

**Mayesbrook Park School**

Alternative Provision for young people in Barking and Dagenham

# **Health and safety Policy**

## **March 2025**

|                                                |               |                                                                |  |
|------------------------------------------------|---------------|----------------------------------------------------------------|--|
| Version:                                       |               | 3                                                              |  |
| Approving Committee:                           |               | Finance and Staff Committee                                    |  |
| Date Ratified:                                 |               | March 2025                                                     |  |
| Name/Department of Originator/Author:          |               | Caroline Kenny                                                 |  |
| Name/Title of Responsible Committee/Individual |               | Ms Cathy Stygal Head teacher<br>Chair: Robert Turner           |  |
| Date Issued:                                   |               | March 2025                                                     |  |
| Review Date:                                   |               | March 2028                                                     |  |
| Target Audience:                               |               | Staff/Parents/Governors/LA                                     |  |
| Version                                        | Date          | Control Reason                                                 |  |
| Version 2                                      | November 2016 | Update with LBBD                                               |  |
| Version 3                                      | December 2021 | Update in line with Health and Safety legislation and LBBD     |  |
| Version 4                                      | October 2022  | Update to reflect the changes of address to service provisions |  |

## Contents

|                               |   |
|-------------------------------|---|
| 1. Aims                       | 3 |
| 2. Legislation                | 3 |
| 3. Roles and responsibilities | 4 |
| 4. Site security              | 5 |

|                                                                                    |       |
|------------------------------------------------------------------------------------|-------|
| 5. Fire .....                                                                      | 6     |
| 6. COSHH .....                                                                     | 6     |
| 7. Equipment .....                                                                 | 7     |
| 8. Lone working .....                                                              | 8     |
| 9. Working at height .....                                                         | 8     |
| 10. Manual handling .....                                                          | 8     |
| 11. Off-site visits .....                                                          | 9     |
| 12. Lettings .....                                                                 | 9     |
| 13. Violence at work .....                                                         | 9     |
| 14. Smoking .....                                                                  | 9     |
| 15. Infection prevention and control .....                                         | 9/10  |
| 16. New and expectant mothers .....                                                | 11    |
| 17. Occupational stress .....                                                      | 11    |
| 18. Accident and incident reporting and process .....                              | 11/12 |
| 19. Training .....                                                                 | 13    |
| 20. Monitoring .....                                                               | 13    |
| 21. Links with other policies .....                                                | 13    |
| Appendix 1. Fire safety checklist .....                                            | 14/17 |
| Appendix 2. Accident report/ Flowchart process .....                               | 18    |
| Appendix 3 recommended absence period for preventing the spread of infection ..... | 19-21 |

## 1. Aims

Mayesbrook Park 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 Finance and Staffing Committee

London Borough of Barking and Dagenham has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the Finance and Staffing Committee.

The Finance and Staffing Committee delegates operational matters and day-to-day tasks to the head teacher and other school 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 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, School Business Manager and Head of Campuses assumes the above day-to-day health and safety responsibilities.

### 3.3 Health and safety lead

The nominated health and safety lead is School Business Manager at Mayesbrook Park Campus, Head of Campus at Erkenwald and a nominated member of staff at Seabrook Campus.

### 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

Contractors will agree health and safety practices with the Headteacher, Head of Campuses and School Business Managers before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

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.

## 4. Site security

The School Business Manager, Headteacher, Caretakers and Head of Campuses 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.

|                               |                                                        |
|-------------------------------|--------------------------------------------------------|
| Ms Cathy Stygal and Caretaker | Seabrook (based at Marlborough Road, Dagenham RM8 2HU) |
| Ms Liz Bailey                 | Erkenwald (Shipton Road , Dagenham, RM8 3QR)           |
| Mr. Dave Kemp                 | Mayesbrook Park Campus ( Arden Crescent, RM9 6TJ)      |
| Ms Cathy Stygal               | Mayesbrook Park Campus ( Arden Crescent, RM9 6TJ)      |

## 5. Fire

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud bell.

The fire alarm is tested on a weekly basis as a minimum requirement. These will be recorded in the school office.

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
- Staff and pupils will congregate at the assembly points.
- Seabrook Campus – Car park Marlborough Road
- Erkenwald Campus –Shipton Close near ledge of car park area
- Mayesbrook Campus – Arden Crescent by James Cambell Primary School, same side of the road as the school.
- The wardens of each area on the campuses will report to the responsible nominated evacuation person. All staff and students on site that day will be checked and ticked off against the evacuation register from the Sign In app.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangement in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. If such a need is identified the individual will be supplied with a PEEP.

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 Head of Campus, science technician and DT teacher, Art teachers and Head of cleaning provider and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Any hazardous 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**

- The school buy into a Service Level Agreement and the company responsible for ensuring that the identified operational controls are conducted and recorded in the school's water report.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- Weekly water flushing is completed across the school, by caretakers and recorded on the Health and Safety software. The risk of legionella are mitigated by such controls.

## **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 an Asbestos inspection are carried out by the Local Authority
- 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.
- A report is held on site 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.
- 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
- All fire extinguishers are subject to an annual check by an external contractor and weekly visual checks are carried out by caretaker. Staff must report any damages to the fire extinguishers to the office staff or School Business Manager.
- Fire wardens are trained to use the fire extinguishers when required.

### **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 School Business Manager immediately
- 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**

- Teachers will check that equipment is set up safely
- Any concerns about the condition of the PE room floor or other apparatus will be reported to the Assistant School Business Manager/ Administrative staff at each campus.

## **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

## **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 caretakers at each campus 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 and are expected to have being trained in the use of a ladder.
- 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 feel 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
- A first aider is expected to be on school trips and visits

## **12. Lettings**

- No lettings take place at Mayesbrook Park School. Those who hire any aspect of the school site or any facilities in the future 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 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. Extra measures and risk assessments are in place for Covid-19.

### **15a Co2 Monitors**

- The school uses carbon dioxide (CO<sub>2</sub>) monitors to identify poor ventilation.
- The school takes several measurements throughout the day, when the room is occupied, to represent changes in use of the room
- The measurement is recorded, the numbers helps to decide if an area is poorly ventilated

### **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
- Cover all cuts and abrasions with waterproof dressings

.

## **15.2 Coughing and sneezing**

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

## **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- The school complies with the guidelines outlined by the Government for wearing of masks.

## **15.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly

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

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

## **15.6 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
- 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

## **15.9 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.
- In the event of an epidemic/pandemic, the school follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

- Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
- 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.
- Employees are encouraged to raise concerns to Head of Campus or line manager but also have access to a confidential counselling service. Workplace Options- employee Assistance Programme 0800243438
- Occupational Health is contactable on: 0208-227-3431

## **18. Accident and Incident Reporting**

- Accident and Incident are reported through the HR portal system by the school.

### **18.1 Accident and Incident process**

- 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.
- Accident and incident (staff, students and visitors) Please see appendix 1 'Accident/ Incident Reporting Flowchart')
- The accident and incident report should be used for all hazardous incidents including work related to illness/ disease. Stress, violence and aggression and motor vehicles accident and incidents. the accident/ incident form is kept by the front office and the school personal assistant.
- Part A completed by involved person
- Part B Head of campus to complete and investigate and make recommendations for remedial action, implement and support mechanism. Review and amend current risk assessments.
- The form is loaded onto the HR system by the school personal assistant. OHSW will notify Health and Safety executive (HSE) if the accident is a major injury. Outside of normal hours working hours the responsible officer must notify the HSE direct on 015195140000.
- Minor cuts and grazes are recorded in the accident report and kept in the front office
- 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, this may differ dependent on the LBBB insurer's guidance.

## 18.2 Reporting to the Health and Safety Executive

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

Reportable injuries, diseases or dangerous occurrences include:

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

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

## 18.3 Notifying parents

A staff member 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.

## 18.4 Reporting child protection agencies

The Headteacher will notify of any serious accident, illness or injury to, or the 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.

## 18.5 Reporting to Ofsted

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.

## **19. Training**

Our staff are provided with health and safety training.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, are given additional health and safety training.

## **20. Monitoring**

This policy will be reviewed by the School Business Manager annually.

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

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

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan

- Appendix 1: Fire Safety Maintenance Checklist

|                                                                                                  |  |                                       |                          |                                 |                 |
|--------------------------------------------------------------------------------------------------|--|---------------------------------------|--------------------------|---------------------------------|-----------------|
| <b>Name or Address of premises</b>                                                               |  | <b>Duty Holder/Principal Occupier</b> |                          | <b>Site Responsible Person:</b> | <b>Date:</b>    |
| <b>Daily Checks (not normally recorded)</b>                                                      |  |                                       |                          |                                 |                 |
|                                                                                                  |  | <b>Yes</b>                            | <b>No</b>                | <b>N/A</b>                      | <b>Comments</b> |
| <b>Escape routes</b>                                                                             |  |                                       |                          |                                 |                 |
| Can all fire exits be opened immediately and easily?                                             |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| Are fire doors clear from obstructions?                                                          |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| Are escape routes clear?                                                                         |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| <b>Fire warning systems</b>                                                                      |  |                                       |                          |                                 |                 |
| Is the indication panel showing 'normal' and if zoned, is zone plan displayed next to the panel? |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| Are whistles, gongs or air horns in place?                                                       |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| <b>Escape lighting</b>                                                                           |  |                                       |                          |                                 |                 |
| Are luminaries and escape lighting in good condition and undamaged?                              |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| Is emergency lighting and sign lighting working Correctly?                                       |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| <b>Firefighting equipment</b>                                                                    |  |                                       |                          |                                 |                 |
| Are all extinguishers in place?                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| Are fire extinguishers clearly visible?                                                          |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| Are vehicles blocking fire hydrants or access to them?                                           |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| <b>Weekly Checks:</b>                                                                            |  |                                       |                          |                                 |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
| <b>Escape routes</b>                                                                             |  |                                       |                          |                                 |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |
|                                                                                                  |  | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/>        |                 |

|                                                                                                                                                                         |                          |                          |                          |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------|
| Do all emergency fastening devices to fire exits (push bars and pads, etc) work correctly?                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Are external routes clear and safe?                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Fire warning systems</b>                                                                                                                                             |                          |                          |                          |                 |
| Does testing a manual call point send a signal to the Indicator panel? ( <i>remember to disconnect the link to the receiving centre and tell them you are on test</i> ) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Did the alarm work correctly when tested?                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Did staff and other people hear the fire alarm?                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Did any linked systems fail to operate?<br>(e.g. magnetic door holders, free wheeling turnstiles, smoke curtains)                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Do all visual and / or vibrating alarms and pagers<br>(as applicable) Work correctly?                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                                                                                                                                                                         |                          |                          |                          |                 |
| Do voice alarm systems work correctly?<br>(Was the message understood?)                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Escape lighting</b>                                                                                                                                                  |                          |                          |                          |                 |
| Are charging indicators (if fitted) visible?                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Fire fighting equipment</b>                                                                                                                                          |                          |                          |                          |                 |
| Is all equipment in good condition?                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Monthly Checks:</b>                                                                                                                                                  |                          |                          |                          |                 |
| <b>Escape routes</b>                                                                                                                                                    | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               | <b>Comments</b> |



|                                                                                                              |                          |                          |                          |  |
|--------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--|
| Do all electronic release mechanisms on escape doors work correctly? Do they fail safe in the open position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Do all automatic opening doors on escape routes 'fail safe' in the open position?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Are fire door seals and self-closing devices in good condition?                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Do all roller shutters provided for fire compartmentation work correctly?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Are external escape stairs safe?                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| Do all internal self-closing fire doors work correctly?                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| <b>Escape lighting</b>                                                                                       |                          |                          |                          |  |
| Do all luminaries and exit signs function correctly when tested?                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

|                                                                                     |                          |                          |                          |                 |
|-------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------|
| Have all emergency generators been tested? (Normally run for an hour)               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Firefighting equipment</b>                                                       |                          |                          |                          |                 |
| Is the pressure in 'stored pressure' fire extinguishers correct and seals in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Three Monthly Checks:</b>                                                        |                          |                          |                          |                 |
| <b>General</b>                                                                      | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               | <b>Comments</b> |

|                                                                                                             |                          |                          |                          |                 |
|-------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------|
| Are any emergency water tanks at their correct level?                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Are vehicles blocking access to any fire hydrants?                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Six Monthly Checks:</b>                                                                                  |                          |                          |                          |                 |
| <b>General</b>                                                                                              |                          |                          |                          |                 |
| Has any emergency evacuation lift been tested by a competent person?                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Have sprinkler systems been tested by a competent person?                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Have the release and closing mechanisms of any fire resisting compartment doors been checked?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Fire warning system</b>                                                                                  |                          |                          |                          |                 |
| Has the system been checked by a competent person?                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Escape lighting</b>                                                                                      |                          |                          |                          |                 |
| Do all luminaries operate on test for one third of their rated value when tested?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Annual Checks:</b>                                                                                       |                          |                          |                          |                 |
| <b>Escape routes</b>                                                                                        |                          |                          |                          |                 |
| Do all self-closing fire doors fit correctly?                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Is escape route compartmentation in good repair?<br>(i.e. no holes leading from one compartment to another) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Escape lighting</b>                                                                                      | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               | <b>Comments</b> |
| Do all luminaries operate on test for their full rated duration?                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Has the system been checked by a competent person?                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Firefighting equipment</b>                                                                               |                          |                          |                          |                 |

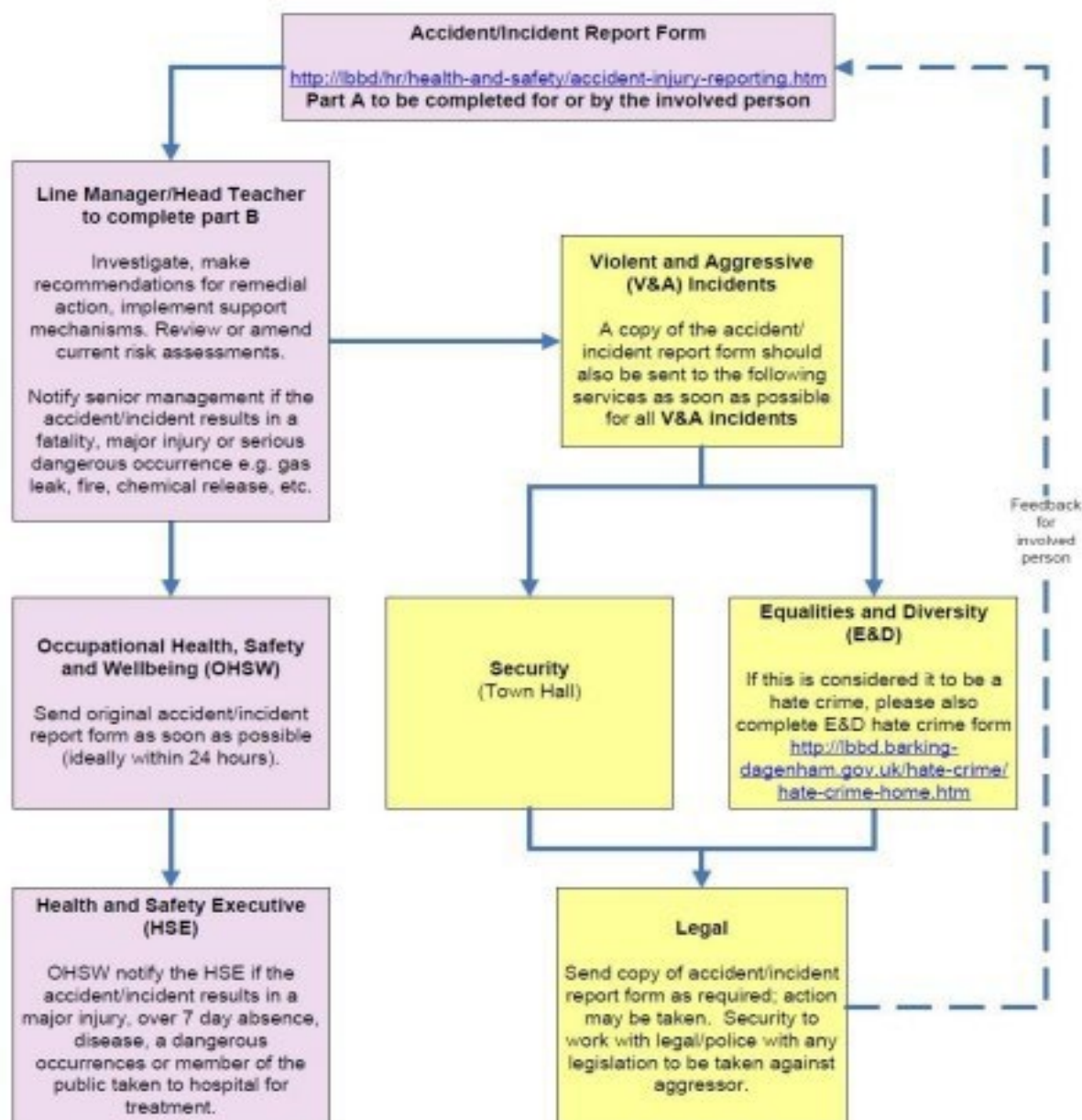
|                                                                                   |                          |                          |                          |                 |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-----------------|
| Has all Firefighting equipment been checked by a competent person?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Miscellaneous</b>                                                              | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               | <b>Comments</b> |
| Has any dry/wet rising fire main been tested by a competent person?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Has the smoke and heat ventilation system been tested by a competent person?      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Has external access for the fire service been checked for ongoing availability?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Have any fire fighters' switches been tested?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Has the fire hydrant bypass flow valve control been tested by a competent person? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Are any necessary fire engine direction signs in place?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |

# Accident/Incident Reporting Flowchart

(Includes notification/process for violence and aggression)



The accident/incident report form should be used for all types of hazardous incidents including work related illness/disease, stress, violence and aggression and motor vehicles accidents/incidents.



OHSW LM July 2012

Accident Incident Reporting Flowchart (Inc VA) July 2012.vsd

### Appendix 3. Accident report 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                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Athlete's foot</b>           | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Campylobacter</b>            | Until 48 hours after symptoms have stopped.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Chicken pox (shingles)</b>   | <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> |
| <b>Cold sores</b>               | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Rubella (German measles)</b> | 5 days from appearance of the rash.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Hand, foot and mouth</b>     | Children are safe to return to school or nursery as soon as they are feeling better; there is no need to stay off until the blisters have all healed.                                                                                                                                                                                                                                                                                                                 |
| <b>Impetigo</b>                 | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Measles</b>                  | Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.                                                                                                                                                                                                                                                                                                                 |
| <b>Ringworm</b>                 | Exclusion not needed once treatment has started.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Scabies</b>                  | The infected child or staff member should be excluded until after the first treatment has been carried out.                                                                                                                                                                                                                                                                                                                                                           |
| <b>Scarlet fever</b>            | Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.                                                                                                       |

|                                                                |                                                           |
|----------------------------------------------------------------|-----------------------------------------------------------|
| <b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b> | None (not infectious by the time the rash has developed). |
|----------------------------------------------------------------|-----------------------------------------------------------|

© The Key Support Services Ltd | [thekeysupport.com/terms](https://thekeysupport.com/terms)

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bacillary Dysentery (Shigella)</b>              | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Diarrhoea and/or vomiting (Gastroenteritis)</b> | <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> |
| <b>Cryptosporidiosis</b>                           | Until 48 hours after symptoms have stopped.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>E. coli (verocytotoxigenic or VTEC)</b>         | The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Food poisoning</b>                              | Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Salmonella</b>                                  | Until 48 hours after symptoms have stopped.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Typhoid and Paratyphoid fever</b>               | Seek advice from environmental health officers or the local health protection team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Flu (influenza)</b>                             | Until recovered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Tuberculosis (TB)</b>                           | Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to antiTB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                   |                                                                                                                                                                                                                            |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Whooping cough (pertussis)</b> | A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment. |
| <b>Conjunctivitis</b>             | None.                                                                                                                                                                                                                      |
| <b>Giardia</b>                    | Until 48 hours after symptoms have stopped.                                                                                                                                                                                |
| <b>Glandular fever</b>            | None (can return once they feel well).                                                                                                                                                                                     |

Mayesbrook Park School

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

|                  |                                              |
|------------------|----------------------------------------------|
| <b>Rotavirus</b> | Until 48 hours after symptoms have subsided. |
|------------------|----------------------------------------------|