



NEWBOROUGH SCHOOL

Health and Safety Policy

Reviewed: Spring 2 2022
Next Review: Summer 2 2023

Contents

Part 1: Health and Safety Policy Statement

Part 2: Health and Safety Organisation

1. Introduction
2. Roles and Responsibilities
 - 2.1 Local Authority and Governing Body
 - 2.2 Resources and Relationships Committee
 - 2.3 Headteacher
 - 2.4 Role Specific Responsibilities
 - 2.5 Curriculum Leads and Teachers
 - 2.6 All Staff
 - 2.7 Pupils
 - 2.8 Visitors
 - 2.9 Contractors and Partners
 - 2.10 Safety Representatives

Part 3: Health and Safety Arrangements

3. Introduction
 - 3.1 Accidents and Incidents
 - 3.2 Animals
 - 3.3 Asbestos
 - 3.4 Contractor Control
 - 3.5 COSHH
 - 3.6 Curriculum Safety and Educational Visits
 - 3.7 Display Screen Equipment
 - 3.8 Fire Precautions and Emergency Procedures
 - 3.9 First Aid
 - 3.10 Grounds Maintenance
 - 3.11 Health and Safety Performance Monitoring
 - 3.12 Inclusion
 - 3.13 Infection Prevention and Control
 - 3.14 Lettings and Shared Use of Premises
 - 3.15 Lone Working
 - 3.16 Managing Medicines and Drugs
 - 3.17 Manual Handling
 - 3.18 New and Expectant Mothers
 - 3.19 Occupational Health
 - 3.20 Plant, Machinery and Work Equipment
 - 3.21 Risk Assessment
 - 3.22 School Transport
 - 3.23 Site Security
 - 3.24 Smoking
 - 3.25 Stress and Wellbeing
 - 3.26 Training
 - 3.27 Work Experience
 - 3.28 Work at Height

Part 4: Supporting Documents

Appendices

- Appendix 1: Organisational Structure Chart
- Appendix 2: Fire Safety Checklist
- Appendix 3: Infection Control Absence Guidance

Part 1: Health and Safety Policy Statement

This document states the policy and principle practices with respect to health and safety in the school. The Governing Body believes that ensuring the health and safety of all staff, pupils and visitors is essential to the success of the school. We are committed to:

- Compliance with statutory requirements as a minimum;
- Assessing and controlling risks from curriculum and non-curriculum work activities, with the aim of eliminating, minimising or controlling the risks;
- Providing a safe and healthy working and learning environment;
- Ensuring safe working methods and providing safe working equipment;
- Preventing accidents and work related ill health;
- Providing effective information, instruction and training;
- Consulting with employees and their representatives on health and safety matters;
- Monitoring and reviewing our systems and prevention measures to ensure they are effective;
- Setting targets and objectives to develop a culture of continuous improvement;
- Ensuring adequate welfare facilities exist throughout the school; and
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

The Management of Health and Safety at Work Regulations requires the School to have access to competent health and safety advice re applying the provisions of health and safety law. This advice is provided by Peterborough County Council.

The effectiveness of this policy will be monitored and reviewed as necessary or at the start of every academic year by the Governing Body and Head Teacher.

All people who work in or with the school and persons who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

Part 2: Health and Safety Organisation

1.Introduction

Peterborough County Council (PCC) is the employer of employees within the school. The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees to provide a healthy workplace and working environment for all persons in that place. This policy is therefore additional and complimentary to PCC's Health and Safety Policy and its associated guidelines.

The Governors of Newborough Church of England Primary School recognise the need to provide a safe and secure school environment for pupils, staff and visitors alike.

Our school aims to:

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

Our commitment to these aims is outlined within the Governing Body's Statement of Intent. To ensure compliance with this statement the school's management team will have additional responsibilities assigned to them. These are outlined in Part 2 and a supplementary organisational chart for health and safety management is included within Appendix 1.

In addition, the school has put in place a number of health and safety arrangements outlined within Part 3 of this policy. The Governing Body will ensure that all employees at the school are aware of these arrangements.

This policy is also based on advice gathered from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.

- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

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

The Health and Safety Advisors appointed by PCC are available for consultation on the implementation of any aspect of health and safety matters.

2.Roles and Responsibilities

2.1 The Local Authority and Governing Body

Peterborough Local Authority has ultimate responsibility for health and safety matters in the school but delegates responsibility for the strategic management of such matters to the school's Governing Body. The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members. The governor who oversees Health and Safety is **Mr Simon Fletcher**.

The Governing Body has a responsibility to ensure that:

- A clear written policy statement is created which promotes the correct attitude towards safety in employees and pupils;
- Health and safety performance is measured both proactively and reactively, and that the written policy statement is reviewed annually, at the start of each academic year;
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities;
- Persons have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work; and
- Sufficient funds and resources are set aside which to operate safe systems of work.

2.2 Resources and Relationships Committee

The Resources and Relationships Committee meets every half term and feeds back to the Governing Body. The main duties of the Committee in regard to health and safety are to:

- Regularly review the operation of this policy;
- Attend to any matters arising from its review;
- Recommend any remedial action to the Governing Body;
- Ask the PCC Health and Safety Advisor to carry out a general audit where necessary and report its findings to the Governing Body;
- Undertake a risk assessment biannually and report its findings to the Governing Body where necessary; and
- Refer any funding implications for health and safety management to the Governing Body.

2.3 Headteacher

The Headteacher supports the Governing Body in its duties. They are responsible for implementing and complying with all aspects of this policy on a day to day basis. They do this by ensuring:

- The Health and Safety Policy is communicated adequately to all persons;
- That there is enough staff to safely supervise pupils;
- Appropriate information on significant risks is given to staff, pupils, visitors and contractors;
- All staff, including those which are temporary, are competent and provided with adequate information, instruction and training on health and safety matters;
- Personal Protective Equipment (PPE) is provided based on the findings of any risk assessment;
- Suitable and sufficient risk assessments of the premises and working practices are undertaken and reviewed;
- Safe systems of work and procedures are in place as identified from risk assessments;
- Appropriate health and safety notices are displayed as identified;
- Emergency procedures are in place and are routinely practiced e.g. fire drills;
- A system is in place to regularly inspect and test plant machinery and equipment so it remains in a safe condition;
- Records are kept of all relevant health and safety activities e.g. training, risk assessments, inspections, accidents;
- Arrangements are in place to monitor the premises and performance;
- All accidents are reported in the School Incident Log, investigated and any remedial actions are taken or requested;
- Reports are submitted to the Governing Body on the health and safety performance of the school;
- Appropriate consultation arrangements are in place for staff and any Trade Union Representatives;
- Reporting to the Governing Body on health and safety matters; and
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.

The Headteacher may delegate the undertaking of health and safety management to specific individuals or groups of employees, however the responsibility to ensure that they are properly carried out remains.

In the Headteacher's absence, the Deputy Headteacher assumes the Headteacher's responsibilities outlined within this policy.

2.4 Role Specific Responsibilities

The day to day coordination of health and safety is divided between staff holding posts or positions of special responsibility. They include:

2.4.1 Assistant Headteacher

The Assistant Headteacher assumes the Headteachers responsibilities outlined within this policy if they are not available.

2.4.2 School Business Manager

Under the direction of the Headteacher, the School Business Manager is required to:

- Where possible, organise the rectification of any hazardous condition or fault relating to school property or its operation;
- Escalate to the Headteacher where a hazardous situation cannot be dealt with immediately, making the area safe as reasonably practicable;
- Ensure all contractors sign in to the school and are inducted into the schools policy and procedures;
- Ensure all contractors have seen sight of the schools Asbestos Register;
- Implement contractor control, ensuring supervision of their work activities whilst on site;
- Maintain appropriate records on the testing and maintenance of any plant machinery or equipment;
- Liaise with PCC's Property Services Team and directly appointed contractors on the implementation of the school's Planned Preventative Maintenance Plan; and
- To report accidents and incidents to PCC via the online reporting system Prime.

2.4.3 Caretaker

Under the direction of the Headteacher the Caretaker is required to:

- Identify, assess and where possible rectify any immediate hazardous condition relating to school property or its operation;
- Escalate to the Headteacher where a hazardous situation cannot be dealt with immediately, making the area safe as reasonably practicable;
- Ensure any contractor placed under their supervision is appropriately inducted into the schools policy and procedures;
- Implement contractor control, including the review of their risk assessments and safe systems and supervision of their work activities whilst on site;
- Assist the School Business Manager in the implementation of the schools Planned Preventative Maintenance regime, by performing weekly alarm tests and implementing the schools water management plan i.e. flushing of outlets and descaling of shower heads; and
- Perform COSHH risk assessments and ensure they are communicated to all affected staff.

2.4.4 Lead First Aider

The Lead First Aider is tasked with checking that first aid kits are in place and are suitably replenished.

2.5 Curriculum Leads and Teachers

Curriculum leads and teachers must:

- Apply the schools Health and Safety Policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher;
- Exercise effective supervision of their pupils and to know the procedures in respect to fire, first aid and other emergencies and carry them out;
- Give clear oral and written health and safety instructions and warning to pupils as often as necessary, to teach them how to behave safely and not compromise the safety of others;

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- Ensure that all employees under their management are familiar with the health and safety procedures for their area of work;
- Resolve health, safety and welfare problems that staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure all accidents are reported in the Incident Logs and are investigated properly to prevent reoccurrence; and
- Satisfy themselves that those responsibilities as appropriate are reassigned in their absence.

2.6 All Staff

All school staff have a duty to take care of each other and also the pupils, in the same way that a prudent parent would do so.

All staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the school on health and safety matters;
- Work in accordance with any training and instructions they are given;
- Follow the health and safety procedures applicable to their area of work;
- Visually inspect the area in which they are about to work and report any equipment which is defective and remedied before continued use;
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Report all accidents and near misses in accordance with current procedures;
- Ensure the use of personal protective equipment and guards where necessary;
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation;
- Attend any training required of them in the interests of health and safety management;
- Model safe and hygienic practice for pupils and exercise good standards of housekeeping;
- Understand emergency evacuation procedures and feel confident in implementing them; and
- Cooperate with any appointed Trade Union Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.

Any employee who authorises work to be undertaken or authorises the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Organisers of visiting groups have a duty to ensure the group or person is aware that appropriate procedures exist.

2.7 Pupils

All pupils, however young, have a responsibility to behave within the rules they are capable of comprehending. The school rules encompass the schools main health and safety principles. Pupils are to:

- Keep themselves and others safe;
- Be kind, be honest and helpful;
- Look after our things;
- Take care of our school; and
- Listen carefully so that we can always do our best.

2.8 Visitors

Any visitors to the school, including parents, must:

- Behave in a manner which complies with the schools health and safety rules;
- Be made aware of the procedures outlined and referred to in this policy;
- Register their presence on site by signing in the Visitors Book in Reception; and
- Follow any instructions provided by their visiting organiser.

Organisers of visiting groups have a duty to ensure the group or person is aware that appropriate procedures exist.

2.9 Contractors and Partners

Contractors will agree health and safety practices with the School Business 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. All contractors and partners shall:

- Comply with the requirements of the Schools Health and Safety Policy Statement;
- They shall ensure that their own employees comply with the requirements of the Health and Safety at Work etc. Act 1974 whilst working on behalf PCC, of the school and on school premises or land;
- They shall ensure that anyone affected by their work activities are aware of any hazards they may be subjected to and the precautions they should take for their health and safety;
- All contractors and partners shall notify the School Business Manager of any work procedure or activity involving significant hazards or use of hazardous substances and produce suitable and sufficient risk assessment and safe method of working, as required by relevant health and safety legislation;
- Work in a safe manner maintain and leaving their work areas in a safe state;
- Demonstrate they enforce and monitor that employees adhere to the safe systems of work and risk assessments put in place; and
- When required by the School Business Manager or Health and Safety Advisor, submit relevant documentation relating to the work they are undertaking on behalf of PCC or the school.

2.10 Safety Representatives

Where Safety Representatives have been appointed within the School by recognised Trade Unions, as detailed in the Safety Representatives and Safety Committees Regulations 1977, an outline of the main duties are as follows:

- Representing employees in consultation with the employer to develop arrangements for effective cooperation in measures to ensure health, safety and welfare of the employees;
- Investigating potential hazards in the workplace;
- Investigating accidents and dangerous occurrences at the workplace;
- Investigating health and safety issues by the employees they represent;
- Making representations to the employer on matters arising;
- Making representations to the employer on general matters affecting the health, safety and welfare of employees at the workplace;
- Carrying out inspections of the workplace;
- Representing employees in consultations with Inspectors from the Health and Safety Executive (HSE); and
- Attending Health and Safety Committees or meetings as necessary.

The School also recognises employees not represented by Trade Union appointed Safety Representatives. These employees have rights to consultation with the employer under the Health and Safety (Consultation with Employees) Regulations 1996.

Part 3: Health and Safety Arrangements

3.Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements and our own Statement of Intent.

3.1 Accidents and Incidents

3.1.1 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. As much detail as possible will be supplied when reporting an accident. Records held in the first aid and accident book will be kept for 3 years from the year they turn 18 (as children are able to claim until they are 21 years of age). Accident records concerning employees will be retained by the school for a minimum of 3 years from the date of the accident, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

3.1.2 Reporting to the LA

Accidents and incidents must be reported to the Local Authority on the accident reporting system Prime. Accidents and incidents must be submitted if the casualty is:

- Injured during a school or work related activity (including lack of supervision, due to a premises hazard and/or failure of equipment);
- Is required to seek further medical advice and treatment (e.g. taken to hospital or walk in centre);
- An employee is absent from work for 7 days or more due to a work related accident;
- Where a major injury is sustained (amputation, fracture and dislocation);
- Any work related disease (such as RSI);
- Where the casualty becomes unconscious; and
- Any work related death.

3.1.3 Reporting to the Health and Safety Executive

The Health and Safety Team, appointed by PCC, will review all submitted reports from the School on Prime. In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) they shall report any statutory F2508 notifications to the Health and Safety Executive (HSE) on the School's behalf.

The School Business Manager will have access to all school records inputted on to Prime and records of any accident which results in a reportable injury, disease, or dangerous occurrence to the HSE.

3.1.4 Notifying Parents

The school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable by means of an accident slip.

3.1.5 Reporting to Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably

practicable, and no later than 14 days after the incident. The Headteacher will also notify the Local Authority Child Protection Team of any serious accident or injury to, or the death of, a pupil while in the school's care.

3.1.6 Investigation

It is the responsibility of the casualty's manager or teacher to ensure an appropriate investigation is conducted following the report of an accident or incident to prevent reoccurrence. The Health and Safety Team may carry out their own additional investigation to ascertain causation in certain circumstances. The School should notify the Health and Safety Team immediately if they are contacted or visited by an Inspector of the HSE.

3.1.7 Violence at Work

The school does not tolerate violence to its employees. If an employee should find themselves subject to verbal abuse or threats of violence, whether in person, in writing or on the telephone, the employee must point out to that person that this behaviour is unacceptable and must cease immediately. All incidents of violence must be reported to the School Business Manager and the Headteacher, so an assessment of the schools continued interaction with that individual can be appropriately assessed and managed. This applies to violence from pupils, parents, visitors, contractors and other staff.

3.1.8 Dangerous Occurrences

If staff become aware of any incident or situation which they consider to be dangerous they should immediately inform the School Business Manager and the Headteacher. If the dangerous occurrence appears in the following list the School must immediately notify the Health and Safety Team:

- The failure of any closed vessel (including a boiler or boiler tube) where the failure has the potential to cause death to any person;
- Any unintentional incident in which plant or equipment either comes into contact with an uninsulated overhead electric line, or causes an electrical discharge from such a line by coming in close proximity to it;
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of plant which has the potential to cause death of any person;
- Any unintentional explosion, misfire or ignition of explosives;
- Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness;
- The complete or partial collapse of any scaffold; and
- Any other incident with the potential to cause death or major injury to any person.

3.2 Animals

The school feels that having animals to visit is a fun and worthwhile learning experience for children. When animals visit, the school shall:

- Undertake research, by consulting the guidance issued by the school's science service, CLEAPSS;
- Seek parental permission where it feels it is necessary;
- Perform a thorough risk assessment for all animals coming on site;
- Establish an appropriate care plan/procedure for the animal/s including assigning responsible persons, suitable housing, cleaning and disposing of waste, feeding

and watering, exercising and putting in measures to prevent any stress to the animal;

- Put in additional arrangements for the animal/s during emergency drills;
- Give consideration to any allergies that children or staff may have;
- Proactively include safety messages into any introduction to the children;
- Will instruct and encourage appropriate hygiene practices, such as hand washing; and
- Will suitably supervise pupils when interacting with the animal/s.

3.3 Asbestos

3.3.1 Asbestos Register

The school has an asbestos report, referred to as the Asbestos Register, which is kept on site at all times and incorporated into the signing in procedure for contractors. The report indicates what asbestos containing materials are, where they are likely to be found within the building and outlines the element of risk that may be presented by its presence.

Under the Control of Asbestos Regulations 2006 the school has a duty to manage the risk from asbestos. The duty requires that we make information on the location and condition of asbestos within the building available to anyone likely to work on the premises. It also requires advice be given on the potential of finding asbestos containing materials (ACMs) and information on the potential risks to health if the ACMs are disturbed. Therefore, all contractors working on site must sign the appropriate form to indicate that they have read the report before starting any work on the school.

All staff should be aware that any asbestos survey may only identify the areas where it is most likely to have been used and may be found. If there is any doubt, it is safer to presume that material contains asbestos unless there is strong evidence to suggest otherwise.

3.3.2 Asbestos Removal

Before the school commissions any building work, the survey and/or asbestos register will be checked to determine the probabilities of encountering asbestos. If the work involves disturbing asbestos, specialist advice will always be sought before proceeding. This can be done by contacting PCCs nominated Property Surveyor/Manager or the Asbestos Surveyors. The removal of any asbestos will only be carried out by an approved, licensed and authorised asbestos removal contractor.

3.3.3 Discovering Asbestos

If the school suspects that asbestos has been disturbed during the course any building works, the following procedure should be followed:

- Evacuate the area, seal off and prevent entry;
- Report to the Headteacher immediately;
- Seek immediate advice from PCCs Asbestos Surveyors and your Property Manager; and
- Inform your contact officer within Children's Services Planning and Development Team and the Health and Safety Team.

No one should enter the area until the Asbestos Surveyors have taken samples and performed air testing. Only on their approval should anyone re-enter the area.

3.4 Contractor Control

The School Office is responsible for ensuring that any contractor attending site signs in as a visitor and is inducted into site safety protocols. The School Business Manager and Caretaker should be notified of the attendance of any contractor.

3.4.1 Contractor Selection

The school will perform a competency assessment for the specific areas of work being awarded to the contractor. The extent of the assessment will depend on the nature of work involved. For larger scale or more hazardous operations the school will seek specialist advice. For small scale and simpler operations the school shall assess:

- Any past performance working for the school;
- Any work undertaken elsewhere, such as other schools;
- If they are members of any trade bodies;
- If they are accredited by any trade bodies;
- If they have general health and safety awareness; and
- If they have a written safety policy and/or organisation and arrangements for health and safety.

3.4.2 PCC Contractors

Where PCC sends a contractor to perform works at the school, the School Business Manager will be the person who the contractor will report to before any work commences, and again once it is complete. The School Business Manager shall ensure that:

- The contractor knows the health and safety standards that must be achieved;
- They are inducted into their work area;
- They are informed of any specific hazards which may affect their work;
- Take note of any specific hazards the work may generate and manage them accordingly; and
- Ensure their performance is monitored.

All issues should be fed back to PCCs Property Services Team and brought to the attention of the Health and Safety Advisor where necessary.

3.4.3 Planning and Organising the Work

The School Business Manager will establish clear parameters for everyone involved, including sub-contractors where appropriate. The school's own risk assessments should be taken into account as well as those supplied by the contractor. There may need to be more detailed method statements or a permit to work system for complicated hazardous procedures.

The School Business Manager should be clear about what services the contractor may require on site to cover plant and equipment they may bring with them, as well as any access to secure areas, school based storage that may need to be set aside and welfare facilities. The timing of the work should be carefully planned. Pupil and staff requirements should be carefully assessed, in particular their means of access and egress, especially those used in an emergency, playground facilities and general service arrangements e.g. kitchen deliveries.

The School Business Manager will liaise with the contractor throughout the duration of the work. Overall performance shall be reviewed and joint arrangements will be put in place for reporting and investigating any accidents, incidents or near misses. On work completion, relevant documentation should be exchanged. The Caretaker shall ensure that all equipment and material has been removed and working areas are left in a safe condition. Any damage to fixtures and fittings etc. should be made good. If equipment has been installed, safe operating procedures, maintenance routines etc. must be clearly identified to the school.

3.5 COSHH

Easy Clean is responsible for the management of COSHH within the school. They will ensure that any substances brought on to site by any contractor or partner is suitably controlled and assessed, as part of their contractor control protocols. Employees are not permitted to bring additional substances on to site without notifying the Headteacher. Staff will also be provided with personal protective equipment where necessary.

3.5.1 Risk Assessment

It is the responsibility of Easy Clean to ensure a manual for all substances on site is maintained. This will comprise of a substance inventory, hazard data sheets, and where necessary, COSHH risk assessments. Easy Clean shall provide cleaning and Caretaking staff with any necessary training and instruction in handling and storing substances.

3.5.2 Storage

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. All hazardous products are stored in a locked, secure room.

3.5.3 Disposal

Any hazardous products are disposed of in accordance with specific disposal procedures outlined on safety data sheets. If in doubt staff should always seek the advice of the Caretaker.

3.5.4 Spillages

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

3.5.5 Science

It is the responsibility of the Science Curriculum Lead to assess and manage any substances used for the purposes of science and education. The Science Lead will consult the guidelines provided by CLEAPSS to inform their own risk assessments.

3.6 Curriculum Safety and Educational Visits

The school has a nominated Educational Visits Coordinator who is responsible for ensuring that the school has an Educational Visits Procedure. All visits must be approved by the Headteacher who will ensure that:

- All visits and activities comply with relevant regulations and guidelines, as well as the schools own safety procedures;

- A Group Leader is nominated and is competent to undertake the role;
- Risk assessments have been completed and communicated where necessary;
- The ratio of supervisors to pupils is appropriate for the activity or visit;
- Parents have signed consent forms where deemed necessary;
- The medical needs and special educational needs of all pupils have been assessed;
- Adequate first aid provision will be available, in the form of at least one first aider with a current paediatric first aid certificate (as required by the statutory framework for Early Years Foundation Stage);
- Travel arrangements are appropriate;
- The Group Leader has information on emergency procedures;
- The school has all the necessary contact information for the supervising staff; and
- A contingency plan is in place for any delays or late returns home.

Staff are required to take a mobile phone, portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

3.7 Display Screen Equipment

3.7.1 Workstation Assessments

The school will perform a workstation assessment for any employee who is classified as a Defined User as identified in the Health and Safety (Display Screen Equipment) Regulations 1992. This applies to any employee who uses a fixed desktop computer daily, for an hour or more. The School Business Manager is responsible for ensuring these assessments have been performed either annually or when there is a significant change to the workstation. Further advice should be sought from the Health and Safety Team where there are health issues associated with the use of a workstation assessment.

3.7.2 Eye Tests

Staff identified as Defined Users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). Defined Users are able to bring a receipt for an eye test into school to claim back the cost of this.

3.8. Fire Precautions and Emergency Procedures

3.8.1 Premises Responsible Persons

The Head Teacher is responsible for ensuring that all employees and pupils (and as far as reasonably practicable, all visitors) are aware of the school's Fire and Evacuation Procedure. The School Business Manager is responsible for ensuring evacuation notices are kept up to date and are displayed in each classroom. Fire drills are performed each term.

3.8.2 Fire Precautions

Fire precautions will be implemented and maintained to ensure that the risk of fire is reduced. Such precautions will include:

- No smoking signs and adhering to the School's Smoking Policy;
- Fixed and portable electrical testing;
- Adequate and timely maintenance of systems and equipment;
- Identification and control of all possible sources of ignition in the workplace, including the potential for arson;
- Appropriate storage of combustibles and flammables;
- Good housekeeping practices;
- 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;
- Fire alarm testing will take place once a week by the Caretaker;
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks; and
- Emergency evacuations are practised at least once a term.

A fire safety checklist can be found in appendix 2.

3.8.3 Evacuation Procedures

All employees must receive instruction and information to ensure they know and understand the fire evacuation procedures. Provisions are in place to ensure that all occupants are able to be evacuated safely. These include:

- Statutory testing of fire detection, alarm and emergency lighting;
- Inspection and maintenance of fire evacuation routes;
- Provision, inspection and maintenance of sufficient fire breaks and fire doors;
- Appropriate and sufficient fire route signage;
- Sufficient alarm call points with appropriate signage;
- Provision, inspection and maintenance of firefighting equipment;
- Practiced emergency evacuations;
- Designation of an appropriate safe evacuation Assembly Point;
- Fire Action posters and fire route maps displayed throughout the school;
- Other safety signage such as specific hazard identification e.g. flammables;

The School has a written emergency evacuation procedure which is trained to all employees and communicated to all visitors as part of their site induction.

The fire alarm is a loud continuous bell. 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 pupils will congregate at the assembly points. These are at the far side of the playground away from the school building.
- Class teachers will take a register of pupils, which will be checked against the attendance register of that day
- The School Business Manager and Administration Assistant will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

3.8.4 Personal Emergency Evacuation Plans (PEEP)

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Further details of these can be found within the individuals Personal Emergency Evacuation Plan (PEEP).

3.8.5 School Hall Capacity

The occupancy for the school hall has been calculated by the Local Authority fire risk assessors and is based on the available floor space.

- When people are standing or sitting without chairs, the maximum of 220 persons may be in the hall; and
- If used as a dining hall a maximum of 166 persons may be in the hall.

Should the hall be required for a seated audience (e.g. school production) the seat rows should be a minimum of 305mm apart with no more than 14 seats per row. An aisle no smaller than 1050mm must be maintained and all exit routes must be kept clear.

3.9 First Aid

The school's first aid procedures are outlined within its First Aid Policy.

3.10 Grounds Maintenance

The school grounds are maintained regularly by Mr J Rowell.

3.11 Health and Safety Performance and Monitoring

This policy will be reviewed by the Headteacher every academic year. At every review, the policy will be approved by the Governing Body.

The school will implement a number of actions to monitor its health and safety performance. They include:

- Investigating all serious and reportable accidents;
- Produce statistical information relating to accidents and incidents which will be reported to the Governing Body as required;
- Will cooperate with Health and Safety Advisors from PCC who shall undertake audits of the premises, reviewing the school's health and safety management system and report their findings to the Headteacher;
- Internal and external health and safety inspections in the form of site walks by a School Governor on a termly basis;
- Site inspections performed by the Caretaker on a regular basis, as outlined in their schedules;
- Classroom checks by teachers.

3.12 Inclusion

The school's dedication to Inclusion is outlined within its Accessibility Plan. The SENCo is directed by the Headteacher. It is their responsibility to ensure that staff are suitably informed and trained to be able to support and include SEN pupils safely and effectively.

The SENCo is required to inspect the sensory equipment and facilities and review the performance of the staff which interacts with that space.

The provisions for SEN pupils are outlined within the school's Accessibility Plan. This covers the planning and assessment of SEN pupils and making reasonable adjustments in respect of the Equality Act where access or physical site adaptations are required.

3.13. Infection Prevention and Control

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

3.13.1 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; and
- Cover all cuts and abrasions with waterproof dressings.

3.13.2 Coughing and Sneezing

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

3.13.3 Personal Protective Equipment (PPE)

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids;
- Wear goggles if there is a risk of splashing to the face; and
- Use the correct personal protective equipment when handling cleaning chemicals.

3.13.4 Cleaning of the environment

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

3.13.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface;
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below; and
- Make spillage kits available for blood spills.

3.13.6 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; and
- Bag children's soiled clothing to be sent home, never rinse by hand.

3.13.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy;

- Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins;
- Remove clinical waste with a registered waste contractor; and
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

3.13.8 Pupils vulnerable to infection

Some medical conditions make pupils 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 either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

3.13.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.14. Lettings and Shared Use of Premises

This policy applies to lettings and hirers. 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.

If the Headteacher has any concern about new or existing lettings, they will consult with the Governing Body.

There is a requirement for these organisations to submit a copy of the following documentation:

- Health and Safety Policy
- Complaints Procedure
- Safeguarding Policy
- Child Protection training certificates
- General Public liability insurance certificate

3.15. Lone Working

Lone working within the school could manifest itself in a number of ways:

- Staff that are required to work alone for all or most of the time, such as cleaning staff working in the evening or early mornings;
- Staff staying on to finish work after others have left, or those who regularly work late or start early before anyone else gets into the building;
- Staff who are key holders or who are left to turn out the lights, set the alarm and lock up the premises after everyone has gone home;
- Staff who preform home and site visits;
- Weekend working; and
- Caretaker duties.

Staff should seek the permission of the Headteacher to work alone in the building outside normal school hours. The experience and training of all staff and the activities to be undertaken will be considered before allowing lone working.

The lone worker will:

- Notify someone of their intended time at work and their intended time of their return;
- Establish their own checking in and out system with family, friends or work colleagues. It is advised lone workers provide their relatives or friends with a contact number should they not return home;
- Ensure that areas of the school not in use are kept secure;
- Not put themselves in danger by challenging intruders or vandals but should call for Police assistance;
- Not enter the premises if there are signs of intruders, but should immediately call the Police and the Head Teacher;
- Not work alone if they have medical conditions that might cause incapacity or unconsciousness; and
- Not perform high risk activities alone, such as work at height.

If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

3.16 Managing Medicines and Drugs

The schools policy on managing the administration of medication to pupils is covered in the Managing Medical Conditions Policy

It is expected that all employees who use and store non-prescribed medication do so responsibly, and do not dispense such medication to their fellow colleagues or pupils. No medication should be stored in first aid kits, drawers or cupboards for communal use, or in reach of any child.

Where any employee advises the school that their normal abilities are impaired or reduced due to the consumption of prescribed medication, the school will perform a risk assessment. The school will:

- Review that individual's daily activities and adjust where reasonable;
- Review their supervision and monitoring needs;
- Agree how their medication should be stored and taken;
- Discuss what emergency response they require, such as first aid, ambulance or contacting a relative or friend; and
- Where required, the employee be referred to Occupational Health for further support and advice.

3.17 Manual Handling

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 and pupils 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; and
- 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.

3.18. New and expectant mothers

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 antenatal carer 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 carer and GP immediately to ensure investigation; and
- 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

3.19 Occupational Health

Access to Occupational Health is through our Human Resources provider, EPM. Referrals to Occupational Health will be made should we feel it to be necessary once we are made aware of an employee's medical condition or if we have concerns about the employees ability to carry out their role.

3.20 Plant, Machinery and Work Equipment

The School Business Manager is responsible for:

- Ensuring that a suitable testing and maintenance regime is in place and undertaken for the fixed electrical system every five years;
- Maintaining site records for fixed electrical and PAT testing;
- Ensuring PAT testing is performed on any portable electrical items brought into school; and
- Facilitating the removal of any defective equipment from use.

Employees are:

- Not permitted to bring in to school any personal electrical items without first consulting with the School Business Manager, for example portable fans and heaters from home. This is to ensure that the equipment can be subject to visual inspection and PAT testing if necessary;
- Not to leave portable electrical items switched on overnight or a weekend (unless agreed with the Premises Officer); and
- Responsible for reporting any defective electrical equipment to the Premises Officer.

3.20.1 Plant and Machinery

All equipment and machinery is 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 that 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

3.20.2 Gas safety

Gas is used to heat the water and underfloor heating system. Annual checks by a competent Gas Safe registered engineer are conducted as coordinated by the School Business Manager.

3.20.3 Legionella

A water risk assessment is completed monthly by **SMC Limited**. The School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. This risk assessment will be reviewed bi-annually and when significant changes have occurred to the water system and/or building footprint. The risks from legionella are mitigated by the following:

- Monthly temperature checks;
- Quarterly shower heads and spray taps;
- 6 monthly grey tank temperature monitoring;
- 6 monthly closed system checks; and
- 6 monthly sampling for Legionella.

3.20.4 Electrical Equipment

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

3.20.5 PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently;
- Staff check that equipment is set up safely; and

- Any concerns about the condition of the gym floor or other apparatus will be reported to the School Business Manager.

3.20.6 Outdoor Play Equipment

The outdoor play equipment is inspected on an annual basis to ensure it complies with the necessary standards. The School Business Manager keeps records of these inspections.

3.20.7 Specialist Equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

3.21 Risk Assessment

The responsibility for ensuring that all risk assessments are carried out rests with the Headteacher. They may delegate the undertaking of risk assessments to individuals or groups of employees, however the responsibility to ensure that the assessments are properly carried out remains. Those conducting risk assessments shall:

- Have a thorough understanding of the work activities, processes and procedures being assessed;
- Have an understanding of how to conduct risk assessments;
- Communicate the risk assessment to any affected persons; and
- Inform their manager where they do not feel competent to conduct any aspect of an assessment. Further advice should then be sought from the Health and Safety Team if the knowledge does not exist within the school.

Where a risk assessment is conducted it is the responsibility of the Headteacher to ensure that the necessary control measures are implemented and that they are reviewed on a regular basis.

A summary of risk assessments conducted within the school are as follows:

Area	Risk Assessment Required	Person/s Responsible
All work activities and use of work equipment	Management Risk Assessment	Headteacher and Teachers School Business Manager
Using chemicals or hazardous Substances	COSHH Assessment	Easy Clean
Use of desktop computers for an hour or more of continuous use	DSE Workstation Assessment	School Business Manager
Manual Handling or People Handling	Manual Handling Assessment	Headteacher
Use of Personal Protective Equipment (PPE)	PPE Assessment and Inventory	Caretaker
Fire Management	Fire Risk Assessment	Appointed Contractor Action plan to Headteacher and School Business Manager
Educational visits	EVOLVE risk assessment	Educational Visits Coordinator
New and Expectant Mothers	New and Expectant Mothers	Headteacher

Work Experience	Work Experience	Deputy Headteacher
-----------------	-----------------	--------------------

3.22 School Transport

Staff members who use their own car to transport pupils must have the appropriate Business Insurance cover. A copy of their Insurance Certificate should be provided for the School Business Manager. There must always be two adults within a vehicle transporting pupils.

3.23 Site Security

Dardan Security are responsible for the security of the school site out of school hours. The Headteacher is responsible for the school site during school operating hours. The Headteacher is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Dardan Security are key holders and will be the first to respond in an emergency out of school hours. The Caretaker, Headteacher, Deputy Headteacher and School Business Manager are all key holders.

3.24 Smoking

Smoking is not permitted anywhere on the school premises.

3.25 Stress and wellbeing

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.

The school shall:

- Complete risk assessments to identify possible causes of stress in the workplace;
- Engage our staff in decision making;
- Monitor and evaluate absence levels linked to stress related illness;
- Provide our staff with effective supervision including team meetings and 1:2:1s;
- Provide appropriate support or guidance where necessary to employees;
- Outline strategies on stress management for individuals;
- Ensure employees have the necessary skills, training and resources available to them to confidently go about their daily work; and
- Provide access to Occupational Health and any available help to them.

All staff have access to the Employee assistance Scheme – Education Support Partnership.

3.26 Training

Our staff are provided with health and safety training as part of their induction process. Staff who work with pupils with special educational needs (SEN), are given additional health and safety training as necessary.

3.27 Work Experience

Work experience is arranged and coordinated by the Deputy Headteacher. It is their responsibility to ensure that the management risk assessments covering the activities the young person will be undertaking are reviewed and adjusted to correlate with the person's competence. It should outline tasks and activities the young person is or is not permitted to do, their supervision arrangements and their induction process.

3.28 Working at height

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:

- The caretaker retains ladders for working at height;
- Pupils 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; and
- Access to high levels, such as roofs, is only permitted by trained persons.

The Caretaker is responsible for ensuring that all work equipment for work at height is appropriately inspected, stored and maintained. New equipment will be checked to ensure it is appropriate for its intended use, that it operates as intended and is in good condition. All equipment should be subject to a visual inspection before each use. A detailed inspection of all equipment should be performed every 6 months by Caretaker.

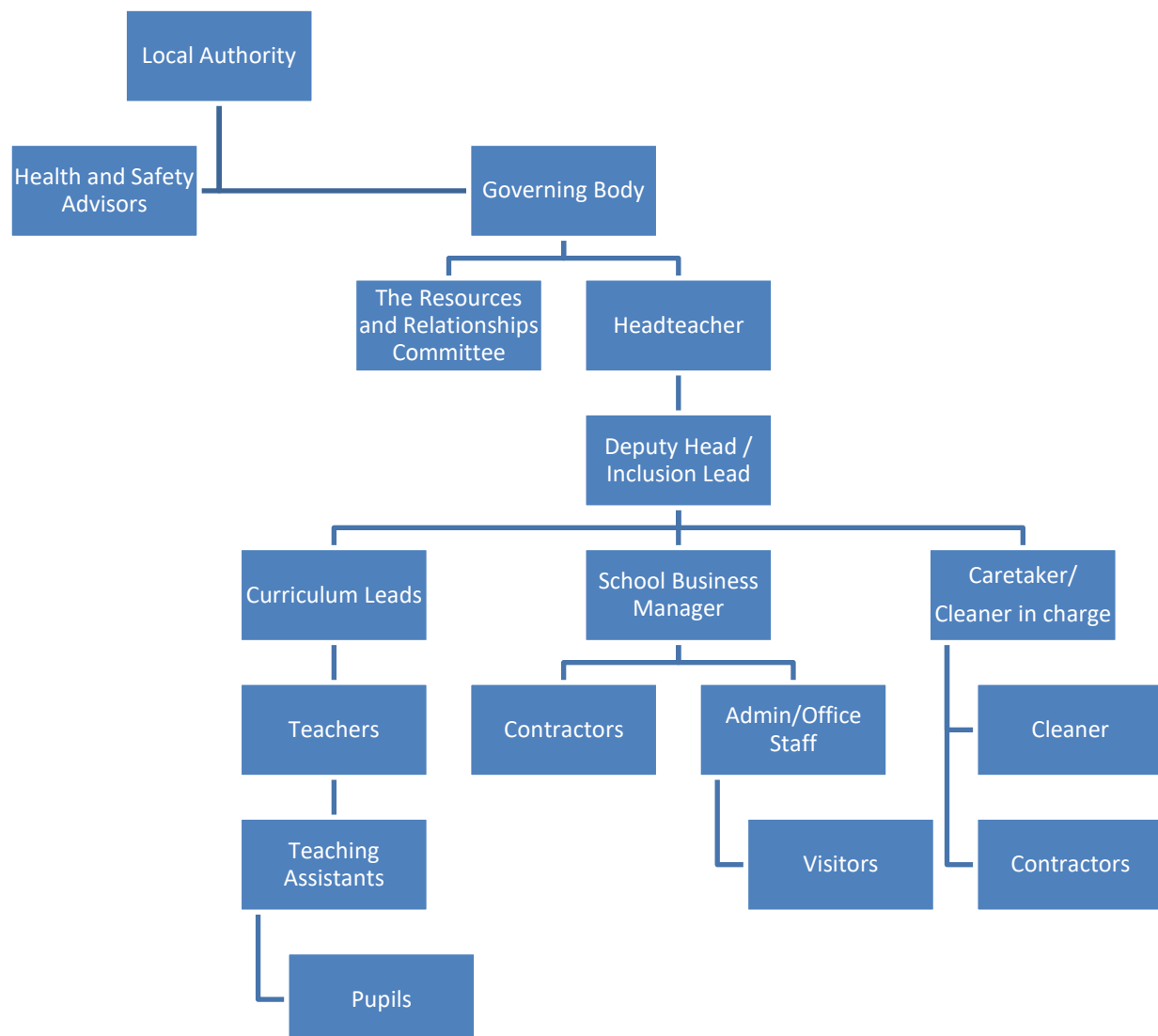
Part 4: Supporting Documents

This Health and Safety Policy links to the following policies:

- First Aid
- Supporting Pupils with Medical Conditions
- Accessibility Plan

Appendices

Appendix 1: Organisational Structure Chart



Appendix 2: 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 pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

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 Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.

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

	people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to

	exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Our Health and Safety Commitments, COVID-19 Secure

Despite these difficult and uncertain times Newborough CE Primary School will continue to work to: take all reasonable steps to provide safe and healthy conditions for staff (including agency staff), pupils and others who may be affected by its activities and will take all necessary steps to ensure compliance with all relevant health and safety legislation.

We are committed to doing this in a way that protects the safety and security of everyone, our employees, pupils, contractors and members of the public (parents). Therefore, we will follow the Government's phased approach to implementing the recovery plan by:

- Employees continuing to work from home where they can
- Only reopening the school in line with the legislation and Government guidance
- Only carrying out activities where we are certain this can be done safely, a risk assessment has been completed, signed off by the Local Authority and the control measures implemented
- Managing the risk of COVID-19 through 4 key mechanisms of infection control: physical distancing and limiting contact (Bubbles), environmental hygiene, personal hygiene and where appropriate Personal, Protective Equipment (PPE)
- making changes to our building environments to encourage social distancing
- considering how we can welcome visitors safely
- making changes to how we teach, placing pupils in to bubbles to limit contact with others
- ensuring our buildings are well ventilated
- ensuring we have the facilities available to encourage excellent personal and respiratory hygiene (bins, tissues, hand sanitiser and wash hand basins)
- ensuring we maintain excellent environmental cleaning across our buildings
- encouraging everyone that uses our sites to maintain social distancing and personal hygiene through information, signage and visual cues
- where appropriate our employees wearing the PPE required to keep them and others safe

We will:

- Follow Government guidelines on infection control
- Take recognised industry guidance into account
- Consult with our recognised unions and engage with our Local Authority when planning to carry out other activities
- Ensure our employees and pupils are safe
- Consider the individual health needs and personal circumstances of our employees and pupils in our risk assessment processes
- Provide our employees with the information, instruction and training they need to carry out their roles for everyone's good and safety

Head: Mrs R Marrs

Chair of Governors: Rev C Hurst