



Southdale

C of E Junior school

Shining like stars in the universe

**Southdale Church of
England Junior School**

**HEALTH AND SAFETY
POLICY**

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Introduction

We regard the promotion of Health and safety at work to be of the utmost importance for all personnel that attend.

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The Law

The main legislation covering this area is the Health and Safety at Work etc. Act 1974.

The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.

Employees also have a duty to look after their own and others' health and safety.

It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

This policy deals with those aspects over which the **Headteacher** and **Governing Body** have control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher and **Governing Body** discharge their responsibilities in respect of staff, pupils and visitors.

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.

3. Roles and responsibilities

3.1 The local authority and governing body

Wakefield Local Authority 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 body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.2 Headteacher

The 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 body 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 the DHT
- 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 DHT assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is Samantha Jones (School Business Manager)

3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and 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. A copy of the H&S policy will be placed on the schools website.

3.6 Contractors

Contractors will agree health and safety practices with the School Business Manager/Caretaker before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. They will also sign to confirm they have read the asbestos register.

4. Site security

The Caretaker, Mr Steve Dundon is responsible for the security of the school site in and out of school hours, unless delegated by the Headteacher. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Steve Dundon, Kerry Partington, Samantha Jones, Rebecca Mohebi, Linda Stott and Ruth Randall are key holders. Mr S Dundon, Caretaker's, mobile number is displayed in the front entrance. The emergency contact is Mr Dundon who will then contact the Headteacher/Deputy Headteacher, in the event of 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. Tests and records of the fire drill and fire doors will be recorded weekly. A copy of the fire evacuation plan is located in Appendix 1.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous buzzer

Fire alarm testing will take place every Wednesday morning.

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. Please see attached appendix 1.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Admin staff will take a register of all staff from the Inventory system
- 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.

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 Engie and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. Engie provides the Caretaker and cleaners with data sheets for COSHH which are retained by the caretaker.

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. Staff use products such as dishwasher tablets and washing powder, these are located in lockable rooms/cupboards where children are not allowed to enter without an adult.

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
- The boiler room has a gas appliance which is checked to ensure that it has adequate ventilation

6.2 Legionella

- The Caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- Water is checked on a monthly basis, details recorded and sent to Water Hygiene.
- The risks from legionella are mitigated by the completion of temperature checks.

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
- An Asbestos register is held in the School office.
- 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

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
- 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 the Headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs i.e. The Caretaker/Qualified electrician
- Where necessary a portable appliance test (PAT) will be carried out by the caretaker – a log is maintained on line.
- 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 Business manager

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.

School has a Lone Working risk assessment which is sent out to staff on an annual basis and to contractors as and when they undertake work in school.

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:

- 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

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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. See Appendix 3.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Head Lice

If eggs or live lice are noticed in a pupil's hair, a phone call is made informing parents. A general letter is sent out to the parents of all pupils in a class if there is a case of head lice.

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

- School buys into a SLA for Cleaning with Engie. Cleaning is done on a daily basis with a deep clean carried out during the Summer holidays.

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

15.6 Laundry

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

15.7 Clinical waste

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

15.8 Animals

- Wash hands before and after handling any animals

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

15.10 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.

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

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.

18. Accident record

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. As much detail as possible will be supplied when reporting an accident. Accident forms can be obtained from the school office.

- Information about injuries will also be kept on 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.

18.1 Reporting to the Health and Safety Executive

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital

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

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

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

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

NEAR MISS/HAZARD/DAMAGE/FIRE REPORT FORM

All staff must be vigilant and use the form below to notify their Manager/Supervisor and Corporate Health & Safety of incidents which resulted in a Near Miss, Hazard, Damage or Fire but not incidents which involve personal injury or violence and aggression.



NEAR MISS/HAZARD/DAMAGE/FIRE REPORT FORM

This form is to be used by anyone to notify their Manager/Supervisor and Corporate Health & Safety of incidents which resulted in a Near Miss, Hazard, Damage or Fire but not incidents which involve personal injury or violence and aggression.

- **Near Miss** – An event has occurred which, under different circumstances could have led to a personal or non-personal accident,
- **Hazard** - An unsafe act or condition that has been identified,
- **Damage** - An event which resulted in damage to property, plant, products or the environment,
- **Fire** - An event/situation which resulted in a unplanned/uncontrolled fire.

When completed, this form must be countersigned by the Supervisor/Manager of the employee making the report, who should send the form immediately to: Health and Safety Team, Wakefield One, PO Box 700, Burton Street, Wakefield or via email to healthandsafety8@wakefield.gov.uk

A. WHAT IS BEING REPORTED?

- | | |
|--------------------------------------|---------------------------------|
| <input type="checkbox"/> 'Near Miss' | <input type="checkbox"/> Hazard |
| <input type="checkbox"/> Damage | <input type="checkbox"/> Fire |

B. DETAILS OF PERSON MAKING REPORT

Employees Name:	Payroll ref no:	Date:
Directorate:	Service:	
Job Title:	Location:	
Tel No:	Email:	

C. INCIDENT DETAILS

Date:	Time (use 24hr clock)
Exact Location where Near Miss, Hazard, Damage or Fire occurred:	

Full Description of Incident Being Reported Give full details of what happened including the nature and extent of any damage which may have occurred.

Attach a separate sheet if necessary

Immediate Action Taken Give full details of what immediate controls have been put in place to Prevent Possible Injury or Further Damage Occurring.

Attach a separate sheet if necessary

D. Supervisor/Manager Details

Supervisor/Managers Name:	Date Form Received:
Directorate:	Service:
Job Title:	Location:
Tel No:	Email:

E. Further Actions Required

Actions Taken Following Incident Report Give full details of any immediate controls/actions taken to prevent possible injury or further damage occurring following receipt of this report.

Continue overleaf if necessary

Further Actions Required / Recommendations to Prevent Re-occurrence

Continue overleaf if necessary

Feedback GivenYes (Provide details of who and when)No (If no, give reasons of why not)**F. Additional Information** (Please Tick Boxes below)**Near Miss – (Injury Potential)**

- Negligible
 Minor injuries
 Serious injuries
 Fatalities

Hazard I– (Severity Potential)

- Negligible
 Minor injuries
 Serious injuries
 Fatalities

Damage to equipment or premises (£ Value)

- Less than £500
 £500 to £1,000
 £1,000 to £5,000
 More than £5,000

Fire (£ Value)

- Less than £1,000
 £1,000 to £5,000
 £5,000 to £25,000
 More than £25,000

Signed:

Date:

Name (please print):

Tel No:

HEALTH & SAFETY OFFICE USE ONLY

Ref No:

Date Received:

Logged by:

F. Corporate Health & Safety Team

Comments on Supervisors/Managers Actions - Give full details of any additional controls/actions believed to be necessary prevent possible injury or further damage occurring following receipt of this report.

Signed:

Date:

Name (please print):

Tel No:

19. Playground

- 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. As much detail as possible will be supplied when reporting an accident
- Staff actively encourage pupils to play safely and discourage 'play-fighting' or other rough games.
- The playground is zoned for games
- Children should not enter the wildlife / pond area/ Climbing frames unless supervised by a member of staff

20. Security

- All gates to the school are locked at 6pm, or when the last member of staff leaves.
- The main gate is opened at 7:30am.
- The school has an electronic signing in system called Inventry. All staff and visitors must sign in and out using this system. Any child leaving early is collected by an adult and is signed out via the Inventry system.
- Pupil access gates are opened at 8:45am and 3:15pm and locked at 9:00am and 4:40 pm.
- The gate between the car park and playground is padlocked.
- Security fobs prevents the inner school doors being opened by a child and help prevent a child from absconding
- All external doors have a fob system.
- All windows are fitted with security bolts.
- The school is protected by a motion sensor security alarm
- The Caretaker inspects the site as part of his daily routine.
- Urgent matters are referred to the Headteacher, Deputy Head or School Business Manager and are actioned as soon as possible.

21. 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 woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training. IE Forest Schools First Aid training.

22. Monitoring

This policy will be reviewed by the Headteacher every 2 years or sooner

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

23. Links with other policies

This health and safety policy links to the following policies:

- First aid <M:\POLICIES 2018 TO 2019\First Aid Policy 2019.pdf>

Appendix 1. Fire Evacuation Plan



Site Plan Fire
Evacuation 1 - 2019-20

<S:\Sharedoc\THE HUB\FIRE EVACUATION\FIRE\Site Plan Fire Evacuation 1 - 2019-2020.pdf>

Appendix 2. Asbestos report

The table below shows the known ACMs for this site as identified at the time of the re-inspection survey. Areas of no access should be presumed to contain asbestos until proven otherwise. If this table is blank then no ACMs have been detected within the scope of the reinspection. Further details of actions recommended are in section 5.

Building	Floor/ Room	Original Assessment Number	Location/ position	Product type	Surface treatment	Condition	Extent	Accessibility	Level of identification	Asbestos type	Material risk	Priority risk	Action
Southdale CE VC Junior School	External / G13b Entrance	Previously sampled 033	Insulating board Soffit	Asbestos Insulating Board	Surface Sealed	Good Condition	2m ²	Occasionally likely to be disturbed	Identified	Amosite	(5) Low	(6) Medium	Manage
Southdale CE VC Junior School	External / G17 External	Previously sampled 032	Insulating board Porch soffit	Asbestos Insulating Board	Surface Sealed	Good Condition	2m ²	Usually inaccessible or unlikely to be disturbed	Identified	Amosite	(5) Low	(4) Low	Manage
Southdale CE VC Junior School	External / G33 External	Previously sampled 033	Insulating board Porch soffit	Asbestos Insulating Board	Surface Sealed	Good Condition	2m ²	Occasionally likely to be disturbed	Identified	Amosite	(5) Low	(6) Medium	Manage
Southdale CE VC Junior School	External / G34 External	Previously sampled	Insulating board Soffit	Asbestos Insulating Board	Surface Sealed	Low Damage	2m ²	Usually inaccessible or unlikely to be disturbed	Identified	Chrysotile + Amosite	(6) Low	(3) Low	Manage
Southdale CE VC Junior School	Basement 1 / B2/BH	Previously sampled 044	Insulation debris to pipe collar in wall.	Asbestos Insulation/Coating	Surface Sealed	Low Damage	<1m ²	Occasionally likely to be disturbed	Identified	Amosite	(7) Medium	(6) Medium	Manage
Southdale CE VC Junior School	Basement 1 / B2/BH	Previously sampled 047	Residual insulation to pipework behind boilers	Asbestos Insulation/Coating	Surface Sealed	Good Condition	1m ²	Occasionally likely to be disturbed	Identified	Chrysotile + Amosite	(6) Low	(6) Medium	Manage
Southdale CE VC Junior School	Ground Floor / G35/E	Previously sampled	Insulating board High level ceiling panels	Asbestos Insulating Board	Surface Sealed	Good Condition	50m ²	Usually inaccessible or unlikely to be disturbed	Identified	Chrysotile + Amosite	(5) Low	(7) Medium	Manage
Southdale CE VC Junior School	Ground Floor / G41/TC7	Ref S025	Cement ceiling panel Ceiling	Asbestos Cement	Surface Sealed	Low Damage	1m ²	Usually inaccessible or unlikely to be disturbed	Identified	Chrysotile	(4) Very low	(3) Low	Manage
Southdale CE VC Junior School	Ground Floor / G42/TC6	Previously sampled 025	Cement ceiling panel Ceiling	Asbestos Cement	Surface Sealed	Good Condition	1m ²	Occasionally likely to be disturbed	Identified	Chrysotile	(3) Very low	(4) Low	Manage

Appendix 3. 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)	<p>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.</p> <p>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.</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 they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).

Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

The Health and Safety Policy has been approved by the Governing Body of Southdale C of E Junior School

Name of Staffing Resource and Finance Committee Chair: Mr Des Manso

Date 13.03.20

This Policy will be reviewed in February 2022