




Welcome to Southville Primary School

## Southville Primary School

# Health and Safety Policy

<b>Policy written by:</b>	David Thomas (Site Manager)	
<b>Ratified by Governing Body</b>	11.7.22	
<b>Future review date:</b>	July 2023	
<b>Signed (Headteacher):</b>		Date: 11.7.22
<b>Signed (Chair of Governors):</b>		Date: 11.7.22

## Statement of General Policy

THE GOVERNORS OF: **Southville Primary School**, will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend, or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Bristol City Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that Risk Assessments are carried out within the school using an identified method for recording and to review as appropriate.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their tasks.
- Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Councils' guidance for the selection of competent contractors and seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Report all incidents/accidents, using the Incident/Accident Reporting forms sending them through to the Corporate Health and Wellbeing Team and ensure appropriate follow up action has been carried out.
- Review, on a regular basis, all accidents and incidents reported to identify trends.
- Consult with the school council and inform pupils of their responsibilities for Health and Safety.

The following individuals are recognised as union safety representatives at the school.

Names:

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed:

Chair of Governors: Jen Gibson

Dated: 11.7.22



Signed:

Headteacher: Andy Bowman Dated: 11.7.22

## Contents

<u>1. Legislation</u> .....	3
<u>2. Roles and responsibilities</u> .....	4
<u>3. Site security</u> .....	5
<u>4. Fire</u> .....	5
<u>5. COSHH</u> .....	5
<u>6. Equipment</u> .....	6
<u>7. Lone working</u> .....	7
<u>8. Working at height</u> .....	7
<u>9. Manual handling</u> .....	8
<u>10. Off-site visits</u> .....	8
<u>11. Lettings</u> .....	8
<u>12. Violence at work</u> .....	8
<u>13. Smoking</u> .....	8
<u>14. Infection prevention and control</u> .....	8
<u>15. New and expectant mothers</u> .....	10
<u>16. Occupational stress</u> .....	10
<u>17. Accident reporting</u> .....	11
<u>18. Monitoring</u> .....	12
<u>Appendix 1. Fire safety checklist</u> .....	13
<u>Appendix 2. Accident report</u> .....	14
<u>Appendix 3. Asbestos record</u> .....	15
<u>Appendix 4. Recommended absence period for preventing the spread of infection</u> ..	16

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## 1. 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 UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

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

## **2. Roles and responsibilities**

### **2.1 The local authority and governing Body**

Bristol City Council 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 body.

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

The governor who oversees health and safety is Liz Newton.

### **2.2 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 body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

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

### 2.3 Health and safety lead

The nominated health and safety lead is Site Manager.

### 2.4 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
- Understand emergency evacuation and lockdown procedures and feel confident in implementing them

### 2.5 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.

### 2.6 Contractors

Contractors will agree health and safety practices with the school before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 3. Site security

The Site manager, caretakers and Bristol City council security 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 Site manager and Bristol City council security are key holders and will respond to an emergency.

## 4. 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 buzzer.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only 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.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The admin staff will take a register of all staff and visitors
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

A fire safety checklist can be found in appendix 1.

## **5. COSHH**

The school is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapors
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by 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.

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.

### 5.1 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 they have adequate ventilation

### 5.2 Legionella

A water risk assessment has been completed on 18<sup>th</sup> Decmber2023 the site 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 year and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: regular temperature checks, water sampling, heating of water and termly disinfection of showers.

### 5.3 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 that 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.

## 6. 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.

When new equipment is purchased, it is checked to ensure 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.

### 6.1 Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the site manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary, a portable appliance test (PAT) will be carried out by a competent person.

All isolator 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.

## 6.2 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the site manager

## 6.3 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)

## 6.4 Specialist equipment

Parents are responsible for the maintenance and safety of any aids that they have provided to assist their child in school such as wheelchairs and other assistance equipment. The NHS is responsible for the maintenance and safety of any aids they provide in support of a child within the school. In school, staff promote the responsible use of any of these aids.

# 7. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties



- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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 they are medically fit to work alone.

## **8. Working at height**

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

In addition:

- The site manager retains ladders for working at height
- 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.

## **9. 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.

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.

## **10. Off-site visits**

When taking pupils off the school premises, the school will ensure that:

- Risk assessments will be completed where off-site visits and activities take place
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils.
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

## **11. 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.

## **12. Violence at work**

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

## **13. Smoking**

Smoking/vaping is not permitted anywhere on the school premises.

## **14. Infection prevention and control**

The school follows national guidance published by the UK Health Security Agency when responding to infection control issues. The school will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **14.1 Handwashing**

Wash hands with liquid soap and warm water, and dry with paper towels or hand dryer.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

### **14.2 Coughing and sneezing**

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

### **14.3 Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles or face shield if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment

#### 14.4 Cleaning of the environment

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

#### 14.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, feces, 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.

Make spillage kits available for blood spills.

#### 14.6 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

#### 14.7 COVID-19 management

The school will ensure adequate risk reduction measures are in place to manage the spread of COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

The school will follow local and national guidance on the use of control measures including:

##### **Following good hygiene practices**

The school will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, the school will provide appropriate personal protective equipment (PPE).

##### **Implementing an appropriate cleaning regime**

The school will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned.

## **Keeping rooms well ventilated**

The school will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

## **Asymptomatic testing**

The school will follow government guidance on the use of lateral flow tests for staff and pupils. The school will also have a plan in place for the reintroduction of asymptomatic testing on-site if advised to do so by a director of public health or government guidance.

## **14.8 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. If these children are exposed to any infection that they are vulnerable to then the parent/carer will be informed promptly, and further medical advice sought.

## **14.9 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

## **15. New and expectant mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. This will remain a live document throughout their pregnancy and/or the 6 months after their return to work.

As working conditions can present different risks to a mother or child at different stages, the school need to consider different factors as the pregnancy progresses:

- Dexterity
- Agility
- Coordination
- Some Movement
- Reach

The school will talk to the member of staff individually about any concerns they have, medical advice and specific circumstances that need to be addressed.

Appropriate measures will be put in place to control risks identified. Some specific medical risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal career 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 care 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.
- Some pregnant women will be at greater risk of severe illness from COVID-19 they should inform their antenatal care and GP immediately they suspect that they may have COVID-19 to ensure investigation

## **16. Occupational stress**

The school is 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.

## **17. Accident reporting**

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

As much detail as possible will be supplied when reporting an accident.

First aid records will be retained by the school in accordance with current regulation. (All records relating to the reporting of accidents where the person concerned is under 18 should be retained for 21 years and all records relating to the reporting of accidents where the person concerned is over 18 need to be retained for 3 years.)

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

The site manager will report these to the Corporate Safety Health & Wellbeing Team as soon as is reasonably practicable.

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 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

## 17.2 Notifying parents

The office will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 17.3 Reporting to child protection agencies

The Headteacher will notify First Response of any serious accident or injury to, or the death of, a pupil in while in the school's care.

## 17.4 Reporting to Ofsted

The headteacher 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.

## 18. Monitoring

This policy will be reviewed by the site manager every year.

After every review, the policy will be approved by the headteacher and the chair of governors.

## Appendix 1. Fire safety checklist

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

## Appendix 2. Accident Report Forms

### Form 1 Health and Safety Incident/Violence Reporting Form

Type of incident. Please tick correct box

Accident  Dangerous Occurrence  Ill Health  Violence  Other



Directorate/Section		Form No. for workplace records	
Workplace		<b>Section B Cont.</b>	
<b>Section A</b> Personal (details of injured person)		Did injury occur? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify	
Surname _____ First Name _____		Type of injury _____	
Address _____		Parts of the body affected	
Post Code _____		Left <input type="checkbox"/> Right <input type="checkbox"/>	
Date of Birth _____	Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Section C</b> Other details (please tick correct boxes)	
Status (please tick correct box)		Was medical attention given?	
Employee <input type="checkbox"/> Job Title _____		First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> None <input type="checkbox"/>	
Contractor <input type="checkbox"/> Employer _____		Was injured person taken directly to hospital from scene of incident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Client <input type="checkbox"/> Visitor <input type="checkbox"/> Pupil/student <input type="checkbox"/> Other <input type="checkbox"/>		Detained in hospital for more than 24 hours? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Section B</b> Incident/violence details		Has counselling been offered? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of incident _____	Time _____ am/pm	Is injured person likely to take time off sick? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Where did incident occur? (Full address including Post Code)		Is this likely to be more than three days? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Brief description of what happened		First day of absence (date)	
		Return date (if known)	
		Details of witnesses (name, job title and address)	
		Details of witnesses (name, job title and address)	
		Name of person completing form	
		Signature	
Date _____		Tel No. _____	
Job Title _____			
<b>Line Manager/Duty Officer</b>			
If applicable, has next of kin been notified (eg pupil/service user, etc.) N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
I have/have not discussed the above incident with the employee/injured person. Date.....			
Investigation form to be completed Yes <input type="checkbox"/> No <input type="checkbox"/> If investigation form not to be completed please give reason..... Contact Tel. number.....			
Name..... Signature..... Job Title.....			

Distribution: White copy to Directorate Safety Officer Yellow copy to remain in workplace file

BA/HS/1

10/07/16(1)







Southville Primary School  
[southvillep@bristol-schools.uk](mailto:southvillep@bristol-schools.uk)

Merrywood Road  
 Southville  
 Bristol  
 BS3 1EB  
 0117 3772671

Myrtle Street  
 Southville  
 Bristol  
 BS3 1JG  
 0117 3534444

### Accident, Illness, Incident Report Form

Child's Full Name		Class	
Date	Time	Myrtle	Merrywood
Incident Location	Playground	Classroom	Hall
Incident Details How? Where? On what? (Do not use any other names)			
Front 		Back 	
		Head bump injury	
		Bump/ Bruise	
		Nosebleed	
		Headache	
		High temperature	
		Cut/Graze	
		Asthma	
		Allergic reaction	
		Vomiting/Nausea	
		Child is well enough to remain in school	
		Child was collected from school	
		School suggests you consult a doctor	
Treatment Administered			
Parents/Carer Contacted	Phone call	Email	Message Left
Time of contact	Who by		
Staff dealing with incident			
Form completed by			
Copy made and sent home	Yes	No	

Parents/Carers: please check your child's injury and seek professional medical advice if you are at all concerned



#### 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check](#).

In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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.
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.

<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.

<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.