

Kempsford Church of England (Voluntary Controlled) School



“Together, we will Rise”

Health & Safety Policy

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This is the Health & Safety policy of the school. It is controlled by the Headteacher and reviewed by the Resources Committee.

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Document Control

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Signed by Alan Passey - Chair Resources Committee - June 2020

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HEALTH AND SAFETY POLICY

This policy should be used, where appropriate, in conjunction with the School's Safeguarding Policy.

Statement of general policy with regard to health and safety

Kempsford is a Church of England Voluntary Controlled School. It is the intention of the school as far as is reasonably practicable to provide a safe and healthy environment for employees, children, contractors and visitors. This goal can be achieved with the assistance of all. In preparing this policy we have taken into account our employees' views. Expert advice can and will be sought if and when necessary by the Governors.

We ask and expect adults and children alike to help the school:

- Establish and maintain a healthy environment.
- Establish and maintain safe working procedures among staff, pupils and visitors.
- Arrange and ensure safety and avoid risks to health in connection with:
 - Use, handling, storage and transport of articles and substances.
 - Provision of and adherence to information, instruction and supervision in health and safety in the school environment.
- Maintain our place of work and play in a safe condition, without risk to health and safety.
- Lay down and follow set procedures in the event of an accident or fire.
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This statement supplements the Education Department's statement of policy with respect to the health and safety of employees who work in educational establishments situated outside Gloucestershire County Council's Shire Hall complex. It details the arrangements made by the Head Teacher, with the co-operation of the Governors, to discharge their health and safety responsibilities under Gloucestershire County Council's health and safety policy statement (2nd tier).

Implementation of Policy

The Governors and Head Teacher have overall responsibility for all matters relating to health and safety within all areas of the school. It is Kempsford's policy to establish and maintain as far as is reasonably practicable, safe working and learning conditions for all staff and pupils by continuous attention to all aspects of health and safety at work.

The health and safety of all staff, pupils and others whilst at Kempsford is of primary importance. It is a management responsibility to do everything reasonably practicable to prevent personal injuries and risks to health.

All staff at Kempsford Church of England Primary School have a statutory duty under the Health and Safety at Work etc Act 1974(1) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions and to co-operate with their employer/management in respect of any duty or requirement imposed on them by law.

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
<https://www.hse.gov.uk/msd/dse/eye-tests.htm>
- [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.

3. Roles and responsibilities

3.1 The local authority and governing board

Gloucestershire County 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 or Assistant Headteacher and staff members.

3.2 Headteacher or Assistant Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the 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 or Assistant Headteacher's absence, The Headteacher or Assistant Headteacher assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Richard Mendum.

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 Assistant Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

3.7 The Lunch Hour

The Senior Mid-Day Supervisor is responsible to the Headteacher for the safety and welfare of all the pupils on site during the lunch hours. The Headteacher or Assistant Headteacher will be available for consultation should the need arise.

4. Site security

The Caretaker and The Headteacher or Assistant Headteacher 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.

All teachers are key holders and will respond to an emergency.

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.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are at the front of the school in the playground.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Headteacher or Assistant Headteacher will take a register of all staff using the staff signing in and out board.
- 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 evacuation routes for children and adults with mobility needs are the same as for the school community

A fire safety checklist can be found in appendix 1.

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 Headteacher or Assistant Headteacher and the Caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

The caretaker is to monitor hazardous cleaning products and keep them in a locked cupboard at all times. Any cleaning contractors will follow the same procedures as the caretaker for monitoring hazardous materials.

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

- A water risk assessment has been completed March 2020 by the Caretaker. The Caretaker 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 year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks and servicing of the hot water boilers.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

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
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents
- Design and Technology Equipment

This equipment is to be kept in the 'Resources Room' and used only under adult direction. Children are to use a knife, saw or glue gun under strictest supervision. Knives should be used with the green safety mat and safety rulers only.

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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 Headteacher or Assistant Headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- 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 Caretaker immediately.

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 spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.4 Cooking

Cooking activities will always be supervised by an adult and children will be instructed in hygiene and safe use of utensils. Staff are asked to turn off any electrical appliances when not in use, including the cookers and dishwasher. Follow the school's procedure for cooking food. See Appendix 4.

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 will be informed about where the member of staff is and when they are likely to return.

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

9. Working at height

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

In addition:

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

10. Manual handling

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

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

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

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

11. Off-site visits

Any proposed excursion must be discussed with the Headteacher and staff must ensure that current County regulations are observed and risk assessment forms are filled in correctly, two weeks prior to the excursion where possible. All visits must be arranged through the offsite visit co-ordinator.

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
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- The Headteacher or any member of staff will have the authority to escort pupils to approved activities/appointments off the premises. Children must be signed out/in and cars and minibuses will need to be fully insured and roadworthy.
- The older junior children have the opportunity to take part in cycling proficiency training, after which they may ride their bicycles to school. Cycle helmets must be worn.
- If children are taken off the premises, members of staff must wear high visibility jackets. This includes escorting children on and off buses.
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Playing Field -

A two-way radio must be used by staff when supervising pupils on the playing field.

12. Lettings

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

13. Violence at work

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Medicines and First Aid

15.1 Children should not bring medicines to school and staff should not administer them (except in exceptional circumstances - see below). A member of staff will ensure the regular, weekly re-stocking of first aid boxes and will sign-off having done so. First Aid training will be provided on a regular basis.

Box 1 - Class 1
Box 2 - Class 2
Box 3 - Class 3
Box 4 - Class 4

Box 5 – Class 5
Box 6 - School House Kitchen
Box 7 –Library
Box 8 – Hall

Mobile first aid belts are used by duty staff and are available for use on school trips. Body fluids kits are available from stock. Staff must use gloves at all times when dealing with accidents involving body fluids. Parents may request that medicines be administered at school – a letter, detailing the condition and the dosage / frequency, should be delivered to school and marked for the attention of the appropriate member of staff. These letters will then be retained safely for reference.

15.2 Specific Medical Conditions

Where a child has a specific medical condition the school Nurse or Doctor will advise on procedure and all staff will be made aware. In exceptional circumstances staff may need training in the administration of medication and an agreed pro-forma will be held in school having been signed by parents and Headteacher of the School. (Please see policy for children with a medical condition). This is updated by the school administrator

15.3 Misuse of Drugs

The Head Teacher must be informed immediately of any incident relating to the misuse of drugs. If the incident concerns a child, the parents, guardians or carers will be called in to school to be informed. If the incident concerns a member of staff or other adult it will be reported to the Police and to the Chair of Governors and will be put before a disciplinary committee. The Chair of Governors will be kept informed of any incident. Advice from the LA may be sought. Only the Chair of Governors or the Head Teacher will issue a prepared press release, in line with LA guidelines on Press/Media procedures, if it is deemed necessary.

16. Infection prevention and control

Note: Specific and appropriate Risk Assessment and Protective Measures will be documented, adhered to and updated in response to Governmental guidance with regard to Covid-19.

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

16.1 Handwashing

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

16.2 Coughing and sneezing

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

16.3 Personal protective equipment

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

16.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

16.5 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

16.6 Laundry

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

16.7 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

16.8 Animals

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

16.9 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/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

16.10 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.

17. New and expectant mothers

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

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

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

18. Occupational stress

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

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

The school has a policy for the management of stress in the workplace. Stress management is a standing agenda item at all meetings. The school management will try to reduce stress to acceptable levels as much as is possible at all times. Staff and children working at computer workstations are made aware of the need for correct seating and working arrangements to prevent wrist and eye strain. Staff should seek early consultation with the Head of School if failing health is causing problems and affecting work. Staff are encouraged to confide /support one another to ensure that stress is recognised at the earliest opportunity. The Head of School and the Secretary will keep a record of staff absence and supply cover, which will be reviewed regularly.

19. Accident reporting

19.1 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. An accident form template can be found in appendix 2
- 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.

19.2 Reporting to the Health and Safety Executive

The Headteacher or Assistant Headteacher 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 Headteacher or Assistant 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](http://www.hse.gov.uk/riddor/report.htm)

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

19.3 Notifying parents

The Headteacher, Extended Services Lead or Assistant Headteacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.4 Reporting to Ofsted and child protection agencies

The Headteacher or Assistant 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 or Assistant Headteacher will also notify GCC and appropriate child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

20. Training

Our 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 (SEN), are given additional health and safety training.

21. Monitoring

This policy will be reviewed by the Chair of Resources Committee every year for updates regarding legislation and regulation.

At every review, the policy will be approved by the the Headteacher or Assistant Headteacher and The Chair of the Full Governing Body.

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Action taken			
Follow-up action required			
Name of person attending the incident			
Signature		Date	

Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

Appendix 4

Cooking Procedures

1. Always follow any manufacturer's instructions where given.
2. Always aim to complete cooking as near to time of service as possible.
3. All foods in the high risk category must be thoroughly cooked. This is essential and is a **CRITICAL CONTROL POINT**.
4. Particular care must be taken with meat joints, large poultry items, limit the size of these to 2kg (5lb) joints and 9kg (20lb) poultry items. **REMEMBER THAT THE LARGER THE JOINT OR POULTRY THE LONGER IT WILL TAKE TO COOK AND COOL.** Where meat/poultry is being cooked for cold service use the smallest size possible or cut in half.
5. The main cavity in poultry be left unstuffed so that heat will penetrate. Cook stuffing separately.
6. Care is also needed with other large items such as stews and casseroles to ensure even and thorough cooking.
7. Always ensure that foods have been thoroughly cooked. The temperature at the deepest part (core temperature) of any high risk food should reach at least 75°C.
8. Make sure burgers and other minced meat products are thoroughly cooked with no evidence of pinkness.
9. The Department of Health recommends that eggs to be served to the very young, frail and/or elderly are to be thoroughly cooked, i.e., all parts solid. Where soft cooked eggs are required for these groups use reconstituted dried egg, liquid or frozen pasteurised egg. There are a number of relatively new egg products on the market such as frozen scrambled egg and frozen egg 'nuggets' for omelette making, etc. Remember, once reconstituted or thawed these products are highly perishable and must be used in accordance with the manufacturer's instructions.
10. When using traditional methods such as insertion of forks/skewers for testing for the presence of blood in cooked meat **always remember** to use a clean implement each time.
11. Continue cooking until food is completely cooked. It is safer to over-cook high risk foods than to under-cook them.
12. Once cooked keep high risk foods covered and hot, i.e., at least 65°C or cooled quickly for refrigeration within 90 minutes. **Remember** cooking of high risk foods for later cold service carries possibly the highest risk amongst permissible cooking procedures. **Extreme care must be taken at all stages of storage, preparation, cooking, cooling, etc.**

13. Never cook high risk foods for ANY subsequent reheating. While legally permissible, this procedure can lead to abuse, affects food quality and is a risk to vulnerable consumers.

Appendix 5. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from 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
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days of rash. Although the usual exclusion period is 5 days, all return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had the infection before. A person with shingles should not return to school if the rash is weeping and cannot be covered or until the rash has healed.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as the blisters have dried up and the child is off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after onset of rash. Children should be 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 treated.
Scarlet fever	Children can return to school 24 hours after commencing treatment. If the child has been administered the person will be infectious for 24 hours. If the child is not at the school or nursery, the health protection team will advise on return to school or carers and staff.

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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 sh returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be stopped and they are well enough to return. If medication is completed and there is no further diarrhoea or vomiting for 48 hours.</p> <p>For some gastrointestinal infections, longer periods of exclusion may be required. A need to obtain microbiological clearance. For these groups, the local health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should be excluded for 2 weeks after the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have stopped. For school infants, food handlers, and care staff working with children, a greater risk to others and may be excluded until they have been cleared by the local health protection team. The local health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea. For some food poisoning infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment and as long as they have responded to anti-TB therapy. For latent TB, pupils require exclusion and can return to school as soon as they have been cleared by the local health protection team.
Whooping cough (pertussis)	A child or staff member should not return to school until they have been treated with antibiotics and they feel well enough to do so or 21 days after the last episode of coughing.

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Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after no jaundice, or if under 5, or where hygiene is poor. There are good hygiene who will have been much more infectious people.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and Do not exclude chronic cases of hepatitis B or restrict their chronic hepatitis B infection. Contact your local health protection team.
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, return is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.