

Educational Visits

All educational visits should be approved by the Head of School. Residential or overseas trips also require approval from governors or trustees. Once approved all proposals must be referred to the Director of Facilities and Compliance. They will assist staff through the planning process and also ensure that all visits comply with Trust and statutory health and safety guidelines. These include a risk assessment, parental consent forms, and details of all relevant medical conditions which need to be considered. They will also ensure that visits are:

- Appropriately staffed.
- Staff take a school mobile phone, portable first aid kit, information about students' medical needs and parents' contact details.

- There is at least one first aider on a visit. For Early Years Foundation Stage, there will always be at least one first aider with a current Pediatric First Aid certificate.

Employee Health and Well-being

We are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors. Any concerns that staff may have regarding working practices should be directed to their line manager, senior leader, Head of School or senior member of trust staff as appropriate.

Staff with concerns about their working environment or general site safety should immediately advise the Facilities and Compliance Director.

Fire Safety

All staff and students will be informed of fire evacuation procedures when they join the school/Trust and informed of any new fire risks. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are reviewed bi-annually. Emergency evacuations are practised at least once a term, and the fire bell/alarm will be tested once per week.

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 only be used by staff who are trained in how to operate them and confident they can use them without putting themselves or others at risk
- Staff and students calmly and briskly evacuate the building and congregate at the assembly points.
- Fire Wardens will check rooms in their allocated areas to ensure all people have been fully evacuated from the building.
- Registers will be taken of students, staff, contractors and visitors to establish if anyone may be missing.
- Students, staff, contractors and visitors will return to the building only when it is deemed safe.
- Schools will have special arrangements in place for the evacuation of people with mobility or special needs.

- Where relevant, contracted facilities management providers are responsible for ensuring all detection and alarm systems and equipment are tested in accordance with their maintenance schedule

First Aid Provision including the Administration of Medicines

In accordance with health and safety legislation, the Trust will ensure that there are adequate and appropriate equipment and facilities for providing first aid at each site. Only staff who have received formal training should administer first aid. The school office/reception will have a list of first-aiders, who are issued with a portable first aid kit which they are encouraged to keep easily accessible at all times.

The emergency services should be called where there is any confusion as how to deal with an incident.

Medication should only be administered by nominated and trained staff, and only after parental consent has been received. Medicines are to be kept in a locked cupboard, with the exception of asthma inhalers and epi-pens which may be carried by the student with parental agreement.

Legionella

The Director of Facilities and Compliance is responsible for ensuring compliance with legionella risk assessments across all Trust sites. They are responsible for ensuring that the identified operational controls are conducted and are recorded in the site's waterlog book.

They will ensure regular flushing from each water outlet is undertaken and recorded, except where this is a responsibility of facilities management contractors. Legionella risks are mitigated by temperature checks, heating of water and disinfection of showers.

The legionella risk assessment will be reviewed annually or when significant changes have occurred to the water system and/or building.

Lone Working

Lone working includes:

- Late working
- Home or site visits
- Weekend working
- Site manager or cleaning duties
- Working in a single occupancy office

Wherever possible, lone working should be avoided. 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 should be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member should be informed about where the member of staff is and when they are likely to return. Lone workers are responsible for ensuring that they are medically fit to work alone.

Lifts and Hoists

All passenger lifts are to be inspected by a competent engineer on a quarterly basis.

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an employee feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance. 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 and students must adhere to 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 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.

Infection Prevention and Control

The Trust follows national guidance from Public Health England when managing infection prevention and controls. We encourage staff and pupils to follow this guidance, which includes:

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

Coughing and Sneezing

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

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

We clean trust sites frequently and thoroughly.

Cleaning of Blood and Body Fluid Spillages

Trust employees should adhere to the following guidelines in cleaning blood and spillages of body fluids:

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, use a cleaning 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 instead.

Laundry

When laundering items, Trust employees should:

- 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

Clinical Waste

When dealing with clinical waste:

- Always segregate domestic and clinical waste
- Used nappies/pads, gloves, aprons and 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

Animals

When keeping animals in school staff should:

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

Exclusion Periods for Infectious Diseases

The Trust follows recommended exclusion periods as outlined by Public Health England, as summarised in appendix 1. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Pregnancy

Risks will be assessed whenever any employee or pupil notifies the school/Trust that they are pregnant.

Appropriate measures will be put in place to control risks which commonly include:

Chickenpox: This can affect the pregnancy if an expectant mother has not already had the infection. Exposure should be reported to ante-natal carers and or their GP. This also applies to Shingles, which is caused by the same virus as chickenpox.

Rubella/German Measles: If an expectant mother comes in to contact with someone with Rubella, they should immediately contact their ante-natal carer or GP.

Slapped Cheek Disease (Parvovirus B19): Can occasionally affect an unborn child if exposed to an expectant mother in the first 20 weeks of pregnancy. In these instances, they should inform their ante-natal carer or GP.

Playground Equipment

The condition of any playground equipment supplied by the Trust for the enjoyment of students 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 the school must inform the Director of Facilities and Compliance.

Appropriate levels of student supervision must be maintained within the play and recreational areas, both inside and outside the building, throughout the school day.

Risk Assessments

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

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 facilities team.

Smoking / Vaping

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

Snow and Ice

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

Training

Staff are provided with health and safety training as part of their induction. Those who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs are given additional health and safety training.

Vehicles

Drivers of vehicles owned by the Trust must hold the appropriate licence to drive that type of vehicle and must have passed the MIDAS minibus driver training or similar. Annual licence checks to monitor any driving endorsements will be undertaken by the Director of Facilities and Compliance to comply with insurance requirements. However, it is the responsibility of employees to inform the Trust of any relevant endorsements.

Violence at Work

The trust will not tolerate violent or threatening behaviour directed towards staff whether from students, visitors or other staff. They must immediately be reported to the Head of School; CEO for centrally employed Trust staff or when the complaint is against the Head of School; or Chair of Trustees when involving the CEO.

Working at Height

Staff working at height must:

- Use appropriate equipment provided by the school 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 whilst putting up the display.
- Seek assistance if a task is too difficult to complete alone.

Note: Students are prohibited from using ladders.

Trust Fitness Suites

All 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 the facilities, particularly out of hours.

Appendix 1: Recommended Absence Periods 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)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
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 (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