



Alfred Lord Tennyson School	Page 1 of 26
Health and Safety Policy	Issued: December 23
	Review date: December 24
APPROVAL BY	FULL GOVERNING BODY

Health and Safety Policy

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1. Aims

Alfred Lord Tennyson School (ALTS) 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 [1] and the following legislation:

- The Health and Safety at Work etc. Act 1974 [2], 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 [3], 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 [4], 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 [5], which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 [6], 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 [7], 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 [8], which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005 [9], which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005 [10], which requires employers to protect their staff from falls from height.
- The school follows National Guidance published by [Public Health England \[11\]](#) when responding to infection control issues.

Commented [RS1]: Updated 28 July 2023

3. Roles and responsibilities

3.1. The local authority and governing board

North Northamptonshire Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The governor who oversees Health and Safety can be contacted via the school office.

3.2. Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there are 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 governing board 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 Headteacher's absence, the Deputy Head, assumes the above day-to-day health and safety responsibilities.

3.3. Health and Safety lead

The nominated health and safety lead is the Site Supervisor.

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.

For the purposes of this policy, reference to 'parents' includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

3.6. Contractors

Contractors will agree health and safety practices with the School Office Manager before work commences. Contractors will show evidence of required insurance for the job in hand, and this will be collated by the School Office Manager, and kept in the school office.

4. Site security

The Headteacher and Site Supervisor are 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 Headteacher and Site Supervisor are the main key holders and will respond to an emergency.

The School Office Manager maintains a spreadsheet detailing which teachers have keys to what doors.

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 termly by the Site Supervisor – the Site Supervisor who keeps a record and a copy is kept in the school office.

Emergency evacuations are practised at least once a term (3 times a year). Pupils are taught how to respond to a fire bell, what to do if they are not in class when it rings. They are taught how to evacuate the building, and where to assemble once outside. A record of these fire drills is kept in the school office. All staff are debriefed after every fire drill, so that any issues can be addressed immediately.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week. A record of the date and time, together with details of who tested the fire alarm with any observations, is to be made and kept in the School Office Managers' office after it has been seen and noted by the Site Supervisor.

New staff will be trained in fire safety with a record kept 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.
- Only staff who have been trained in the safe use of fire extinguishers should use them in the event of a fire. The School Office Manager is responsible for organising this training, and will maintain an up to date record of it.
- Staff and pupils will congregate at the assembly points by the back fence in the playground. Numbers on the fence denote the assembly point for each year group.
- The School Office Staff will take the attendance register out to the playground. Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The School Office Staff will take a register of all staff and visitors.
- 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.

When a pupil with mobility issues is admitted to the school, access arrangements will be planned as part of their personal health plan. These arrangements will include a risk assessment of evacuation in an emergency. Other relevant information regarding the disability is in their personal health plan.

An annual fire safety check is carried out by the Office Manager and the Site Supervisor. The completed documentation is kept in a locked cabinet in the school office.

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 Site Supervisor and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

ALTS 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. Product information is held by the Site Supervisor.

All chemicals are to be stored in a locked storeroom, cupboard or cabinet, appropriately labelled with a record held of their location by the Site Supervisor and a copy kept in the school office.

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

- As the water main supply to the school is fed directly and there is no holding tank, the risk would be expected to be minimal.
- The Site Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book – Site Supervisor keeps the water log book.
- This risk assessment should be reviewed at least every two years, but the risk assessment should be a living document, reviewed to ensure it remains up to date, and updated when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following:

- The temperature of the hot water is checked monthly (both the boiler setting and the temperature at a tap) and
- The results are recorded in the water log book by the Site Supervisor.

6.3. Asbestos

- The Site Supervisor, Headteacher and School Office Manager are able to access information from the NNC 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 which they suspect could be asbestos they will stop work immediately, inform the School Office Manager and not work there again until the area is declared safe.
- A record of known asbestos on the school site is kept by the Site Supervisor - sample report see Appendix 3.

7. Equipment

- The Site Supervisor is responsible for ensuring that all equipment and machinery is maintained in accordance with the manufacturer's instructions and maintains the maintenance schedules which outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational and safety 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 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 Site Supervisor / School Office Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Portable appliance testing (PAT) will be carried out by a competent person. The School Office Manager maintains the testing records.
 - It is recommended that schools have PAT testing for Class 1 equipment for basic insulation and reliant on earth protection every year. (Kettles, fridges, IT equipment)
 - Class 2 equipment every 2 years for supplementary insulation and does not rely on earth for protection. (DVD players, lamps, printers, photocopiers etc.)
- Location of main isolator valve:
 - Alfred street site - in memorial garden.
 - Tennyson site - in the grassed area near perimeter fence, by the first yellow gate from car park.

- 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 immediately to the Site Supervisor by the member of staff who notices it.
- PE equipment is inspected every two years by the Universal Services team. The School Office Manager organises the inspection and keeps the log.

7.3. Display screen equipment (DSE)

- All staff who use computers daily as a significant part of their normal work should complete a risk assessment based upon the DSE guidelines [12]. Copies of the DSE guidelines are held by School Office Manager.
- ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time (mainly the School Office Manager, Headteacher and the office staff).
- 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
- Holidays and half term
- Weekend working
- Site Supervisor duties
- Site cleaning duties
- Working in a single occupancy office/class room

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

Anyone working alone in school will always carry a mobile phone on their person.

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

9. Working at height

The person organising all work at height will ensure that the work is properly planned supervised and carried out by competent people with the skills, knowledge and experience to do the work. This will usually be the School Office Manager, Site Supervisor or Headteacher.

In addition:

- The Site Supervisor retains ladders for working at height (these are checked annually and before use).
- 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 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 most direct, and most level route; ensure that it is clear of obstruction before commencing the lift/move.
- Ensure the area where a load is to be offloaded is clear.
- When lifting, bend knees and keep 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, staff will ensure that:

- Risk assessments will be completed for all off-site visits and activities; these will be signed off by the Educational Visits Co-ordinator (EVC) before the visit takes place.
- All off-site visits are appropriately staffed.
- Staff will take their own mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.

For more details see the Educational Visits Policy [13].

12. Lettings

This policy does not relate to lettings. Please refer to the Lettings and Hirers policy [14].

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 ALTS staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately. This applies to violence from pupils, visitors, other staff or members of the public.

14. Smoking/Vaping

Smoking and vaping is not permitted anywhere on the school premises.

15. Infection prevention and control

ALTS follow National Guidance published by Public Health England [6] when responding to infection control issues. ALTS will encourage staff and pupils to follow this good hygiene practice, outlined Appendix 1 where applicable.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17. Occupational stress

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

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

The school has a free contract with LGSS Employee Assist if required. This is to be flagged at general staff meeting. If any staff feel they need this they may telephone them at anytime and the School Office Manager has supply self-referral forms.

18. Accident reporting

18.1. Accident record book

- When an accident occurs an accident form will be completed as soon as possible by the member of staff or first aider who deals with it. An accident form template can be found in Appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- 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 [15], and then securely disposed of.
Additionally:
 - The School Office Manager should keep pupil accident forms until the pupil is 25 years of age.
 - Member of staff accident information will be held in their personnel files. Once a member of staff leaves employment their personnel files are only kept for 12 months then disposed of.
 - If a parent or visitor has an accident on the school site, an on-line form for the North Northants Council will be completed as there could be a Health and Safety issue that could have prevented the accident. NNC would then be aware and if there was an issue would come out and assess the potential danger.
- The records will be used to monitor accidents to identify trends and patterns of accidents.

18.2. Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 [6] legislation (regulations 4, 5, 6 and 7).

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

Reportable injuries, diseases or dangerous occurrences include:

- Death.

- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury, but could have done.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

[How to make a RIDDOR report, HSE](#)

18.3. Notifying parents

ALTS school office will inform parents of any accident or injury sustained by a pupil immediately if the accident requires outside medical attention/intervention. If a child has had a minor accident/incident, ALTS school office will inform the parents as soon as possible to advise within 30 minutes. If the pupil has bumped their head and it is only a minor bump a message is sent from ParentAPPS to advise parents regarding the symptoms of concussion up to 72hrs later. All children who bump their heads are written in the Accident book and the child is given a yellow band to wear to indicate they have had a bumped head that day in case their condition deteriorates.

18.4. Reporting to Ofsted and child protection agencies

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

The Headteacher will also notify LA and the DSO of any serious accident or injury to, or the death of, a pupil while in the school's care. Please refer to the HSE website which details on what injuries and reportable diseases which have to be reported.

19. Training

All staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with Special Educational Needs and Disabilities (SEND), are given additional health and safety training – this is recorded in the teacher's file.

20. Monitoring

This policy will be reviewed by the Health and Safety Governor annually.

At every review, the policy will be approved by the Governing Body.

21. Links with other policies

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions [16]
- First aid [17]
- Accessibility plan [18]
- Educational Visits [13]
- Lettings and Hirers [14]
- Behaviour of parent, carers and visitors [19]
- Staff code of conduct [20]
- Work load and well being [21]
- Positive handling [22]
- Critical Incidents [23]
- Child Protection and Safeguarding [24]

22. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [24]

Online safety lessons are conducted regularly within the school to help to ensure that children stay safe online – see Online Safety Policy [25] and ICT Acceptable Use Policy [26]

All concerns must be reported to our Designated Safeguarding leads:

Mrs K O'Connor, Mrs S Smith, Mrs J Appleby and Mrs L Bunker.

23. References

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other-childcare-facilities/chapter-9-managing-specific-infectious-diseases. [Accessed 26 September 2023].

- [12] hse.gov.uk, "Working with display screen," [Online]. Available: <https://www.hse.gov.uk/pubns/indg36.pdf>. [Accessed 26 September 2023].
- [13] Alfred Lord Tennyson School, "Educational Visits Policy".
- [14] Alfred Lord Tennyson School, "Lettings and Hirers Policy".
- [15] legislation.gov.uk, "The Social Security (Claims and Payments) Regulations 1979," 1979. [Online]. Available: <https://www.legislation.gov.uk/uksi/1979/628/contents/made>. [Accessed 26 September 2023].
- [16] Alfred Lord Tennyson School, "Supporting children with Medical Conditions".
- [17] Alfred Lord Tennyson School, "First Aid Policy".
- [18] Alfred Lord Tennyson School, "Accessibility Policy".
- [19] Alfred Lord Tennyson School, "Behaviour – Parents, Carers and Visitors Policy".
- [20] Alfred Lord Tennyson School, "Staff Code of Conduct".
- [21] Alfred Lord Tennyson School, "Employee Wellbeing Policy".
- [22] Alfred Lord Tennyson School, "Positive Handling and Physical Intervention of Pupils Policy".
- [23] Alfred Lord Tennyson School, "Critical Incidents Policy".
- [24] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy".
- [25] Alfred Lord Tennyson School, "Online Safety Policy".
- [26] Alfred Lord Tennyson School, "ICT Acceptable Use Policy".

Appendix 1. Procedures for maintaining good hygiene.

Handwashing

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

Coughing and sneezing

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

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons (optional) where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

Cleaning of the environment

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

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

Laundry

- Wash laundry in a separate dedicated facility.
- Bag children's soiled clothing to be sent home, never rinse by hand.

Pupils and staff vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4.

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

Appendix 2. Accident report



ACCIDENT / INCIDENT REPORT FORM

Service Group.....

1. PERSONAL DETAILS OF AFFECTED PERSON		
Forename.....	Surname	Male <input type="checkbox"/> Female <input type="checkbox"/> Age.....
Address		
Occupation (if NCC employee)or other status..... <small>(eg Visitor, Contractor, Service User)</small>		
<small>Where an employee is involved in an accident/incident that is notifiable under RIDDOR, Trade Union Safety Representatives have a right to carry out their own investigation. If you do not wish your personal details to be disclosed for this purpose, please tick this box. <input type="checkbox"/></small>		
2. DETAILS OF WHERE AND WHEN ACCIDENT / INCIDENT OCCURRED		
Name of premises.....		Premises tel no.....
Address & postcode.....		
Location on the premises	Date	Time
3. DETAILS OF INJURY AND TREATMENT RECEIVED (where applicable)		
Description of injury sustained		
Treatment (tick boxes that apply): Received first aid <input type="checkbox"/> Visited Doctor <input type="checkbox"/> Went to hospital <input type="checkbox"/> Sent home <input type="checkbox"/>		
Resumed work after treatment <input type="checkbox"/> Detained in hospital <input type="checkbox"/> (forhours /days) Time off work <input type="checkbox"/> (fordays)		
4. DETAILS OF WITNESS(ES) (where applicable)		
Name(s).....		
Address(es)		
5. STATE PRECISELY WHAT HAPPENED (continue on a separate sheet if required)		
6. DECLARATION		
I have carried out an initial investigation and declare that to the best of my knowledge and belief the above information is true and no material fact concerning the accident / incident or injured person has been withheld.		
Signed.....	Position.....	Date.....
<small>(Manager / Headteacher / Supervisor)</small>		
I confirm that the above information is correct..... <small>(Injured / affected person where applicable)</small>		
Copies for: Green = NCC Health & Safety Team White = Originator		H&S Office use: Date report received:.....



Appendix 3. Asbestos record

The text in this table are suggestions only. The table will need to be adapted to your site's specific circumstances.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	





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

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.



Infection or complaint	Recommended period to be kept away from school or nursery
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.



Infection or complaint	Recommended period to be kept away from school or nursery
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	<p>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.</p>
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.



Infection or complaint	Recommended period to be kept away from school or nursery
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.



Infection or complaint	Recommended period to be kept away from school or nursery
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor). There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).



Infection or complaint	Recommended period to be kept away from school or nursery
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.
Coronavirus	3 days after testing positive

