

AMIGS

Health and Safety Policy (Part 1)

Introduction

The Al-Madani Independent Grammar School (AMIGS) for boys recognises and accepts that every one of its employees, students and visitors is entitled to a safe and healthy environment.

Purpose

It is the intention of the Governing Body of the AMIGS that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. This policy will have regard to the DfE guidance 'Health and safety, Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies'.

The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the AMIGS community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The AMIGS Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Procedure

Responsibilities

A Department for Education [DfE] guidance note on the statutory responsibilities of schools is given in Appendix A of this policy.

Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice
- Create and monitor a management structure for Health and Safety
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the AMIGS, and, that it is implemented
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with AMIGS-sponsored activities, including work experience.
- In particular, the Governing Body undertakes to provide as far as is reasonably practicable:
 - A safe place for all users of the site to work, including safe means of entry and exit
 - Plant, equipment and systems of work that are safe
 - Safe arrangements for the handling, storage and transportation of articles and substances
 - Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
 - Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
 - Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

Responsibility of the Head teacher

The Head teacher is responsible for implementing this policy within the school. In particular he will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines (and information issued by the Authority);
4. make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary;

5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular Risk Assessment are undertaken. (A nominated person will inspect all school premises and property once a term.);
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
8. monitor, within the limits of their expertise, the activities of contractors hirers and other organisations present on site, as far as is reasonably practicable;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Officer(The Health & Safety Officer is : Aftab Aslam)

The delegated person, shall:

1. assist the Head teacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Head teacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

N.B When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head teacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Governing Body and others in meeting statutory requirements;
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;
4. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head teacher;
5. ensure that tools and equipment are in good condition and report any defects to the Head teacher;
6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. ensure that offices and general accommodation are kept tidy;
8. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B The Head teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

Visitors

AMIGS recognises its responsibility for the Health & Safety of all persons who visit the premises. It is essential that all visitors sign in at AMIGS main office on arrival for safety and security reasons. Visitors will be issued a visitor's pass. Visitors will also be required to observe the Health & Safety requirements of AMIGS. Staff members should supervise all visitors if they have access to school.

AMIGS restricts unauthorised people to enter the premises of AMIGS. Staff should challenge any adult unknown to them who are in AMIGS area/community without a badge.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

Contractors

As site occupiers AMIGS will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, students, other persons on site and the public.

Disabled Persons

AMIGS Health & Safety Policy has been prepared to ensure safe and healthy environment for all employees. It recognises that those employees, pupils and visitors who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

First Aid & Medication

First aid should only be administered in an emergency by trained staff in this area and noted in our first -aid record. See First Aid policy for more detail. All medication should be brought to the school office (with a note from the parent) where arrangements will be made to administer them.

Accidents

All accidents are to be reported in the accident book. Major accidents are to be reported to the Health & Safety Officer. Any action taken will be noted in the accident book.

Disposal of Unwanted Chemicals

Site Supervisor is responsible for the safe disposal of any unwanted chemicals or other hazardous materials.

Smoking Policy

AMIGS has a "No Smoking Policy" for the school. This policy means that:

- It is a breach of "the policy" for an employee to smoke any where on the school premises.
- Contractors must ensure that they and their employees do not smoke on the school premises.
- All visitors are asked to observe the No Smoking Policy.

Alcohol and Drugs

Any incidences of alcohol or drug / substance abuse that impacts AMIGS, will result in the pupil(s) / staff being excluded from school.

Violence to staff

Any violence to staff by other employees, pupils, parents or visitors will not be tolerated and action will be taken to remove such person and will be reported to the appropriate authority which may include the police.

Slips and trips

All working areas must be kept clean and tidy to minimise the risk of fire and tripping/slipping accidents.

Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas.

Induction of new employees

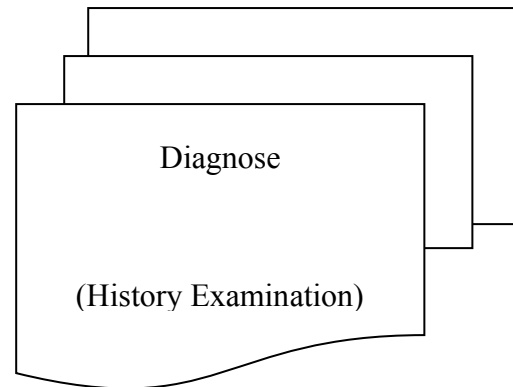
Health & Safety training to new employees will be incorporated into general induction training. It is essential that all staff is aware of the safety culture of AMIGS, operate safe systems of working and follow the schools procedures. Information regarding Health & Safety will be provided to part-time, temporary and casual staff to enable them to work safely.

Infectious Diseases

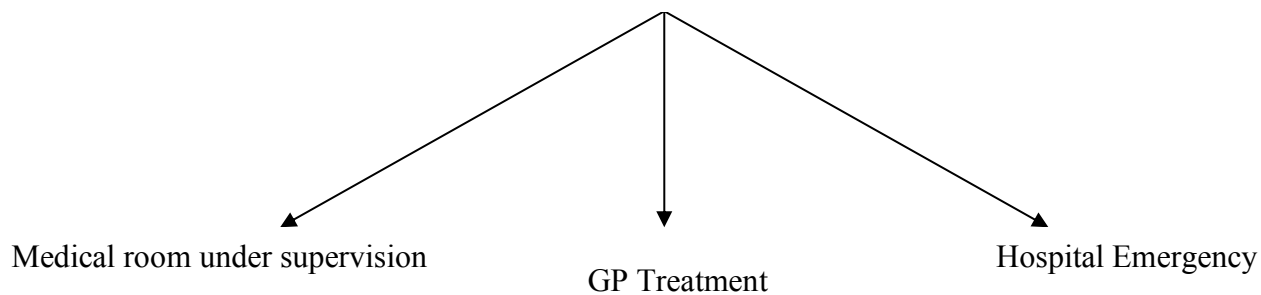
If a student is found, or is suspected to have a contagious infection, disease or virus of sort, they will be immediately sent to the First Aider who will decide whether to keep him under supervision in the medical room or be sent to the GP/hospital/home depending on the severity and risk to the students' and others health. He also has the option to go home during the treatment or after the treatment.

Thereafter, all members of staff will be informed of the situation as soon as possible. Staff will be given necessary information about the infection and its symptoms. All students will be monitored. Any complaints of illness will be explored in full detail. A close watch will be kept for symptoms of the infection in other students.

Control of Contagious/Infectious diseases



Depending on severity



- If contamination is spreadable inform teachers and all those who have contact. If the informed see symptoms developing in others they must notify HEAD TEACHER.
- In case of outbreak inform at NHS Infection Control Unit in local hospital

Manual Handling

More than a third of lost time injuries at work are caused by manual handling activities. Basic common sense measures can be taken to reduce the risks. These include:

- Follow the system of work, using handling aids properly and efficiently
- Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling operation
- Report any problems in the work activity when they arise and ask for assistance when necessary

In consultation with staff, competent persons will carry out an assessment of all manual-handling activities. Risks that are identified will be reduced to the lowest level reasonably practicable.

Equipment

All items including equipment purchased by AMIGS will comply with the relevant statutory and non-statutory Health & Safety requirements. Where particular risks are involved, a competent person will make a full assessment before

the items are obtained. Safety data sheets relating to the items are to be obtained from the suppliers in order to assist in the assessment and to determine whether a special code of working practice is required.

Control of Hazardous substances

The requirements of the COSHH Regulations 1988 must be complied with as follows:

All substances which may be regarded as hazardous must be identified by the subject teacher and a COSHH assessment of the risk posed by such hazards carried out by a competent person. Where there is doubt as to whether a substance is hazardous, advice can be obtained from the following sources.

- a) Manufacturers' data sheets
- b) Product labels
- c) The classification, packaging and labelling regulations
- d) Advice from the DfE Science Adviser
- e) Advice from the DfE Health and Safety Officer

Where such hazards are identified, they should be eliminated as far as possible. Where this is not possible or impractical, an assessment of the risk posed by such hazards carried out by a competent person.

When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risks. Procedures for controlling the substance may include:

- a) Totally enclosed process and handling systems.
- b) Sufficient ventilation
- c) Reduction in the number of staff and pupils exposed
- d) Reduction in the time in which persons are exposed to the hazard;
- e) Regular cleaning of the school premises;
- f) Provision of means of safe storage and disposal of hazardous substances;
- g) Personal protective equipment;
- h) Prohibition of eating, drinking and smoking in containment areas.

Washroom and Toilet Facilities

It is the policy of AMIGS to ensure the health, safety and welfare of all students and staff, so far as reasonably practicable. AMIGS recognises the need to provide a safe working environment and that this includes the provision of sufficient washing and toilet conveniences.

Heating and Ventilation

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with portable heaters. Electrical heaters must be included in the annual electrical check of portable appliances. Under no circumstances must portable open-bar electric fires or Bunsen burners be used in the school for heating.

Throughout the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control. When extraction fans are used, it is essential that vents be provided indoors, etc., for the provision of make up air.

Gas and Pressure vessels

Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated. All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. The HEAD TEACHER and the Health & Safety Officer must be aware of the location of the main gas shut off valve.

All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.

The Governing Body will comply with the recommendations of the publications 'Guidance Notes on the Gas Safety in Educational Establishments' (Publication 1M/25 by British Gas and the DfE and Science 5/89).

All pressure vessels will be installed, used, tested and maintained in accordance with the Pressure Systems and Transportable Gas Containers Regulations 1989.

Electrical and portable testing and electrical supply testing

The Electricity at Work Regulations 1989 and HES Guidance Note GS 23 'Electrical Safety in Schools' outlines the requirements for electrical safety. The requirements of BS 4163: 1984 'Health and safety in Workshops of Schools and Similar Establishments' will also be adopted.

Before any item of electrical equipment is used, the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester. Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe. The contractor who carried out such tests will also carry out minor repairs where necessary and also take out of service any items, which do not meet with safety standards.

Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source. The wiring of plug tops carried out by a competent person and the item included on an inventory of portable electrical equipment to be checked annually by the electrical contractor. (A competent person according to Guidance Note 23 - Electrical Safety in School', is a person who possess sufficiently technical knowledge, experience and skill to be able to carry out a specific task and prevent danger of injury arising during the course of the work or as a result of the work).

Only electrical items, which have been approved by the contractors, may be used within the school premises. Portable open-bar electrical fires must not be used or stored in school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

Visual display unit (VDU) work stations

All new VDU workstations will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, 1992. Every effort should be taken to make use of Health and Safety training as part of the ongoing support of the I.C.T Department.

Furniture and Equipment

All equipment purchased for use in the school must be suitable for use at work. If there are enquiries about suitability, these should be made to the Health & Safety Officer in the first instance.

All items of furniture have a limited life. It is therefore essential that regular visual checks are carried out as part of the annual safety audit. The Health & Safety Officer has the responsibility for carrying out these visual checks.

Glazing

The Governing Body will ensure that all replacement glazing complies with the requirements of BS 6262: 1982 (British Standard for Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below 800 mm and windows below 150 mm from the ground. Staff should report any breakage to the Health & Safety Officer immediately.

Staff Training

The school will arrange to have an Inset at the beginning of every academic year. Health and Safety information sent to the school is for the attention of the Health & Safety Officer. These are sent on an adhoc basis following information received from various sources, e.g. Health & Safety Executive (HSE), Trading Standards, Environmental Health Departments, DfE, Accident Investigations, etc.

School visits

The school has a code of practice relating to out of school visits and activities, which must be complied with by all staff. The code of practice relates to the following areas:

1. Insurance arrangements
2. Financial arrangements

3. Potentially hazardous activities
4. Checklist for Head teacher
5. Outdoor pursuits

Activity guidelines are produced for a wide range of activities such as

1. Environmental and field studies
2. Non-risk activities

Where further information regarding out of school activities is required, advice and clarification can be obtained from the HEAD TEACHER.

It is recognised that pupils benefit greatly from the experience of visits and activities taking place away from school premises. Many curriculum areas require pupils to experience investigative work; other visits are organised to encourage the development of interests, skills and personal qualities of pupils. A balance must be struck which enables pupils to take part in as wide a range of activities as possible and at the same time following safe practices so that any risk involved is reduced to the absolute minimum.

The aim of the visits must be clear. Usually they will be curriculum related, sometimes they will be interest or leisure based. The pupils must clearly understand why the trip is being held and what the implications of participating will be.

It is the responsibility of staff taking pupils out on trips to leave in the office:

- (a) Emergency contact numbers and name where they can be reached.
- (b) Contact numbers of parents/guardians of pupils going on trips.

The exact details of organisation will vary from trip to trip but will generally follow the pattern outline below.

1. Agree with the HEAD TEACHER the aim of the visit and discuss appropriate dates.
2. Inform parents of the visit in writing, giving any cost implications.
3. Agree methods and timescale of payments with the Secretary/Administrator. The leader of the trip is responsible for liaising with the Secretary/Administrator and ensuring payments are made.
4. Ensure proposed staffing arrangements are adequate.
5. Hold a meeting with parents if necessary but especially if overnight accommodation is involved. This enables any queries to be answered.
6. Ensure all travel arrangements are confirmed in writing to parents, including hotel contact numbers and methods of passing on information amongst parents.
7. First Aid boxes must always be taken.
8. Pupils should be informed of any emergency evacuation procedures.
9. Pupils should be very clear about the ground-rules appropriate to the visit. For example they should not wander off alone. The highest standards of behaviour will be expected at all times.
10. Pupils should be given advice concerning appropriate clothing, footwear and equipment.
11. The work expected of the pupils before, during and after the visit should be clearly explained and closely monitored.
12. Pupils should be advised about appropriate amounts of pocket money and arrangements made for safe-keeping.
13. Emergency procedures, names and contact numbers should be left with the office.
14. For detail see educational trips procedure.

Fire Practice Procedures

See Fire Safety Policy and Procedure.

Extinguishers Location and Maintenance

Extinguishers are located around the building and have been recorded on a log sheet; all extinguishers are serviced once every 12 months. Monthly visual inspection of all fire fighting equipment is carried out, which is recorded on a log sheet.

What type of extinguishers needs to be used?

Type	Class	
Water Extinguishers	Class A	Carbonated material i.e. wood, paper, textiles, many plastics and other combustible materials

Foam Extinguishers	Class A/B	Fires of contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Carbon Dioxide	Class B	Fires of contained or static burning liquids, such as petrol oil paints, fats, solvents and tars
Dry Powder	Class B/C	Fires of burning gases and vapours such as town gas, gaseous hydrocarbons (methane, ethane, propane, butane) acetylene hydrogen etc.

Bomb Threat

If you receive a bomb threat call you should follow the procedure set out below:

1. Remain calm
2. Complete Bomb Threat Checklist (see attached sheet)
3. Contact the police and the HEAD TEACHER, tell them you have received a bomb threat, if the HEAD TEACHER is unavailable contact the duty officer
4. They will decide the next course of action.
5. If the decision made is to **ignore** the threat, **this instruction must be received in writing** (faxed to the appropriate reception). The written instruction must then be attached to the Bomb Threat checklist.

Bomb/threat Checklist

Name _____ Time _____ Date _____

On receiving bomb/hoax threats let the caller **FINISH** the message **WITHOUT INTERRUPTION**, listen for clues to:

Message	Response
1. Sex, Age	
2. Speech: Drunkenness, Laughter, Veiled excitement	
3. Foreign Accent, Speech Impediment, Tone, Pitch of Voice	
4. Background Noises, Music, Traffic, Machinery	
5. WAS ANY CODE GIVEN?	

ASK THE FOLLOWING KEY QUESTIONS: AFTER the caller has given his message if possible

QUESTION	ANSWER
1. Where is the Bomb?	
2. What time will it explode?	
3. When was it placed?	
4. Why was it placed?	
5. Organisation who placed it, if possible.	

On completion of message, inform the police and then the HEAD TEACHER.
 Tell Police, if known, where the bomb is.
 Inform police of location.

Risk Assessment Policy

Risk assessment will be carried out in AMIGS to determine the risks associated with working operations. The assessment is required to identify risks both to employees, pupils and to any other persons who may be affected. Risk Assessments are updated normally and the responsibility for administering the completion of these lies with the Assistant Health & Safety officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

Risk Assessment Procedure

Introduction

It is a general legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE guidance "Five Steps to Risk Assessment".

Risk assessment should be undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

What is a Risk Assessment?

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

Hazard: A hazard is defined as something with the potential to cause harm.

Risk: A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Hazard & Risk

An examination of the workplace should be undertaken and should include identification of the following:

- Hazards - identify anything in the workplace that could cause harm. Common workplace hazards include:
 - Chemicals*
 - Display Screen Equipment*
 - Dust / Fumes*
 - Electricity*
 - Fire*
 - Machinery*
 - Manual Handling*
 - Noise*
 - Poor lighting*
 - Slipping / Tripping hazards*
 - Vehicles*
 - Working at height*

Generic Risk Assessments

These generic risk assessments have been produced to assist establishments with risk assessment, and provide a basis for individual sites to consider their specific circumstances. Some assessments may not be relevant to your establishment, others may need customising to suit your specific location and/or work activity and others may not need changing at all.

The forms are only partially completed and will need to be adapted by a competent person from the establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and add any site specific items identified.

The assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently. The following matrix may help to determine your risk rating.

Risk Matrix:

Severity	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Likelihood			
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

Table 1:

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
Very High (VH)	May only take place if good control measures can be implemented.	Must not take place. You will need to identify further controls to reduce the risk rating.
High (H)	May only take place if good control measures can be implemented.	Seek further advice
Medium (M)	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
Low (L)	No further action required.	

The completed generic assessments will need to be signed off by the person completing the assessment and the establishment manager. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Records

The assessment should be recorded on the standard Risk Assessment Form and should be kept in a visible/accessible folder identified for this purpose in the work area in question. The form also acts as an improvement action plan and should be used for tracking implementation of control measures. The findings should be made known to the employees it affects and information / training must be given.

Review

A risk assessment must be reviewed if there is any significant change to the area / job / task or if there is any other reason to suspect it is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate and controls remain in place.

GENERIC RISK ASSESSMENT		<i>Activity or location being assessed</i>	
Establishment:		Assessment by: <i>Who carried out this assessment</i>	Date:
Review Date: Record proposed date of review		Approved by: <i>e.g. Manager, Technical Adviser</i>	Date:

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
<i>Consider the generic hazards and risks listed in this column. Add any site-specific hazards you have identified.</i>	<i>Pupils, staff, the public etc. Consider those with special needs.</i>	<i>Before controls are applied. Use the risk matrix to help you rate the risk</i>	<ul style="list-style-type: none"> <i>Consider the control measures listed here.</i> <i>If you identify any other control measure you have on your site, add them to the list.</i> 	<i>Are the control measures in place?</i>	<i>Are they adequate?</i>	<i>Record additional controls you have identified and the date they were implemented. Ensure that you address anything highlighted under normal controls as needing action.</i>	<i>With all controls in place. Use the risk matrix to help you. Rate the risk. Look at Table 1 to see if further action is required.</i>
REVIEWS:							
DATE OF REVIEW: Record actual date of Review.		REVIEWED BY: Who carried out the review?			COMMENTS: Record any comments reviewer wishes to make. Including recommendations for future reviews.		

GENERIC RISK ASSESSMENT		
Establishment:	Assessment by:	Date:
Review Date:	Approved by:	Date:

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local/individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

Resources

DfE Health and safety: Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies February 2014

HSE <http://www.hse.gov.uk/index.htm>

HSE Five Steps to Risk Assessment <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements <http://www.hse.gov.uk/pubns/indg218.pdf>

A Guide to the Law for School Governors [DCSF 2008]- Community Version - Voluntary Aided Version - Voluntary Controlled Version- Foundation Version <http://www.governornet.co.uk/publishList.cfm?topicAreald=26>

DfE School Security website www.dfes.gov.uk/schoolsecurity

DfE/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>

DfE Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

DfE/Home Office School Security: Dealing with Troublemakers <http://www.dfes.gov.uk/schoolsecurity/dwthome.shtml>

DfE Safety Education: Guidance for Schools, December 2001 [Ref: DfES/0161/20002]

DfE video [Can you see what they see?](#)

DfE Code of Practice on LA-School Relations - <http://www.dfes.gov.uk/lea/>

Guidance on Standards for School Premises [ref DfEE 0029/2000]

DfE/CEDC Safe Keeping: A good practice guide for health and safety in study support [Ref DfEE 0197/2000]

HSE publications [priced and non-priced] are available from HSE Books Tel: 01787 881165

DfE guides are free from DfE publications Tel 0845 6022260

HSE's infoline is 08701 545500

Health and Safety legislation

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR]

Education legislation

Education [School Premises] Regulations 1999 [SI 1999 No.2]

School Standards and Framework Act 1998

School Inspections Act 1996.

Education Act 1996

APPENDIX A

DfE Guidance 2014

Responsibility for Health and Safety in Schools

Health and Safety at Work Law

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations.

Health and safety legislation is enforced by the Health and Safety Executive [HSE].

Employer

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. Who this is varies with the type of school.

For community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority [LA].

For foundation schools, foundation special schools and voluntary-aided schools, the employer is usually the governing body.

For independent schools, the employer is usually the governing body or proprietor.

The Local Authority is the employer for statutory youth groups.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff

- the health and safety of pupils in-school and on off-site visits

- the health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well.

Employees must:

- take reasonable care of their own and others health and safety

- co-operate with their employers

- carry out activities in accordance with training and instructions

- inform the employer of any serious risks.

Enforcement

The HSE enforces health and safety law relating to the activities of schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employers policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

Responsibility of all Schools

The employer must have a health and safety policy and arrangements to implement it. The Health and Safety at Work etc. Act 1974 applies. Key elements of a health and safety policy are listed below; this is not a comprehensive list.

Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.

In practice, employers may delegate specific health and safety tasks to individuals. But the employer retains the ultimate responsibility no matter who carries out the tasks. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

Key Elements of a Health and Safety Policy

- A general statement of policy
- Delegation of duties as allocated tasks
- Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards
- Training of staff in health and safety including competence in risk assessment
- Off-site visits including school-led adventure activities
- Selecting and controlling contractors
- First-Aid and supporting pupils' medical needs
- School Security
- Occupational health services and work-related stress
- Consultation arrangements with employees
- Workplace safety for teachers, pupils and visitors
- Violence to staff
- Manual handling
- Slips and trips
- On site vehicle movements
- Management of asbestos
- Control of hazardous substances
- Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [RIDDOR]
- Fire safety, including testing of alarms and evacuation procedures
- Dealing with health and safety emergencies - procedures and contacts

APPENDIX B

DfE Guidance

Coping with the sudden death of a pupil

Unfortunately, some head teachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a student at school or elsewhere. In such circumstances, head teachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help head teachers cope with the immediacy of a student's sudden death at school. The text below is based on work prepared by Chris Bridge, Head Teacher of Huntington School. We are very grateful to Mr Bridge for this.

Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

You will need to clear rooms or spaces for them to work in.

They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Informing Students

Where a student collapses during the school day when other students are present, is rushed to hospital and subsequently dies, those students will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to students so as to meet the needs of the students whilst not impeding any police investigation.

Are there any siblings, close relatives, or friends who need to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The students will listen intently until you tell them that the student has died. Then they stop hearing. If the student has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult. Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some students will contact the local press.

If you want teachers to tell other students, you should have a statement ready for them to read out before you advise them.

Informing Teachers

This may have to be after you have told the key students. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other students for you, have a statement ready for them to read out before you advise them.

Informing Parents

The police will tell the parents of the child.

Getting a letter to other parents, which expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other students, parents and teachers.

Dealing with the Media

Head teachers should contact the chair of governors as soon as possible, especially if at all unclear about procedures for dealing with the media. It is recommended that the school should have an Emergency [or Critical Incident Recovery] Plan, which sets out procedures.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death.

Ensure you are advised of the results of any post mortem as soon as possible. The best way to stop media speculation is to give them facts.

Helping the School/ AMIGS Recover

This is a long-term issue. You can help a school/ AMIGS recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest.

A brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.

Educational Visits

See 'Educational visits' policy.

Assistance from the DfE

The Department will help in any way it can. Please telephone the Pupil Health and Safety Team on 020 7925 6468.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

AMIGS

Health and Safety Policy Part 2 (Including Risk Assessment Policy)



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Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Name of organisation: AMIGS

Name of employer/proprietor/Chair of the Governing Body:

Headteacher:

Statement of general policy	Responsibility of (Name / Title)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities on site and off site	Governing Body Headteacher.
<p>Provide:</p> <ul style="list-style-type: none"> • A safe place for all users of the site to work, including safe means of entry and exit and secure premises • Safe arrangements for the handling, storage and transportation of articles and substances • Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance • Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner <ul style="list-style-type: none"> ○ Staff will be given health and safety training, alongside Safeguarding, E- safety, fire evacuation procedure and Prevent training at the start of each academic year. • Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision. 	Governing Body
<ul style="list-style-type: none"> • monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis; • prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded; • make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines (and information issued by the Authority); • make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary; 	Headteacher

Statement of general policy	Responsibility of (Name / Title)
<ul style="list-style-type: none"> • make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed; • identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate 	Headteacher
<ul style="list-style-type: none"> • assist the Head teacher in the implementation, monitoring and development of the safety policy within the school; • monitor general advice on safety matters and other relevant bodies and advise on its application to the school; • assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified; • ensure that staff with control of resources (both financial and other) give due regard to safety; • co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained. 	Designated Health and Safety officer – TBA
<ul style="list-style-type: none"> • exercise effective supervision over all those for whom they are responsible, including pupils; • be aware of and implement safe working practices and to set a good example personally; • co-operate with the Governing Body and others in meeting statutory requirements; • make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head teacher; • ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher. 	All Staff
The Head teacher will make pupils (and where appropriate the parents) aware of their responsibilities through direct instruction and notices.	Headteacher

<p>Provide a safe working environment and that this includes the provision of sufficient washing and toilet conveniences.</p> <p>Check the temperature of water available for use to students on a monthly basis. A log of this check will be kept and the location of the water supply will be indicated.</p>	<p>Governing Body</p>
<ul style="list-style-type: none"> • Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated. • All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. • All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person. 	<p>Governing Body</p>
<ul style="list-style-type: none"> • Where gas is used in school kitchens, laboratories and domestic science rooms there shall be fitted an emergency shut off valve which is readily accessible and easily operated. • All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. • All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person. • All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester. • Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe. • The contractor who carried out such tests will also carry out minor repairs where necessary and also take out of service any items, which do not meet with safety standards. • Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source. 	<p>Governing Body Electrical Contractor</p>
<ul style="list-style-type: none"> • The school does not have Asbestos. Any checks that could be conducted in the future, will be done so using an appropriate body. 	<p>Governing Body Appropriate approved body</p>
<p>Control of Hazardous substances</p> <p>The requirements of the COSHH Regulations 1988 must be complied with as follows: All substances which may be regarded as hazardous must be identified by the subject teacher and a COSHH assessment of the risk posed by such hazards carried out by a competent person. Where there is doubt as to whether a substance is hazardous, advice can be obtained from the following sources.</p> <ul style="list-style-type: none"> • Manufacturers' data sheets • Product labels • The classification, packaging and labelling regulations • Advice from the DfE Science Adviser 	<p>All staff</p>

<ul style="list-style-type: none"> • Advice from the DfE Health and Safety Officer <p>When such a risk assessment has been undertaken, measures must be taken to eliminate, or reduce and control such risks. Procedures for controlling the substance may include:</p> <ul style="list-style-type: none"> • Totally enclosed process and handling systems. • Sufficient ventilation • Reduction in the number of staff and pupils exposed • Reduction in the time in which persons are exposed to the hazard; • Regular cleaning of the school premises; • Provision of means of safe storage and disposal of hazardous substances; • Personal protective equipment; • Prohibition of eating, drinking and smoking in containment areas. 	<p>Governing Body</p> <p>Governing Body</p> <p>Teachers</p>
<p>When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.</p> <p>It is the responsibility of staff taking pupils out on trips to leave in the office:</p> <ul style="list-style-type: none"> • Emergency contact numbers and name where they can be reached. • Contact numbers of parents/guardians of pupils going on trips. 	<p>Headteacher</p> <p>Trips Coordinator - TBA</p>
<p>Fire extinguishers</p> <ul style="list-style-type: none"> • Extinguishers are located around the building and have been recorded on a log sheet; all extinguishers are serviced once every 12 months. • Monthly visual inspection of all fire fighting equipment is carried out, which is recorded on a log sheet. <p>(details of extinguishers in Appendix 1)</p>	<p>Governing Body</p>

<p>Bomb Threat</p> <p>If you receive a bomb threat call you should follow the procedure set out below:</p> <ol style="list-style-type: none"> 1. Remain calm 2. Complete Bomb Threat Checklist (see attached sheet) 3. Contact the police and the HEAD TEACHER, tell them you have received a bomb threat, if the HEAD TEACHER is unavailable contact the duty officer 4. They will decide the next course of action. 5. If the decision made is to ignore the threat, this instruction <u>must be received in writing</u> (faxed to the appropriate reception). The written instruction must then be attached to the Bomb Threat checklist(Appendix 2) 	All Staff
<p>Contagious/infectious disease control (see Appendix 3)</p>	
<p>All pupils are expected, within their expertise and ability, to:</p> <ol style="list-style-type: none"> 1. exercise personal responsibility for the safety of themselves and their fellow pupils; 2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous; 3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency; 4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes. 	AMIGS Pupils

<p>Health and safety law poster is displayed:</p>	Foyer of Building / staff and student noticeboards			
<p>First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</p>	School Medical Room – Ground floor of building / further boxes are in reception, staffroom, and the upstairs hall.			
<p>Signed: (Employer)</p>		<p>Date:</p>		
<p>Subject to review, monitoring and revision by:</p>	Governing Body	<p>Every:</p>	12	months or sooner if work activity changes

Risk Assessment Policy

Risk assessment will be carried out in AMIGS to determine the risks associated with working operations. The assessment is required to identify risks both to employees, pupils and to any other persons who may be affected.

Risk Assessments are updated normally and the responsibility for administering the completion of these lies with the Assistant Health & Safety officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

Risk Assessment Procedure

Introduction

It is a general legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE guidance "Five Steps to Risk Assessment".

Risk assessment should be undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it "as far as reasonably practicable".

Risk Assessments for trips

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school, as most of these activities take place during school hours and are a normal part of a child's education at school. However, as a school, we ensure parental consent is taken for every trip within school hours as well as out of school hours.

Parents are informed of the nature of the trip, the timings and the mode of transport that will be used.

The trips coordinator also carries out a risk assessment for each trip prior to the trip. The table that is used is available below.

The trip coordinator must also ensure all members of staff supervising the trip have parental emergency contact details and medical information regarding the students.

Severity	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Likelihood			
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

Risk Matrix:

It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

Table 1:

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
Very High (VH)	May only take place if good control measures can be implemented.	Must not take place. You will need to identify further controls to reduce the risk rating.
High (H)	May only take place if good control measures can be implemented.	Seek further advice
Medium (M)	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
Low (L)	No further action required.	

The completed generic assessments will need to be signed off by the person completing the assessment and the establishment manager. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Appendix 1

What type of extinguishers needs to be used?

Type	Class	
Water Extinguishers	Class A	Carbonated material i.e. wood, paper, textiles, many plastics and other combustible materials
Foam Extinguishers	Class A/B	Fires of contained or static burning liquids such as petrol, oil paints, fats, solvents and tars
Carbon Dioxide	Class B	Fires of contained or static burning liquids, such as petrol oil paints, fats, solvents and tars
Dry Powder	Class B/C	Fines of burning gases and vapours such as town gas, gaseous hydrocarbons (methane, ethane, propane, butane)acetylene hydrogen etc.



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Appendix 2

Bomb/threat Checklist

Name _____ Time _____ Date _____

On receiving bomb/hoax threats let the caller **FINISH** the message **WITHOUT INTERRUPTION**, listen for clues to:

Message	Response
1. Sex, Age	
2. Speech: Drunkenness, Laughter, Veiled excitement	
3. Foreign Accent, Speech Impediment, Tone, Pitch of Voice	
4. Background Noises, Music, Traffic, Machinery	
5. WAS ANY CODE GIVEN?	

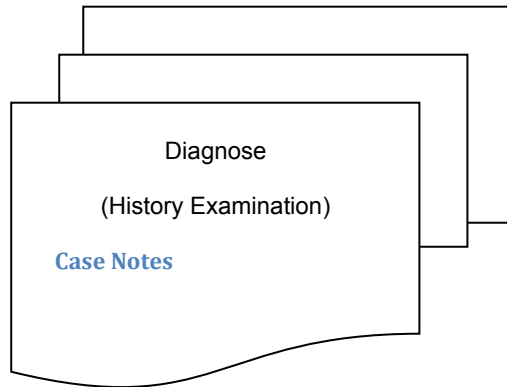
ASK THE FOLLOWING KEY QUESTIONS: AFTER the caller has given his message if possible

QUESTION	ANSWER
1. Where is the Bomb?	
2. What time will it explode?	
3. When was it placed?	
4. Why was it placed?	
5. Organisation who placed it, if possible.	

On completion of message, inform the police and then the HEAD TEACHER.
Tell Police, if known, where the bomb is.

Appendix 3

Control of Contagious/Infectious diseases



- If contamination is spread able inform teachers and all those who have contact. If the informed see symptoms developing in others they must notify HEAD TEACHER.
- In case of outbreak inform at NHS Infection Control Unit in local hospital

