




**BLOOM WORLD
ACADEMY**

Reference Number

BWA-20

Health and Safety Policy	
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Owner	Nicola Upham – Vice Principal Student Development Alroy Kinny – Manager of School Operations
Reviewer	John Bell – Principal 



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1. Aim

Bloom World Academy (BWA) considers this policy to be:

- an essential part of the school;
- supportive to staff and students in managing certain situations;
- an important framework that will ensure consistency in applying values and principles throughout the establishment;
- a roadmap for day-to-day operations;
- compliant with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- aligned to the school's guiding statements and identified goals which are formed in strategic leadership meetings.

2. Statement of intent

BWA believes this policy to be a working document that is fit for purpose, represents the school ethos, mission and vision, enables consistency and quality across the school and is related to the relevant UAE legislation.

3. Scope

This policy applies to all *stakeholders*

4. Unique definitions

A shared understanding of the following definitions is integral to the implementation of this policy, and as such staff should endeavor to use the correct terminology at all times.

5. Processing and practice

The follow narrative is explicit in its guidance, consistency, accountability, efficiency, and clarity on how the school operates with regard to Health and Safety procedures

Our school aims to:

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



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6. Legislation

According to Clause 13 of [Article 13 of Federal Decree Law No. 33 of 2021 on the Regulation of Labour Relations in the Private Sector \(the UAE labour law\)](#) the employer/management is obliged to provide a safe and appropriate work environment.

7. Health and Safety Committee

General aims: To ensure the safety and wellbeing of all students, visitors and staff at all times and minimise potential health & safety risks.

Committee Tasks

- To develop a risk matrix and mitigation measures for all identified health & safety issues.
- To ensure all capital assets are in good order and the environment risk is minimised, (fire hazards & general maintenance)
- To ensure all sections of departments of the school are aware of their area and responsibilities and employ good housekeeping measures.
- To develop an environment policy for BWA, define an inspection team and inspections frequencies.
- Develop a standard policy and procedure, with simple reporting forms separating health & safety issues from general maintenance.

Frequency of meetings: Per Term

Committee Members & responsibilities

- Principal
- Vice Principal – Student Development
- Operations Facilities Manager
- ICT Manager
- Community Engagement manager
- BFM Representative
- School nurse/doctor
- PE, Science, Design Technology Teachers

8. Site security – LEAD RESPONSIBILITY: Securiguard (Milan, security team leader)

Securiguard company is responsible for the security service of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Securiguard (Milan) and BFM (Sajjad) are key holders and will respond to an emergency.

9. Fire - LEAD RESPONSIBILITY: Facilities manager of the school

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.



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Emergency evacuations are practiced at twice a term.

The fire alarm is a loud siren sound

Fire alarm testing will take place monthly on a weekend and PPM every 3 months.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. These are at the front of the building and clearly marked
- Homeroom tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
- The Head of Administration will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The Academy 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. These students will have detailed personal emergency evacuation plans (PEEPs).

A fire safety checklist can be found in appendix 1.

10. COSHH - LEAD RESPONSIBILITY: Facilities manager of the school

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

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

In school we have two departments which are handling the chemicals.

- 1) Housekeeping department (Handled by FM manager)



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2) Science department (Science dept head)

Housekeeping chemicals: These cleaning chemicals will be stored in the cleaning stores with appropriate quantities along with MSDS & COSHH. Furthermore, these chemicals which we are using inside the school are controlled & approved by the Dubai municipality. In addition, these storerooms are not accessible for the students.

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.

Science lab related chemicals: These chemicals are very well handled and maintained in the prep rooms under the supervision of lab teacher & technician.

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.

Control of substances hazardous to health (COSHH) risk assessments are completed by Science Laboratory overseen by Head of Science and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

10.1 Gas safety - LEAD RESPONSIBILITY: Facilities manager of the school

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

10.2 Water Testing - LEAD RESPONSIBILITY: Facilities manager of the school

- A water risk assessment has been completed by BFM on July 2022. BFM are responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book
- This risk assessment will be reviewed every 6 months and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: e.g., temperature checks, heating of water, disinfection of showers, etc.



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11. Equipment - LEAD RESPONSIBILITY: Facilities manager of the school

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

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

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

11.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Facilities coordinator who will assign to BFM immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

11.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to BFM

12. Lone working - LEAD RESPONSIBILITY: Securiguard Head Milan and BFM

Lone working may include:

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



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- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

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

13. Working at height - LEAD RESPONSIBILITY: Facilities manager of the school

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:

- BFM retain 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

14. Manual handling LEAD RESPONSIBILITY: Facilities manager of the school

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff 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



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15. Off-site visits LEAD RESPONSIBILITY: EVC

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents' contact details
- For trips and visits with students in the Primo section, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

16. Lettings - LEAD RESPONSIBILITY: Facilities manager of the school

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

17. Violence at work - LEAD RESPONSIBILITY: Principal

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

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

18. Smoking - LEAD RESPONSIBILITY: Security

Smoking is not permitted anywhere on the school premises.

19. Infection prevention and control - LEAD RESPONSIBILITY: Clinic and BFM (housekeeping department)

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

19.1 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

19.2 Coughing and sneezing

- Cover mouth and nose with a tissue



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- Cough into your elbow if tissues are not available
- Wash hands after using or disposing of tissues
- Spitting is discouraged

19.3 Personal protective equipment

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

19.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

19.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillage occurs, 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

19.6 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

19.7 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



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- 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

19.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Supervise students when playing with animals

19.9 Infectious disease management

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

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime

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

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

19.10 Students vulnerable to infection

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

19.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the DHA.

In the event of an epidemic/pandemic, we will follow advice from the DHA about the appropriate course of action.



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20. New and expectant mothers - LEAD RESPONSIBILITY: HR

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal care and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

21. Occupational stress LEAD RESPONSIBILITY: Principal

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

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

22. Accident reporting - LEAD RESPONSIBILITY: OSH officer

22.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the student's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years.

22.2 Reporting of accidents to External authorities

The OSH officer will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence according to Clause 13 of [Article 13 of Federal Decree Law No. 33 of 2021 on the Regulation of Labour Relations in the Private Sector \(the UAE labour law\)](#)

The OSH officer will report these to the principal who will pass to CEO as soon as is reasonably practicable and in any event within 10 days of the incident. OSH officer will also escalate it to Government authority.



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Time line for the reporting will be like within 12 hours any incident needs to be notified and within 48 hours incident investigation report should be prepared.

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

22.3 Notifying parents

The nurse/doctor 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.

22.4 Reporting to child protection agencies

The DSL will notify DHA and KHDA of any serious accident or injury to, or the death of, a student in the school while in the school's care.



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23. Drugs, Medications, Diseases and Medical Conditions

23.1 Parents have the prime responsibility for their child's health and MUST provide the school with information about their child's medical condition on admission. The admission process cannot be completed without the completed medical consent/history forms. Parents, and the child if appropriate, should obtain details from their child's doctor, if needed.

23.2 The School recognises that children with medical needs have the same rights of admission to school as other children.

23.3 The School follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.

24. Training

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

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

25. Car Free site

Within the gates of the school site, cars are not permitted. A designated drop off lane has been specified, whereby cars pull up outside of the front gate, which is supervised by a member of SLT. A separate parking lane has been provided and a security guard is positioned accordingly to assist a safe journey into the building. Security guards are positioned in all the entrance points.

26. Roles and responsibilities

With regard to implementation of this policy roles and responsibilities are clearly stated below:

Role of the BWA Advisory Board

The BWA Advisory board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the principal

It is the responsibility of the BWA Advisory board 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.
- 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



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Role of the Principal

It is the responsibility of the principal to ensure:

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, Vice-Principal student development assumes the above day-to-day health and safety responsibilities.

Role of Manager of School Operations

It is the responsibility of the manager of school operations to:

- Responsible for development, maintenance, safety, security and cleanliness of the school building and grounds
- Regularly and proactively inspect the school building and grounds to identify any maintenance or development requirements
- Line manages the school facilities and cleaning teams effectively to ensure all maintenance, cleaning and portorage requests and requirements are met in a timely manner and to a consistent high quality
- Provide operational and logistical support to all staff members seeking to organise school events, functions and performances
- Line manages the school clinic team effectively to ensure all health and safety compliance guidelines and requirements are met
- Line manage the school security team effectively to ensure all aspects of School security are covered both during and outside operational School hours, including being the liaison for contractors
- Oversee and support School security team with traffic management during drop-off and pickup Timings
- Oversee and regulate the safe usage of all School facilities, ensuring health and safety standards are met at all times, particularly with regards to Sports facilities e.g., swimming pool and lifeguards
- Be the liaison and contact person for all external and third-party providers looking to use the premises both during and outside operational School hours



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- Oversee all operations of externally provided services onsite i.e., School transport, canteen catering and parent café
- Oversee all aspects of School compliance and inspection from external governmental bodies i.e., KHDA, DHA, Dubai Municipality, Civil Defense and RTA
- Oversee and proactively facilitate all School emergency plans and procedures i.e., fire drills, evacuation management, lock-downs, lock-ins, extreme weather conditions, emergency School closures etc.
- Work closely with HR/PRO team to provide facilities management for staff accommodation and other staff support services e.g., organising meet & greet at airport, group visa medical appointments etc.
- Provide advice and strategic guidance to the principal and wider Senior Leadership Team on operational matters, and be accountable for their effectiveness using robust performance management systems
- Actively encourage, and lead on environmental sustainability targets across the school site

Role of the School Personnel

It is the responsibility of the school staff to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for students
- Understand emergency evacuation procedures and feel confident in implementing them

Role of the Parents and Students

It is the responsibility of the parents and students to:

- follow the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Role of External Contractors

It is the responsibility of contractors to:

- agree health and safety practices with the site manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.



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27. Associated Documentation

When implementing a policy consideration must be given to how it aligns and supports other policies. To ensure consistency this policy is fully aligned with the following key policies:

- Safeguarding
- E-safety
- Educational Trips policy
- Inclusion

28. Training implications

This policy will be shared with all BWA academic and administrative staff in the staff handbook.

Staff will be trained and /or refreshed at the start of each academic year – during the annual BWA induction week. For new joiners they will be walked through the policy by the Vice Principal during their induction period.

29. Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both students and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

30. Equity Impact Assessment

We have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief.

This policy has been equality impact assessed and we believe that it is fair, it does not prioritise or disadvantage any member of staff or student and it helps to promote equality at this school.



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Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	



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Appendix 2. Accident report

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



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Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency.

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on DHA guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.



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Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.



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Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Students and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.



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