




Health and Safety Policy

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4		

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HEALTH AND SAFETY

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A	Risk Assessment Form - HS1
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C	Fire Alarm and Fire Routine Procedures
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E	Public Health England - Recommended absence period for preventing the spread of infection

HEALTH AND SAFETY

1. HEALTH AND SAFETY MISSION STATEMENT

1.1 Meath School will abide by the following Health and Safety Statement:

- The Trustees of I CAN and the advisory board of Meath School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who enter Meath School
- The Health & Safety Officer (HSO), liaising with the principal, will draw up the necessary arrangements to secure compliance with all Health and Safety requirements, record them and circulate them to all Staff and subsequently monitor the implementation of the arrangements.
- Staff will take all practical steps within their power to fulfil this responsibility using the established procedures

2. KEY PERSONNEL

2.1 The Health and Safety Officer (HSO) is: Paul Gorman
Email: paul.gorman@meathschool.org.uk
Telephone: 01932 872302 ext 258 /07743
666344

2.2 The deputy HSO is: Michelle Austin
Email: Michella.austin@meathschool.org.uk
Telephone: 01932 872303 / 07881 625369

2.3 The Principal is: Majella Delaney
Email: Majella.delaney@meathschool.org

Telephone 01972872302

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3. TERMINOLOGY

Health and Safety is defined as:

The regulations and procedures intended to prevent accidents or injuries occurring at School and to ensure that children, staff and visitors are safe.

Child (ren) includes everyone under the age of 18. This will apply to pupils attending our school. The policy will extend to visiting children and students from other establishments.

COSHH refers to the law that requires employers to control substances that are hazardous to health.

Senior Advisory board refers to the committee run by a senior advisory board to provide oversight and guidance in respect of Health and Safety to Meath School

HSO refers to the Health and Safety Officer, the person in School that has delegated day to day responsibility for Health and Safety matters.

Meath School/ I CAN Meath School refer to all members of Staff, the Governors and Volunteers who are associated with the school

Parents refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers, and adoptive parents.

PAT refers to Portable Appliance Testing undertaken to ensure electrical equipment is safe to use

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity

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4. INTRODUCTION

4.1 Current legislation requires employers to produce a written statement outlining their health and safety philosophy. In consequence, a health and safety schedule has been drawn up to meet the legal requirements which are binding on employer and employee alike. This Meath School Health and Safety document forms part of I CAN's Health and Safety Policy.

4.2 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
- [Electricity at Work Regulations 1989](#) which highlights what can be done by duty holders to achieve electrical safety compliance with the duties imposed by the Regulations
- [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.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

4.3 This policy applies to all members of Staff, advisors and to visitors to Meath School.

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5. POLICY AIMS

5.1 The aim of this Health and Safety Policy is to:

- Identify the legislation and other statutory guidance affecting Meath School Health and Safety
- Identify the roles and responsibilities of members of the Meath School Staff and Governing Body in ensuring a safe and healthy environment for children, staff, and visitors.
- State the ICAN/Meath School procedures for incidents concerning Safety, Health, Accidents, Fire, Hazards, and Electrical Safety and COSHH
- 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

5.2 Meath School will ensure that it takes all measures necessary to rectify any fault or problem that occurs giving rise to a Health and Safety issue.

6. Roles and Responsibilities

6.1 ICAN

ICAN has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Principal, **Majella Delaney**

ICAN 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.

ICAN, 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

6.2 Principal

The principal is in overall charge of Health and Safety at Meath School. However, the day-to-day management and organisation is delegated to the HSO, the Premises Manager and senior advisors will oversee all Health and Safety issues via the Resources Committee which meets termly. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils

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- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to ICAN and the governors 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 Premises Manager's absence, Michelle Austin, School Business Manager assumes the above day-to-day health and safety responsibilities.

6.3 Health and Safety Officer

The nominated Health and Safety Officer is Paul Gorman, Premises Manager. HSO responsibilities include,

- Set up the arrangements to cover Health and Safety legal requirements
- Be available to discuss and to seek the resolution of Health and Safety problems with any member of Staff
- Bring to the attention of the Staff all relevant Health and Safety advice and instructions
- Ensure that a secure system of reporting, recording and investigation of accidents exists and functions properly
- Ensure visitors, including contractors, have authorisation to be on site, and that they adhere to recognised Health and Safety procedures
- Ensure that new employees are briefed about the safety arrangements and are given a copy of the school's Health and Safety policy
- If agreed, to provide, on request, protective clothing, and equipment, which is to be properly maintained and renewed as required.
- In conjunction with the Fire Training Officer (Surrey Fire & Rescue), ensure arrangements are in force to allow ready evacuation of buildings in case of fire or another emergency, and that fire-fighting equipment is available and maintained
- Ensure all statutory tests are kept up to date.
- Half termly H&S site walks with the School Business Manager

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6.4 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
- Will speak to the HSO, Deputy HSO or the appropriate member of the senior advisor's Safeguarding, Behaviour and Wellbeing Committee, if they require information on safety matters
- Report a Health and Safety issue which they are not able to put right, to the HSO who will fill in the appropriate Risk Assessment Form – HS1 (see Annexe A) – available from the front office.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- All members of Staff have the right to ask what subsequent action has been taken

6.5 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.

6.6 Contractors

Contractors will agree health and safety practices with the Premises 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, and liability insurances as well as a letter of assurance they enhance DBS check the staff.

6.7 External Hirers / Lettings

During the period of the letting, it is the responsibility of the hirer to ensure the safety of all those making use of the premises. The hirer or their representative will be responsible for compliance with the Health and Safety Act in force at the time of the let

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6.8 Senior Advisory board

The Committee will:

- Meet termly and at other times as required to review health and safety matters. The Committee will comprise:
 - Chair – advisory member with Health and Safety responsibilities
 - HSO - Premises Manager
 - Deputy HSO - School Business Manger
 - School Principal
- Termly site walks will be undertaken by the Principal and Premises Manager
- Raise issues to the HSO as required. Minutes from this meeting are discussed termly.

The HSO and DHSO will report to principle and advisory board termly on the following matters:

- Statutory test compliance
- Completion of capital works
- Priorities for maintenance and development for that term.

6.9 Visitors

Visitors are to be made aware of Health and Safety requirements on entry to the building at the front office, specifically whether a fire drill is planned and where the school's fire assembly point is, and locations of the emergency exits.

All visitors will be assigned to a member of Staff, who will take responsibility for them throughout their visit.

7. Site Security

7.1 Responsibility for Site Security

Paul Gorman, Premises Manager and Adam Dias, Deputy Premises Manager 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.

7.2 Key Holders

Paul Gorman, Premises Manager, Adam Dias, Deputy Premises Manager, Michelle Autin business manager Majella Delaney, Principal and Debbie Hanson Residential Manager, Justas Gracijonas premises assistant are key holders and will respond to an emergency.

7.3 CCTV

Meath has CCTV in operation across the site. See CCTV Policy for details

7.4 **Attending Site out of Hours.**

In the event that the intruder alarm is set off out of school hours when the school premises are closed, the key holders will be called in priority order.

Whoever is responding to the call to site must follow this procedure:

1. Check their CCTV app to assess whether it is safe to attend site alone.
2. Call the police immediately if intruders are on site.
3. If site is empty, call a colleague to inform them that they are attending site – speak to the colleague, do not leave a message. Make use of the lone worker fob
4. Attend site to reset alarm.
5. Within 15 minutes of the original phone call, the responder should contact their colleague to confirm that they are safe and whether this was a false alarm, and return the lone worker fob, upon exiting the building.

7.5 **Emergency Evacuation of School Site**

In the event of an emergency where pupils and staff need to leave the site, for example in the case of a gas leak or more serious incident, the rendezvous point is at Ottershaw School, Fletcher Road, Ottershaw. See Emergency Evacuation Policy for details.

8. **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.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week on a Saturday.

New staff will receive a health and safety induction including fire safety within their first week of starting at Meath.

All staff will be given fire training, and some staff are also trained as Fire Wardens. All staff and pupils will be made aware of any new fire risks.

All Staff and visitors must be registered as on the premises. Staff are responsible for marking themselves in and out on the Inventory system in reception. This is vital as a printout will be used to account for staff and all visitors in the event of a fire.

8.1 **Discovery of a Fire.**

The person discovering the fire must,

- Press the call point to sound the alarms and shout 'fire, fire, fire!'
- Emergency services automatically contacted. Evacuation procedures will also begin immediately.
- Where the person discovering the fire is in charge of children, they are to leave the building immediately.

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- 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,
 - Assembly point A - the field by the entrance to the woods
 - Assembly point B - (main reception area)
- Class teachers will check all pupils against the attendance register and hold it up once completed.
- SLG 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.
- The pool letting groups will also evacuate the pool and line up at assembly point B.

8.2 Premises Manager and Premises Assistant

The Premises Manager on hearing the fire alarm will go to the nearest fire panel to find the location of the fire. The Premises Manager will investigate the location to determine the reason for the fire alarm sounding. In the event of a fire the Premises Manager will collate information regarding the situation and liaise with the fire brigade on their arrive.

The Premises Assistant will sweep their allocated area and then assist the Premise Manager. The Premise Manager will indicate when all clear to return to buildings

8.3 Fire Marshals

Fire Marshals will have received face to face training which is renewed every two years. They will be given a high vis tabard to wear during fire drills. The Fire Marshals will be allocated an area that in the event of the fire alarm sounding, they will sweep to establish everyone has evacuated and that there are no signs of fire. The Fire Marshal will report to the HSO anyone who is still in the building and any signs of fire.

Fire Marshal must only tackle a small fire if they feel confident to do so.

8.4 Summoning Surrey and Rescue Service.

The fire alarm system is automatically connected to a monitoring service. Surrey Fire and Rescue Service will be alerted each time the alarm is sounded.

8.5 Fire Drills and Evacuation of Premises.

See the Fire Alarm and Fire Routine Procedures in Annexe C.

All Fire Drills are to be treated as emergencies.

For fire drills, a telephone call to the fire alarm company with a specific code, must be given by the member of Staff initiating the drill to the monitoring service.

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8.6 Emergency evacuations are practised at least once a term.

- During the school day (9.00am – 3.30pm) when evacuation is checked against the child and adult registers (held in the main office, and on the notice board immediately outside that office)
- Out of school time (3.30pm – 9.00am), evacuation of the residential children and staff on site is checked against similar registers (which are located with the Senior Care Staff member on duty)

8.7 All fire escape routes - signified by green running man signs must never be blocked or obstructed.

8.8 In the event of a real fire emergency when the children and Staff are unable to return to the main teaching or administration building, then alternative arrangements will be made by the senior duty Staff. A local school (Ottershaw Church of England School) is agreed as a rendezvous point.

8.9 **Use of Premises by Outside Individuals or Groups** (includes lettings and meetings)

- One person must be nominated to be responsible for the event/letting for the entire group. They must know where the fire exits are located and assume responsibility for their safe evacuation to the fire assembly point, should an emergency occur. This nominated person must have signed the letting form stating that they are aware of, and understand, the safety procedures.
- The nominated person must inform the group BEFORE the commencement of the meeting/event exactly how to proceed if there is an emergency.
- All external persons attending must be registered on entry to the school premises and be made aware of the safety procedures.
- The nominated person must be aware of how to contact the emergency services
- A suitable Assembly Point must be pre-arranged so that if there is an evacuation everyone knows where to meet.
- It is then the responsibility of the appointed Health & Safety Officer to liaise with the emergency services to ensure that all those in that a particular group are accounted for.
- All emergency incidents occurring during these sessions should be reported to the principal within 24 hours.
- There should be immediate Supporting test certification for any electrical equipment brought to the premises.

8.10 The HSO is responsible for the maintenance of all fire-fighting equipment. The equipment is to be serviced annually by an appropriate contractor and checked monthly by the Premises Team. Details are to be recorded in the Premises Fire folder.

8.11 The HSO is responsible for daily lint checks on the tumble dryer, cleaning out any build up and documented accordingly.

8.12 **Fire Vehicle Access Routes.**

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All fire vehicle access routes are to be kept clear, at all times. Responsibility for compliance rests with the HSO. **Any obstructing vehicles will be removed if necessary.**

8.13 Personal Emergency Evacuation Plans (PEEPS)

PEEPS are completed by staff together with the pupil's input and are in place for individual pupils that require them. PEEPS are held by relevant day and residential staff and copies are in the Risk Assessment folder in the Premises Office.

9. Control of Substances Hazardous to Health (COSHH)

9.1 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

9.2 Control of substances hazardous to health (COSHH) risk assessments are completed by Paul Gorman, Premises Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

9.3 COSHH Data Sheets and instructions are monitored regularly for accuracy, and if a new substance is required, the relevant documentation will be acquired by the HSO. A COSHH folder with all COSHH Data Sheets is held in the Premises Office.

9.4 The contract cleaning company (rapid clean) are required to provide COSHH data sheets for all products that they use in school, these are reviewed by the HSO.

9.5 Other than cleaning solutions used by the contract cleaning company, only the HSO can purchase chemicals and cleaning solutions. Various chemicals and cleaning solutions are essential for the appropriate cleaning of the school. In each case, these items are stored in a suitable locked location, and in each location are specification notes and instructions for the safe use and care of each substance

9.6 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.

9.7 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.

9.8 All Staff and visiting members of the senior advisory board have a responsibility for reporting any identified hazards they find (something that may cause harm or injury). These are to be reported to the HSO and a Risk Assessment report form (see Annexe A) filled in to allow action to be arranged, and emailed to premises@methschool.org.uk

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9.9 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Statutory testing for annual Gas Safety Certificates is carried out.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

9.10 Legionella

- A water risk assessment was completed on 05/04/22 and review date April 2024 by waterdrop. Paul Gorman, Premises Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.
- This risk assessment will be reviewed every 24 months or sooner if significant changes have occurred to the water system and/or building footprint(review date April 2024)
- The risks from legionella are mitigated by the following:
 - weekly water run offs of little used outlets,
 - quarterly temperature checks, expansion vessel flush and descaling of showers
 - annual calorifier inspections, TMV servicing, Cold water storage tank inspection and samples taken from 14 locations.
- Monthly Bacteria samples are taken and tested for the swimming pool.

9.11 Asbestos /RAAC

- 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. This folder is held in the Premises Office. The most recent independent Asbestos Survey was carried out on 5TH December 2022.
- A visual inspection of asbestos on site is carried out every six months, records located in premises folder.

10 Equipment

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

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- 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.

10.1 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 Paul Gorman, Premises Manager immediately, emailed to premises@meathschool.org.uk
- All power tools used by Premises staff must be checked before use and condition recorded monthly.
- 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
- At Meath electrical equipment is to be PAT tested annually (late August) and fixed circuits tested every five years, and residential every 3 years with will be done end of summer 2023 (Last five year test Nov 2020). Visual inspection of electrical equipment is carried out termly by the HSO. A register of equipment tested, with the results, is to be kept by the HSO. Tested equipment is to be suitably marked.
- 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.

10.2 PE equipment

- Staff set up PE equipment safely and efficiently.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Manager.

10.3 Playpark equipment

- An annual inspection of all external play equipment will be carried out by a specialist for certification that it is safe and compliant.
- Monthly check will also be carried out by Premises staff and recorded.

10.4 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)

11 Lone Worker

Lone worker fob to be worn at all times when carrying out lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Premises 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.

Meath staff are asked to work no later than 6pm on a Friday. On other days of the week, the school is closed at 7pm.

12 Working at Heights

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 Premise Manager and deputy Premises manager and premises Assistant retain ladders for working at height
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

13 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.

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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.

14 **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
- For trips, there will always be at least one first aider on schools' trips and visits

15. **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 school's health and safety policy, and will have responsibility for complying with it.

See Meath Lettings Policy

16. **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/principal immediately. This applies to violence from pupils, visitors, or other staff.

17. **Smoking**

Smoking is not permitted anywhere on the school premises, including car parks.

18 **Infection prevention and control**

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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. See Meath Infection Control Policy

18.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Hands should be washed regularly throughout the day and specifically before and after meals. If this is not possible, alcohol-based hand sanitiser can be used instead
- Always wash hands after,
 - arrival at school
 - after coughing or sneezing into their hand or a tissue
 - before and after eating
 - handling food
 - after using the toilet
 - after removing protective gloves
 - after helping a child go to the toilet or changing soiled clothing / nappies
 - after handling animals
- Cover all cuts and abrasions with waterproof dressings

18.2 Coughing and sneezing

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

18.3 Personal protective equipment

- Staff are expected to 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, changing soiled clothes, Peg feeding and serving food)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

18.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly
- It is vital that surfaces are wiped down regularly throughout the day
- All class and residential teams have a cleaning kit, stored in a fabric cleaning caddy

18.5 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

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- 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

18.6 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
- Double bag children's soiled clothing to be sent home, never rinse by hand

18.7 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.

18.8 Animals

The school dog visits periodically, and the reading dog visits weekly. The guinea pigs joined swans' class in February 2023 from robin's class.

- 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.
- An adult must supervise pupils when playing / reading with animals at all times
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

18.9 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.

18.10 Exclusion periods for infectious diseases

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

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

19. **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

20. **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. Management referrals to Occupational Health when deemed appropriate. All staff have access to Perk box which has an Employee Assistance programme through which counselling can be accessed.

21 **Accident Reporting**

The Staff member who witnesses or deals with the accident is to inform the appropriate class team/care Staff member if the accident involves a pupil, who in turn must inform the pupil's parents/carers, or the principal if the accident involves a member of Staff.

20.1 **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. All accidents (including medical accidents – see Meath Medical Policy) are to be reported on the form provided (HS2 – see Annexe B) and handed to Debbie Hanson, Residential Services Manager. Details will be recorded in the Meath School Accident Log which is kept in the medical room.
- 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.

HEALTH AND SAFETY

- 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

20.2 **Accidental overdose of a pupil or member of staff including visitors.**

- Dial 999
 - Tell someone else immediately (member of SLG)
 - Get someone to stay with the child or person.
Deal with the NHS emergency, and urgent care services. (SLG will do this)
- Act on the instructions given over the phone immediately.

20.3 **A serious accident**

Dial 999 immediately.

Contact the premises manager and HSO who will inform the SLG of the incident.

In the case of a serious accident, the principal (or the Deputy Head in the Principal's absence) will inform the Senior Advisory board and the Chief Executive of speech and language Uk.

20.4 **Reporting to the Health and Safety Executive**

Debbie Hanson, Residential 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).

Debbie Hanson, Residential 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

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- 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:

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

20.5 Notifying parents

The admin team will inform parents immediately of a head bump and teachers will speak to parents regarding all other minor injuries and any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

20.6 Reporting to child protection agencies

Majella Delaney and Sian Vaux, Designated Safeguarding Lead will notify Surrey Safeguarding Children Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

20.7 Reporting to OFSTED

The Principal, Majella Delaney 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. This includes staff or visitors' injuries.

20.8 First Aid

Meath School will.

- Ensure an appropriate number of Staff members are First Aid trained
- First Aid trained Staff are to act as first responder to any accident and undertake the necessary actions in accordance with the training provided
- The person witnessing the accident and/or the trained First Aider is to contact SECAMB by dialling 999 to have a paramedic and/or ambulance attend the school should this be required.
- Defilation machine located in reception

20.9 First aid boxes

First aid boxes are to be maintained by the HSO. The siting of the first aid boxes is laid out in the Medical Policy. Staff are to inform the HSO when items have been used and need replacing. documented and kept in the premises folder.

20.10 Hospital Treatment

Should a child or member of Staff who suffers an accident and require hospitalisation, Meath School will:

HEALTH AND SAFETY

- Ensure that a member of Staff, or of the senior leadership team, accompanies the child/adult to hospital should this be necessary
- Ensure that a pupil's medical notes are presented to the receiving A&E Department
- Ensure the Meath School Office liaises with parents/carers

21. **TRAINING**

Staff are provided with health and safety training as part of their induction process by HSO or Deputy within one month of joining the Meath School Staff.

Staff who work in high-risk environments, such as work with pupils with special educational needs (SEN), are given additional health and safety training.

Health and Safety training for staff will be carried out annually. The Induction health and safety training completed by new staff is signed and filed in the personnel file by the Principal's PA, Anne Ballard.

All Staff must maintain a continual commitment to Health and Safety good practise.

22 **MISCELLANEOUS**

22.1 **Disabled visitors.**

Two designated parking spaces are available for disabled visitors. These are not to be used by other Staff/visitors.

22.2 **Disaster Recovery.**

Meath School also has a Crisis Management/Disaster Recovery Policy

Annexe A

Risk Assessment Form - HS1


 Speech and
Language UK

Meath School Risk Assessment

AREA:		Signed:
RISK ASSESSMENT FOR:		Signed:

Assessment carried out by:		Date:		Date of Review:	
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Who is at Risk	Likelihood	How can the hazards Cause harm?	Control Measures In Place	Additional Control Measures Required	Residual Risk Rating

Annexe B

Accident Reporting Form – HS2



Appendix N

REPORT ON ACCIDENT

Accident Book Number:

THE INSURED

POLICY NUMBER

THE INJURED PERSON

- (a) Name
- (b) Approximate age
- (c) Postal Address

- (d) Occupation
- (e) Are they an employee of I CAN
- (f) A visitor
- (g) Pupil

INJURY OR DAMAGE

- (a) Full particulars of nature and extent of injury (if a limb or eye please state left or right).
- (b) Is (s)he receiving medical attention?
If so, where?
- (c) Do you know if (s)he is incapacitated for work?
- (d) What was done with the injured person immediately after the accident?
- (e) Please give a description of the property and the extent of damage.

FURTHER MEDICAL ATTENTION

HEALTH AND SAFETY

DETAILS OF ACCIDENT

(a) Date and time when it occurred

(b) Location where it happened

What happened

Staff on duty/Witness to accident:

Parents/Carers informed: Yes/No

By Whom and how:

CAUSE OF ACCIDENT

(a) Was there any defect in the premises, furniture, or equipment? If so, please give particulars.

(b) Please indicate as fully as possible how the accident came to be caused and state any details that will help to give a correct understanding of the matter.

THIRD PARTY CLAIM

(a) Has any claim been made against you in respect of the injury or damage?
(All communications should be forwarded immediately and unanswered).

(b) If so, on what grounds is that claim based?

The foregoing particulars are true and complete to the best of my knowledge and belief

Date: Signed:

Position: RSM:.....

Annexe C

Fire Alarm and Fire Routine Procedures

**Meath School
Fire Alarm Procedures**

All pupils and class teams gather on **the field by the entrance to the woods– Assembly point A**

All other staff (non-class-based) and visitors gather by the entrance to the woods, in departmental groups – **Assembly point A**

Any other people arriving to the school during an evacuation or exiting the building via the front side of the school will gather at **Assembly point B (Front car park)** – A fire marshal will be waiting to take a roll call

1. The fire alarm panel is linked directly to a monitoring facility that will automatically alert the fire brigade.
2. Office staff ensures front door is monitored to stop people re- entering the building
3. Office staff take class registers, visitors book and grab bag to meeting points
4. Office staff take staff signing in sheet to meet points
5. Class teachers ensure all children and class team accounted for, raise hand to confirm
6. Teachers hand registers to Principal and confirm all pupils and class staff accounted for
7. SLG ensure all other staff accounted for and report to Premises Manager/Principal
8. Office staff ensure all visitors accounted for and report to Premises Manager/Principal.
9. Premises Manager/Principal confirms to Fire Officer that all accounted for



MEATH SCHOOL

FIRE ROUTINE

OUT OF SCHOOL HOURS

Staff should make themselves aware of the position of the fire alarm points. They need to know how to operate the alarm call point in the event of finding a fire.

ON DISCOVERING A FIRE

- Break the glass on the nearest alarm call point to sound the fire alarm.
- Evacuate the building closing all doors behind you.
- Go quickly to your closes **fire assembly, point A** is located on **the main field by the entrance to the woods and point B** is located **outside the front of the school building by the pedestrian gate.**
- The fire alarm panel is linked directly to a monitoring facility that will automatically alert the fire brigade.
- A nominated person will be instructed to phone the Senior Leader on call, and the Premises Manager.
- The principal or in her absence, another member of the Senior Leadership Group will be responsible for a name call.
- On the instructions of the senior member of staff, escort the children to the gym, or evacuate off site as necessary.
- The senior staff member will unlock the gates to the playground and to the school car park.
- The senior member of staff will confirm to the Fire Officer/SMT on call, that all children and staff are/are not accounted for.
- The senior member of staff on duty will be told by the Fire Officer if and when it is safe to re-enter the building.
- Do not re-enter the building unless directed to do so by a senior member of staff.

Annexe D

Fire Extinguisher Details

Month May 23

Last annual
service: Jan-23TAG
COLOUR: yellow tagsFire Fighting Equipment
Monthly checks

ID NUM	LOCATION	DESCRIPTION	✓	X	RENEWAL DATE
			PIN	TAG	
	Residential				
1	Kitchen 1st Floor	Fire Blanket	n	y	2033
3	Hallway 1st Floor	6L Foam	y	y	2028
4	Hallway 1st Floor	6L Foam	y	y	2028
5	Staircase GF (Backdoor)	6L Foam	y	y	2028
6	GF Hallway	C02	y	y	2030
7	GF Hallway	6L Foam	y	y	2028
8	Pharmacy	C02	y	y	2023
9	OT Office Hallway	C02	y	y	2030
	Houses				
10	Dining Hall	6L Foam	y	y	2028
11	Main Hallway by Kitchen	C02	y	y	2030
12	Front Door	6L Foam	y	y	2028
13	Front Door	C02	y	y	2030
14	Hallway by Quiet Room	6L Foam	y	y	2028
15	BHS Doorway Main Hallway	C02	y	y	2030
16	BHS Hallway GF	6L Foam	y	y	2028
17	Server Room	C02	y	y	2030
18	BHS 1st Floor	6L Foam	y	y	2028
19	Main Kitchen	Chemical	y	y	2026
20	Main Kitchen	Blanket	n	y	2033
21	Main Kitchen	Blanket	n	y	2033
22	Outside PPA office	6L Foam	y	y	2028
23	Outside PPA office	C02	y	y	2030
24	Outside Hallway	6L Foam	y	y	2028
25	Outside Hallway	C02	y	y	2028
	Out Buildings				
26	Robin Building	9L Water	y	y	2025
27	Robin Building	C02	y	y	2031
28	Robin Building	C02	y	y	2033
29	Robin Building	6L Foam	y	y	2028

HEALTH AND SAFETY

30	Robin Building	6L Foam	y	y	2028
31	Art Class	C02	y	y	2030
32	Art Class	9L Water	y	y	2026
33	GYM	6L Foam	y	y	2028
ID NUM	LOCATION	DESCRIPTION	PIN	TAG	REMARKS
	<u>Teaching Block</u>				
39	Entrance Hall	6L Foam	y	y	2028
40	Hall	C02	y	y	2030
41	Staffroom	6L Foam	y	y	2026
42	Hall near disabled wc	C02	y	y	2030
43	Owl class	6L Foam	y	y	2025
44	Hall by Pupil Wcs	C02	y	y	2030
45	Kingfisher	6L Foam	y	y	2030
46	swan	6L Foam	y	y	2028
47	hall by eagle(oasis office)	C02	y	y	2030
48	Dove class	6L Foam	y	y	2028
49	eagle class	6L Foam	y	y	2028
58	woodpecker	6L Foam	y	y	2026
	<u>Detached</u>				
50	ICT Suite	C02	y	y	2033
51	Boiler House	C02	y	y	2033
52	Swimming Pool	C02	y	y	2033
53	Swimming Pool	C02	y	y	2033
54	Laundry	C02	y	y	2028
55	School House	C02	y	y	2033
56	School House	Blanket	n	y	2033
	music room	foam	y	y	2028
	small office /quite room	C02	y	y	2033
	robins back right office	C02	y	y	2033

Annexe E. 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
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	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. 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.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	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.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	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.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	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.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

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Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<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>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	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.
Food poisoning	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).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	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.
Whooping cough (pertussis)	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.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).

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Head lice	None.
Hepatitis A	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.
Hepatitis 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.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Please refer to the School's Covid-19 risk assessment for guidance on isolation periods and procedure for returning to School.

HEALTH AND SAFETY

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

HEALTH AND SAFETY

		<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	
<p style="text-align: center;">Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>		<ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non- 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

HEALTH AND SAFETY

		<p>healthcare settings guidance.</p> <ul style="list-style-type: none"> • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. • Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
		<ul style="list-style-type: none"> • 	
<p>Prevention</p> <p>2. Good hand hygiene practice</p>		<ul style="list-style-type: none"> • Special settings will support pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating. • Special education settings will consider what frequency of hand washing is best for which pupils and staff and incorporate time for this in timetables or lesson plans. • Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. • The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. • Pupils arriving at school wearing a face covering 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

HEALTH AND SAFETY

		<p>are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands-on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	Yes
<p>Prevention</p> <p>3. Good respiratory hygiene</p>		<ul style="list-style-type: none"> • ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Younger pupils and those with complex needs are helped to follow this. • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. • DFE guidance to be followed on the use of face coverings in education and clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Prevention</p> <p>4. Enhanced cleaning</p>		<ul style="list-style-type: none"> • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. • More frequent cleaning of rooms and shared areas that are used by different groups • Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • The COVID-19: cleaning of non-healthcare settings guidance is followed. • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>in non-healthcare settings guidance</p> <ul style="list-style-type: none"> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk • The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	<p>Yes</p> <p>Yes</p>
<p>Prevention</p> <p>5. Minimise contact</p>		<ul style="list-style-type: none"> • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in ‘Bubbles’) and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p> • Maintaining distance or forming bubbles could be particularly difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the pupils attending. However, the average number of pupils attending a special school or SPI is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual. • Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. This is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support should be provided for these pupils as normal, with other increased hygiene protocols in place to minimise risk of transmission • Settings will assess their circumstances and look to implement ‘bubbles’ of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>breadth of teaching, or access for support and specialist staff and therapists.</p> <ul style="list-style-type: none"> • If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Older pupils with less complex needs should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Staggered assembly groups; ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents' drop-off and pick-up protocols 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p style="text-align: center;">are planned and communicated so that they minimise adult to adult contact;</p> <ul style="list-style-type: none"> • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; • Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; ○ The number of pupils using the toilet at any one time is limited; • The use of shared space such as halls is limited and there is cleaning between use by different groups; • The use of staff rooms and offices is staggered to limit occupancy. • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. • Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff and pupils have their own individual and very 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>
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		<p>frequently used equipment, such as pencils and pens, these are not shared;</p> <ul style="list-style-type: none"> • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. • Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the full opening guidance and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts • Some pupils with EHC plans will need preparation for their return to full provision. Visits to the setting, social stories, and any other approaches that settings may be introduced to support their return. • The current advice is against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings. • In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits. 	
<p style="text-align: center;">Prevention</p> <p>6. Where necessary, wear PPE</p>		<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young 	<p style="text-align: center;">Yes</p>

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		<p>person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <ul style="list-style-type: none"> • When working with pupils who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. • Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance 	<p>Yes</p> <p>Yes</p>
<p>Response to infection</p> <p>7. Test and trace</p>		<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. ○ If someone test positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</p>	
<p>Response to infection</p> <p>8. Managing confirmed COVID-19 cases</p>		<ul style="list-style-type: none"> • Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. • If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Response to infection</p> <p>9. Contain any outbreaks</p>		<ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	<p>Yes</p>

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		<ul style="list-style-type: none"> Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum 	<p>Yes</p> <p>Yes</p> <p>Yes</p>
Emergencies		<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Managing School Transport		<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible. Parents and pupils are discouraged from using public transport, where possible particularly during peak times. For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. Where possible, transport arrangements are organised to cater for any changes to start and finish times. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers. Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Residential/Boarding		<ul style="list-style-type: none"> All care staff continue to undertake individual risk assessments, activity risk assessments, placement plans and Covid specific individual 	<p>Yes</p>

