

**Laycock Primary School**

**Health, Safety and Wellbeing Policy**



Laycock Primary School

Health, Safety and Wellbeing Policy

I have read and agreed to implement the Health and Safety Policy in Laycock

Primary School.

Signed:-………………………

Date:- ................................



**Laycock Primary School**

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**Laycock Primary School - Health, Safety and Wellbeing Policy**

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**1 Statement of Intent**

The Governing Body of Laycock Primary School is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision. Training is provided on an annual basis to all employees or as required.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both pupils and employees should underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Governing Body, Headteacher, Health and Safety Coordinator, the Site Manager/Caretaker and all employees.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and referencing to model policies.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:

Signed:………………………………………………………. Date:………………….

(Chair of Governors)

This policy will be reviewed annually and shared formally with all employees.

**2. Responsibilities - All employees**

**All employees are responsible for implementation of the Health, Safety and Wellbeing Policy.**

**Control**

* Looking after their own safety and the safety of others affected by their work. As a general rule the direct responsibility is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.
* Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
* Ensuring managers under their control carry out their health and safety responsibilities.

**Co-operation**

* Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School’s policies, risk assessments and health and safety standards.
* Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.

**Communication**

* Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures via the Site Manager/Caretaker’s log in the school Office.
* Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views

**Competence**

* Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.
* Ensuring the health and safety competence and capability of employees under their control

**Planning and Implementation**

* Using work equipment provided correctly, in accordance with instructions or training.
* Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.
* Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
* Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
* Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

**Monitoring**

* Reporting health and safety incidents, in accordance with the School’s health and safety Incident Reporting Procedure.
* Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School’s requirements.
* Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body.
* Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

**Safety Education**

* All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
* All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

**3. Responsibilities – Headteacher/ Health and Safety Coordinator**

**The Headteacher has been appointed as the Health and Safety Coordinator for the school and is assisted by the Caretaker / Site Manager.**

They are responsible for:

**Control**

* Establishing arrangements for the effective implementation and co-ordination of health and safety throughout the School.
* Supporting the staff and Subject Leaders in co-ordinating the development, review and revision of the School’s health and safety policy, standards and risk assessments.

**Co-operation**

* Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
* Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
* Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

**Competence and Capability**

* Ensuring that all employees are competent and have the capability to carry out their role/function.
* Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School’s health and safety policies, standards and risk assessments.
* Ensuring that records of health and safety training and development are maintained by the school

**Planning and Implementation**

* Ensuring the School’s health and safety standards (available via Bradford Schools Online) are implemented.
* Ensuring there are arrangements in place for managing risks arising from the school’s activities or premises, which are not covered by standards available on Bradford Schools Online
* Supporting the establishment of adequate arrangements for:
* First aid
* Fire and emergency evacuation
* Reporting of health and safety incidents, hazards and concerns
* Other day-to-day health and safety procedures as needed.

**Monitoring and Review**

* Ensuring systems are in place for monitoring and reviewing health and safety in the school.
* Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
* Regularly (at least annually) reporting school health and safety performance to the Governing Body.

**Premises Management**

* Ensuring there are arrangements in place for the management of the premises on a day to day basis.
* Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
* Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.
* Co-ordinating and ensuring compliance with premises related standards and assessments.
* Ensuring the annual check of items requiring PAT testing is carried out by a reputable company on an annual basis. ( See Appendix 3)

**4. Responsibilities - Governing Body**

**The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.**

**Governors’ duties include:**

**Control:**

* Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
* Ensuring that appropriate arrangements are in place to comply with statutory requirements.
* Ensure that statutory requirements are taken into account in determining the allocation of resources.

**Competence and Capability:**

* Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
* Ensuring that the Headteacher and all employees have an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
* Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

**Planning and Implementation:**

* Construction and maintenance work on the school premises is planned, coordinated and delivered in accordance with requirements set by Assett Management.
* The formation of a Premises Action Plan which is reviewed at Governing Body Committee level.

**Monitoring:**

* Taking an active part in monitoring health and safety standards in the school, by requiring Headteachers to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
* School health and safety inspections, monitoring checks and incident investigations.
* Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff.
* Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (e.g. Outcomes from the Work-Life Support Wellbeing Programme if used)
* The Chair of Governors will monitor the educational visits system with particular reference to higher risk visits e.g overseas, residential, adventurous acitivities

**5. Competent Health and Safety Advice**

The School refers to Bradford Council for competent Health and Safety advice.

http://www.bradford.gov.uk/scsafety/

The service offered by Bradford Council Health & Safety includes:

* Access to standards, generic risk assessments and guidance through the Health & Safety pages of:

http://www.bradford.gov.uk/scsafety/

These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers.

* Access to a telephone support desk for queries.
* Further support based on the level of service purchased by the School.

**6. Health Protection**

Bradford Council Infection Control Advice:

http://www.bradford.gov.uk/scsafety/corporate\_files/Infection%20Control%20Manual.pdf

provides advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools or contact the school nurse at you local NHS clinic.

HPA Contact Details: Tel: 0845 1550069 or

Bradford Health Protection Unit, New Mill, Victoria Road, Saltaire in Shipley, Phone 01274 366022 <http://www.bdct.nhs.uk/find-contact-us/>

Sun cream policy.

Parents are encouraged to apply sun cream to their children prior to the start of the school day. Staff are unable to apply suncream to children in school, with the exception of children with Additional Needs who would be unable to apply their own sun cream, and then only with parental consent. Parents can send their child into school with sun cream but must adhere to the following conditions:

• Sun creams are clearly labelled with the child’s name and class.

• A covering note is included from parents saying that their child has been shown how to apply the sun cream themselves and that the sun cream has been provided by them.

• Parents have shown the children how to effectively apply the sun cream.

• Children do not ‘share’ their sun cream with other children due to potential allergies and reactions to certain ingredients.

If in the instance an adult is aware that sun cream has not been adequately applied to neck, face or arms by a child and would obviously wish to ensure that this was rectified school requests an acceptance from parents that, in this instance, staff could help a child; parental permission is **not** expected for this.

**7. Council and School Arrangements for Health and Safety**

**Council arrangements** The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of http://www.bradford.gov.uk/scsafety/

A brief summary of arrangements for managing health and safety is given below:

Local arrangements have been implemented in the school covering:

* Employee health and safety competence and capability.
* Failures to comply with health and safety requirements processes.
* Fire and emergency evacuation (including fire risk assessment).
* First aid.
* Communication and consultation of health and safety.
* Reporting of health and safety incidents, hazards and concerns.
* Requirements to carry out risk assessments including for Stress, VDU’s, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
* Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
* Control of asbestos (including asbestos management plan) and Legionella.
* Working at height.
* Statutory inspection and maintenance of work equipment, plant and service.
* Control of (health and safety vetting and monitoring) contractors.
* Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

**8. Health and Safety Competence and Capability**

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

* Recruitment and Selection
* Employees changing role
* Induction
* Temporary employees, agency workers and volunteers
* Performance management
* Procedures when employees fail to perform on health and safety.

Training (legal requirement): There is a legal requirement to take account of an employee’s health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The Schools keeps a record of Health & Safety training undertaken by employees.

**9. Communication**

It is recognised that good communication systems are essential to ensure that everyone knows:

* about the health and safety arrangements within the Schools;
* about the risks associated with their work;
* what they need to do to protect themselves and others from harm; and
* how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways: notice board in staff room. Newsletters, staff meetings, school’s website and text messaging

**10. Health and Safety Consultation**

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

* In the first instance all employees can raise health & safety concerns directly with their line manager.
* All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
* Ensuring health & safety is on the agenda at Staff and Governors’ meetings. Issues are then dealt with or referred up.

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union

**11. Health and Safety Standards (Status)**

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the Health and Safety pages of www.bradford.gov.uk

It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. An Employees Contract of Employment (Conditions of Service) requires that they co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school, to the risk of prosecution.

The School has arranged for employees to be able to access these standards and this policy? How

**12. Health and Safety Risk Assessments**

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance are prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

**13. Health and Safety Monitoring and Auditing**

The School has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

• **Audits:** The School will ensure that a health & safety audit of the establishment is carried out at regular intervals by ECC RMCS Health & Safety.

• **Internal Monitoring:** The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generate actions plans which are reported to the Governing Body.

• **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Governing Body at least termly. Serious incidents are reviewed by a Senior member of staff and the findings reported to the Governing Body.

• **Regular Trade Union Health and Safety Inspections.**

• **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:

o Termly inspections of the premises (all curriculum / work areas and general areas).

o Monitoring of contractor operations under the School’s control.

o Routine checks on equipment and electrical, gas, mechanical and other services.

o Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.

**14. Health and Safety Performance Reporting and Review**

The Governing Body and Headteacher review the health and safety performance of the school at least annually at the final Full Governing Body Meeting of the academic year This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Governing body for review, comment and action and includes information and statistics on where relevant.

**15. Consequences of Non Compliance with the Schools Health and Safety Policies and Standards**

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

* As part of the normal line management process
* Through performance reviews
* For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

**16. Review and Revision**

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

**This policy was agreed by staff on :- …………………………………………**

**It was agreed by the Governing Body on:- …………………………………..**

**It will be reviewed annually in :- ………………………………………………….**



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**Appendices**

**Appendix 1: Health and Safety Local Arrangements Notice**

**Appendix 2: Getting Help on Health and Safety**

**Appendix 3: How to Raise a Health and Safety Concern**

**Appendix 4: PAT Testing**

**Appendix 5: Spillage procedures**

**Appendix 1: Health and Safety Local Arrangements Notice**

|  |  |
| --- | --- |
| **School:** | Laycock Primary School |
| **Headteacher:** | Juliet Nove |
| **School Health and Safety Coordinator:** | Headteacher |
| **Educational visits co-ordinator:** | Headteacher |
| **TU Health and Safety Representative / Employee Representative:** |  |
| **Report health and safety incidents to:** | Headteacher |
| **Report hazards to:** | Headteacher/Site Manager/Caretaker |
| **Person(s) responsible for undertaking H&S inspections:** | Headteacher/Site Manager/Caretaker |
| **Person responsible for co-ordinating fire evacuation arrangements:** | Headteacher/Site Manager/Caretaker |
| **Fire marshals:** | Support Staff marshal the zone they are in. |
| **Fire assembly point(s):** | Back Playground |
| **Day and time of weekly fire alarm tests** | Wednesday 9.05am |
| **First aiders / appointed persons:** | Carol Bell |
| **Where to find:** | **Location:** |
| Incident / Accident report forms | Office,First Aid Room |
| Hazard book | Caretakers room |
| Health and Safety Standards and Information relevant to school / curriculum area | Staffroom wall |

**Appendix 2:** **Getting help on health and safety**

|  |  |  |
| --- | --- | --- |
| **Bradford Council (BC) Contacts** | **Name(s)** | **Contact No. / email** |
| Risk Management Consultancy Service – Health & Safety | Adam Varley | 01274 431007 / 07582 101298 |
| Health and Safety Champion for schools | Adam Varley | 01274 431007 / 07582 101298 |
| Work-life balance / well-being | Linda Allen | 01274 385593 / 07582 106755 |
| Asbestos / legionella / contractor management advice | Refer to property handbook (Office) |  |
| Educational Visits Adviser | Jim Hughes | 01274 385585 / 07896 727731 |
| BC Counselling Service  (Confidential service) | Occupational Health Centre |  |
| **Other contacts** |  | |
| School’s Property Consultant | Julian Chancellor | |
| School’s food safety advisor | contact@baohsf.org.uk | |
| Occupational health advice | Jean Greening-Jackson | |
| School nurse | Cath Walker | |
| Bradford Health Protection Agency  (Infection control advice): | **Bradford** **Health** **Protection** **Unit**, **New** **Mill**, **Victoria** **Road**, **Saltaire** in Shipley, Phone 01274 366022 <http://www.bdct.nhs.uk/find-contact-us/> | |

**Appendix 3: How to raise a health & safety concern**

Health & safety concern

Via a   
Team Meeting

Via your Safety / employee representative

Directly

Line Manager

Are you happy with your line manager's response / action?

No further Action

Yes

No

Raise with senior line manager

Raise with School Health and Safety Co-ordinator

Raise with your Safety / employee representative

Concern Resolved

If issue not resolved will need to be referred to the Headteacher and/or Governing Body

Yes

No further Action

Are you happy with the response / action?

No

You are entitled to take the issue further using the School’s **Grievance Procedure**

PAT TESTING

APPENDIX 3

ITEMS REQUIRING TESTING ON ANNUAL BASIS

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | LOCATION | DATE TESTED | PASS/FAIL |
| INDUCTION HOB | KITCHEN |  |  |
| HAND MIXER | KITCHEN |  |  |
| TOASTER | KITCHEN |  |  |
|  |  |  |  |
| MINI OVEN | RESOURCE ROOM |  |  |
|  |  |  |  |
| TOASTER | STAFF ROOM |  |  |
| WATER BOILER | STAFF ROOM |  |  |
| MICROWAVE | STAFF ROOM |  |  |
| FRIDGE | STAFF ROOM |  |  |
| IRON | STAFF ROOM |  |  |
| HEATER | STAFF ROOM |  |  |
| KETTLE | STAFF ROOM |  |  |
|  |  |  |  |
| HEATER | CLASS 3 |  |  |
|  |  |  |  |
| HEATER | CARETAKER STORE |  |  |
| BUFFER | CARETAKER STORE |  |  |
| VACUUM | CARETAKER STORE |  |  |
| WET PICK UP | CARETAKER STORE |  |  |
|  |  |  |  |

APPENDIX 4

PROCEDURES FOR CLEAN UP AND DISINFECTING PROCEDURES

PROPER CLEANING PROCEDURES

The clean up procedure is a seven (7) step process which does everything possible to protect all

people involved – the sick person, the person who is doing the cleaning, and bystanders who just

happen to be in the vicinity.

The procedures consist of:

1. Isolating the area

2. Covering the incident residue to prevent aerosolization

3. Suiting up with Personal Protective Gear and Mixing the Disinfectant

4. Disinfecting the contaminated area

5. Cleaning the contaminated area

6. Disinfecting again the cleaned contaminated area

7. Doing the necessary documentary paperwork.

**1. Isolating the area**: Assuming that there are multiple children close by to the incident, the first thing to do is to offer assistance to the sick person and get him/her to a private place. Then get the other children away from the area. Your purpose is to keep people away from the site and not to let people walk through the spill area.

**2. Covering the incident residue**: Because we know that microscopic particles from a sickness event can be carried in the air, it is important to get the site covered to keep it from spreading. Paper towels, plastic sheets or rubbish bags, paper sacks, or anything that is non-porous should be used. The clean up person should take care to avoid any direct contact with the actual spill.

**3. Suiting Up for personal protection**: The person who is going to do the clean up should first of all get the Clean Up Kit. Then cover the spill with bioman. This needs the instructions to be followed to allow contact time, or “kill” time. Use the antiseptic gel to clean hands. The presence of Norovirus can only be confirmed through laboratory analysis. Remember that any number of diseases begin with “flu like” symptoms. Even though it is impossible to know initially that one is dealing with NOROVIRUS, it is better be cautious and wear the protective apron and gloves.

Put on the apron and gloves.

**4. Disinfecting the Scene**: Go to the site, and in close proximity to the spill zone, open the yellow clinical waste bag and the black rubbish bag. If a material has been placed over the spill, carefully remove the covering material and fold it in on itself so that the area that has had direct contact with the body spill is now self- contained. Place the rolled up cover material into the waste bag and spray it with the Disinfectant.

Generously spray the area with the Disinfectant, concentrating on the primary spill site. Be sure to keep people away from the spill site. While waiting for the “kill time” to pass, use paper towels and the disinfectant spray and wipe off any other affected surfaces. Remember the health adage to “clean from clean to dirty.”

**5. Cleaning Up the Spill**: After allowing the appropriate disinfectant “kill” time, use the cloths to move the residue into the yellow bag. Tie the yellow bag closed and place it inside the black rubbish bag.

**6. Disinfecting Again**: After you have got rid of the solid residue, come back to the spill site and spray the entire area again. Allow the area to air dry. Many disinfectants also contain cleaning agents so that this can be the final step in the clean up process.

The absolute final step in the clean up process is the removal of the Personal Protection Equipment. Remove the gloves and apron and place in the black rubbish bag and tie it closed. He rubbish bag can be placed in the normal rubbish bin as the spillage has been treated with correct chemicals. The mop and bucket must then be disinfected and washed out with clean hot water. Then WASH YOUR HANDS THOROUGHLY.

**7. Documentation & Child welfare:** The child should be seen by a First aider and the necessary documentation completed by the First aider.

FLOWCHART FOR CLEANING UP OF SPILLAGES/SICKNESS

1. ISOLATE AREA AND RETRIEVE CLEAN UP KIT FROM P.E. CUPBOARD

2. COVER RESIDUE WITH PAPER TOWEL/ROLL

3. PUT ON APRON AND GLOVES

4. REMOVE ANY COVER FROM SPILLAGE MAKING SURE YOU FOLD IT IN ON ITSELF AND PLACE IN YELLOW BAG. USE BIOMAN TO SPRINKLE OVER RESIDUE- ALLOW TIME FOR BIOMAN TO WORK THE RESIDUE. GENEROUSLY SPRAY THE AREA WITH DISINFECTANT, CONCENTRATING ON THE PRIMARY SITE.

5. USE YELLOW WIPES TO REMOVE THE RESIDUE AND PLACE IN YELLOW BAG.

6. SPRAY ENTIRE AREA AGAIN WITH DISINFECTANT. ALLOW TO DRY. REMOVE GLOVES AND APRON AND PLACE IN YELLOW BAG AND TIE IT CLOSED. PLACE THE YELLOW BAG INTO BLACK RUBBISH SACK AND TIE IT CLOSED.

7. IF MOP AND BUCKETS ARE USED THESE NEED TO BE DISINFECTED WITH HOT CLEAN WATER.

THEN WASH YOUR HANDS THOROUGHLY.