



# **HEALTH & SAFETY POLICY**

February 2019

Adopted by FGB: 13<sup>th</sup> February 2019  
Review Period: 3 yearly  
Minute No: 19/2/17e  
Review Date: February 2020

# Health and Safety Policy for Wimborne First School

## Statement of Intent

Wimborne First School recognises its legal and moral responsibilities to persons whose Health, Safety and Wellbeing may be adversely affected by school activities.

### The Law

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on Dorset County Council (DCC) (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, **the Governing body** are committed to ensure that school staff, pupils and anyone on the premises comply with the DCC's health and safety policies and practices (e.g. reporting accidents, first aid provision), and:

- Develop and regularly update a health and safety policy and advise all relevant persons of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of all staff and pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and others at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The Governing body, and the headteacher, must comply with any direction given to them by the DCC concerning health, safety and wellbeing of persons on the school's premises or taking part in any school activities elsewhere.

This statement deals with the Governing Body having local control on safety, covering building structure, equipment and other services. They have a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure all the above is in place and adhered to. It describes how the responsibilities are met with regard to employees, pupils, contractors and visitors.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

A management structure has been created to oversee that Health, Safety and Wellbeing are monitored and regular reports given to Governors. Training needs should be identified and training offered to staff and Governors.

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Governing Body recognises that the Health & Safety At Work Act 1974 (HSWA), The Education Reform Act 1988 and the Local Management of Schools Scheme of Delegation(LMS) requires school staff, the Governing Body and DCC to work together to ensure their objectives are achieved.

Below are those with responsibilities and duties within the school.

### **Governing Body**

The Governors are responsible for ensuring that budgets, mechanisms and procedures are in place for health, safety and wellbeing. The Governors will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The Governors have appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Governing Body on health, safety and wellbeing issues. The nominated Governor is Mr G Macrae.

### **The Governors of Wimborne First School will**

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Dorset County Council (DCC), and to assist the Council to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that risk assessments are carried out within the school using DCC risk assessment policy forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DCC guidance for the selection of competent contractors and will seek assistance from the schools Property Surveyor or DCC Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to the DCC Health and Safety Team in accordance with the DCC accident reporting policy and procedure.
- Review on a regular basis, all accidents and incidents reported to identify trends and reported to the Governing Body.
- Consult with the school council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.
- Allocate adequate financial provision to meet the requirements of all relevant legislation.

### **Headteacher**

The Head teacher has responsibility for school health and safety but delegates some functions to the Site Manager as follows:

- Ensure regular workplace inspections are carried out.
- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Termly inspection and an annual inspection with the nominated Governor.
- Submitting inspection reports to the Governors, if requested.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with Governors and/or DCC on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the Head teacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.

The Site Manager is responsible for liaising with contractors to ensure that the risk due to having contractors on site is monitored and controlled.

The Site Manager is appointed with the authority of the Head teacher to request action from the contractor where conditions are considered to be unsafe, and has the authority to remove contractors from site if the he/she considers them to be in breach of Health & Safety requirements.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the schools safety co-ordinator / manager, site manager).

### **Staff with special responsibility**

The Site Manager has special responsibility and is responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Head teacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtain relevant advice and guidance on health and safety matters.

- Co-ordinates and is the point of reference for the Governing Body's policy in relation to Health, Safety and Wellbeing procedures in school.
- Liaise with DCC's H&S Team when advice and guidance is required.
- Ensure the H&S files are kept up to date.
- Ensure compliance with DCC policy on RIDDOR issues.
- Implement and monitor procedures that have been put in place by the Governing Body.

### **Employees**

All DCC employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work, and adhere to the School's dress code.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them, even if this is outside normal working hours.
- Knowing the H&S Policy and organisation and arrangements in the workplace.
- Conforming to good standards of housekeeping, cleanliness and hygiene.

### **Volunteers**

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

### **Pupils**

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through the school prospectus – which can be found on the WFS website.

## **School health and safety representatives**

At present there are no safety representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.

## **Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the schools health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Site Manager will be responsible for the co-ordination of the contractors' activities on site.
- The Head teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Head teacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.
- All contractors will be vetted prior to awarding of any Works.
- Plant, tools and machinery that is brought onto site is serviced, inspected and tested, and that the contractor has appropriate training to use it.
- Will report to the Site Manager prior to commencement of any works so that they may be advised of any potential issues.
- Must be able to produce appropriate Public Liability Insurance.
- May use sub contractors, but only with permission from the school.
- May have to request a Hot Work Permit from the Site Manager.
- Will inform Site Manager on completion of the work if they have encountered any issues.

## **Visitors and other users of the premises**

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. outside clubs, preschool, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the school and DCC health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (Inventory) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.
- All visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using DCC accident reporting policy and procedure and form and sent to the County Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the headteacher should contact the County Health and Safety Team immediately on 01305 225019.
- Persons hosting visitors including meeting arrangers must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the 'no smoking' policy.
  3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.

4. Visitors record time of arrival and departure in the visitor's book.
5. All visitors are provided with and wear identification badges.
6. Visitors are accompanied or authorised to enter the premises.
7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
9. Visitors report all accidents, incidents and near misses to the host.
10. Visitors wear protective clothing that is supplied when necessary.

### **Lettings**

The Head teacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and DCC health and safety policies where appropriate. Further information is available on the WFS website.

## **Arrangements**

### **Monitoring and Inspection**

The school buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the DCC Health and Safety Team conduct an audit or review of the schools health and safety systems. A copy of the latest audit is available on line (ANT log on required)

The school completes written termly premises inspections in accordance with DCC guidance. A copy of the latest form is available from the Site Manager.

### **First aid**

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest DCC First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed in the Medical Room.  
The Lead First Aider has extra responsibility as detailed below.

First aid kits are located Medical Room and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a regular basis and the kit will be labelled with the date of checking and signature of the person who has checked it. This check will also be recorded.  
For further information please see the school's First Aid Policy on the WFS website.

### **Accident recording**

The school will record all accidents in accordance with DCC Accident reporting policy and procedure.

### **Administration of medicines**

The school follows DfES guidance on the dispensing of medicines within school.  
For further details please see the schools administration of medicines policy on the WFS website.

### **Off site visits**

The school follows DCC Children's Services Off Site Events and Adventurous Activities Policy.

### **Fire**

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating people requiring a PEEP (a personal emergency evacuation plan).

The Head teacher/Governing body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

For further details please see the Schools Evacuation and Fire Information Sheets.

### **Lockdown**

The school will ensure that they carry out a Lockdown drill at least once per term, and a record kept of this.

For further details please see the Schools Lockdown Policy, available upon request.

### **Electricity**

The school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be kept by the Site Manager.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

If personal items of electrical equipment are required to be used in school then permission must be sought from the Site Manager and the equipment must have a current portable appliance test completed on it, or be less than one year old.

### **Work equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment

- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a DCC approved contractor (if the school does not use an approved contractor they must ensure a competent contractor is used).

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

### **Access equipment (kick-stools and ladders)**

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check.

### **Control of Hazardous Substances**

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazcards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored and from the Site Manager

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

### **Property**

Defects in the condition of the buildings or grounds should be reported to the Site Manager.

### **Asbestos**

The school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located next to the Site Managers' desk.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the Head teacher who will contact the schools Property Surveyor immediately.

### **Legionella**

The school has a legionella survey which is located in the Site Manager's office. The Site Manager, is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained on 01305 225276.

### **Violence**

The school follows DCC policy and guidance for violence at work. For further information please refer to the DCC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

### **Manual Handling**

The school complies with the DCC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DCC Manual Handling Policy.

### **Lone Working**

The school complies with the DCC Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DCC Lone Working Policy.

### **Risk Assessments**

Risk assessments are completed for any significant risks in accordance with the DCC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DCC Risk Assessment Policy.

### **Sickness Reporting**

In the event of a large number of staff and/or pupils being off with illness the school will report this to the Health Protection Agency, The school will then act upon the advice received.

### **Training and Records**

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

### **Monitoring of Safety Performance**

It is the policy of the Governing Body to monitor the school based on the following criteria:

- Audit of Health and Safety Policy
- Workplace inspections
- Risk Assessments - The school risk assessment process is ongoing but comprises any potentially hazardous activity. These are available to view if required.
- In all cases staff, pupils and other visitors may be affected by the activity.
- Building Inspection by Health & Safety Governor
- Joint Safety Inspections with Safety Representatives

#### Other School Arrangements

- **After School Activities** – a risk assessment has been completed, and written into our lettings policy. It requires a First Aider to be present and suitable levels of supervision, amongst other arrangements.
- **Arrangements for special needs** – these are assessed on an individual basis, and with the help of the relevant experts if needs be.
- **Car parking** - the car park is for staff only, and those parent/carers with a particular need. This is monitored by the Site Manager, who also patrols the car park daily at arrival and leaving time.
- **Consultation arrangements with employees** – H&S issues are discussed at SLT, staff and support staff meetings, along with Unions if required.
- **Control of hazardous substances** – the school has conducted a COSHH assessment based on the DCC one day COSHH course. The assessments are shared in the Site Manager’s office.
- **Dealing with health and safety emergencies, procedures and contacts** – a Critical incident plan is in place and reviewed annual or as required. Fire and other emergency procedures are also in place, and similarly reviewed. Contacts are displayed around the school at relevant locations and known to a number of members of staff.
- **Letting school premises to outside bodies** – H&S procedures and requirements are written into the lettings policy.
- **Management of asbestos** – an asbestos register is kept on site and shown to all contractors prior to commencement of works. The condition of ACMs is checked monthly by the Site Manager.
- **Manual handling**- risk assessments have been written for all manual handling tasks which pose a significant risk. These are available from the Site Manager upon request.
- **New and expectant mothers** –a risk assessment has been written, and in our induction procedures potential Mothers are requested to inform the H&S Officer if they fall pregnant.
- **Occupational health services and work related stress** – information relating to stress and occupational health is displayed in the staff room. Further information can be obtained from the H&S Officer. An Assistant Head is booked on to a course for “Stress amongst staff”. (June 15). The H&S poster displayed in the staff room also gives information on way additional support can be sought.
- **Off-site visits including school-led adventure activities** – the school will visit the site to carry out a risk assessment prior to any trip taking place. Special consideration will be given to those pupils with extra needs.
- **On site vehicle movements** – these are monitored by the Site Manager at busy times. Once school has begun the children and vehicles are separated locked gates.
- **Playground safety** – an adequate number of adults must be on patrol in the playground at all times when the children are out. Particularly “higher risk” areas are individually monitored such as the boat and climbing equipment. Accidents are recorded and locations monitored to ascertain any potential hazards.
- **School security** - A site security assessment based on the information contained in the H&S Manual has been undertaken.
- **Selecting and controlling contractors** – depending on the size of the works the Site Manager, Head teacher and Governors are responsible for selecting contractors. They tend to use recommended contractors, and existing ones who have a history with the school. Control of contractors generally falls to the Site Manager, their own Supervisor or a DCC nominated Project Manager
- **Slips, trips and falls** – all areas of the school are monitored for potential hazards at all times. Walkways are kept clear, and wet floor signs employed as appropriate. At higher risk times such as snow and ice, extra precautions are put in place. Staff are reminded to wear appropriate footwear.

- **Smoking on school premises** – the school and school site is a non-smoking site at all times.
- **Staff and volunteer vetting procedures** – all staff and volunteers have to have a CRB/DBS check prior to employment/volunteering. Contractors also require one if working on site during school hours.
- **Stress** – the school recognises stress and will take appropriate measures to minimise its effects on staff members.
- **Training to include H&S** – all H&S training will be given as appropriate on staff training days. This to include but not exclusively Manual handling and First Aid, if a specific requirement comes up then appropriate training will be given.
- **Violence to staff** – a generic risk assessment has been carried out. If and when we have a specific threat we will make the necessary arrangements.
- **Work experience arrangements** – we only take young people from a few known establishments with whom we have an established relationship. Both these organisations and ourselves have carried out a joint risk assessment.
- **Workplace safety for teachers, pupils and visitors** – this is paramount to the school ethos, and is a consideration in everything we do.

This is not exhaustive list-additional information may be obtained from: Health and Safety team. Individual risk assessments are available to staff upon request.

### **ARRANGEMENTS ADOPTED BY THE SCHOOL GOVERNING BODY**

The Governing Body may adopt the following Council's policies and guidelines as their own policy

- Health and Safety Policy
- Manual Handling Operations
- Control of Substances Hazardous to Health (COSHH)
- First Aid at Work (FAW)
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
- Working with Display Screen Equipment (DSE)
- Policy on Personal Safety for Schools
- Health and Safety Guidelines for Design and Technology at Key Stages 1&2 3&4
- Smoking Policy
- Guidance for Sports Coaches in Schools
- Acquired Immune Deficiency Syndrome (AIDS)
- Dealing with Violence, Aggression and Threatening Behaviour

### **OTHER POLICES AND GUIDANCE**

The Governing Body may insert other guidance that may be appropriate such as:

- CLEAPPS
- Health and Safety Executive (HSE) Approved Code of Practice
- Department for Education and Employment Guidance
- British Standards/ISO
- Medical Advice for Staff in Schools
- Medical Pupils with Medical Needs (DFEE)