



# Health and safety policy

Approved by:	Deputy Chief Operating Officer	Date: 4 May 2021
Last reviewed on:	Board of Trustees on 18 January 2024	
Next review due by:	31 January 2025	

## Health and Safety Policy Statement of Intent

Gosforth Federated Academies Limited (The Trust) is committed to its health and safety obligations as an Employer under the Health and Safety at Work Act 1974.

The Trust recognises and accepts its responsibility for providing a safe and healthy workplace and working environment for all employees, learners and the public.

The Trust will take all reasonably practicable steps to meet these responsibilities by **providing**:

- Plants, equipment, and systems of work that are safe and without risks to health.
- Safe systems of work in the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training, and supervision to enable all employees and learners to contribute positively to their own safety and health at work.
- A safe place to work with safe means of access and egress.
- A safe and healthy working environment with adequate welfare facilities.
- Practicable approaches to prevent accidents, injuries and ill health to all its employees, learners, visitors and contractors who may be exposed to health and safety risks as a result of its activities.
- Procedures for carrying health and safety checks and inspections of all areas of work and operations in order to improve and maintain best health and safety performance.
- A mechanism, which enables employee consultation regarding matters affecting their health and safety.
- Adequate resources to comply with statutory requirements with regards to the health, safety and welfare of all those affected by its activities.

In addition, The Trust will remind all employees of their duties under section 7 of the Health and safety at work Act 1974, to take care of their own health and safety and that of others who may be affected by their acts or omissions.

The Health and Safety Policy will be communicated to all employees, and it will be freely available to interested parties and the public via its official website.

This policy statement will be regularly reviewed and added to or modified as necessary and is supplemented by procedures and supporting documents relating to the activities of the Trust.

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

**Hugh Robinson**  
**Chief Executive Officer**

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## 1 Aims

### 1.1 Gosforth Group 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 sites;
- Have robust procedures in place in case of emergencies;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

### 1.2 Within the context of the Newcastle upon Tyne Education Committee's policy and procedures on Health, Safety and Welfare this policy aims to establish a safe working environment for staff and students by promoting:

- Knowledge of possible hazards and the means of overcoming them;
- Good organisation regarding responsibility and procedures;
- Correct attitudes towards safety.

## 2 Legislation

### 2.1 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

### 2.2 The Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

2.3 This policy complies with the Trust's funding agreements and articles of association.

### **3 Roles and responsibilities**

#### **3.1 The board of trustees**

3.1.1 The board of trustees has ultimate responsibility for health and safety matters in all academies, but will delegate day-to-day responsibility to each academy Principal.

3.1.2 The board of trustees 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.

3.1.3 The board of trustees, 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.

3.1.4 The board of trustees and local advisory groups each appoint a representative who oversees health and safety across the trust and individual academies.

#### **3.2 The Principal**

3.2.1 Each academy principal is responsible for day-to-day health and safety. 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 Trust through the Local Advisory Group 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 appropriate risk assessments are completed and reviewed.

3.2.2 In the principal absence, a nominated deputy assumes the above day-to-day health and safety responsibilities.

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

3.3.1 The nominated health and safety lead for the trust is the Chief Operating Officer and supported by the Health and Safety Manager.

### **3.4 Staff**

3.4.1 School staff have a duty to take care of students in the same way that a prudent parent would do so.

3.4.2 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 trust 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**

3.5.1 Students and parents are responsible for following the trust'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**

3.6.1 Contractors will agree health and safety practices with each academy's estates and facilities lead before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **Health and Safety Arrangements**

### **4 Site security**

4.1 Facilities Managers are responsible for the security of each 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.

4.2 Each school has nominated staff who are key holders and will respond to an emergency. Information regarding key holders is held and maintained by each academy's facilities lead.

### **5 Fire**

5.1 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.

5.2 Emergency evacuations are practised at least once a term.

5.3 The fire alarm is a loud continuous bell.

5.4 Fire alarm testing will take place once a week.

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

5.6 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 published and signed across each school site;
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day;
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter;

5.7 Each 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.

## **6 COSHH**

6.1 Hazardous substances

6.1.1 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

6.1.2 Control of substances hazardous to health (COSHH) risk assessments are completed by each academy's facilities lead or the Head of Science where appropriate and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

6.1.3 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.

6.1.4 All schools within the trust have arrangements in place for the secure storage of hazardous products and managing access to substances.

6.1.5 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.

## 6.2 Gas safety

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

## 6.3 Legionella

- Water risk assessments are completed by each school's facilities lead who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book;
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint;
- The risks from legionella are mitigated through maintenance programmes that include inspections of storage tanks and cisterns, water temperature monitoring, water sampling, disinfection of showers, maintenance of water systems.

## 6.4 Asbestos

6.4.1 The Trust acknowledges its responsibility for managing asbestos containing materials in all school premises. An Asbestos Containing Management Plan is held on file and maintained. A record is kept of the location of asbestos that has been found on each school site.

6.4.2 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.

6.4.3 Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

## 7. Equipment

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

7.2 When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards and all equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.



## **7.3 Electrical equipment**

7.3.1 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely through the following measures:

- 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 school's facilities lead 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 isolators switches are clearly marked to identify their machine;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions;
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **7.4 PE equipment**

7.4.1 Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

7.4.2 Any concerns about the condition of the gym floor or other apparatus will be reported to the school's facilities lead.

## **7.5 Display screen equipment**

7.5.1 All staff who use computers daily as a significant part of their normal work are eligible to 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.

7.5.2 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).

[Display Screen Equipment \(DSE\) and Eyesight Test Procedure.docx](#)

## **7.6 Specialist equipment**

7.6.1 Where students require the use of personal specialist equipment, e.g. wheelchairs, oxygen cylinders, parents are responsible for its maintenance and safety. School staff will ensure specialist equipment is stored in a designated space and will be trained in its use where appropriate.

## **8 Lone working**

8.1 Lone working may include:

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

8.2 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.

8.3 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.

8.4 The lone worker will ensure that they are medically fit to work alone.

[Lone Worker Procedure.docx](#)

## **9 Working at height**

9.1 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:

- Each school's facilities lead 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**

10.1 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.

10.2 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, if required.

10.3 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**

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

- Risk assessments will be completed where off-site visits and activities require them;
- All off-site visits are appropriately staffed;
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details;
- A trained first aider will accompany the visit where the risk assessment identifies a need.

## **12 Lettings**

12.1 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 trust's health and safety policy, and will have responsibility for complying with it.

## **13 Violence at work**

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

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

## **14 Smoking**

14.1 Smoking or vaping is not permitted anywhere on the school premises.

## **15 Infection prevention and control**

15.1 We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### **15.1.1 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

### **15.1.2 Coughing and sneezing**

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

- 15.1.3 Personal protective equipment (PPE)
- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/ body fluids (for example, nappy or pad changing)
  - Wear goggles if there is a risk of splashing to the face
  - Use the correct personal protective equipment when handling cleaning chemicals
- 15.1.4 Cleaning of the environment
- Clean the environment and equipment frequently and thoroughly
- 15.1.5 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
- 15.1.6 Laundry
- Wash laundry in a separate dedicated facility
  - Wash soiled linen separately and at the hottest wash the fabric will tolerate
  - Wear personal protective clothing when handling soiled linen
  - Bag children's soiled clothing to be sent home, never rinse by hand
- 15.1.7 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
- 15.1.8 Animals
- Wash hands before and after handling any animals
  - Keep animals' living quarters clean and away from food areas
  - Dispose of animal waste regularly, and keep litter boxes away from pupils

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

#### 15.1.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The trust will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/ carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

#### 15.1.10 Exclusion periods for infectious diseases

The trust follows recommended exclusion periods outlined by Public Health England, summarised in appendix 2. In the event of an epidemic/ pandemic, all academies will follow advice from Public Health England about the appropriate course of action.

#### 15.1.11 COVID-19 (Coronavirus)

Following the outbreak of the COVID-19 pandemic in Spring 2019 all schools within the trust maintain operational risk assessments to ensure appropriate measures are in place to respond to the pandemic and the requirements of government restrictions and orders.

## 16 New and expectant mothers

16.1 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 antenatal care and their 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 care 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
- [..\Gosforth Group HSMS\General\Policies\Gosforth Group Policies\GG New and Expectant Mothers Procedure V1 14.11.22.pdf](#)

## **17 Occupational stress**

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

17.2 Systems are in place within the schools for responding to individual concerns and monitoring staff wellbeing matters. Support is also provided through contracted occupational health services.

## **18 Accident reporting**

### **18.1 Accident record book**

18.1.1 An accident report 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 report form template can be found in appendix 1

18.1.2 As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the staff record and the student's educational record.

18.1.3 Records held in the first aid and accident book will be retained by individual schools for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

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

18.2.1 The Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

18.2.2 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

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

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

### 18.3 Notifying parents

18.3.1 The nominated first aider or pastoral lead will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 19 First aid

19.1 The trust ensures that there are a sufficient number of first aiders and appointed persons, and that adequate first aid kits are available.

19.2 Human Resources retain a list of all staff across all schools who have undertaken training which qualifies them to hold the First Aid Certificate that meets the purposes of health and safety regulations.

19.3 Training for staff is maintained on a three-year basis and managed through the local authority's Employee Services

19.4 First aid kits are placed in clearly identified and readily accessible locations and marked with a white cross on a green background. Nominated members of staff are responsible for ensuring adequate supply of provisions that are usable and within expiry dates

## 20 Training

20.1 Our staff are provided with health and safety training as part of their induction process through the Tes Develop e- learning management system and through contracted arrangements with Newcastle City Council. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are provided with additional health and safety training.

The Site Facilities Managers attend the IOSH Managing course to provide additional health and safety knowledge to enable works to be safely managed and controlled effectively

## 21. **Risk Assessment**

- 21.1 The Management of health and safety at work 1999 places absolute duty on Employer to assess the risk to the health and safety of employees whilst they are at work. The legal obligation also extends to cover the risks to the health and safety of people who are not employees but might be affected but the works undertaken.

[Risk Assessment Procedure.docx](#)


## 22 **Radiation Protection**

- 22.1 There is adequate arrangement in place in the academies where radioactive sources are used for learning purposes. Each of the Academies have trained staff members with designated role of Radioactive Protection Supervisors in the schools.  
The Radioactive Protection Monitoring is done through contracted arrangement with Newcastle city council.  
The Radioactive protection Advisory (RPA) services is through contracted arrangement (SLA) with CLEAPSS.

## 23 **Monitoring**

- 23.1 This policy will be reviewed Annually. At every review, the policy will be approved by the Board of Trustees.



<b>Accident, incident, or near miss report</b>			
School name:			
What are you reporting? (please check applicable box)		Accident	<input type="checkbox"/>
		Near miss	<input type="checkbox"/>
		Violence	<input type="checkbox"/>
<b>PART A: Details of person injured or involved (pupil, employee or other)</b>			
Full name:		Date of birth (if pupil):	
Job title (if employee)			
Status:			
<input type="checkbox"/>	Employee	<input type="checkbox"/>	School pupil
<input type="checkbox"/>	Employee of another organisation / Agency staff	<input type="checkbox"/>	Other (please specify below)
Please provide additional details e.g. contact details of agency or employing organisation			
<b>PART B: Account of accident / incident</b>			
Date of event:	Time of event:	Where did it happen:	
What happened? (Describe how the accident/incident happened – giving as much detail as you can).			
If required, please continue on separate sheet			
Were any of the following applicable to the incident?			
Physical assault	<input type="checkbox"/>	Verbal abuse/ threat	<input type="checkbox"/>
		Anti-social behaviour	<input type="checkbox"/>
Injury details (state right/ left as appropriate) and treatment (i.e. hospital/ first aid) or record "none sustained":			
Date and time the event was first reported:			
Who was the event first reported to?			
Has a parent/ guardian been informed? <input type="checkbox"/> If yes, by whom?			
Witnesses: (if colleagues, please state name and job titles)			
If required, please continue on separate sheet			
Signature of person completing form:			Date:
If you are not the person in Part A, please print your name, job title and contact details below:			

PART C: Investigation			
Using the information currently available to you, please answer the following questions:		YES	NO
Do you have any reason to doubt that the event occurred on the date, time and in the location given in Part B? If YES, please give reasons and state any discrepancies:		<input type="checkbox"/>	<input type="checkbox"/>
Do you have any reason to disagree with any element of the account of the accident/incident or the injuries and treatment given in Part B? If YES, please clarify:		<input type="checkbox"/>	<input type="checkbox"/>
Was the person involved authorised to be in the place where the event occurred?		<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, was the injured person wearing the correct protective clothing/equipment at the time? If NO, please clarify:		<input type="checkbox"/>	<input type="checkbox"/>
Is a risk assessment or procedure in place to cover the activity being undertaken at the time of the accident/incident or near miss? If NO, please clarify:		<input type="checkbox"/>	<input type="checkbox"/>
Were the control measures set down in the risk assessment or procedure being followed? If NO, please clarify:		<input type="checkbox"/>	<input type="checkbox"/>
Was accident/incident due to possible defects in premises, equipment, tools or systems of work? If YES, please clarify:		<input type="checkbox"/>	<input type="checkbox"/>
If injured, was the person sent / taken directly to hospital from the scene of the accident/incident?		<input type="checkbox"/>	<input type="checkbox"/>
Employee absence	Did the event result in any absence from work?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, did the absence exceed three days (not counting the day of the event but including any weekends/ holidays, if they were still unfit for work)?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, did the absence exceed seven days (not counting the day of the event but including any weekends/holidays, if they were still unfit for work)?	<input type="checkbox"/>	<input type="checkbox"/>
What immediate action(s) have you taken to prevent a recurrence? (e.g. spillage cleared; faulty equipment taken out of use; damaged areas of premises secured, risk assessment amended, etc.)			
If required, please continue on separate sheet			
Proposed further action(s) to prevent a recurrence: (e.g. adopting new working methods; purchase of new equipment; repairs to premises; organising refresher training, etc.)			
If required, please continue on a separate sheet			
For official use only. Is this incident reportable?                      Yes <input type="checkbox"/> No <input type="checkbox"/>			
Principal/ manager signature:		Print name:	Date:
Job title:		Location:	Tel. No.
PART D: Health and Safety Officer's Comments			
If required, please continue on separate sheet.		Include on Accident database <input type="checkbox"/>	
Health and Safety Officer's Signature:		Print Name:	Date:

## APPENDIX 2 - Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from nonstatutory 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
Athlete's foot	None.
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.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<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>
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, preschool infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with 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.