



Health and Safety Policy

Beam County Primary School

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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 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

Everyone working in a school has a responsibility to those they work with and teacher to ensure they work in a safe and healthy environment.

The local authority and governing board

London Borough of Barking and Dagenham has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

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

3.1. The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Miss Whittington, headteacher.

The governing board 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 governing board, 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; and
- ensure that adequate health and safety training is provided.

The governor who oversees the health and safety is Cllr Phil Waker.

3.2. Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- implementing the health and safety policy;
- ensuring there is enough staff to safely supervise pupils;
- ensuring that the school building and premises are safe and regularly inspected;
- providing adequate training for school staff;
- reporting to the governing board on health and safety matters;
- ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- ensuring all risk assessments are completed and reviewed; and
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the headteacher's absence, Mr. Anderson assumes the above day-to-day health and safety responsibilities.

3.3. Health and safety lead

The nominated health and safety lead is Ms. Briggs.

3.4. Staff

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

Staff will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- co-operate with the school on health and safety matters;
- work in accordance with training and instructions;
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- model safe and hygienic practice for pupils; and
- 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 headteacher or finance 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. Coordination of Health and Safety Management

An action plan is in place which includes:

- Building services maintenance/servicing regime.
- Review of risk assessments and safe systems of work.
- Actions against gaps in health, safety and wellbeing management.

This assists the school in coordinating the current management systems and ensure continuous improvement.

The health, safety and wellbeing action plan is taken to the Premises, Wider Community and Health & Safety Committee for monitoring.

5. Site security

Mr Collett and Mr Knight 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 school has also purchased the local authority's security services.

Mr Collett and Mr Knight are key holders and will respond to an emergency.

6. Fire

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

Emergency evacuations are practised at least once a term. The fire alarm is a loud continuous siren. Fire alarm testing will take place once a week and full school evacuation half termly. 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 as per the Fire Evacuation instructions in each room in the school. These are KS1 playground and school field. Kitchen staff to assemble at the bin compound in staff carpark.
- Class teachers will take a register of pupils which will then be checked against the attendance register of that day. They will visually hold up a red or green card to signal pupil numbers.
- The Fire Marshalls, including the Headteacher and Finance Manager will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter. Or its deemed a false alarm by the Site Manager/Headteacher.

The school has 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. These pupils have their own individual plan.

Two phones are on second floor KS2 for use in emergency. Lifts will not be used.

A fire safety checklist can be found in Appendix 1: Fire Safety Checklist.

7. Control of Substances Hazardous to Health Regulations ("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; and/or
- germs that cause diseases, such as leptospirosis or legionnaires disease.

COSHH risk assessments are completed by the Site 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.

Hazardous substances/cleaning products are stored in locked cupboards in kitchen and in cleaning cupboards in school.

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.

Poster displayed in cleaning cupboards, caretakers supply rooms and kitchen.

7.1. 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.

7.2. Legionella

- A water risk assessment has been completed on September 2018 by Aquavent Limited. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Tested monthly by a Contractor, IWS for checks on temperature and samples for test heating of water, disinfection of showers, etc.

7.3. Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that 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.

8. 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.
- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis.
- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time, supervision is again maintained.
- A decision is made, recorded and enforced if inclement weather means that equipment becomes unsafe to use on a particular day.
- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.
- See also the building maintenance plan for servicing/maintenance.

8.1. 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 Site Manager.
- Any potential hazards will be reported to Caretaking staff 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 isolator's 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.

8.2. 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 indoor apparatus will be reported to the PE lead who will advise the Finance Manager, who will then contact the Universal services contractor.

8.3. 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 (and corrective glasses provided if required specifically for DSE use).

8.4. Specialist equipment

If we were to have children who use wheelchairs then parents would be responsible for the maintenance and safety of their children's wheelchairs. In school, staff would promote the responsible use of wheelchairs.

If oxygen cylinders are required, they are to be stored in a designated space and staff to be trained in the removal storage and replacement of oxygen cylinders.

9. Lone working

Lone working may include:

- late working;
- home or site visits;
- weekend working;
- site manager duties;
- site cleaning duties; and/or
- 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. Please refer to the separate Lone Working Policy.

10. Working at height

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

In addition:

- pupils are prohibited from using ladders;
- staff will wear appropriate footwear and clothing when using ladders;
- contractors are expected to provide their own ladders for working at height;
- before using a ladder, staff are expected to conduct a visual inspection to ensure its safety; and
- access to high levels, such as roofs, is only permitted by trained persons.

11. Manual handling

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

The school will ensure that proper mechanical aids and lifting equipment are available in school and that staff are trained in how to use them safely. The lifting equipment will be inspected on an annual basis.

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.

12. First Aid

The school has carried out a first aid risk assessment and all staff have been first aid trained. First Aid Kits are located in:

- The medical room
- Reception (at the desk)
- The school hall
- The school kitchens
- All classrooms
- Portacabins.

More information can be found in the First Aid Policy 2019.

13. 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 mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.
- 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.

14. 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.

15. Smoking

Smoking is not permitted anywhere on the school premises.

16. 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.

16.1. 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.

16.2. Coughing and sneezing

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

16.3. Personal protective equipment PPE

- 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.

16.4. Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly.

16.5. Cleaning of blood and body fluid spillages

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

16.6. Laundry

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

16.7. Clinical waste

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

16.8. 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

16.9. Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

16.10. Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4: Recommended absence period for preventing the spread of infection.

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

17. 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.

18. Mental health and Wellbeing

We are committed to promoting high levels of mental 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. Staff have access to support available in school and within the local authority.

See Wellbeing Policy, Appendix D.

19. Accident reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority.

19.1. Accident record book

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. An accident form template can be found in

- Appendix 2: Accident Report.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 5 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

19.2. Reporting to the Health and Safety Executive

The Health and Safety lead, Ms T. Briggs 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 Health and Safety lead, Ms T. Briggs; or member of the Leadership Team 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](#)

19.3. Notifying parents

The teacher or teaching assistant will inform parents or the nominated adult of the pupil, 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.

19.4. Reporting to Ofsted and child protection agencies

The Head teacher / Governing body 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.

20. Risk Assessments

We have the following risk assessments in place:

- Slips, Trips and Falls
- Snow and Ice

- Working at Height
- Asbestos
- Display Screen Equipment
- Fire
- First Aid
- Manual Handling
- Pregnancy

21. Training

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

22. Monitoring

This policy will be reviewed by the Premises, Wider Community and Health and Safety Committee every year.

At every review, the policy will be approved by the Chair of the Premises, Wider Community and Health and Safety Committee.

23. Links with other policies

This health and safety policy links to the following policies:

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

Appendix 1: Fire Safety Checklist

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

Appendix 2: Accident Report

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Accident/Incident Report Form

Please call 020 8724 5233 for a Larger Font

Any serious accident/incident must be reported immediately to your manager and to HR Services on 020 8724 5233.

This form is to be used for all types of hazardous incidents including work related illness, disease, violence and aggression, race/hate and motor vehicle accidents. When completed your manager should submit the form via the HR Portal

https://lbbd.sharepoint.com/sites/HRSD/SitePages/Request_picker.aspx?Cat=9 (ideally within 24 hours). Should access to above link not be available, please contact HR Services on 020 8724 5233. Violent or aggressive incidents should also be reported to the Security section.

Part A — To be completed by or on behalf of the person involved.

Please print in block capitals and complete all relevant sections.

1. Injured/involved person

Full Name (Print):		Address: (Include post code)	
Date of birth:			
Male/Female:		Contact number(s):	
Department:		Job Title:	
Division:		Non employee status:	
Section/School:		Relating to the above, please choose from: member of public/visitor, service user, residential care user, tenant, pupil/student, agency/contractor (give name of company)	
Employee/Non Employee:			

2. Where and when did it happen

Site address: (Including postcode)		Where at the site:	
		Date:	
		Time (24 hour clock):	

3. What happened

Please give a brief description of what happened:	
If a fall from height, how high was the fall?	(To the nearest metre)

4. Injury Details

Injury Type: e.g. fracture/bruise/burn/cut		Part of body: Left/right or upper/lower	
If the injury or condition changes please notify HR Services on 020 8724 5233			

5. Treatment

Taken directly to hospital: (yes/no)		First aid given: (yes/no)	
		Name of first aider:	
Outcome of any hospital visit if known:		Treatment given:	

6. Witness Details

Name:		Address:	
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Contact number:		(include postcode)	
Email address:			

Person completing part A			
Name (block capitals):		Date:	
Signature or email address if sending via email:		Contact Number(s):	

Part B – To be completed by Manager/Supervisor/Head Teacher.

Please ensure senior management are notified of serious accidents, incidents or dangerous occurrences.

Please print in block capitals and complete all relevant sections. Please give as much information as possible. It is important that information is captured at the time of investigation.

1. Investigation

Are you satisfied that the incident occurred at the date, time and location stated in part A?		Was the involved person authorised to be doing this?	
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2. Risk assessment, procedures, safe systems of work

Is there a suitable and sufficient risk assessment?		Is there a current safe system of work such as code of practice, procedure, etc?	
If no you may need to consider developing a risk assessment or reviewing the assessment if one is already in place. Please give details:		Please yes please state name of the safe system of work such as procedure, operation manual, etc and the date it was given:	Name: Date issued:

3. Employees – to be completed only if the involved person is an employee including agency

Has instruction/training been given for the task/equipment, give details?		Was personal protective equipment being used please give details? Such as gloves, safety goggles.	
Did the injured person finish their shift?		Did the injured person report to work the following day? If not and if known how long will they be absent form work?	
If the employee is absent from work for 7 days or more (including non working days) you must contact HR Services on 020 8724 5233.			

4. Violence and Aggression – to be completed only if a violent or aggressive incident. Violent and aggressive incidents also need to be sent to Security - SecurityAccessandID@lbbd.gov.uk.

Give details of the support offered, including if referred for Counselling and when:		Do you feel this incident needs to be addressed by the LBBd security section?	
Name of the perpetrator:		Did the police arrive?	
Were the police involved?		Time of call:	
Crime reference number?		Time of arrival:	

5. When was the incident reported

Date:		To whom:	
Time:		Their role:	

6. Investigation finding – this section must be completed.

State your existing control measures and further actions	
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required to prevent reoccurrence: Include whether or not any defects were identified including to the environment or equipment.	
Weather condition if incident occurred outside:	

Person completing part B			
Name (block capitals):		Date:	
Signature or email address if sending via email:		Contact Number(s):	

Appendix 4: 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 or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	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.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per " Green Book ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	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.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (parvovirus B19)	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.
Shingles	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.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	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 Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	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
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	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.

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.
Diphtheria*	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.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	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.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne 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.
Meningococcal meningitis*/septicaemia*	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.
Meningitis* due to other bacteria	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.
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	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.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	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.