



**Thornleigh**  
Salesian College

# Health & Safety Policy

Person Responsible:	Director of School Services
Last Reviewed:	May 2023
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# 1. Aims

Our school aims to:

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

## 2. Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The governing body

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

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

The Governing Body, 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

- Carry out annual visits to assess and check the processes in school

### **3.2 Headteacher**

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- 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 contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Director of School Services assumes the above day-to-day health and safety responsibilities.

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

The nominated health and safety lead is the Director of School Services in conjunction with the Estates Manager.

### **3.4 Staff**

School staff have a duty to take care of students 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 students
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Students and parents**

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

### **3.6 Contractors**

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

## **4. Site security**

The Estates Manager and Site 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.

The Estates Manager and Site manager are key holders and will respond to an emergency.

## 5. 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 practiced at least once a term.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. These are the main yard for years 7 to 11 and the 3G pitch for 6<sup>th</sup> form.
- Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
- The Office Manager or member of the team will take a register of all staff and report in to the Headteacher or Deputy Headteacher.
- Staff and students 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. Individual risk assessments will be completed on a needs basis and arrangements will be made as required.

## 6. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Estates Manager and the Lead Science Technician 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. Cleaning products are in locked stores and any curriculum related products eg science are locked securely away from students and only used under supervision.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 6.1 Gas safety

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

## 6.2 Legionella

- A water risk assessment will be carried out by a specialist company.
- This risk assessment will be reviewed every 12 months and when significant changes have occurred to the water system and/or building footprint.

## 6.3 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

## 7. Equipment

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

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student 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 team 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

### 7.2 PE equipment

- Students 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 team.

### **7.3 Display screen equipment**

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

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- 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.

## **9. Working at height**

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

In addition:

- The site team retains ladders for working at height
- Students 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

## **10. Manual handling**

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

The 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 students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible

- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking students 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, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents' contact details

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately. This applies to violence from students, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the school premises.

## **15. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students 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**

- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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

- Clean the environment 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 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 students
- Supervise students when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

## **15.9 Infectious disease management**

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

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

### **Following good hygiene practices**

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

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

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned at least twice a day.

## **Keeping rooms well ventilated**

- We 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

### **15.10 Students vulnerable to infection**

Some medical conditions make students 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 any 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.

### **15.11 Exclusion periods for infectious diseases**

The school will consult 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.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee or student 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 an 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

## **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.

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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

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

The Director of School Services will report these to the Health and Safety Executive and the Local Authority as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

## **18.4 Reporting to child protection agencies**

The school will report any serious accident or injury of a looked after child to the relevant social worker.

## **19. Training**

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

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

## **20. Monitoring**

This policy will be reviewed by the Director of School Services every two years.

At every review, the policy will be approved by the Health and Safety Committee and the Full Governing Body.

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

This health and safety policy links to the following policies:

- First aid

- Risk assessment
- Supporting students with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

<b>Bolton Council</b>	<b>Accident/Incident Form</b> (including occurrences of violence or aggression)	Page: 1 of 3
		Issue date: 2019

This form is to be used by all Departments for the recording of all accidents. A copy of this 1<sup>st</sup> page must be given to the injured person if requested.

The form is intended for accident prevention and statistical purposes, and to comply with the Department for Work & Pensions requirements.

<b>1. Injured Person</b>	
<input type="checkbox"/> Employee <input type="checkbox"/> Public <input type="checkbox"/> Agency <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Service User <input type="checkbox"/> Pupil	
Forename: _____	Surname: _____
Address: _____	Age: _____
	Telephone No: _____
Postcode: _____	Occupation: _____
<b>2. Accident/Incident Details</b>	
<input type="checkbox"/> Accident <input type="checkbox"/> Incident (e.g. Violence & Aggression) <input type="checkbox"/> Near Miss <input type="checkbox"/> CyberAbuse	
Date: _____	Time: _____
Location (inc. address & postcode): _____	
Description of accident/incident (continue on separate sheet if needed): _____	
Was the employee engaged in work at the time of the accident/incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of absence: from: _____ to: _____ or Still Absent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Injury Details</b>	
Nature of the injury (e.g. fracture, sprain, cut etc...): _____	
Part of the body (Indicate L or R where necessary): _____	
First aid given by (inc post): _____	
First aid treatment given (i.e. compress, plaster): _____	
Was the injured person taken to hospital from the scene:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were they detained: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes how long for in days? _____
<b>4. Witnesses</b>	
Name: _____	Name: _____
Address: _____	Address: _____
Contact No: _____	Contact No: _____

**5. Report Details**Accident reported to *(i.e. Manager, supervisor, 1<sup>st</sup> Aider (inc name))*:Contact details of person reported to *(dept & tel no)*:Accident reported by *(if different from section 1, inc post)*:Reported on *(date)*:

Time:

Signed by injured person:

For schools only Parent/Guardian informed:  Yes  No Date:

For social care only CQC informed:  Yes  No Date:

Name of Trade Union Safety Representative informed and date:-

**6. Signature of Manager/Supervisor/Responsible Person**

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

For social care only CQC informed:  Yes  No Date:

Name of Trade Union Safety Representative informed and date:-

**6. Signature of Manager/Supervisor/Responsible Person**

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

**This page is Confidential to the department and the Health, Safety and Wellbeing Team (HSWT)**

**7. Accident Investigation (to be completed by manager/supervisor/responsible person)**

Carried out by:

Position/occupation:

Contact No:

How did the accident/incident happen, and what has been done to prevent reoccurrence?

Does the risk assessment require updating? And do you need to provide additional information instruction or training to the member of staff?  Yes  No

If Yes, what additional control measures are needed / recommended?

In cases of violence/aggression/threats (verbal or written) or cyber abuse what action will be taken to support the individual and prevent reoccurrence?

Yes

No

Detail what action has been taken:

Signed:

Date:

**Please forward this form and any attachments to the Health, Safety and Wellbeing Team**

**8. For Internal HSWT use only**

Accident Code: Department

ES Sub.

Category.

VA Sub

Reported to the HSE:  Yes

No

if **Yes** report reference no:

Reported by: Officer

Date.

Comments:

Signed by HSWP:

Date.

**This form can be emailed to: [CHST@bolton.gov.uk](mailto:CHST@bolton.gov.uk)  
Helpline: 01204**

## Appendix 2. Asbestos record

The full detailed risk assessment can be provided upon request

High Material Assessment Score between 12 - 08.

Medium Material assessment Score between 07 and 04.

Low Material Assessment Score of below 04.

Room Reference Product Type	Risk Score	Comment	Recommendation
0-006 Corridor Floor Tiles	2	The floor tiles and bitumen adhesive under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-009A Corridor Floor Tiles	2	The floor tiles and bitumen adhesive under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
-1-001 Boiler Room Insulating Board (Sealed)	4	The insulating boards to the boxing were seen to be sealed, labelled and in good condition at the time of the reinspection.	The condition of the insulating boards should continue to be monitored.
-1-001 Boiler Room Textiles	5	The textile fuse flash guards to the electrical systems were seen to be enclosed, in good condition and labelled at the time of the re-inspection.	The condition of the electrical systems should continue to be monitored.
-1-002 Stairwell Insulating Board (Sealed)	5	The insulating boards to the ceiling were seen to be sealed, labelled and in good condition at the time of the reinspection.	The condition of the insulating boards should continue to be monitored.
-1-002 Stairwell Insulating Board (Sealed)	5	The insulating boards to the walls were seen to be sealed, labelled and in good condition at the time of the reinspection.	The condition of the insulating boards should continue to be monitored.
0-007 Room Floor Tiles	2	The floor tiles under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-007A Room Floor Tiles	2	The floor tiles under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.



2-004 Roof Void Cement Flue Pipe	3	The cement flue pipe was seen to be sealed and in good condition at the time of the re-inspection.	The cement flue pipe should be labelled accordingly and its condition should continue to be monitored.
External To Room 0-007 Cement Flue Pipe	3	The cement flue pipe was seen to be in good condition at the time of the re-inspection.	The condition of the cement flue pipe should continue to be monitored.
External To Roof Cement Flue Pipe	3	The cement flue pipe was seen to be in good condition at the time of the re-inspection.	The condition of the cement flue pipe should continue to be monitored.
0-006 Kitchen Suspect Safe unit	3	No Access was possible into the internal linings of the suspect safe unit at the time of the re-inspection.	The condition of the safe unit should continue to be monitored. If the safe unit is to be decommissioned or removed from site, the safe unit should be disposed of as asbestos waste.
0-020 Workshop Bitumen Sink Pad	2	The bitumen sink pad(s) to the underside of the sink unit was seen to be in good condition and labelled at the time of the re-inspection.	The condition of the sink pad(s) should continue to be monitored.
0-013 Year 7 Office Floor Tiles	2	The floor tiles and bitumen adhesive under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-016 Archive Cupboard Floor Tiles	2	The white floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
0-017 Pastoral Room Floor Tiles	2	The grey floor tiles and bitumen adhesive under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-017A Lab office Floor Tiles	2	The black floor tiles and bitumen adhesive under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-018 Room 15 Floor Tiles	2	The floor tiles and bitumen adhesive under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.

0-018 Room 15 Bitumen Sink Pad	2	The bitumen pad(s) to the internal sections of the heaters were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the bitumen pad(s) should continue to be monitored.
0-019 Room 16 Bitumen Sink Pad	2	The bitumen pad(s) to the internal sections of the heaters were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the bitumen pad(s) should continue to be monitored.
0-019 Room 16 Floor Tiles	2	The green floor tiles and bitumen adhesive in the cupboard were seen to be in good condition at the time of the reinspection.	The condition of the floor tiles should continue to be monitored.
0-019 Room 16 Floor Tiles	2	The floor tiles and bitumen adhesive under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-021 Staff Kitchen Textiles	5	The textile fuse flash guards to the electrical systems were seen to be enclosed, in good condition and were labelled correctly at the time of the re-inspection.	The condition of the electrical systems should continue to be monitored.
0-022A Radiation Store Floor Tiles	2	The brown floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
1-001 Prep room Floor Tiles	2	The buff floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
1-002 Room 14 Bitumen Sink Pad	2	The bitumen pad(s) to the internal sections of the heaters were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the bitumen pad(s) should continue to be monitored.
1-002 Room 14 Cement Panel(s)	3	The cement panels to the fume cabinet were seen to be enclosed behind the laminate and timber panels at the time of the re-inspection.	The condition of the cement panels should continue to be monitored.
1-004A Room 12 Floor Tiles	2	The floor tiles and bitumen adhesive under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.

1-004A Room 12 Bitumen	2	The bitumen pad(s) to the internal sections of the heaters were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the bitumen pad(s) should continue to be monitored.
1-005A Prep room Floor Tiles	2	The grey floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
1-014 Corridor Floor Tiles	2	The floor tiles and bitumen adhesive under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
1-014A Cleaners Room Floor Tiles	2	The dark grey floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
1-016 Corridor/Stairwell Stair Nosing	2	No suspect asbestos containing materials were reported in the area during the course of the original survey.	No further action required.
1-017 Archive store Floor Tiles	2	The grey floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
2-001 Corridor Insulation (Sealed)	5	The thermal insulation to the pipe work was seen to be enclosed and in good condition at the time of the reinspection.	The condition of the thermal insulation should continue to be monitored.
2-003A Year 8 Tutor Floor Tiles	2	The red floor tiles and bitumen adhesive under the carpet were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
2-009A Exam Store Floor Tiles	2	The buff floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
2-014 Corridor Floor Tiles	2	The floor tiles under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.

2-015A Stage Stair Nosing	2	The black vinyl stair nosings were seen to be in good condition at the time of the re-inspection.	The condition of the stair nosings should continue to be monitored.
2-015A Stage Stair Nosing	2	The black vinyl stair nosings were seen to be in good condition at the time of the re-inspection.	The condition of the stair nosings should continue to be monitored.
3-001 Stage store Floor Tiles	2	The grey floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
3-006 Balcony Floor Tiles	2	The grey floor tiles and bitumen adhesive were seen to be in good condition at the time of the re-inspection.	The condition of the floor tiles should continue to be monitored.
3-006 Balcony Stair Nosing	2	The black vinyl stair nosings were seen to be in good condition at the time of the re-inspection.	The condition of the stair nosings should continue to be monitored.
External To Block 10 Damp Proof Course	1	The bitumen damp proof course was seen to be enclosed and in good condition at the time of the re-inspection.	The condition of the bitumen damp proof course should continue to be monitored.
Ground Floor Inclusion Unit Corridor Floor Tiles	2	The floor tiles and bitumen adhesive under the vinyl flooring were seen to be in good condition and enclosed at the time of the re-inspection.	The condition of the floor tiles and the floor coverings over them should continue to be monitored.
0-015 Biology Prep Bitumen Sink Pad	2	The bitumen sink pad(s) to the underside of the sink unit was seen to be in good condition and labelled at the time of the re-inspection.	The condition of the sink pad(s) should continue to be monitored.

### 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 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 infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<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>	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 adviser 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.
<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>	Students 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. Students 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.