

Appendix 2- 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? - please see below:	
Refresher training provided annually for all staff and pupils	
Induction training provided for new staff and pupils	
All staff and pupils made aware of any new fire risks	
Can you easily hear the fire alarm from all areas?	

Signed:

Position:

Date:

Appendix 3- Asbestos Management Plan and Guidance

Introduction

This document sets out the procedures for managing asbestos containing material on any Lighthouse Schools Partnership premises.

- a) The presence in the work place of asbestos containing materials (ACM's) does not in itself constitute an active danger. Persons may be exposed to significant risk, however, if activities which give rise to airborne asbestos fibre release-for example: cutting drilling breaking or machining are carried out, and good management techniques are not applied.
- b) No member of staff, contractor or member of public is expected be exposed to asbestos fibres when working on or visiting a Lighthouse Schools Partnership school. Staff whose normal duties may bring them into contact with existing ACM's such as site maintenance staff, electrical and building maintenance contractors will have previously attended an asbestos awareness training course.

Statement

The Trust is committed to providing a safe and healthy work place. To achieve this asbestos is managed and exposure eliminated or reduced in accordance with current regulations.

- a) An effective asbestos management strategy is maintained.
- b) Appropriate risk assessments are carried out recorded and reviewed.
- c) Safe systems of working with asbestos are promoted with the schools own staff and external contractors.
- d) Asbestos awareness for school staff is promoted through asbestos awareness training or tool box refresher training annually.
- e) Contractors working at any Trust school will provide written evidence of up to date staff asbestos awareness training on an annual basis.
- f) An up to date asbestos register listing all identified ACM's, with floorplans showing ACM locations (See Appendix 4).
- g) All Contractors and school maintenance staff are required to sign to confirm they have seen the asbestos register in relation to the area that they will be working in or the activity they will be undertaking.
- h) The designated duty holder for each school unless otherwise stated is the Headteacher.
The Duty holder can nominate a member of staff to act as the responsible person for managing asbestos on the school premises.
- i) If any ACM is damaged the area will be sealed off immediately to prevent access to the area. Emergency procedures to be followed are:

EMERGENCY PROCEDURES

IF AT ANY TIME YOU COME ACROSS A DAMAGED ASBESTOS MATERIAL OR IDENTIFY A SUSPICIOUS MATERIAL YOU MUST:

1. STOP WORK
2. SECURE THE AREA e.g. close windows and doors affix warning signage.
3. NOTIFY THE SITE RESPONSIBLE PERSON OR DUTY HOLDER.
4. RECORD and REPORT the timeline of events and affected individuals at the earliest opportunity.

- j) A refurbishment or demolition survey will be required to be used to locate and describe, as far as reasonably practical, all asbestos containing materials in the area where the building works will take place or the whole building if demolition is planned.
- k) The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas including those that may be hard to reach.

Responsibilities

The Board of Trustees have overall responsibility for the asbestos policy and management guidance and plan. The Trustees responsibilities include:

- Directing the asbestos policy at operational level.
- Ensure asbestos registers are in place.
- Ensure annual re-inspections are carried out by a competent person.
- Unless otherwise stated the Head teacher will be the designated Duty Holder for asbestos management within the School.
- The Head teacher can nominate a responsible person to manage the asbestos on the School premises but cannot discharge his or her legal duty.

The duty holder and/or the responsible person responsibilities include:

- Assess and monitor the condition of the ACM's
- Ensure that all contractors and School maintenance staff have sufficient and relevant asbestos training no more than 12 months apart.
- Record and report any damage caused to ACM's to the Chief Financial and Operating Officer.
- Ensure that all contractors are given access to the asbestos register and obtain a signature to retain as proof.
- Ensuring contractors work in accordance with this guidance document.
- Ensuring that asbestos management is included on the agenda at all building or maintenance pre-contract meetings.
- Maintain the asbestos management and communication plan provided as Appendix 5.

Asbestos contractors are responsible for:

- Complying with current regulations.
- Providing the necessary documentation to the HSE before notifiable work commences.
- Attend pre- contract meetings and provide risk assessments and safe methods of work.
- Attending site to assess and prepare quotations for ACM removal of encapsulation work.
- Carry out annual asbestos register inspections
- Carry out refurbishment and demolition surveys.
- Attend and make safe any areas of School buildings affected by asbestos disturbance of damage.
- Provide copies of notification and consignment notes and other documentation for School records.

School staff

It is unlikely that school employees will be exposed to an ACM. However, they have the following responsibilities:

- Not to disturb or commission others to disturb any part of the fabric of a building without consultation with the duty holder or responsible person e.g. drilling or fixing nails or screws or using drawing pins.
- To report immediately any materials or damage in their work area which they suspect to be an ACM to the duty holder or nominated responsible person.

IF IN DOUBT LEAVE IT ALONE AND REPORT IT

Further reference

Health and Safety at Work Act 1974

Control of Asbestos Regulations 2006

Management of Health and Safety at Work Regulations 1999

Construction Design Management Regulations 2015

Other related regulations

Workplace (Health and Welfare regulations) 1992

CoSHH regulations 2002

Appendix 4- Asbestos Register

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	
Block 1	Cement Downpipe - Pipe Runs			Monitor Condition			Low Risk
Block 1	Cement Undercloak - Roof			Monitor Condition			Low Risk
Block 1	Cement Roof Tiles - Roof			Monitor Condition			Low Risk
Block 1	Ground Floor, 008 - Store			Monitor Condition			Low Risk
Block 1	Ground Floor, 010 - Store			Monitor Condition			Low Risk

Block 1	007 Office/Classroom			Monitor Condition			Low Risk
Block 1	Generally Throughout			Monitor Condition			Low Risk

Appendix 5 - Asbestos Management and Communication Plan

1.	Name of premises	Bishop Sutton Primary School
2.	Duty Holder	Dieter Cook
3.	Nominated responsible person(s) for managing asbestos on the premises.	Sally Phillips
4.	Statutory duty holder with overall responsibility	Lighthouse Schools Partnership Board of Trustees
5.	Date the management plan was produced	16/06/22
	Date of next review	16/06/23
6.	How is the location and condition recorded?	Yearly inspection from external contractor (Allium Environmental)
	How and where is the information recorded	Within the Every system
	Date of the last asbestos condition annual inspection	September 2021
	How is any ACM identified within the School?	Via external report
7.	Results of the survey and any action required	No action required, continue to monitor condition only
	What action was taken as a result of the	None

	last independent survey?	
	Has the register been annotated with actions taken	N/A
	Date of subsequent visual inspection of all identified areas	September 2021
8.	How is the information shared with staff and contractors who may require it?	Via H&S Policy Appendix
	How have staff been informed	H&S Policy
	How are contractors and maintenance staff made aware of the survey and any ACM.	Folder in office (purple file) or electronic copies sent prior to works commencing
	Who is the School point of contact for contractors?	HT or SBM
	What procedures are there for internal maintenance staff who does the required work go through to authorize and ensure asbestos information is shared	Staff reminded to look at updated H&S policy or check with HT or SBM re Asbestos locations
	How have the staff been informed?	Via Every
<u>9.</u>	Training	
	List all staff who have received asbestos awareness training and annual refresher training. The date the training took place and who it was delivered by.	Sally Phillips Every 16/06/22
	Competent asbestos contractor(s) working with the School	Allium Environmental
	LSP Health and Safety advisors	Delegated Services

Appendix 6 - Accident, incident or dangerous occurrence report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
Name of person attending the incident			
Signature		Date	

Appendix 7 - Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school (age of child and infectious agent).
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>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.</p> <p>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.</p>
Cold sores	None.
Conjunctivitis	None.
COVID-19	The isolation period includes the day symptoms started (or the day a test was taken if there are no symptoms), and the next 10 full days. Isolation can end after 10 full days if symptoms have gone, or if the only symptoms are

	<p>a cough or anosmia, which can last for several weeks. If a high temperature remains after 10 days or if they are otherwise unwell, they should stay at home and seek medical advice</p>
Cryptosporidiosis	<p>Until 48 hours after symptoms have stopped.</p>
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
E. coli (verocytotoxigenic or VTEC)	<p>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.</p>
Food poisoning	<p>Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. For some 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 will advise. All outbreaks of food poisoning need to be investigated in order to identify their cause.</p>
Giardia	<p>Until 48 hours after symptoms have stopped.</p>
Glandular fever	<p>None (can return once they feel well).</p>

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. Keeping your child off for longer periods is unlikely to stop the illness spreading. Exclusion of a well pupil is not required.
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.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Influenza (flu)	There is no precise exclusion period. Adults and children with symptoms of influenza are advised to remain at home until recovered.
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.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningococcal meningitis/ meningitis septicaemia	If the child has been treated and has recovered, they can return to school.

Meningitis viral	No exclusion is required. Once the child is well the risk of infection is minimal. There is no reason to exclude siblings and other close contacts of a case.
MRSA (methicillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Ringworm	Exclusion not needed once treatment has started.
Rotavirus	Until 48 hours after symptoms have subsided.
Rubella (German measles)	5 days from appearance of the rash.
Salmonella	Until 48 hours after symptoms have stopped.
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).
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Threadworm	None.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.

Appendix 8 - Schedule of Risk Assessments

A risk assessment should be in place for all standard risk assessments identified below unless they are not applicable at your setting. Risk assessments listed under the headings of Curriculum and Trips & Events are also to be used when applicable.

This is not an exhaustive list and so further risk assessments should be completed if applicable, in accordance with the additional hazards identified at your school.

The ongoing review of the risk assessments should be spread out over an ever-rolling review period of three years, to make the task more manageable, allow contributions to them by task and finish groups, to help with overall ownership of them and our positive culture. This will also allow for effective management reporting on progress each year. A review will be required sooner if there is a legislative change and/or an incident that highlights areas of learning.

Template risk assessments are available from the Trust's competent health and safety advisor.

STANDARD RISK ASSESSMENTS

Risk Assessment	Owner	Max review period	Last updated	Due for review
1	Access/Egress		Triennial	
2	Asbestos		Annual	
3	Before & After school club		Triennial	
4	Caretaking / Site Team		Triennial	
5	Chemicals / COSHH		Triennial	
6	Classroom / Office		Triennial	
7	Cleaning & Cleaners		Triennial	
8	Confined spaces		Triennial	
9	Contractors		Triennial	
10	Display Screen Equipment		Triennial	
11	Driving		Triennial	
12	ESafety		Annual	
13	Electricity & Electrical Equipment		Triennial	
14	Expectant and new mothers		Triennial	
15	Fire Management		Annual	
16	First Aid & Medicines		Triennial	
17	Food		Biennial	
18	Forest School (inc. ponds)		Triennial	
19	Health		Triennial	
20	Individual Pupil / Staff		Depends on individual	
21	Legionella		Biennial	
22	Lettings		Triennial	
23	Lone Working		Triennial	
24	Manual Handling & Lifting Equipment		Triennial	
25	Noise		Triennial	
26	Respiratory and Other Infectious Diseases		Triennial	

27	School Dogs & Animals/pets		Triennial		
28	School Premises & Compliance		Triennial		
29	Security		Triennial		
30	Slips/Trips & Falls		Triennial		
31	Supervision		Triennial		
32	Vehicles, Cars, Pedestrian Separation		Triennial		
33	Violence/Threatening Behaviour		Triennial		
34	Weather Conditions		Triennial		
35	Work Equipment & Machinery		Triennial		
36	Work Experience for Students		Triennial		
37	Working at Height		Triennial		

CURRICULUM

Inevitably, there will not be just one risk assessment per subject, especially when applying these to a secondary school curriculum (e.g. for D&T others may include; Electronic Products, Food Technology, Graphic Products, Resistant Materials, Systems and Control, Textiles, Art, Product Design, etc). It is recommended to use the risk assessment template where national standards exist, such as afPE for Physical Education, CLEAPSS for Science, etc

38	(Arts & Crafts)		Triennial		
39	Design & Technology		Triennial		
40	Drama		Triennial		
41	Food Technology		Triennial		
42	Gardening		Triennial		
43	Kilns		Triennial		
44	PE Equipment & Sports Activities		Triennial		
45	Sciences		Triennial		
46	Swimming		Triennial		

TRIPS & EVENTS

47	School Trips / Adventurous Activities		Use these whenever required, remembering to amend on each occasion to make them trip/event specific		
48	Inflatables (e.g. bouncy castles)				
49	Entertainers/performers				
50	Explosives/Fireworks				
51	Productions (on or off-site)				
52	School Fetes / Bazaars				
53	Sporting Fixtures				