

Health and safety policy

Mayfield Grammar School, Gravesend



Approved by: [Name]

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1. Aims

Our school aims to:

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

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing body 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 governing body, 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 Headteacher and Premises Manager

The Headteacher has overall responsibility for health and safety. This duty is undertaken in conjunction with the Premises Manager who oversees the day to day operations of the school including the implementation of the health and safety policy.

The Headteacher has overall responsibility for the health and safety policy and ensuring there is enough staff to safely supervise pupils and providing adequate training for school staff.

The Headteacher in conjunction with the Premises Manager ensures appropriate evacuation procedures are in place and regular fire drills are held

Staff and pupil risk assessments are undertaken by the Pastoral Manager / Learning Leader or another senior member of staff.

The Premises Manager's responsibilities include:

- Ensuring that the school building and premises are safe and regularly inspected
- Assisting with providing adequate training for school staff
- Reporting to the Finance and Premises Committee on health and safety matters
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensures all risk assessments in relation to school grounds and buildings are completed and reviewed. (Appendix 1 – Risk assessment template)
- Ensuring the premises team and cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Ensuring that, in their absence, health and safety responsibilities are delegated to another member of staff

3.3 Health and safety lead

The nominated health and safety lead is Ray Wickens.

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 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 Headteacher or Premises 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.

4. Site security

The Premise 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 intruder and fire alarm systems.

The Premises Manager and Premises Assistants are key holders and will respond to an emergency.

During school events outside the normal school day a lockdown procedure is in place to enhance site security and all members of the Premises Team and SLT have appropriate keys and the front exit will be closed once any meeting has commenced.

The School's Invacuation procedure is published in the "Essentials for Staff" booklet and a practice drill is conducted as circumstances dictate.

The School's bomb threat procedure is also published in the "Essentials for Staff" booklet and a practice drill is conducted as circumstances dictate.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term as far as is practicable.

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, but only if they are confident they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly points. These are at the rear of the school field on the Main Site (this is adjacent to The Avenue) and at the rear of the car park next to the changing rooms on the Isaac Newton site.

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

A member of staff from the Supply and Cover Office will take a register of all support 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.

The school's fire evacuation procedure is regularly reviewed and published annually in the "Essentials for Staff" booklet.

Fire equipment is checked monthly and a fire safety checklist (appendix 3) is completed twice a year.

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

- Germes that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Premises Manager 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 products are stored in lockdown cupboards which are clearly labelled. Chemicals in Science are stored in the designated prep room with no 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 and flues are regularly maintained

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

6.2 Legionella

- Water risk assessments using appendix 1 are completed/ logged by the Premises Manager. The Premises 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 six months or when significant changes have occurred to the water system and/or building footprint

- The risks from legionella are mitigated by the following checks and controls. Weekly temperature checks on hot and cold water flow are recorded in the water log book.

6.3 Asbestos

- There is no asbestos located in the school that can be accessible to staff or pupils.

- 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 must stop work immediately until the area is declared safe

An asbestos register is kept of the location of asbestos that has been found on the school site and is located in the Premises Manager's office.

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 that it meets appropriate educational standards

7.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Premises 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 isolators switches are clearly marked to identify their machine

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

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

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 Premises Manager.

7.3 Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous computer use as part of their daily duties.

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 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 should be informed about where the member of staff is and when they are likely to return. In the school holidays, lone workers must inform their line manager of the dates and times they are working on site. Staff must sign in and out using the signing in book when working during the school holidays or at weekends.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

Work must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises Manager 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

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 must 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

- Where relevant, there will always be at least one first aider on school trips and visits

- The Schools trips / visits procedure is published separately and all visits and trips are submitted to KCC for approval where appropriate or to the Headteacher. The school employs a School Trips and Visits Co-ordinator who oversees all aspects of school trip planning and management.

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.

The school has a separate Lettings policy.

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

Smoking breaks must be taken off-site and away from the entrances to the school. Smoking breaks should not be taken in groups of more than 2 or 3.

15. Infection prevention and control

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

Please see addendum on Covid 19 procedures and controls.

15.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels or hand driers.

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 not permitted

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

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

Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

Clean the environment frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

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

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

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

Make spillage kits available for blood spills

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 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.9 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.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.(appendix 2: pregnancy risk assessment)

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

17. 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.

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. A copy of the accident form template can be found in appendix 5

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

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.

18.2 Reporting to the Health and Safety Executive

The Office Manager 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 Office 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 at work where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

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>

19. Training

As part of new staff induction the Premises Manager provides information and guidance on all Health & Safety matters relating to the school.

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

20. Monitoring

This policy will be reviewed by the Headteacher and Premises Manager every 2 years.

At every review, the policy will be approved by the Governor Finance and Premises Committee.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Supporting pupils with medical conditions
- Accessibility plan
- Fire Evacuation Procedure
- School Trip Procedure

22. Covid-19 Addendum to MGS Health & Safety Policy – updated Feb 2021

Following the outbreak and Covid 19 lockdown the school has implemented infection control and social distancing measures following guidance from the DfE and KCC. These fall into the following areas:

Keyworker and vulnerable children

The school has remained open for keyworker and vulnerable children. These were identified via a parental questionnaire and the pastoral team. Having identified the requirements, the school remained open for these pupils with the following measures in place:

a) Infection control

Deep cleaning of the whole school paying particular attention to occupied areas has been carried out on a regular basis since the initial lockdown in March 2020. This has intensified since the identification of a more contagious strain of the virus. Once the number of potential pupils had been identified both a teaching and breakout area close to the school entrance were identified. As more students have been added to the list, additional areas have been added. A rota of available staff is in place with any extremely vulnerable staff or those who are self-isolating excluded. Hand sanitiser and cleaning stations are available for all staff and students. These are checked and restocked daily.

Students in attendance have their own named work space and break out space allocated which are maintained for the day. Students are expected to maintain social distancing from each other and staff on duty.

Welfare (toilet and hand washing) areas have been identified and students have been advised of these procedures.

Weather permitting, doors and windows throughout the school should be opened in the morning and kept open to assist with air circulation and prevent cross contamination on door handles. Staff are asked to take responsibility for ventilating rooms they use to assist the Premises team. Staff should avoid opening and shutting doors and are asked to hand sanitise if they need to touch a door handle or window latch.

Reception continues to be manned and a barrier consisting of tables placed inside the entrance doors to prevent visitors and deliveries being brought further into the school.

The canteen provides food for students and staff on site operating a reduced menu and an ordering system to prevent unnecessary wastage. Payment should be made online however vending machines and the cashloader are available as a back-up.

There has always been a member of SLT in school. Since January 2020 staff and students on site have been able to undertake regular Lateral Flow Tests (consent required) which are reported to NHS track and trace.

The school operates a room booking system in reception so that only one member of staff uses a classroom each day. Premises and Cleaning staff liaise to ensure that all areas that are in use are cleaned each day. Offices work to maximum capacity and rotas are in place to ensure that these are not exceeded but the school continues to function. Staff who can perform their duties remotely can work from home where possible particularly when there are limited numbers of students on site.

b) Social distancing

Reception is limited to office staff only to ensure capacity is not exceeded. The reception desk and the filing area at the rear of reception are screened off to prevent other staff entering the office area.

A table barrier has been placed inside the entrance doors to prevent visitors and deliveries from coming into the school. Reception staff have dealt with deliveries and visitors whilst maintaining a 2 metre distance.

c) Teaching and Learning

Work has been set for the school timetable via the VLE and school email. Pupils who have not been able to access their work by electronic means have had work sent to them. IT support has been provided as needs have emerged. All initial needs identified via survey were met. Laptops have been purchased for students who do not have access to a home computer.

Pupils are also provided with stationery and resources as required.

Supervision of students on site has been undertaken by a staff rota along with a member of SLT. Staff have been asked to volunteer and SLT have overseen this to ensure that the rota is fair and consistent and that staff who are shielding, self-isolating or vulnerable have not been asked to come into school. Staff who are only able to travel by public transport have also been excused. All other staff are required in school for a maximum of a morning or afternoon session each week. – does this need changing?

d) Site Management / Control

The Premises Team and cleaners are required to work on site as they are unable to complete their work from home. As more students come into school the necessity for more frequent cleaning will mean that more cleaners will be required to work. The school has recruited additional cleaners to cope with the additional work including the deep cleaning.

The premises team have been working full time for the majority of the lockdown so that the site can remain open for keyworker and vulnerable children. It has also been essential to ensure that the programme of building work can continue.

All premises management checks and controls have been carried out and a log is kept by the Premises Manager.

External contractors working on the building expansion site are in their own social “bubble” and responsible for their own health & safety. They do not interact with school staff and social distancing is maintained.

Contractors who are working in tandem with our premises team (electrician, fire alarm, ground maintenance, etc.) are subject to our health & safety controls and risk assessments as well as their own. It will not always be possible to maintain social distance with these contractors therefore handwashing and the use of PPE may be required. Contractors are expected to carry out a Lateral Flow Test before commencing work.

Remote learning

Following the second closure of the school on 4th January 2021 and the subsequent lockdown the school has maintained teaching and learning for all students.

a) Infection control.

Not applicable for remote learning.

b) Social Distancing

Not applicable. Teaching has been via the VLE with work set and marked without contact. Feedback is given remotely.

Team meetings and planning have been carried out via Zoom and Microsoft Teams

c) Teaching and Learning

All teachers, except those medically unfit for work, have been using the VLE, zoom and school email to set work, mark and give feedback. Work has been set as per the timetable and homework has also been set. Parents have been notified if there are any concerns regarding the completion of this work.

Since the second lockdown in January 2021, SLT have considered the definition of Display screen equipment in the school Health and Safety policy and are permitting teaching staff to claim back the cost of an eyesight test. A receipt from a qualified optician for an eye sight test can be submitted to the Headteacher and will be repaid through expenses.

There is a separate updated Safeguarding Policy and Remote Learning Acceptable Use Policy relating specifically to the impact of Covid-19. A further update for these two policies will cover the partial re-opening of Secondary Schools for the 15th June 2020. These policies were emailed to staff on Tuesday 9th June 2020.

Face to Face teaching (Term 6 2019/2020 for Years 10 and 12 and Terms 1 and 2 2020/2021)

Relevant links to include government advice in relation to the partial re-opening of Secondary Schools for Year 10 and 12 students. A number of risk assessments have been developed to support the policy and are available to view on the VLE in the staff resources section. Please

note that the risk assessments should be read carefully and that they are 'dynamic' and may be updated or amended due to Government advice and guidance.

These were supplemented in September 2020 for the whole school opening with consideration given to all subjects and year groups.

The information booklet produced for staff and students should be a useful source of information and guidance in addition to the following government publication.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Hierarchy of controls (Taken from the above advice)

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and lesson plans/timetables (such as staggered break times).

This can be summed up as: Eliminate, Substitute, Isolate, Control and use of PPE (Personal Protective Equipment) where appropriate.

a) Infection Control

All classrooms were subjected to a deep clean after lockdown (Sunday 22nd March) and all areas in use have been cleaned daily. Before we re-introduce students into classrooms and teaching areas a further clean with anti-bacterial or anti-viral cleaning solution will be undertaken. Areas in use will be cleaned after each session has been completed.

Following reopening in September 2020 and the identification of a more virulent strain of Covid 19, the cleaning regime has intensified and additional cleaners recruited.

Students are required to wash their hands on entering the building and at regular intervals throughout their time in school. There are cleaning stations consisting of hand sanitiser and antibacterial wipes in all classrooms and antibacterial wipes for desk areas.

Many of the measures already instigated in school since the 20th March will continue but with added emphasis and the following protocols and procedures to reduce the spread of the virus. . Since January 2020 staff and students on site have been able to undertake regular Lateral Flow Tests (consent required) which are reported to NHS track and trace.

The canteen area and kitchen was subjected to a deep clean after the initial lockdown and has been regularly cleaned throughout reopening and the second lockdown. Staff are restricted to their own preparation areas of the kitchen wherever possible. Staff will have designated equipment and avoid sharing utensils and preparation areas. Only one member of staff will be allowed to use each till daily and tills will be cleaned before and after work. The finger monitors will not be used. Staff will take the student name and calculate the cost of the meal and this will be manually deducted from the student account. The cash loader will not be used and parents/carers will be asked to pay online. The use of the Scopay App will be encouraged.

Toilets and handwashing areas have been subject to a deep clean since the initial lockdown and have been cleaned thoroughly throughout reopening and the second subsequent lockdown. All areas in use have been cleaned while the school has remained open for vulnerable students. Students will be allocated toilets and handwashing areas for use during the time they are in school and students will only use the toilets they will be allocated. This will prevent different groups of students using the same toilets wherever possible and assist with the need to track and trace if there is a positive case in school. We will also ask students to only use the toilets in breakout sessions except in an emergency. Students will be required to hand sanitise before and after using the toilets and washing their hands. All areas will be thoroughly cleaned every day and at regular intervals when in use. Students will be reminded of the need to regularly wash hands and how to wash hands effectively. Posters and information are in key locations around the site.

Staff and students are required to wear face masks in all communal areas. These include reception, corridors, dining areas and when moving around staff workrooms.

b) Main School Office

Reception has been open throughout the lockdown and will remain open. Visitors will be prevented from entering the building by a table barrier (screen) and by signage stating only one visitor allowed in reception. This will be supplemented with 2 metre markings on the ground. Staff will work on a rota system and be allocated a desk/ work area for the day. Each area used will be thoroughly cleaned every night including keyboards and telephone. Other staff will be discouraged from entering the area unless they are able to socially distant and will not be allowed to use telephones or computers except in an emergency.

c) Staff room

The staffroom will be in use with staff encouraged to only come in when required to teach or support the school and otherwise work from home. Soft furnishings have been removed in line with government guidelines. We ask all staff to socially distance when in shared areas. Room 8 and Room 35 will be available to use so long as staff can keep 2 metres apart. Staff will be asked to wash their hands and/or hand sanitise on arrival and at regular intervals throughout the day. If a computer is used staff will be required to clean the keyboard before and after use. All areas which are used will be cleaned after school. Staff must wear a face mask or shield when moving round these rooms.

Staff will need to bring in their own mug and eat outside if at all possible. The canteen will be providing meals in disposable containers which can be pre-ordered, otherwise staff should bring in their own plates and cutlery and either wash or take home for cleaning after use. The dishwasher will not be available to use.

Offices including the exams office, the finance office, the IT office and individual offices will be open for use. Staff should only use one computer each day and clean the keyboard before and after use. If a telephone is used it should be cleaned after use and, ideally, only used by the member of staff using the desk. Staff should not use telephones in the main office, finance office, exam office except in an emergency. Offices will display a maximum capacity number and staff asked not to enter if this would exceed the capacity.

d) First Aid

If first aid is required then the first aider must use PPE consisting of a disposable apron, disposable gloves and a face mask and a plastic face guard. These must be disposed of after use. If Covid-19 virus is suspected the PPE must be double bagged and quarantined for 72 hours before disposal. Appropriate PPE equipment to use in conjunction with the first aid kits will be available in the Main School Office, Finance Office and I.N. Reception desk. Social distancing cannot be maintained when dealing with a first aid incident so appropriate PPE must be worn.

e) Isolation Room

There will be a designated isolation room for suspected Covid-19 students or staff on the main site, medical room, and at the I.N., new Food Technology room.. This room will be thoroughly cleaned after use and every night. Any staff entering the room following an isolation, including cleaners, must wear PPE consisting of a disposable apron, disposable gloves and a face mask and a plastic face guard. These must be disposed of after use. If Covid-19 virus is suspected the PPE must be double bagged and quarantined for 72 hours before disposal.

If Covid-19 virus is suspected, the movements of the pupil or member of staff must be tracked and all areas of contact deep cleaned.

f) Social distancing

Designated classrooms will be measured for capacity using DfE and KCC guidance and student groups allocated based on the capacity of the rooms. The rooms will display maximum capacity signs on the doors and walls to the classrooms/labs in use. Desks which are to be used will have a green laminated notice with infection control / social distancing guidance on them. Desks out of use will have a red laminated sheet on them. The capacity of the classrooms must not be exceeded.

g) Visitors to the School

Visitors will be prevented from entering the building by a table barrier (screen) and a waiting system will be instigated with 2 metre markings on the ground. A screen is being installed on the front desk and the area will display a maximum capacity. Signage at the entrance will support this and advise visitors of the requirements. There will be hand sanitiser at the entrance with visitors asked to use it on entering the building. **Contractors will be asked to complete a Lateral Flow Test.**

h) Toilets

Teaching areas will be allocated toilets and handwashing areas and the students can only use the ones they have been allocated. This will prevent different groups of students using the same toilets wherever possible. All toilets and basins will be cleaned thoroughly every evening. Staff toilets will be available with staff asked to use hand sanitizer before and after using the toilets.

i) Canteen

The canteen will operate cashlessly if possible, with parents requested to pay online and use the App. Vending machines and the cashloader will only be available as a last resort.

The server has been marked up with 2 metre distancing and will be managed by a member of staff to ensure that there is no overcrowding and capacity is not exceeded. The canteen staff will place items on the tray from behind the serving counter. Disposable plates and cutlery will be used.

Tables in the canteen will be designated at 2 metre distances. The queuing system will be marked in 2 metre spacing. Students can only use the designated seating and must wait to be called to queue for the serving area. The serving area will be managed by a member of staff and students called in rotation. Students may eat their packed lunch in the canteen. Capacity of the eating area must not be exceeded. There will be no social areas either in the canteen or in classrooms and therefore social interaction will be reduced to areas where social distancing has been organized.

The kitchen and canteen have been deep cleaned regularly since the initial lockdown including throughout the reopening of school to students and the subsequent second lockdown. All areas in use will be cleaned every afternoon with antibacterial cleaner.

j) Staff

SLT have identified staff who are shielding (either themselves or vulnerable members of their family), self-isolating or vulnerable. They are required to work from home if possible. All other staff are required to work in school when needed. **Staff rotas have been put in place to ensure that key areas continue to function with staff working remotely where possible so that social distancing can be maintained in school.**

If any member of staff has a medical reason why they cannot be called into work they should contact the Headteacher in the first instance and provide relevant medical certificates/documentation.

Full training and information about protocols have been regularly shared with all staff before additional students are invited to attend school.

k) Site Management / Cleaning

Premises checks and controls have been undertaken throughout lockdown as the premises team have continued working and the school has remained open. The Premises Manager has ensured that checks and cleaning are carried out thoroughly. If there are any concerns about gaps in the procedures these will be investigated and the procedures amended as necessary. The procedures and controls will be regularly reviewed and amended as necessary. The cleaning has been detailed in previous sections. The Premises Manager / Cleaning Manager will need to establish a rota for cleaning throughout the day and ensure that there is sufficient PPE and cleaning products for all requirements.

l) Doors and windows

Wherever possible and weather permitting, doors and windows throughout the school should be opened in the morning and kept open to assist with air circulation and prevent cross contamination on door handles. Staff should avoid opening and shutting doors and are asked to hand sanitise if they need to touch a door handle or window latch. The premises team have used door wedges to keep all doors open and do not need to be touched. Please see the separate fire evacuation procedures during Covid-19 to ensure staff know what to do in the event that staff/students need to evacuate the building.

Appendix 1. Generic Risk Assessment

| This is the statement of general policy and arrangements for: <input type="text"/> (Name of company) | | |
|---|--|---|
| (Name of Employer/Senior manager) has overall and final responsibility for health and safety | | |
| (Member of staff) has day-to-day responsibility for ensuring this policy is put into practice | | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements(What are you going to do?) |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | | |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | | |
| Engage and consult with employees on day-to-day health and safety conditions | | |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities | | |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | | |

| | | | |
|----------------------|--|-------|----------------------|
| Signed: * (Employer) | | Date: | <input type="text"/> |
|----------------------|--|-------|----------------------|

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

| | |
|---|--|
| Health and safety law poster is displayed at (location) | |
| First-aid box is located: | |
| Accident book is located: | |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|-----------------------|---|---|--|---|-----------------------------|--------------------------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisor to monitor Manager | From now on xx/xx/xx | xx/xx/xx xx/xx/xx |
| | | | | | | |

Appendix 2. Risk Assessment for Expectant Mothers

Checklist and Risk Assessment for New and Expectant Mothers

- Step 1** The checklist should be completed first, this will help you to identify any hazards to the pregnant worker.
- Step 2** Where you have identified there is a hazard and assessed the risk to the pregnant worker, enter this onto the risk assessment pro forma.
You will then be able to put any control measures in place to eliminate the risk or, reduce it to an acceptable level for the pregnant worker.
- Note** **This checklist is not exhaustive, other issues with the pregnant worker's work conditions/place, may need to be considered. The risk assessment should be reviewed, on a regular basis throughout the pregnancy and any necessary control measures put in place.**

Employee's name:

Date:

Job title:

Form completed by:

| 1. Biological and Chemical Agents | | Yes/No | |
|-----------------------------------|---|--------|--|
| 1.1 | <p>Is the employee exposed to any infectious diseases particularly the following:</p> <ul style="list-style-type: none">• Rubella (measles)• Chickenpox• Slapped cheek disease• Chlamydia Psittaci (from lambs) <p>Other (specify)</p> <p>(For more information on diseases refer to the Health Protection Agency Guidance on Communicable Disease and Infection Control in Schools and Nurseries).</p> | | |
| 1.2 | <p>Is the employee exposed to any bodily fluids? (Protective gloves should be worn)</p> | | |
| 1.3 | <p>Is the employee exposed to any chemical agents? (Check COSHH risk assessments and chemical datasheets)</p> | | |
| 1.4 | <p>Is the employee exposed to cigarette smoke?</p> | | |

| | | | |
|-----|--|--|--|
| 1.5 | Is the employee exposed to Ionising Radiation (Work procedures should be designed to keep exposure of the pregnant woman as low as reasonably practicable and certainly below the statutory dose limit for pregnant women.) | | |
|-----|--|--|--|

| | | | |
|--|---|--|--|
| 2. Display Screen Equipment (DSE) | | | |
| 2.1 | Does the employee use a computer for long periods of time? | | |
| 2.2 | Is the DSE work equipment and furniture, such as the chair suitable and comfortable for the employee? | | |
| 2.3 | Has a DSE risk assessment been completed for the employee? | | |

| | | | |
|--|---|--|--|
| 3. Driving (Occupational Road Risk) | | | |
| 3.1 | Does the employee do a lot of driving as part of their job, such as to make home visits to clients or, visiting other workplace establishments? | | |

| | | | |
|------------------------|--|--|--|
| 4. Lone Working | | | |
| 4.1 | Does the employee work alone in the building or out in the community? | | |
| 4.2 | Are control measures in place for lone working? Such as panic alarms, buddy systems? | | |

| | | | |
|---------------------------|--|--|--|
| 5. Manual Handling | | | |
| 5.1 | Is the employee expected to carry or lift heavy loads? | | |
| 5.2 | Is the employee expected to carry or lift children? | | |
| 5.3 | Is the employee aware of safe lifting? | | |
| 5.4 | Has a manual handling risk assessment been completed for the employee? | | |

| | | | |
|---------------------------|--|--|--|
| 6. Physical Agents | | | |
| 6.1 | Is the employee exposed to whole body vibration? (from machinery) | | |
| 6.2 | Is the employee exposed to excessive noise? (such as noisy machinery) | | |
| 6.3 | Is the employee expected to work in awkward spaces? | | |
| 6.4 | Is the employee exposed to excessive heat? | | |
| 6.5 | Does the employee have to sit or stand still for long periods of time? | | |
| 6.6 | Is the employee exposed to undue stress? | | |

| | | | |
|----------------------------------|--|--|--|
| 7. Slips, trips and falls | | | |
| 7.1 | Is the employees work area free from slips trips and fall hazards? (Such as trailing wires, uneven flooring, spilt substances?) | | |

| | | | |
|-----------------------------------|---|--|--|
| 8. Violence and aggression | | | |
| 8.1 | <p>Is the employee exposed to potentially violent situations from:</p> <ul style="list-style-type: none"> • Children? • Adults? • Members of the public? | | |

| | | | |
|-------------------|---|--|--|
| 9. Welfare | | | |
| 9.1 | Is there a rest room or a suitable area for the employee to rest? | | |
| 9.2 | Has the employee received any advice from the doctor or midwife that has any bearing on her role? | | |
| 9.3 | Are there any other specific welfare issues mentioned by employee? | | |
| 9.4 | Is the employee allowed regular breaks? | | |
| 9.5 | Is the employee allowed to take a comfort break when needed? | | |

| | | | |
|------------------------------|--|--|--|
| 10. Working at Height | | | |
| 10.1 | Does the employee have to carry out any work that requires them to work from height? (Such as putting up displays, ladder use). | | |

| | | | |
|-----------------------------|--|--|--|
| 11. Any other issues | | | |
| 11.1 | | | |

Physiological aspects

There are certain physiological conditions which occur during pregnancy or, when nursing babies which should be taken into account. These include:

- morning sickness which may be relevant where early morning shifts are worked, or where there may be exposure to nauseating smells
- backache, which may be associated with manual handling activities and poor work postures
- posture is also significant if varicose veins and/or haemorrhoids develop – the latter also being linked with a hot work environment
- frequent visits to the toilet may be difficult if it is not always possible to leave the job/site of work
- increasing size may present problems, consider personal protective clothing (PPE) and uniforms that may be worn by employees
- dexterity, agility, co-ordination, speed of movement and reach may all be impaired due to increasing size
- the need for frequent re-hydration of nursing mothers
- the need for privacy when expressing milk for nursing mothers.

If a risk has been identified, indicate below the action to be taken to remove the hazards or reduce it.

New and Expectant Mothers RISK ASSESSMENT

Employees name: Establishment: ASSESSOR(S):.....
 Date:.....

| Source of Hazard | Persons Affected | Control measures in place now | Still high risk? | Still medium risk? | Still low risk? | Further action required, by whom, timescale or reference to other assessments |
|------------------|------------------|-------------------------------|------------------|--------------------|-----------------|---|
| | | | | | | |
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|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Signed.....

Review Date.....

Further guidance and information to help you complete a pregnancy risk assessment, can obtained from the following sites:

Clusterweb:

- DSE – Laptop guidance and DSE self risk assessment
- Occupational Road risk – Policy and risk assessment
- Lone Working Policy

Appendix 3. 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 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

Rashes and skin infections

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

| | | |
|--|---|---|
| Impetigo | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment | Antibiotic treatment speeds healing and reduces the infectious period. |
| Measles* | Four days from onset of rash | Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation. |
| Molluscum contagiosum | None | A self-limiting condition. |
| Ringworm | Exclusion not usually required | Treatment is required. |
| Roseola (infantum) | None | |
| Scabies | Child can return after first treatment | Household and close contacts require treatment. |
| Scarlet fever* | Child can return 24 hours after starting appropriate antibiotic treatment | Antibiotic treatment is recommended for the affected child. |
| Slapped cheek syndrome/fifth disease (parvovirus B19) | None (once rash has developed) | Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) |

| | | |
|---------------------------|---|--|
| | | can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly. |
| Shingles | Exclude only if rash is weeping and cannot be covered | Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox. |
| Warts and verrucae | None | Verrucae should be covered in swimming pools, gymnasiums and changing rooms. |

Diarrhoea and vomiting illness

| Infection or complaint | Recommended period to be kept away from school or nursery | Comments |
|---|--|---|
| Diarrhoea and/or vomiting | 24hours from last episode of diarrhoea or vomiting | |
| E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery) | Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting | Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some |

| | | |
|--------------------------|---|--|
| | | contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice |
| Cryptosporidiosis | Exclude for 48 hours from the last episode of diarrhoea | Exclusion from swimming is advisable for two weeks after the diarrhoea has settled |

Respiratory infections

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

Other infections

| Infection or complaint | Recommended period to be kept away from school or nursery | Comments |
|-----------------------------------|---|---|
| Conjunctivitis | None | If an outbreak/cluster occurs, consult your local PHE centre. |
| Diphtheria* | Exclusion is essential. Always consult with your local HPT | Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary. |
| Glandular fever | None | |
| Head lice | None | Treatment is recommended only in cases where live lice have been seen. |
| Hepatitis A* | Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice) | In an outbreak of hepatitis A, your local PHE centre will advise on control measures. |
| Hepatitis B*, C*, HIV/AIDS | None | Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills. |

| | | |
|--|---|--|
| Meningococcal meningitis*/ septicaemia* | Until recovered | Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action needed. |
| Meningitis* due to other bacteria | Until recovered | Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed. |
| Meningitis viral* | None | Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required. |
| MRSA | None | Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre. |
| Mumps* | Child should not return to school for five days after onset of swelling | Preventable by vaccination |
| Threadworms | None | Treatment is recommended for the child and household contacts. |
| Tonsillitis | None | There are many causes, but most cases are due to viruses and do not need an antibiotic. |

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

Appendix 5. Accident report



Mayfield Grammar School, Gravesend

A Specialist Science & Language College

Pelham Road, Gravesend, Kent DA11 0JE.
Telephone: 01474 352896 Fax: 01474 331195



**LANGUAGE
COLLEGES**

Science

Accident/Incident Report Form

To be completed by (or on behalf of) each person affected by an accident, incident or violence (actual or threat). Please tick all appropriate boxes, leave blank boxes that do not apply and use a continuation sheet if necessary: *Tick here if continuation sheet has been used*

1. Person injured

Name:

Male

Female

Home Address:

Employee

Student

Visitor

Contractor

Name of person completing form:

2. Details of Accident/Incident:

Date:

Time:

Exact location: (eg Room No)

About accident (eg who was doing what at time)

Witness name(s) and contact details: