



Health & Safety Policy

Person Responsible:	Director of School Services
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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

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 practised at least once a term.

The fire alarm is a loud continuous bell.

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 6th 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.

A fire safety checklist can be found in appendix 1.

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 has been completed on 21/10/21 by Casserly Property Management Services (CPMS) (GMS are the current appointed contractor) CPMS also are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book or the CPMS online platform with the exception of the frequent water Run Offs which are the responsibility of the Site Team as guided by the Estates Manager A water risk assessment has been completed on 21/10/21 by Casserly Property Management Services (CPMS) (GMS are the current appointed contractor) CPMS also are responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book or the CPMS online platform with the exception of the frequent water Run Offs which are the responsibility of the Site Team as guided by the Estates Manager
- This risk assessment will be reviewed every 12 months and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:-
 - Legionella - Risk Assessment - Yearly
 - Legionella - RA remedial actions identified and rectified
 - Legionella - TMV Service - Yearly
 - Legionella - Storage tank disinfection - Yearly inspection with disinfection as and when identified
 - Legionella - Storage Vessel Flushing - Yearly
 - Legionella - TMV Service - Yearly
 - Legionella - Low and no frequency water Run Offs - Partial when occupied - Full site during Holidays
 - Legionella - Drinking water dispenser disinfection - 6 Monthly
 - Legionella - Remedial action from the GMS Visits identified and rectified

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 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 Safeguarding And early Help Lead will notify of any serious accident or injury to, or the death of, a LAC or Safeguarded student while in the school's care.

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

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 students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report

	<h1>Accident/Incident Form</h1> <p>(including occurrences of violence or aggression)</p>	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 1st 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.

1. Injured Person			
<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: _____	
2. Accident/Incident Details			
<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
3. Injury Details			
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		If yes how long for in days?	
<input type="checkbox"/> No			
4. Witnesses			

Name:		Name:	
Address:		Address:	
Contact No:		Contact No:	

Date: _____

For social care only CQC informed: ☐ Yes ☐ No Date:

Name of Trade Union Safety Representative informed and date:-

Date: _____

☐ No

instruction or training to the member of staff?	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> 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
Helpline: 01204**

Appendix 3. Asbestos record

Block/Floor	Room	Asbestos Material	Date Removed
Block 5 (Bosco Centre) - Basement	Stairs (-1/002)	AIB ceiling panel	
Block 5 (Bosco Centre) - Basement	Stairs (-1/002)	AIB wall panel	
Block 5 (Bosco Centre) - Basement	l.h.Boilerroom (-1/001)	Boiler gasket	April 2014
Block 5 (Bosco Centre) - Basement	l.h.Boilerroom (-1/001)	AIB boxing panels	
Block 5 (Bosco Centre) - Basement	r.h.Boilerroom (-1/001)	Textile floor debris	April 2014
Block 5 (Bosco Centre) - Basement	r.h.Boilerroom (-1/001)	Acm in electric units	
Block 5 (Bosco Centre) – Ground Floor	Main corridor (0/005)	AIB stair panels	Dec 2011
Block 5 (Bosco Centre) - External	Adj. room (0/007)	Cement flue	
Block 5 (Bosco Centre) – External Roof	Above room(1/005)	Cement flue	
Block 10 (Hall) – Second Floor	Stage (2/015A)	PVC stair nosing strips	
Block 10 (Hall) – Second Floor	Below Stage (2/015A)	PVC stair nosing strips	
Block 10 (Hall) – Third Floor	Stage store (3/001)	PVC floor tile/bitumen	
Block 10 (Hall) – Third Floor	Balcony (3/006)	PVC floor tile/bitumen	
Block 10 (Hall) – Third Floor	Stairs to balcony	PVC stair nosing strips	
Block 10 (Hall) – Third Floor	Balcony steps (3/006)	PVC step nosing strips	
Block 10 (Hall) – Third Floor	Balcony stairs (3/006)	PVC stair nosing strips	
Block 10 (Maths) – Second Floor	Year 8 tutor (2/003A)	PVC floor tile/bitumen	
Block 10 (Hall) – First Floor	Ex boilerroom (1/018)	Insulation residues	April 2012
Block 10 (Hall) – First Floor	Ex boilerroom (1/018)	Insulation residues	April 2012
Block 10 (Hall) – First Floor	Ex boilerroom (1/018)	Insulation residues	April 2012
Block 10 (Hall) – First Floor	Ex boilerroom (1/018)	PVC floor tile/bitumen	Aug 2017
Block 10 (Hall) – First Floor	Archive store (1/017)	PVC floor tile/bitumen	
Block 10 (Hall) – First Floor	Corridor stair (1/016)	PVC stair nosing strips	
Block 10 (Science) – First Floor	Corridor (1/014)	PVC floor tile/bitumen	
Block 10 (Science) – First Floor	Prep room (1/005)	PVC floor tile/bitumen	
Block 10 (Science) – First Floor	Room 12 (1/004)	PVC floor tile/bitumen	
Block 10 (Science) – First Floor	Room 12 (1/004)	Bitumen pad	

Block 10 (Science) – First Floor	Room 12 (1/004)	Bitumen pad	
Block 10 (Science) – First Floor	Cleanerstore (1/014A)	PVC floor tile/bitumen	
Block 10 (Science) – First Floor	Room 14 (1/002)	Bitumen pad	
Block 10 (Science) – First Floor	Room 14 (1/002)	Bitumen pad	
Block 10 (Science) – First Floor	Room 14 (1/002)	Cement panels	
Block 10 (Science) – First Floor	Room 14 (1/002)	Cement debris	Aug 2012
Block 10 (Science) – First Floor	Prep room (1/001)	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Room 15 (0/018)	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Room 15 (0/018)	Bitumen pad	
Block 10 (Science) – Ground Floor	Room 15 (0/018)	Bitumen pad	
Block 10 (Science) – Ground Floor	Pastoral room (0/017)	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Lab office (0/017A)	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Radiation stor (0/022A)	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Room 16 (0/019)	Bitumen pad	
Block 10 (Science) – Ground Floor	Room16 (0/019) cupb	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Room 16 (0/019)	PVC floor tile/bitumen	
Block 10 (Science) – Ground Floor	Room 16 (0/020)	Bitumen pad	Aug 2012
Block 10 (Science) – Ground Floor	Room 16 (0/020)	Bitumen pad	Aug 2012
Block 10 (Science) – Ground Floor	Staff kitchen (0/021)	Acm in electric units	
Block 10 (3 storey block) – Ground Floor	Substation (0/015)	Acm in electric units	Aug 2012
Block 7 (Drama) – Ground Floor	Drama studio (0/008)	Bitumen pad	June 2016
Boiler room (0/009)	CAF gaskets	Aug 2013	
Biology prep (0/015)	Bitumen pad		
Physics Lab (1/014)	Composite electric unit	Aug 2017	
Left boiler rm (0/012)	Rope seals	NOT ASBESTOS	
Workshop 53 (0/020)	Bitumen pad		
Boilerroom (-1/001)	CAF gaskets	Aug 2017	
Store room (1/011B)	Cement panel on ironing board	Sept 2011	

Art room (1/002)	AIB on iron	Sept 2011
Kitchen office (0/006)	Safe containing acm	
l.h.Boilerroom (-1/001)	Rope seal to boiler	April 2014
Main corridor (0/005)	AIB panel above door	April 2014
Room (0/007)	PVC floor tile/bitumen	
Room (0/007A)	PVC floor tile/bitumen	
Cleaner stair cupbord off corridor (1/008A)	AIB ceiling panel	Oct 2017
Cleaner stair cupbord off corridor (1/008A)	AIB wall panel	Oct 2017
Roof void (2/004)	Cement flue	
Classroom 1 (2/003)	PVC floor tile/bitumen	Aug 2019
Classroom 2 (2/004)	PVC floor tile/bitumen	Aug 2019
Classroom 3 (2/005)	PVC floor tile/bitumen	Aug 2019
Classroom 4 (2/006)	PVC floor tile/bitumen	Aug 2015
Classroom 5 (2/007)	PVC floor tile/bitumen	Aug 2015
Corridor (2/014)	PVC floor tile/bitumen	
Classroom 6 (1/003)	PVC floor tile/bitumen	Aug 2019
Classroom 7 (1/004)	PVC floor tile/bitumen	Aug 2019
Classroom 8 (1/005)	PVC floor tile/bitumen	Aug 2019
Classroom 9 (1/006)	PVC floor tile/bitumen	Aug 2019
Classroom 10 (1/007)	PVC floor tile/bitumen	Aug 2019
Corridor (1/014)	PVC floor tile/bitumen	
External classroom walls	Bitumen damp proof course	
Meeting room (2/010)	Pipe Insulation	Nov 2018
Corridor (2/001)	Pipe Insulation	
Exam store (2/009A)	PVC floor tile/bitumen	
Arhive cupb'd (0/016)	PVC floor tile/bitumen	
Year 7 office (0/013)	PVC floor tile/bitumen	
Corridor 0/006	PVC floor tile/bitumen	
Corridor 0/009A	PVC floor tile/bitumen	
Perimeter walls	Cement packer	
Boiler room 0/009	PVC floor tile/bitumen	
Inclusion unit coridor	PVC floor tile/bitumen	

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 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
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.
Respiratory infections including coronavirus (COVID-19)	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.
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 a

	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)	<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>
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)	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.
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 aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.