

# Al-Khair Secondary Schools

## Health and Safety Policy



<b>Approved by:</b>	GB	<b>Date:</b> 17.09.2022
<b>Last reviewed on:</b>	10.09.2022	Mr Gareth thomas/ Mr Usman Ahmed
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## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties which 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 PROPRIETOR**

The proprietor has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the head teachers at each school.

The proprietor has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The proprietor, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

#### **3.2 Head teacher**

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 (when applicable) 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 head teacher's absence, the school facility manager assumes the above day-to-day health and safety responsibilities.

#### **3.3 Health and safety lead**

The nominated health and safety leads at Al-Khair Secondary Schools Ms Aisha Chaudhry the head teacher, Mr Imran Nisar the facilities manager & Mr Usman Ahmed SBM.

#### **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
- Cooperate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the facilities manager and the head teacher before starting any work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and provide a copy of their liability insurance to facility manager, who then will send a confirmation to the HT that all required documents have been seen.

**No work will be booked during school hours unless there is an emergency.**

## **4. Site security**

Facilities department is 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.

Head teacher, facility manager and caretaker are key holders and will respond to an emergency.

## **5. Fire**

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous buzzer.

Fire alarm, emergency lighting & fire extinguisher's testing will take place once a week by the facility manager and caretaker. The log will be kept in the admin 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

- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points based on their location at the time of evacuation. These are on the pavement outside the Montessori nursery building for those in the rear of the school and in the estate next to 103 Cherry Orchard Road for those on the first floor and front of the school building.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Form tutors/class teachers will give registers to the attendance officer or to the lead fire marshal.
- Staff and pupils will remain outside the building until the lead fire marshal or emergency services say it is safe to re-enter

## 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 science teachers conducting the experiment/practical 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.

*At Al-Khair we ensure that we purchase chemicals and other hazardous materials from a reputable source. When ordering and purchasing chemicals we ensure that, we order the correct amount. All hazardous chemicals and materials are stored securely and systematically in a locked unit and. Only members of the science department can access the storage units.*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/660517/Safe\\_storage\\_disposal\\_chemicals\\_advice\\_Nov2017.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/660517/Safe_storage_disposal_chemicals_advice_Nov2017.pdf)

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 and appliances are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

## **6.2 Legionella**

A water risk assessment was completed in Oct 2017 by Acquiesce Environmental Compliance Limited and is next due in Oct 2019.

- This risk assessment will be reviewed every 2 year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks once a week by the caretaker.

## **6.3 Asbestos**

- This survey is conducted annually, the next survey is due in September 2020.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

## **7. Equipment**

- All equipment and machinery are 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.

### **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 facilities department immediately

- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- 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 qualified person

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that the equipment is set up safely before use.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Head.

## **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.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

<http://www.hse.gov.uk/msd/dse/>

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site cleaning duties
- Working in a single occupancy office

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

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

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



## **9. Working at height**

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

In addition:

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

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual 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
- There will always be at least one first aider with a valid paediatric first aid certificate on school trips and visits.

## **12. Lettings**

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

## **13. Violence at work**

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

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

## **14. Smoking**

Smoking is prohibited on the school premises.

## **15. Infection prevention and control**

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

### **15.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with provided 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 (for example, during biology practicals)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **15.4 Cleaning of the environment**

- Clean the environment, including any equipment, 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 cautiously.

### **15.6 Laundry**

- Wash PE bibs & aprons in a separate dedicated facility
- Bag children's soiled clothing to be sent home, never rinse by hand

### **15.7 Clinical waste**

- Always segregate domestic and clinical waste.

### **15.8 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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.9 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3.

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

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

Risk assessments will be carried out whenever any employee 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.

Create a supportive workplace by:

- Remind staff that speaking up is not a sign of incompetence; rather it is a strength to be willing to seek help before a crisis is reached
- Use a staff survey to bring widespread issues into the open and encourage open and frank dialogue
- Make sure staff know that no concern is too small to be taken seriously, and everyone has someone they can speak to
- Build consideration and discussion of wellbeing and work-life balance issues into the performance management process

Reduce teacher workload by:

- Modify marking arrangements
- Reduce the need for data inputting and analysis
- Increase time for planning, preparation and assessment
- Enable the delegation of administrative and non-teaching tasks to support staff
- Clearly identifying the duties involved in each role and reviewing them annually to help manage workload and expectations
- Consulting staff on decisions that affect their work
- Increasing administrative support for teachers
- Offering flexible working arrangements and granting requests for leave wherever possible
- Creating time for staff to socialise together, such as time to eat and chat on a Friday so staff can get that 'Friday feeling'
- Celebrating staff achievements, for example with gift hampers

**Improving staff work-life balance:**

- Consider reducing or cancelling non-essential meetings at busy times of the year, for example when lots of reports are due
- Encourage staff to share resources and plans, and facilitate this by making time for teams to meet
- Devote a training day to work-life balance and wellbeing and, following on from this, ask staff to commit to one small change they can stick to every day that will make a difference to their wellbeing

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident will be logged in SIMS by the member of staff or first aider who deals with it as soon as possible after the accident occurs.
- Offsite, the lead of the trip or a first aider will contact the school as soon as possible after the accident occurs. An offsite accident report template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid will be retained by the school for a minimum of 3 years and then securely disposed of. The school records all such data on SIMs.

### **18.2 Reporting to the Health and Safety Executive**

Admin will keep a record of any accident on SIMs which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Health and Safety Executive – Mr Usman Ahmed

Admin 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 serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

[How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

### **18.3 Notifying parents**

The designated admin staff 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 to Ofsted and child protection agencies**

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

The designated safeguarding lead will also notify LADO Local Authority Designated Officer

Telephone: 020 8255 2889

Email: LADO@croydon.gov.uk

Address Line: 4th Floor, Zone F,

Bernard Weatherill House,

8 Mint Walk, Croydon, CR0 1EA

## **19. Training**

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

Staff who work in high risk environments, such as in science labs, or work with pupils with additional educational needs, will be given additional health and safety training.

## **20. Monitoring**

This policy will be annually reviewed by the proprietor or GB (when applicable).

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

This health and safety policy links to the following policies:

- First aid
- Risk assessment

- Accessibility plan

## Appendix 1: Emergency Evacuation Procedures

### Ground floor

- On discovering fire: **Raise the alarm** by operating the nearest **'break glass call point'**



- on hearing the fire alarm (continuous siren): all staff and pupils must **stop what you are doing and prepare to evacuate.**
- do not stop to gather personal belongings or other items.

#### Teachers must:

- Lead pupils out by the **nearest fire exit** and proceed to the **fire assembly 2 point** located outside **Montessori Nursery, 1 Leslie Grove.**
- remind pupils to evacuate in an orderly fashion – **NEVER RUN.**
- **Complete a 'Roll Call'** using the register (registers will be distributed & collected by the school administrator) **(Please 'raise' your register up when complete).**

#### Pupils must:

- **listen** to the teacher's instructions.
- **not collect** their belongings.
- **form a single line** and remain silent.
- **leave the building** by the nearest fire exit.
- in the front playground **remain in line** with their class.
- **not panic.**
- **wait quietly** and follow instructions.

You must **not re-enter** the school until authorized by the Fire marshals

**Lead Fire Marshals:**

See displayed posters

## **First floor**

- On discovering fire: **Raise the alarm** by operating the nearest **'break glass call point'**



- On hearing the fire alarm (continuous siren): all staff and pupils must **stop what you are doing and prepare to evacuate.**
- do not stop to gather personal belongings or other items.

**Teachers must:**

- Lead pupils out by the **nearest fire exit** and proceed to the **fire assembly 1 point** located on **private driveway** on the **right side of the front entrance** between doors no 99-101.
- remind pupils to evacuate in an orderly fashion – **NEVER RUN.**
- **Complete a 'Roll Call'** using the register (registers will be distributed & collected by the school administrator) (**Please 'raise' your register up when complete.**)

**Pupils must:**

- **listen** to the teacher's instructions.
- **not collect** their belongings.
- **form a single line** and remain silent.
- **leave the building** by the nearest fire exit.
- in the front playground **remain in line** with their class.
- **not panic.**
- **wait quietly** and follow instructions.



**You must not re-enter the school until authorized by the Fire marshals**

**Lead Fire Marshals:**

See displayed posters

**Appendix 2: list of fire marshals**

<b>Staff member's name</b>	<b>Role</b>	<b>Contact details</b>
Ms Fatima Bukhari	Administrator	fatima.bukhari@alkhairschool.org.uk
Mr Ridvan Hoxha	Caretaker	ridvan.hoxha@alkhairschool.org.uk
Ms Aliya Ali	Learning mentor	aliya.ali@alkhairschool.org.uk
Mr Tahir Chaudhry	Head of Arabic & Induction Mentor	abutalhah@alkhairschool.org.uk
Ms Aziza Helaly	Head of Science	aziza.helaly@alkhairschool.org.uk
Ms Houda Benhabiles	Teacher	houda.benhabiles@alkhairschool.org.uk
Ms Jamila Omar	Teacher	jamila.omar@alkhairschool.org.uk

**Appendix 3: Lockdown policy and procedures**

Al-Khair School is committed to securing high standards of safety in and around the school. This policy requires the cooperation of all employees, pupils and parents/guardians.

The aim of this policy is to:

- Ensure the safety of the pupils, staff and visitors who are on the school premises.
- Establish protocols and procedures that provide guidance to staff that will enable them to follow appropriate steps in situations which may require a lockdown.

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the nearby vicinity. A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, a major fire in the local vicinity, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the school. Procedures should aim to minimise any disruption to the learning environment whilst ensuring

the safety of all students and staff.

#### **Procedures:**

1. On notification of an external threat, staff need to raise the lockdown alarm by pressing on the lockdown fob. The alarm can also be triggered from the panel in the school office.
2. On hearing the lockdown alarm, pupils who are outside of the school buildings should be brought inside as quickly as possible. All external doors should be locked to secure the building and to ensure everyone is able to remain safe.
3. Those inside the school should remain in their classrooms. The children must remain in the classroom and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors.
4. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when siren is triggered.
5. Once in lockdown mode, staff should notify the school office immediately of any pupils not accounted for and any additional pupils in their classroom by email or text message. Staff should encourage the pupils to keep calm. The office will contact each class in turn for an attendance report.

#### **NO ONE SHOULD MOVE ABOUT THE SCHOOL**

6. Staff to support children in keeping calm and quiet.
7. Staff to remain in lockdown positions until informed by the Senior Management Team in person that there is an all clear.
8. If it is necessary to evacuate the building, the fire alarm will be sounded. Staff and pupils must comply with the fire evacuation plan.
9. As soon as possible after the lockdown, teachers must return to their own classrooms and conduct a roll call of their class. The school office must be notifying the office immediately of any pupils not accounted for.

#### **Staff Roles:**

1. Front office staff ensure that their office(s) are locked, and emergency services called if necessary.
2. Head or office staff member locks the school's front doors and entrances.
3. Staff in the kitchen or staffroom to lockdown in these rooms.

#### **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING**

If necessary, parents will be notified as soon as it is practical to do so via the school's texting service. Depending on the type and severity of the incident, parents may be asked **NOT** to collect their children from school as it may put them and their child at risk. Pupils will not be released to parents during a lockdown.

Parents should not call the school number as this may tie up emergency lines. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or the emergency services.

A letter to parents will be sent home the day following or as soon as is practical after any serious incident, to inform parents of the context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

It is of vital importance that the school's lockdown procedures are familiar to members of the senior management team, school administrators, teaching staff and non-teaching staff. To achieve this, a lockdown drill should be undertaken at least once a year. Pupils should also be aware of the plan. Monitoring of practices will take place and debriefed to staff so improvements can be made

Parents should know that the school has a lockdown plan, and a copy should be placed on the school's website and the school should display lockdown drill information in every classroom alongside information relating to fire drills.

## Appendix 4: Offsite Accident Report Template

### Incident Report Form

REPORTED BY: \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_

INCIDENT NO: \_\_\_\_\_

#### INCIDENT INFORMATION

INCIDENT TYPE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

#### INCIDENT DESCRIPTION

#### NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### NAME / ROLE / CONTACT OF WITNESSES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

REPORTING OFFICER: \_\_\_\_\_

PHONE: \_\_\_\_\_

#### FOLLOW-UP ACTION

<b>SUPERVISOR NAME:</b>		<b>SUPERVISOR SIGNATURE:</b>		<b>DATE:</b>	
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## Appendix 5. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

Rashes and skin infections			
Infection complaint	or	Recommended period to be kept away from school or nursery	Comments
<b>Athlete's foot</b>		None	Athlete's foot is not a serious condition. Treatment is recommended.
<b>Chickenpox</b>		Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
<b>Cold sores (herpes simplex)</b>		None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
<b>German measles (rubella)*</b>		<a href="#">Four days from onset of rash (as per "Green Book")</a>	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles he should inform her GP and antenatal carer immediately to ensure investigation.
<b>Hand, foot and mouth</b>		None	
<b>Impetigo</b>		Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

<b>Measles*</b>	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
<b>Molluscum contagiosum</b>	None	A self-limiting condition.
<b>Ringworm</b>	Exclusion not usually required	Treatment is required.
<b>Roseola (infantum)</b>	None	
<b>Scabies</b>	Child can return after first treatment	Household and close contacts require treatment.
<b>Scarlet fever*</b>	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
<b>Slapped cheek syndrome/fifth disease (parvovirus B19)</b>	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
<b>Warts and verrucae</b>	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
<b>Diarrhoea and vomiting illness</b>		

Infection complaint	or	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting		48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC		Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)			
Cryptosporidiosis		Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled
<b>Respiratory infections</b>			
Infection complaint	or	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)		Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*		Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*		Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.
<b>Other infections</b>			
Infection complaint	or	Recommended period to be kept away from school or nursery	Comments

<b>Conjunctivitis</b>	None	If an outbreak/cluster occurs, consult your local PHE centre.
<b>Diphtheria*</b>	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
<b>Glandular fever</b>	None	
<b>Head lice</b>	None	Treatment is recommended only in cases where live lice have been seen.
<b>Hepatitis A*</b>	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
<b>Hepatitis B*, C*, HIV/AIDS</b>	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.
<b>Meningococcal meningitis*/septicaemia*</b>	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
<b>Meningitis* due to other bacteria</b>	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
<b>Meningitis viral*</b>	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
<b>MRSA</b>	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is



		required, contact your local PHE centre.
<b>Mumps*</b>	Exclude child for five days after onset of swelling	Preventable by vaccination
<b>Threadworms</b>	None	Treatment is recommended for the child and household contacts.
<b>Tonsillitis</b>	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.