

# THE ARRETON & OAKFIELD FEDERATION

## Health and Safety Policy

Date of Approval:	November 2020
Committee/FGB	Resources Committee
Responsible:	Federation Business Manager Trudy Taylor
Review Date:	November 2021

Signed:  Chair of Governors

Signed: M. L. Herbert Headteacher – Arreton

Signed:  Headteacher – Oakfield

Date: 19<sup>th</sup> November 2020

## Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Governors and Headteachers discharge their duties under the Health and Safety at Work etc Act 1974.

The Management Teams across the Federation and the Governing Body are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

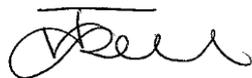
- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Communicate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

Signed

M. L. Herbert

Headteacher - Arreton

Signed



Headteacher - Oakfield

Signed



Chair of Governors

Dated: 19<sup>th</sup> November 2020

## Contents

1. Aims .....	4
2. Legislation.....	4
3. Roles and responsibilities .....	4
4. Site security .....	6
5. Fire .....	6
6. COSHH.....	7
7. Equipment .....	8
8. Lone working .....	8
9. Working at height .....	9
10. Manual handling.....	9
11. Off-site visits .....	9
12. Lettings .....	10
13. Violence at work.....	10
14. Smoking .....	10
15. Infection prevention and control .....	10
16. New and expectant mothers .....	11
17. Occupational stress .....	12
18. Accident reporting.....	12
19. Training.....	13
20. Monitoring.....	13
21. Links with other policies .....	13
Appendix 1. Health and Safety Management Structure.....	14
Appendix 2. Fire Drill Safety Record .....	16
Appendix 3. Fire Assembly Points.....	19
Appendix 4. Fire Safety Checklist .....	19
Appendix 5. Recommended absence period for preventing the spread of infection .....	20

## 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 sites
- 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 schools follows [national guidance published by Public Health England](#) when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters within the Federation, but will delegate day-to-day responsibility to the Headteachers. The Headteachers will further delegate to the Federation Business Manager and Assistant Headteachers as appropriate.

The Governing Body 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 schools' premises.

The Governing Body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by schools' 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

The Governors who oversee health and safety is Helene Allen at Oakfield and Martine Rabey at Arreton.

### **3.2 Headteachers**

The Headteachers are 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 schools' buildings and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Governing Body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to 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 an Headteacher's absence, the Federation Business Manager or an Assistant Headteacher assumes the above day-to-day health and safety responsibilities, or as delegated by the Headteachers.

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

The nominated health and safety lead is the Federation Business Manager.

### **3.4 Staff**

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the schools 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 Federation'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 Federation Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 4. Site security

The Headteachers, Federation Business Manager and Site Manager (Oakfield) 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.

The key holders will respond to an emergency. The key holders are:-

**Oakfield CE Primary School:** The Headteacher, Site Manager and Cleaner

**Arreton CE Primary School:** The Headteacher.

## 5. Fire

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

Emergency evacuations are practised at least once a term. A copy of the Fire Drill Record Sheet is attached at Appendix 2.

The fire alarm is a loud alarm.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are shown in the diagrams for both schools at Appendix 3.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. Attendance Officer to update fire register in line with mobility (Oakfield).
- The Receptionist/Attendance Officer will take a register of all staff and visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The schools will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in Appendix 4.

## 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, or delegated by the Federation Business Manager 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

- Legionella risk assessments have been completed under the direction of the Federation Business Manager. The Federation Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the schools' water log books.
- This risk assessment will be reviewed annually 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, heating of water, disinfection and cleaning regime.

### 6.3 Asbestos

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

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **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 Federation Business Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

### **7.2 PE equipment**

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

### **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician. The Federation will pay for the eyesight test and the voucher can provide up to £65 towards corrective glasses specifically for DSE use only.

## **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 Site Manager retains ladders for working at height
- The Site Manager will check the ladders each time before use and complete the appropriate record.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors must provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

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

The schools will ensure that proper mechanical aids and lifting equipment are available, 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 schools' 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 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 current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the Federation'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, including e-cigarettes and vaping is not permitted anywhere on the schools' 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.

### **15.1 Handwashing**

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

### **15.2 Coughing and sneezing**

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

### **15.3 Personal protective equipment**

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

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

- Clean the environment, including toys and 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 described below

### **15.6 Clinical waste**

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

### **15.7 Animals**

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

### **15.8 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The schools 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.

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

The schools will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 5.

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.

The Federation is committed to supporting staff wellbeing. More information can be found in the Federation's Mental Health and Wellbeing Policy.

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

## **18. Accident reporting**

### **18.1 Accident record forms**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Regular reports will be made to the Governing Body's Resources Committee
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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

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

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

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

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

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

### **18.3 Notifying parents**

The Receptionist/Attendance Officer 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**

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

The Headteachers will also notify the Children's Services at the Isle of Wight Council of any serious accident or injury to, or the death of, a pupil while in the schools' care.

## **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 with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **20. Monitoring**

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

At every review, the policy will be approved by the Resources Committee.

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

This health and safety policy links to the following policies:

- Whole School Risk assessment for both Arreton and Oakfield CE Primary Schools
- Supporting pupils with medical conditions
- Accessibility plans for both schools
- Mental Health and Wellbeing
- E-Safety

## Appendix 1. Management Structure 2020-2021

### Oakfield CE Primary School

#### Health & Safety Management Structure 2020 – 2021

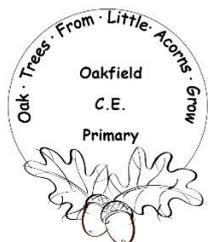
V Reader		Headteacher	Policy, implementation & monitoring of H&S.
V Reader T Taylor		Appointed person	Monitors that the requirements of the H&S policy are operated. Liaises with LA on H&S issues.
T Taylor		Contract Officer	Contractors on site
G Scovell		Fire officer	Ensure fire arrangements are operational.
All Staff/ supply teachers on the premises		Fire Marshalls	As per Fire Evacuation Procedures
S Dalling V Bright	L Paul	First Aiders	Emergency First Aid at Work
N Allen M Branska K Connolly J Crabb R Deans R Eldridge D Evans S Hallett T Hayden C Hendy	H Knight M Lycett O Maguire P Mitchell K Parker J Puttock G Scovell J Southwell A Wallace A Westmore	First Aiders	Emergency Paediatric First Aid
G Scovell		Appointed Person	PAT Testing
G Scovell		Appointed Person	Working At Height
G Scovell		Appointed Person	Manual Handling
T Taylor		Appointed Person	Display Screen Equipment
T Taylor		Appointed Person	COSHH

## Arreton CE Primary School

### Health & Safety Management Structure 2020 – 2021

M Herbert		Headteacher	Policy, implementation & monitoring of H&S.
M Herbert T Taylor		Appointed person	Monitors that the requirements of the H&S policy are operated. Liaises with LA on H&S issues.
T Taylor		Contract Officer	Contractors on site
R Attrill		Fire officer	Ensure fire arrangements are operational.
All Staff/ supply teachers on the premises		Fire Marshalls	As per Fire Evacuation Procedures
Sue Cooke Bev Eustace Sam Fancourt Donna Fincham Chris Fleming Jackie Fry Kim Furmidge Kayleigh Harris Maria Herbert Rowena McInnes Helen Merritt Emily Mitchell Anita Parker Esther Pierrepont Sasha Renouf Lucy Smith Lucy True Leah Wheeler	PFA PFA EPFA PFA PFA PFA EFAAW EFAAW PFA PFA EPFA EPFA PFA PFA PFA EPFA EPFA EPFA	First Aider	Application of first aid
G Scovell		Appointed Person	PAT Testing
R Attrill		Appointed Person	Working At Height
R Attrill		Appointed Person	Manual Handling
M Hill		Appointed Person	Display Screen Equipment
R Attrill		Appointed Person	COSHH

## Appendix 2. Fire Drill Log Sheet



# The Arreton & Oakfield Federation



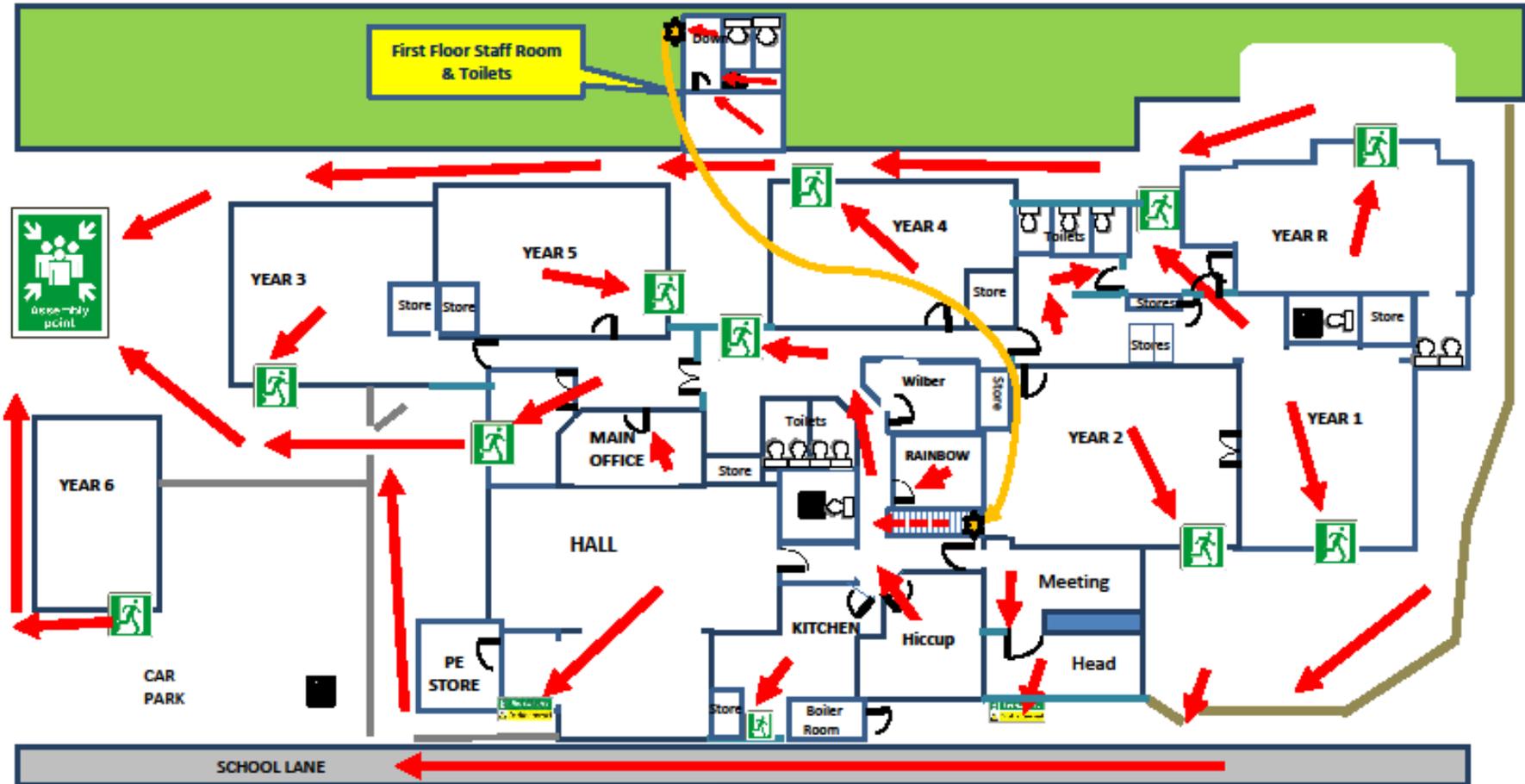
## FIRE DRILL LOG SHEET

<b>Drill Record Information</b>		
<b>School Name</b>	<b>Name of Person Conducting Drill</b>	<b>Date of Drill</b>
<b>Drill Start Time</b>	<b>Drill End Time</b>	<b>Total Evacuation Time</b>
<b>Yes</b>	<b>No</b>	<b>Option</b>
<input type="checkbox"/>	<input type="checkbox"/>	Were staff notified before the drill? (Some drills each year should be a surprise)
<input type="checkbox"/>	<input type="checkbox"/>	Were all unaccompanied children identified?
<input type="checkbox"/>	<input type="checkbox"/>	Did evacuation occur in an orderly manner?
<input type="checkbox"/>	<input type="checkbox"/>	Have provisions been made for disabled children?
<b>Special circumstances utilised during this drill</b>		
<b>Notes regarding the drill</b>		
<b>Actions identified for next drill</b>		

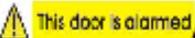
### Signature

Signature of person conducting Drill	Printed Name, Title	Date

### Appendix 3. Fire Assembly Points (Arreton)



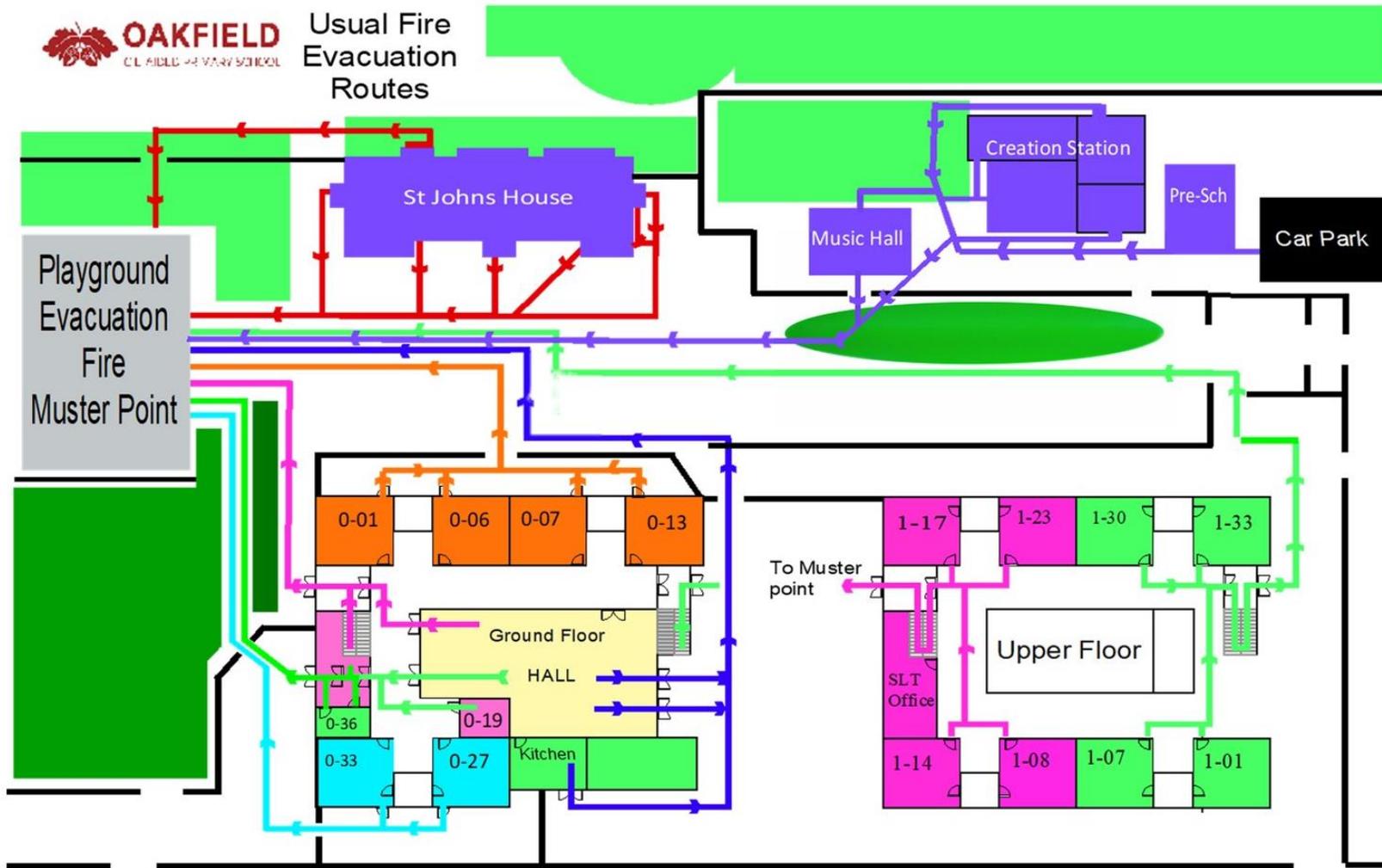
1. On discovery of a fire sound the alarm using a Call Point
2. Dial 9-999 from a School landline if safe to do so, or mobile phone 112
3. Leave the building by the nearest EXIT and proceed to Assembly Point

 Fire exit only = FIRE EXIT WITH  
 This door is alarmed = ALARMED DOOR  
 = FIRE EXIT

# Fire Evacuation Route Plan

## Arreton St Georges CE Primary School

## Assembly Points (Oakfield)



All emergency exits lead to muster point on playground

Appley Road

## Appendix 4. Fire Safety Checklist

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

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

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school 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>COVID-19</b>	In line with Public Health England latest guidance
<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).
<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 anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<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).

<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.