



Health and Safety Policy

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1. STATEMENT OF HEALTH AND SAFETY POLICY

The Governors of the school recognise their duties under the Health and Safety at Work etc. Act 1974 and the related health and safety regulations. Adequate resources will be provided to implement this policy. A Health and Safety Governor has been appointed, and health and safety is a standing item on the agenda of all Governing Board meetings.

MJPS accept that health and safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks.

Appropriate health and safety standards will be applied to all activities and the requirements of applicable health and safety regulations will be complied with by following the relevant codes of practice, guidance and standards. Deviations from these will not be tolerated. Any uncertainty regarding health and safety is to be raised through normal management channels and where necessary specialist advice and assistance will be obtained.

This policy will be reviewed annually and amended in accordance with the experience gained from monitoring and taking into account any new developments in health and safety legislation and guidance.

2. ORGANISATION AND GENERAL RESPONSIBILITIES

2.1. BOARD OF GOVERNORS

The Board of Governors is responsible for ensuring that:

- A Health and Safety Policy is prepared.
- Staff functions are set.
- Staff are aware of what is expected of them.
- Staff are competent to meet these expectations.
- Ensuring the designation of a Caretaker with responsibility for safety.

2.2 HEADTEACHER

The Headteacher is responsible to the Board of Governors for ensuring that:

- Hazards are identified and that the significant risks are assessed.
- Relevant health and safety legislation is identified and displayed.
- Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- These arrangements are recorded in the Health and Safety Policy.
- These arrangements are monitored to ensure they are working.
- Staff can deal with the health and safety requirements of their work.
- Any problems in achieving the intentions of the school's general statement of health and safety policy are reported to the Board of Governors.
- Specialists help and assistance is obtained where necessary.
- The results of health and safety monitoring are reported to the Board of Governors along with details of any major injuries to staff or pupils.

2.3 HEALTH AND SAFETY OFFICER (Office Manager)

The Health and Safety Officer is responsible to the Headteacher for:

- Keeping the school health and safety policy under review and advising when any amendments are necessary.
- Where appropriate, attending premises meetings, presenting the accident statistics for Review.
- Receiving health and safety information and guidance and circulating to the staff concerned if relevant to them.
- Liaising with the Health and Safety Consultants that are appointed to assist the school.
- Monitoring health and safety expenditure and identifying priorities for allocation in consultation with the Resources Committee.
- Co-ordinating staff health and safety training.
- Providing health and safety induction training for new staff.
- Reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

2.4 Office MANAGER

The Office manager is responsible to the Headteacher for:

- Health and Safety
- Receiving the Health and Safety Incident/Potential Hazard Report Forms, requests for Maintenance Report Forms and initiating the action required.
- Liaising with Resources Committee.
- Organising insurance for school journeys when appropriate.

2.5 ALL STAFF

All staff are responsible to the Headteacher for:

- Taking reasonable care for their own health and safety and that of pupils and others who may be affected by their acts or omissions.
- Co-operating with the management of the school to implement health and safety legislation and the school's health and safety policy.
- Using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the school's health and safety policy.
- The correct use of everything provided in the interests of health and safety.
- Reporting any health and safety matter they cannot deal with themselves or any shortcomings in the safety arrangements to the Health & Safety Officer.

2.6 Caretaker (in the event of no premises officer, OM)

The Caretaker shall have direct input into the health & safety in the school and shall be responsible for:

- Conducting termly Health and Safety Checks and reporting the outcomes to the OM
- Receiving Health and Safety Incidents and Potential Hazard Forms and reporting the action taken to the OM
- Regular maintenance of health & safety issues.
- Implementation of routine safety checks.
- Correcting health & safety issues.

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3.1 GENERAL HAZARDS

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) Regulations 1992. It is the policy of the school to comply with the standards of cleanliness, over-crowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice.

Staff shall ensure that areas are not overcrowded, and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff will inspect these before use and report any defect to the Premises Officer with the Incident/Potential Hazard report form. Staff are not permitted to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

In general, heavy items should be stored low down to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Office Manager using the Health and Safety Log or Maintenance Book. Sharp edges which may cause injury and/or damage to clothing should also be reported.

Running is not permitted within the school premises, and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags must not be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Assistant School Business Manager using the Health and Safety log form.

3.2 FIRE PROCEDURES

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the school before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises is unoccupied. All electrical equipment that need not be left on, such as, computers, printers, whiteboards, photocopiers and kettles are to be switched off. Equipment needing to be left on should be kept clear of combustible material in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of, and flammable liquids are to be stored properly to reduce the risk of fire.

No smoking is permitted on the school premises.

The escape routes and means for preventing the spread of smoke and fire are incorporated into the design of the school. These routes must be kept free from obstruction and the fire doors must not be propped open. The Premises Officer is responsible for checking the operation of the self-closing fire doors and rectifying problems or reporting them to the Office Manager on a Health and Safety form.

Evacuation procedures have been devised (see Appendix 1) and notices are posted throughout the premises.

The Headteacher is responsible for organising evacuation practices each term and ensuring that the record sheet is completed by the Caretaker (Fire Marshall).

The Office Manager, in the event of their installation, will be responsible for ensuring the testing of the emergency lights and every term and for completing the record sheet.

Fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors, to be arranged by the Office Manager

3.3 FIRST AID

First aid boxes stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations 1981 are kept at the locations given in the first Aid Policy. These locations are All classrooms in the cupboard near the sink, Staff room, School Office and outside area.

The Designated First Aiders for each area are responsible for ensuring that the contents of the first aid boxes are replaced as necessary.

First aid notices are displayed in classrooms and all other waiting areas stating the names and locations of first aiders.

The first aid room located in the admin office is for pupils who are unwell and need rest.
The Staffroom is available for staff that feels unwell and need to rest.

The Headteacher is responsible for ensuring that first aid training is repeated every 3 years.

First aid boxes are to be taken on school journeys, and the person in charge is appointed to be responsible for the first aid box and for taking charge of the situation i.e. calling assistance if a serious injury or illness occurs.

Staff are alerted to the precautions that are required to prevent the transmission of infection from contact with blood, faeces, vomit and urine etc. these are detailed in the First Aid Policy.

First aid notices are displayed in classrooms and all other waiting areas stating the names and locations of first aiders.

3.4 MEDICINES

Medication can only be administered to pupils if a parental consent form is signed by both the parent and the person administering the medication. Medication should be kept in the first aid room.

Please see First Aid policy

3.5 ACCIDENT, ASSAULT & INCIDENT REPORTING

All staff are required to ensure that all accidents, assaults, incidents and near misses are reported via Arbor, ensuring that serious incidents are reported to the Headteacher and First Aid Lead and that the appropriate management guidelines are followed.

The person administering first aid and/or any witness to the occurrence records all significant injuries via Arbor.

If first aid is administered to a pupil, following a significant injury, a note explaining this must be sent home with the child. The School Administrative Officer files letters/notes in the office.

Serious accidents must be reported within the hour following HSE guidance and a TC1297 form must be completed and sent to the HSE. A list of the reportable injuries/incidents is found in the HSE guidance attached to the First Aid Policy

The Office Manager is responsible for informing the HSE for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 3 days' absence injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Staff are alerted to the fact that only a small proportion of accidents result in harm to people and the severity of injury is a poor indicator of risk. It is important to consider the potential rather than the actual outcome and to report minor injuries and 'near misses' where appropriate.

3.6 WORK EQUIPMENT

All work equipment i.e. machine tools, portable hand and power tools, ladders, computers, heaters, boilers etc. provided by the school are:

- selected to ensure that they are suitable for the task;
- maintained in efficient working order.

Dangerous parts of machinery will be provided with protection guards and staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

Staff shall not attempt repairs or to make modifications to machinery other than those associated with daily operations. Any defects or malfunctions are to be reported to the ASBM using the Incident/Potential Hazard form.

3.7 ELECTRICAL HAZARDS

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The OM is responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years. The OM is responsible for ensuring that any alterations or extensions to the installation are carried out by competent electrical contractors.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected to the Caretaker using the Incident/Potential Hazard form.

Annual inspections and tests of portable equipment are carried out by the procured contractor to identify faults that require maintenance to prevent danger. The OM is responsible for organising this work and keeping the appropriate records.

All plugs used shall be to BS1363 standard with semi-insulated pins.

Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.8 SUBSTANCES HAZARDOUS TO HEALTH

It is the policy of the school only to keep and use hazardous substances where non-hazardous substitutes are not capable of producing the required results.

Hazardous substances are used in care-taking areas.

The OM is responsible for working with staff to ensure compliance with

The Control of Substances Hazardous to Health Regulations 2004 (COSHH) i.e.:

- identifying hazardous substances
- assessing the risks to health
- devising and implementing adequate control measures and communicating these to the persons involved before use
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.
- Keeping and updating COSHH data sheets.

3.9 PERSONAL PROTECTIVE EQUIPMENT

Where required for any reason, all employees will wear suitable and effective personal protective equipment which will be provided free of charge by the school. This will apply particularly in the handling of substances hazardous to health.

3.10 MANUAL HANDLING

Significant manual handling operations are required as part of the caretaking duties and these are detailed in Section 3.15.

Manual handling operations are required to some extent in most of the school's activities, and it is not reasonably practicable to avoid them. These do not generally involve significant risks and are within the capabilities of all staff. Specific assessments of these operations are not necessary under the Manual Handling Regulations 1992. The measures entailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff will not attempt to lift or move anything they consider too heavy or awkward for them. If help is not at hand, the matter should be reported to the Office.

Staff will use the trolleys and barrows provided for the movement of televisions, projectors, and boxes of books and paper.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Lifting from the waist with the legs straight puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects e.g. moving benches or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle, and adequate precautions are taken to prevent injury.

3.11 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 apply and where staff use display screen equipment for a significant part of their normal work.

Staff that meet the criteria given in the guidance to the above regulations are defined as 'users'. The OM is responsible for arranging the following to comply with the Regulations:

- Health and Safety training for 'users'
- Assessment of workstations
- Planning work to include breaks or changes of activity
- Eye tests and the provision of special spectacles where these are required for display-screen equipment work.

3.12 CONTRACTORS

Contractors carrying out work in the school and grounds are required to report to the School Security Officer and Reception on arrival (before work starts) and departure.

For small construction/maintenance projects, the OM is responsible for agreeing a safe system of work with the contractors and for monitoring the process of work generally to ensure the agreed protective measures are in place; and to inform the contractor of school safety policies.

On large construction projects a Principal Designer will be appointed as required by the Construction (Design and Management) Regulations 2015 and is responsible for preparing a 'health and safety plan' for the project that ensures the health and safety of pupils, staff and contractors.

3.13 HEALTH AND SAFETY COMMITTEE

The School Governor (Premises) shall convene a meeting of the school Health and Safety Committee once each term in advance of the Resources Committee meeting. The Committee will consist of:

- The School Governor (Premises)
- Office Manager
- The Staff Health and Safety Representative
- The School Caretaker

3.14 HEALTH AND SAFETY REVIEWS

Health and Safety issues are discussed and reviewed as part of the business of the Resources committee, which meets once per term. The committee consists of:

Head

Office Manager
Health and Safety Governor
Chair of Resources Committee

3.15 INDUCTION PROCEDURES

The capabilities of all new staff as regards their own health and safety and that of pupils in their care will be considered before employment starts. The Health and Safety Officer, OM, is responsible for providing adequate information and training to new staff to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- Any other relevant emergency procedures such as electricity and gas isolation points.

Staff are required to sign a form stating they have received this information and training.

3.16 PLAY AREAS

A sufficient number of staff will supervise the play areas at all times when pupils are present during the school day. Before children go outside, the School Security Guard will be informed, and children will only exit once the adults in charge have been informed that a sweep has been made of the outside area. Outside of school hours, parents and carers are responsible for the children.

3.17 VEHICLES

Care must be exercised by staff and visitors if driving on the school site. Vehicles parked on the school site are left at the owners own risk and may only be done so outside of school hours.

From time-to-time staff are required to transport pupils to events using their own vehicles for which they are should have insured their vehicle for business use unless fully covered under the school's insurance policies provided that their driving license and tax disk has been checked for validity.

3.18 SWIMMING

A qualified lifesaver must always be present when children are swimming.

3.19 CARETAKING

General Responsibilities

The Caretaker is responsible for: -

- monitoring the work of the cleaning contractors to ensure that floors do not become permanently slippery and that warning notices are erected where floors become slippery during cleaning operations
- checking the operation of self-closing fire doors, fire alarms fire extinguishers and other fire-fighting equipment
- Maintenance of fixtures and fittings, i.e. replacing light bulbs tubes and broken door handles etc.

- Keeping storage areas tidy and ensuring that any highly flammable liquid e.g. petrol is stored in safe areas
- keeping the plant room clean, tidy and free from accumulations of combustible materials and flammable liquids
- ensuring that plant room ventilators are kept free of obstruction
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted. Ensuring the room is locked and off limits to other members of staff.
- isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment
- Wearing appropriate personal protective equipment, e.g. PVC gloves when handling fuel oil, safety shoes when moving heavy items, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- storing all cleaning substances in accordance with the manufacturer's advice and in a locked area at all times when not in use
- disposing of any obsolete cleaning materials in accordance with the manufacturer's advice
- using the cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice
- obtaining assistance to foot ladders and steady steps when climbing more than 6ft high;
- not approaching the edge of flat roofs nearer than 2 meters (except at ladder access point where this must be at least more than 1 metre above the roof)
- Running hot and cold-water services prior to the school re-opening after more than 5 days' closure.

Manual Handling Operations

The following operations have been assessed and along with the manual handling training that has been provided are considered adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury; -

- using correct lifting techniques
- Carrying no more than 3 chairs at a time
- using special trolley for moving stacks of chairs
- carrying no more than 1 table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion

Miscellaneous Packages and Items

Measures to reduce the risk of injury; -

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond

individual capacity

Furniture, Lockers, Display Boards etc.

Measures to reduce the risk of injury: -

- using correct lifting techniques
- using the trolleys and barrows provided
- obtaining assistance in proportion to the weight, size and distances involved
- wearing protective equipment such as gloves and safety footwear

3.20 LONE WORKING

All staff should be aware of the following procedure for lone working in the school:

- Assessing if the work is a 'one person' job
- The remoteness or isolation of the workplace
- Any problems of communication
- The possibility of violence or criminal activity by intruders
- The nature of possible injury
- Emergency exits (e.g. are fire exits open out of hours?)

Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in a risk assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for non-hazardous work activities, which have not been subject to a formal risk assessment.

3.21 PHYSICAL EDUCATION

It is the policy of the school to follow the advice and guidance from the relative national governing body for the activities carried out and to allow only suitably qualified staff to be involved. The advice and guidance detailed in the following publication is followed:

- Safe Practices in Physical Education (DCSF Publication)
- Safe Practice in Physical Education (BAALPE Publication)

In particular, the following measures have been implemented:

Fixed and portable exercise equipment is inspected on an annual basis to identify and rectify any faults, which could lead to danger.

Instruction and close supervision of pupils (pupil to teacher ratios are in accordance with DCSF advice) to ensure that the correct procedures are followed.

3.22 CATERING

The school is registered with the District Council Environmental Health Department and is regularly visited by Food Hygiene Inspectors. The school implements all the advice given by these inspectors to ensure adequate food hygiene standards.

The kitchen staff are also required to ensure that the guidance is followed in the HSE publication HS (G) 55 - Health and Safety in kitchens and Food Preparation Areas. The Catering Supervisor is responsible for ensuring the relevant standards are communicated and maintained.

3.23 SCHOOL JOURNEYS & OUT OF SCHOOL VISITS

The school's general arrangements and policy for safeguarding pupils and staff when on school journeys and on out of school visits should be followed.

The following forms should be completed before a trip is undertaken: -

Parental Agreement Form – signed when child starts at the school

Medical and Personal Details Form

Organisers are asked to supply a Risk Assessment Form

The Administration Officer is responsible for co-ordinating the above arrangements.

3.24 SCHOOL SECURITY

All security arrangements are put in place in liaison with the Community Security Trust, CST.

The school's entrances and exits are covered by CCTV cameras and there is controlled access to the premises via access controls. The school has security alarms fitted.

All staff are responsible for ensuring that doors and windows are closed before they leave the premises.

Nominated key holders are responsible for ensuring that the school is locked and secure.

3.25 CASH HANDLING

Mosaic Jewish Primary School operates a cashless system. If cash is received, it is kept in a safe and monies are banked monthly. Counting of cash occurs at an appropriate location within the school. The Finance Officer/OM are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

3.26 EMERGENCY PLAN

The Governors and Headteacher, following advice from CST, will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school.

School plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save lives
- (b) prevent injury

- (c) minimise loss

This sequence will determine the priority of local emergency plan responses.

Plans will be agreed by the governing body and will be rehearsed regularly by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body via the Health and Safety Committee.

3.27 LETTINGS (lettings not applicable/permitted in temp.acc)

The Governing Body notes the residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of the Policy.

The Headteacher or Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory requirements are always met.

When the premises or facilities are being used out of normal school hours for a activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

3.28 MONITORING AND REVIEW

The Governors will monitor the health and safety arrangements in the school by: -

- receiving reports from the head with regards to accident book entries and injury report forms;
- Ensuring regular inspections of the school and following recommendations where appropriate.
- The health and safety policy is reviewed annually and amended as necessary to take account of the findings from monitoring and any new developments in health and safety.

ACCEPTED & APPROVED BY THE FULL GOVERNING BODY

Chair of Governors:

Head Teacher:

Date:

Review Date:

On discovery of a fire

- Set off fire alarm system
- Evacuate the building immediately
- Leave all personal possessions

Evacuation procedure

- Everyone to be familiar with normal and alternative escape routes
- Follow the fire exit signs to ensure safest escape route
- Security guard to call fire brigade and any other services needed
- Security guards to make sure exits are clear and pupils use only one meeting point.
- Use Tannoy system to guide and keep calm if possible
- Do not use the lift in any circumstances
- Speedy evacuation, but no running
- Teacher to lead the class to most suitable exit route
- Adult or responsible child should tail the class
- Do not stop to collect personal belongings
- Make sure that the door to your room is shut once evacuated
- Pupils to remain silent so that specific instructions can be heard if needed
- The evacuation meeting point is at the back entrance gate of the school. If this meeting point is not safe the meeting point will be at the Alton School
- Do not use the gate leading onto Roehampton Lane as this road is very busy.
- Top gates to site to be opened and guarded by security guard to allow entry of fire engine
- Office staff to ensure that registers, visitor logs, emergency pack and emergency contact numbers are taken out of the building for a roll call to be carried out and external help contacted if required.
- Designated member of office staff to ensure that anyone in the staff room is aware of the evacuation
- Catering staff to switch off equipment and evacuate kitchen immediately
- Never go back into the building once evacuated unless it is safe to do so.

Roll call

- Printed Registers will be distributed by the office staff
- Pupils to line up silently in class groups
- It is the responsibility of the class teacher at the time of an evacuation to call the roll
- When the whole class has been accounted for the teacher should hold the register up above their head
- Visitors and staff to be accounted for by office/security staff using visitor and staff sign in logs

Returning to the building

- For your own safety, do not attempt to re-enter the buildings until you have been instructed that it is safe to do so.

General points

- All visitors, i.e. anyone on site other than employed staff and pupils, are to sign into the visitor log and wear a visitor badge. These are in the main reception office/security office.
- Fire doors and classroom doors should not be propped open when a room is empty
- Paper displays must not be hung from light fittings

Appendix 2

LOCATION OF FIRST AID BOXES

- Classrooms in the cupboard near sink
- Main office
- Staffroom
- Outside play area

Appendix 4 GUIDANCE FOR INFECTION CONTROL

Personal Care

Disposable vinyl unseamed gloves and disposable plastic aprons must be used for all changing tasks involving blood, faeces, vomit and urine.

Splashes of blood to the skin should be washed with copious amounts of soap and water, or water, and disposable gloves should be worn.

Splashes of blood to the eyes or mouth should be washed by the First Aider with copious amounts of water.

In the case of a human bite, a first aider should encourage bleeding, wearing disposable gloves, by gently squeezing the wound. The area should then be washed with soap, water, and the wound covered with a waterproof dressing.

In the case of scratches and minor wounds, disposable gloves should be worn and the wound washed thoroughly with water and covered with a waterproof dressing.

All waste, including gloves, must be disposed of as detailed below.

Staff and/or pupils must not share razors, toothbrushes, earrings etc.

Cleaning Surfaces

Disposable latex or vinyl unseamed gloves and disposable plastic aprons must be used for all changing tasks involving tasks involving blood, faeces, vomit and urine.

Changing surfaces should be cleaned with soap and water and where contaminated by blood, urine, faeces, vomit, should be disinfected using 1:10 bleach or Milton solution 1:1.

All subsequent waste including gloves and apron should be discarded in plastic bags, which must be sealed immediately and then placed in yellow bags disposal. These yellow bags should be held in convenient known, safe, positions throughout the premises as appropriate.

Spillage involving faeces, vomit or urine should be cleaned with soap and water using paper towels and wearing disposable gloves - all waste including gloves must be discarded as described above.

All blood spillage - clean spillage with bleach solution 1:10 or Milton solution 1:1.

Wear gloves, pour bleach solution onto paper towels and place over spill, pour more bleach solution or Milton solution on top. Remove towels and wipe remains and then clean in normal manner. All waste and gloves must be discarded as described above.

General

Remember - It is essential that all staff observe the highest possible standard of hygiene at all times.

Remember - To assume that body fluids are infectious and ALWAYS take appropriate precautions.

Remember - To cover open skin with waterproof dressing.

Remember - To ensure first aid equipment is immediately accessible (even off site).

Remember - To wear disposable gloves for all tasks involving blood, faeces vomit and urine. These must be readily available in every used area/classroom in the establishment.

Remember - Remove children from area.

Remember - To wash hands on removal of disposable gloves.