HumberEducationTrust
Where everybody counts, every moment matters.

Cambridge Park Academy

Health and Safety Policy

Approved by	**Local Governing Body**
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STATEMENT OF INTENT

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Cambridge Park Academy.

The school recognises that health and safety is an integral part of safeguarding. All reasonable steps will be taken to ensure that pupils, staff and visitors are protected from foreseeable risks, in line with safeguarding responsibilities.

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site and safe means of entry and exit from it
- Establish and maintain safe working procedures amongst staff, pupils, volunteers and all those on the school site
- Ensure safe measures for the use, storage and transport of articles and substances.
- Provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- Formulate effective procedures for use in case of fire and other emergencies and for the evacuation of the school premises
- Lay down procedures in case of accidents and medical treatments
- Ensure that health and safety risks arising from school activities are identified, assessed and managed appropriately.
- Promote a positive health and safety culture in which all staff contribute to maintaining a safe working and learning environment.

The Board of Trustees of Humber Education Trust retains overall responsibility for health and safety across the Trust. Responsibility for the day-to-day management of health and safety within Cambridge Park Academy is delegated to the Principal, supported by the School Business Manager, Premises Team and other nominated staff.

The Local Governing Body of Cambridge Park Academy will support the implementation of Cambridge Park Academy Health and Safety Policy and fulfil its responsibilities under the Health and Safety at Work etc. Act 1974 and other relevant health and safety legislation. The Academy will provide safe and healthy working conditions for employees and will ensure that its activities do not adversely affect the health, safety and welfare of pupils, visitors, contractors or other persons who may be affected by its operations.

Details of how this will be achieved are set out within this Health and Safety Policy.

The Academy will ensure that effective consultation takes place with employees on health and safety matters and that appropriate arrangements exist to involve staff in health and safety decision-making.

Where necessary, the Academy will seek specialist advice and support, including through Humber Education Trust and its appointed health and safety advisors, to identify hazards, assess risks and determine appropriate control measures.

The Academy will provide sufficient information, instruction, training and supervision to enable employees to carry out their duties safely and effectively.

The Academy requires the support and co-operation of all staff in maintaining high standards of health and safety and expects all employees to take reasonable care of their own health and safety and that of others who may be affected by their actions.

This Statement includes a description of the Academy's organisation and arrangements for managing health and safety. Details of how specific areas of risk are managed are contained within the arrangements section of this policy.

This policy will be reviewed annually, or sooner where there are significant changes in legislation, Trust policy, guidance or Academy operations.

Signed

Principal

Signed

Chair of Local Governing Body

Date September 2026

1.1 Aims

Our school aims to:

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

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to assess 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, and 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 the UK Health Security Agency (UKHSA) when responding to infection prevention and control issues.

This policy also operates in accordance with statutory safeguarding guidance, including Keeping Children Safe in Education, recognising that effective health and safety practice supports the safeguarding and welfare of pupils.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Humber Education Trust Board of Trustees

The Board of Trustees has strategic responsibility for health and safety throughout Humber Education Trust and will ensure that:

- Appropriate resources are made available to support effective health and safety management.
- Suitable health and safety advice is available to schools.
- Health and safety performance is monitored and reviewed regularly.

3.2 CEO, CFOO and Estates Manager

The Trust's CEO, CFOO and Estates Manager provide strategic oversight, guidance and support to ensure schools meet their health and safety obligations and maintain compliance with statutory requirements.

They support schools through:

- Development and review of Trust health and safety policies.
- Statutory compliance monitoring.
- Annual audits and inspections.
- Specialist health and safety advice.
- Estates and property compliance management.

3.3 The Governing Board

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

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

The Humber Education Trust, as the employer, also has a duty to:

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

3.4 Principal

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring 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

3.5 School Business Manager / Health and Safety Lead

The School Business Manager is the nominated Health and Safety Lead and is responsible for:

- Providing leadership and coordination of health and safety arrangements across the Academy.
- Monitoring compliance with Trust and school health and safety policies.
- Coordinating site inspections and termly health and safety reviews.
- Investigating accidents, incidents and near misses where appropriate.
- Monitoring accident trends and implementing preventative measures.
- Ensuring statutory and mandatory training is completed within required timescales.

- Supporting risk assessment completion and review.
- Liaising with the Principal, Premises Team, Estates Manager and Trust officers on health and safety matters.
- Leading accident reporting and escalation processes.

3.6 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 procedures and feel confident in implementing them

3.7 Pupils and parents

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

3.8 Contractors

Contractors must:

- Provide suitable and sufficient risk assessments prior to commencing work
- Provide evidence of appropriate qualifications, public liability insurance and, where required, DBS clearance
- Report to the school office on arrival and sign in and out
- Be made aware of key site risks, including fire procedures, asbestos information and safeguarding expectations

The school will ensure that contractors are appropriately supervised and that their work does not pose a risk to staff or pupils.

4. Health and Safety Support

The Academy receives health and safety support through Humber Education Trust, including:

- Access to competent health and safety advice through InHouse Safety and Safetymark.
- Access to Trust health and safety guidance and documentation.
- Annual health and safety audits.
- Peer review health and safety inspections.
- Statutory compliance monitoring and support.
- Mandatory health and safety training delivered through iHasco and other approved providers.

5. Site security

North East Lincolnshire Security is responsible for the security of the school site outside of school hours. They are responsible for visual inspections of the site when called out by an alarm activation. SPS Technical are responsible for the servicing of the intruder fire alarm system.

North East Lincolnshire Security, and the Site Team are key holders and will respond to an emergency.

6. Fire

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

The school will appoint designated Fire Wardens responsible for supporting evacuation procedures.
Records of fire drills and alarm tests will be maintained and regularly reviewed.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous siren.

Fire alarm testing will take place once a week.

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 begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are on the main playground and field.
- Form tutors/class teachers will take a register of pupils, cross checking their laminated checklist.
- The principal, in his absence the Deputy / Assistant Principal, 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 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.

7. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

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

Control of substances hazardous to health (COSHH) risk assessments for cleaning and caretaking are completed by the Site Manager and Cleaning Supervisor and circulated to all employees who work with hazardous substances. Teaching staff are responsible for completing their own risk assessments for products used in their lessons. 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.

7.1 Gas safety

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

7.2 Legionella

- Fred Margarsons carry out legionella checks monthly. A report is completed and sent to the Site Manager
- 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 controls or checks that are in place e.g. temperature checks, heating of water, disinfection of showers, etc.

7.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept in the main reception of the location of asbestos that has been found on the school site.
- Asbestos checks are carried out monthly by the Site Manager to ensure that there is no deterioration.

8. 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 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

8.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager who will contact Excell if necessary.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- PAT testing is carried out annually by a competent person
- All isolators' switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

8.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Physical and visual checks are completed as to the positioning of the equipment during the lesson as required.
- Where appropriate to age, size and the cognitive ability of a pupil, they may help with the moving of larger apparatus such as gym mats and benches under supervision of adults. Prior to any lifting the teacher will show and remind the pupils of the correct technique and health and safety factors.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the premises staff.

8.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- A DSE self-assessment form will be completed yearly, if a change in circumstances or new member of staff.

8.4 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

9. Lone working

Lone working may include:

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

10. Working at height

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

In addition:

- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Ladders used by the caretaking team, are stored safely.
- Ladders, steps and elephant footstools used in classrooms are stored in the classroom cupboard.
- All ladders, steps and elephant footstools are checked every 3 months, and a ladder register is maintained.
- Access to high levels, such as roofs, is only permitted by trained persons

11. Manual handling

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

12. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

13. Violence at work

We believe that staff should not be in any danger at work and we 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. These must be recorded on CPOMS under the category "violence towards staff". This applies to violence from pupils, visitors or other staff. If an injury is sustained then an accident form must be completed, please refer to section 18.1.

14. Smoking

Smoking is not permitted on school premises.

15. Infection prevention and control

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

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

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

15.7 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

15.8 Animals

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

15.9 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency (UKHSA), summarised in appendix 3.

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

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant by the phase leader and PA/Office Manager

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

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

If staff are recognised to be suffering with occupational health, the school will risk assess the individual and put in place control measures to reduce the stress. The school uses Occupational Health to support staff who are unable to work. The school has a wellbeing and mental health policy, which places staff well-being at the centre of our support for staff. The Trust have a workload charter and the Schools Advisory Service app which supports staff well-being in multiple areas.

18. Accident/Injury reporting

18.1 Accident recording - Staff

- If a staff member receives an injury as a result of violence from a child or by accident, then they must complete Medical Tracker as soon as possible after the accident/injury occurs by the member of staff. As much detail as possible will be supplied when reporting an accident. Once this has been completed, the staff member must inform the School Business Manager by sending a notification through Medical Tracker.
- These records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Accident record book - Child

- If a child sustains an injury in relation to a slip, trip, collision or fall, this must be reported onto Medical Tracker and a notification sent home to parents/carers via Medical Tracker.
- If a child sustains a serious injury, then an ambulance may be called, or a child may be taken to the hospital in a staff car. Where a parent cannot be contacted or cannot get to the school quickly, a member of staff will go to the hospital with the child until the parent is able to be there.
- 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.
- All accidents must be reported to the Trust by the School Business Manager, following the correct internal process.

18.3 Reporting to the Health and Safety Executive

Reporting a minor injury

Whenever a minor injury occurs then Medical Tracker must be completed. Please inform the School Business Manager and HR Administrator immediately who will ensure investigations take place if appropriate. In the event of a major injury, or when the employee is disabled from normal work for more than seven days, dies or in the event of a dangerous occurrence, an online RIDDOR return should be completed in addition to the accident form. This seven day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Reporting of a major injury or dangerous occurrence

Death, major injury, hospitalisation for more than twenty four hours, absence from work for more than seven days or a notifiable dangerous occurrence must be immediately reported to the Health and Safety Executive within fifteen days. The School Business Manager has details of a HSE website for logging incidents online immediately. A hard copy of this record will be emailed to the school.

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

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

18.4 Notifying parents

Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.5 Reporting to child protection agencies

The Principal will also notify North East Lincolnshire Children's Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

Accident and incident data will be regularly reviewed to identify trends and inform preventative action.

19. Training

All staff will receive appropriate health and safety training:

- On induction.
- Following changes to legislation or working practices.
- Following incidents where additional training has been identified.
- At regular refresher intervals.

Training may include:

- Fire Safety
- COSHH
- Manual Handling
- First Aid
- Safeguarding
- Display Screen Equipment
- Lone Working
- Risk Assessment

Mandatory training is delivered and monitored through Trust-approved systems, including iHasco and Safetymark where appropriate.

Training records are maintained and reviewed regularly.

20. Monitoring

Health and safety performance will be monitored through:

- Routine workplace inspections.
- Termly site health and safety reviews.
- Accident and incident monitoring.
- Risk assessment reviews.
- Trust-led audits and inspections.
- Peer review visits.
- Compliance monitoring programmes.

Actions arising from inspections, audits or investigations will be recorded and monitored to completion.

This policy will be reviewed annually by the School Business Manager and Principal and approved by the Local Governing Body.

22. Links with other policies

This health and safety policy links to the following policies:

- Trust Health and Safety Policy
- Trust Statement of Intent
- Accident Reporting Procedures
- First Aid Policy
- Risk Assessments
- Risk Management Policy
- Supporting Pupils with Medical Conditions Policy
- Asthma Policy
- Display Screen Policy
- Fire Evacuation and other Emergency Arrangement policies
- Food Hygiene Policy
- Educational Visits Policy
- Lone Working Policy
- Accessibility plan

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. Asbestos record

INSPECTION DATE	MAP REF	CAMBRIDGE PARK ROOM NUMBER	LOCATION	COMMENTS	PASS/FAIL	SIGNED

Appendix 3. 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 UK Health Security Agency (UKHSA). 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).

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)	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. 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. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.

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 nonpulmonary 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).
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	None.
aureus)	
Mumps	5 days after onset of swelling (if well).

Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 4. Health and Safety Management Structure

