



**Michael Hall**

WALDORF SCHOOL

*Human Connection in all we do*

# Health and Safety Policy

Policy Owner	Health & Safety Officer Estates Manager
Formally endorsed by	Principal & Trustees
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## 1. Aims

Michael Hall School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties' employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues, and Actions for schools during the coronavirus outbreak, which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

## 3. Roles and responsibilities

### 3.1 The local authority and governing board

The Council of Trustees has ultimate responsibility for health and safety matters in the school.

The Council of Trustees delegates operational matters and day-to-day tasks to the Principal and staff members.

### **3.1 The Council of Trustees**

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

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

The Council of Trustees, as the employer, also has a duty to:

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

### **3.2 Principal**

The Principal is responsible for health and safety day-to-day. They may delegate the operational running of Health and Safety management to the School Business Manager and H&S Officer (Estate Manager). This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Council of Trustees on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the School Business Manager assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and Safety Officer**

The nominated health and safety officer is the Estate Manager.

### **3.4 Staff**

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

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils

- Understand emergency evacuation procedures and other relevant safety protocols and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the Estate Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and provide RAMS Statements, HOT work permits & insurance documentation.

## **4. Site Security**

The Estate Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the CCTV, intruder and fire alarm systems.

On-call estate team operatives are key holders and will respond to an emergency.

## **5. Fire Evacuation, Lockdown Protocol, Code Blue Protocol**

### **5.1 Fire 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 annually and when significant changes have occurred to the layout of a building or building footprint.

**Fire Officers are:** Health & Safety Officer -Estate Manager, SBM, Principal, Estates Supervisor

Emergency evacuations are practiced 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. This is in front of the Mansion for classes 1-12, the basketball courts for Kindergarten and the walled garden for Applegarth parent & child group
- Class teachers and Guardians will take a register of pupils, which will then be checked against the attendance register of that day
- The School Business Manager (or alternative member of SLT in their absence) will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services or school fire officer 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.

If the school receives a specific bomb threat, building evacuations will be invoked by using the fire evacuation procedure

For further detail about the school's evacuation procedures, please see document Fire Drill/Evacuation in **appendix 1**

A fire safety checklist can be found in **appendix 2**

## 5.2 Lockdown Protocol

- The lockdown alert is to state any kind of emergency the school is facing (apart from fire) to all staff, students and visitors. We will refer to the lockdown drill as the indoor drill.
- To alert the whole school of a lockdown situation, the alert will be instigated by one of two sounds (or both) - a Klaxon siren or a continuous ringing of the school bell
- The base action if you hear the lockdown/indoor alert, is to make your way inside, hide & await further instruction from SLT or the Estates Team
- **INSTRUCTIONS ON HOW WE FURTHER COMMUNICATE & CONDUCT THE LOCKDOWN PROTOCOL ARE ONLY AVAILABLE TO EMPLOYEES AND FORM PART OF THEIR HEALTH & SAFETY INDUCTION & WILL NOT BE INCLUDED IN THIS POLICY**

## 5.3 Code Blue Protocol

- The code blue protocol has been introduced to allow any staff member requiring urgent assistance to call for instant back-up or support.
- It protects lone workers and allows staff members to invoke assistance without causing alarm or exacerbating any already difficult situations
- Full training on how to initiate a code blue call is given at every employees Health & Safety Induction

## 6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts, Vapours, Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Estate Manager and subject leads and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous substances will be stored in locked facilities, away from pupil access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### 6.1 Gas safety

- › Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- › Gas pipework, appliances, laboratory gas taps and flues are regularly maintained
- › All rooms with gas appliances are checked to ensure they have adequate ventilation and are annually inspected by an external LEV contractor

### 6.2 Legionella

- › A water risk assessment is completed by Urban Environments. The Estate Manager 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 2 years (as recommended) and when significant changes have occurred to the water system and/or building footprint. Annual water samples will be submitted for Legionella bacteria testing
- › The risks from legionella are mitigated by the following: Weekly flushing of infrequently used outlets, Monthly full system flushing & temperature recording, Regular shower head descaling, Annual cleaning of water storage tanks in the gym,

### 6.3 Asbestos

- › An Annual Asbestos Survey is carried out by our nominated provider ARG Surveys with additional surveys completed by Summit Environmental
- › Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- › Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- › Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- › A record is kept of the location of asbestos that has been found on the school site, this is held by the Estate Manager who ensures that monthly inspections are completed on all known Asbestos sites within the school - see **appendix 3**

## 7. Equipment

- › All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- › When new equipment is purchased, it is checked to ensure it meets appropriate educational standards
- › All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### 7.1 Electrical equipment

- › All staff are responsible for ensuring 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 Estate Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person, all our electrical items are PAT tested annually by our nominated contractors - AGG & School Stage
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Estate Manager.
- Annual safety inspections are completed by our nominated contractor Universal Services

## **7.3 Playground Equipment**

- Daily visual checks on all external play equipment are completed by the estate team operatives with a weekly safety check of every item performed by the Estates supervisor
- Annual safety inspections are completed by our nominated contractor Universal Services

## **7.4 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **8. Lone working**

Lone working may include:

- Late or weekend working
- Home or off-site visits
- Estate manager/operative duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, must 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 they are medically fit to work alone.

Lone workers must inform the duty emergency phone by text when they arrive & leave the school site.

## **9. Working at height**

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

In addition:

- The Health & Safety Officer/Estate Manager retains the ladder safety log for working at height
- Pupils are prohibited from using ladders
- Trained Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.

### **14. Smoking & Vaping**

Smoking and/or Vaping is not permitted anywhere on the school premises.

### **15. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **15.1 Handwashing**

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

#### **15.2 Coughing and sneezing**

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

#### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use all issued PPE that relates to your role and ensure you give adequate time for replacements to be ordered. This applies to Safety boots, Hi-Vis tabards, protective gloves, Ear Defenders, Safety glasses, disposable nitrile gloves, Bio-hazard spill kits
- Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

#### **15.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly

### **15.5 Cleaning of blood and body fluid spillages**

- Alert Estate team to assist you in cleaning up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, use bio-hazard spill kits or 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

### **15.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **15.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **15.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **15.9 COVID-19 management**

We will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. Control measures will include steps to:

- Restrict non-essential activities where a COVID-19 risk has been identified
- Where possible, replace risky activities with other suitable activities without introducing new hazards
- Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety

We will follow local and national guidance on the use of control measures including:

#### **Following good hygiene practices**

We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

#### **Implementing an appropriate cleaning regime**

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice a day.

#### **Keeping rooms well ventilated**

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

#### **Asymptomatic testing**

We will encourage staff and pupils to follow government guidance on the use of lateral flow tests. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

#### **Face coverings**

We will ask pupils, staff and visitors to wear suitable face coverings in communal areas if required, in line with government guidance.

We support any individuals right to wear a clinical mask/face covering if they so wish for the purpose of their own health protection.

### **15.10 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 any 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.

### **15.11 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in **appendix 5**

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

## 16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant and for every trimester thereafter.

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 an 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
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS

## 17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stresses through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

For further detail about how the school supports and manages stress in the work place, please see the Absence Management Policy and Stress Management Policy.

## 18. Accident reporting

### 18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. If you don't have access to an accident book, an accident form template can be found in **appendix 4**
- Any accident forms completed should be sent to the school nurse or health & safety officer
- If any staff member, student or visitor is sent to hospital directly from the premises the health & safety officer must be informed immediately
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Accident Investigations will be completed by Estate Manager/Health & Safety Officer
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of in accordance with our Insurers retention expectations.

## 18.2 Reporting to the Health and Safety Executive

The Estate Manager/Health and Safety Officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

➤ Death

➤ Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

➤ Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

➤ Where an accident leads to someone being taken to hospital

➤ Where something happens that does not result in an injury, but could have done

➤ Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

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

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

## 18.3 Notifying parents

The Kindergarten Assistant Principal 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.

## 18.4 Reporting child protection agencies

The Kindergarten Assistant Principal will notify SPOA, MASH, 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.

### **18.5 Reporting to OFSTED**

The Principal will notify OFSTED of any serious accident, illness or injury to, 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.

### **19. Training**

Our staff are provided with health and safety training as part of their induction process and are issued digital copies of our Health & Safety Handbook

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### **20. Monitoring**

This policy will be reviewed by the Estates Manager/Health & Safety Officer every 2 years.

At every review, the policy will be approved by the Principal and the Council of Trustees.

### **21. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- COVID-19 risk assessment
- Remote learning

## Appendix 1. Fire Drill/Evacuation

### Fire and Emergency Evacuation

#### IF YOU DISCOVER A FIRE:



**Operate the nearest fire alarm call point & immediately initiate contact with the emergency services, either directly or indirectly via another member of staff**

**If it is safe to do so and if you have had firefighting equipment training, attack the fire with the correct fire extinguisher or blanket**

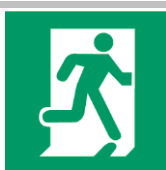
**NB If you have children in your care, their evacuation always takes precedence. NB**

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately, do not collect personal belongings.

#### ON HEARING THE ALARM:

The fire alarm sound is the **Fire Alarm Bells**



**Immediately vacate the premises by the nearest available exit**

Close all windows and doors behind you, if safe to do so



**Go to assembly point:**

**For Kindergarten – Basketball courts**

**For Applegarth – inside the walled garden**

**All others areas of the school – In front of the mansion**

Report to the person in charge of your assembly point



**DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.**

**DO NOT RE-ENTER THE BUILDING UNTIL ALL ALARMS FALL SILENT & YOU ARE TOLD TO DO SO BY THE CHIEF FIRE OFFICER OR DEPUTY**

#### **VISITORS**

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the Chief Fire Officer or Deputy present.

#### **LIAISING WITH EMERGENCY SERVICES**

The Chief Fire Officer, or Deputy will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.



## Appendix 2. Trustee H&S Audit 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?	
Are all fire alarm panel log-books complete?	
Are all Fire evacuation records up-to-date?	

### Appendix 3. Asbestos monitoring record example from master checklist

Building: Condemned Hut	Year:	Responsible Person:
-------------------------	-------	---------------------

Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Comments
Cement roof panels													

**Guidance - Asbestos Monitoring**

The main method of controlling Asbestos is to remove it. Where that is not possible a management plan must be implemented – Michael Hall Asbestos Management Policy. It should be managed in the following manner:

**MANAGE**

Keep an up to date log of locations, conditions & maintenance of all ACM's

Maintain all ACM's in a good state of repair

Inform anyone likely to disturb it, about the location & condition of the ACM

A contractor pack which includes asbestos survey results is issued to all contractors before any works are undertaken.

**MONITOR**

The conditions of ACM's should be monitored and recorded. We are doing that monthly. A visual check for signs of disturbance, scratches, broken edges, cracked or peeling paint & debris. Where deterioration is discovered remedial action must take place immediately.

**LABEL**

Where possible all our ACM's should be labelled

**ENCAPSULATE**

Asbestos insulating board can be treated with an elastomeric paint

Asbestos cement can be sealed with an alkali resistant & water-permeable sealant

Sectional asbestos pipe insulation can usually be coated with a calico wrap & then painted over with an elastomeric paint

Spray coating can be overlain with strips of calico & painted over with an elastomeric paint

**RESTRICT ACCESS**

If any ACM'S seems to have had a catastrophic failure or disturbance the areas connected will be sealed off & possible areas of the school evacuated pending an investigation.

**Appendix 4. Accident report**

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

## Appendix 5. 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 the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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 a factsheet to send to parents or carers and staff.

<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.

<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.