Health & Safety Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
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Headteacher: Mrs Emma Humphrey

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1. Aims

Rationale/Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and visitors and any other persons likely to be affected by our activities including the general public, where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Anstey Junior School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Our school aims to:

- Provide and maintain a safe and healthy environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- 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
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies. The fire manual is reviewed annually by the Fire Safety co-ordinator, the headteacher and Governors making the necessary amendments

All staff will be briefed and receive a copy of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced. All staff will receive annual refresher training.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities

3.1 The local authority and governing board

Hampshire County Council 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 board.

Hampshire County Council will ensure that Health & Safety has a high profile, ensure adequate resources for health and safety are made available, consult and advise staff regarding health and safety requirements and arrangements along with periodically monitor and review local health and safety arrangements.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members. There is a nominated governor who oversees health and safety.

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

- Set clear Health and Safety policies and procedures
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

3.2 Headteacher

The headteacher is the responsible manager for health and safety day-to-day.

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence the deputy headteacher or DPO assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Site Manager and DPO

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. The site manager is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. The site manager is to work within his level of competence and seek appropriate guidance and direction from the headteacher/responsible manager and/or the Children's Services Health & Safety Team as required.

The facilities management trained employee (Site manager) is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks. The Facilities Manager will attend the Introduction to Site Safety training course every 3 years.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Children's Services Department require that every site have a facility management trained member of staff (site manager) who is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He/she is to attend the facilities management training course and refresh this training every six years. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements. This will be the site manager and DPO.

3.4 Staff

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

School staff (including volunteers) have a duty to take care of pupils in the same way that a prudent parent would do so.

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
- Ensuring their own work area always remains safe
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences, or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Ensure that all hot drinks are kept safe at all times

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents or concerns to a member of staff.

Pupils will receive an annual how to be safe at school awareness walk

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work including additional permits required (i.e. hot works).

For HCC schools contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance.

All contractors must report to reception where they will be asked to sign the visitor book and asbestos register, and will be handed a health and safety leaflet and talked through fire procedures. All contractors must be issued with the local written contractor induction brief (health and safety leaflet) that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

3.7 Governors

The purpose of the Finance and Resource committee is to assist in the assessment of safety related matters and provide appropriate support to the headteacher. The committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The committee meet termly. Aspects of safety will be on the agenda as detailed in the paragraph above.

3.8 Vulnerable Persons

Where there are vulnerable persons (young, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

3.9 Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information (via a leaflet) to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with an ID Badge and required to sign in and tick that they have received and read the Health and Safety leaflet.

4. Site security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines

Key holders are responsible for the security of the school site in school hours and Kestrel security for out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager, Headteacher, Deputy Headteacher and Admin Officer are key holders and will respond to an emergency.

Traffic Management

The school will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe systems of work

A copy of which is available on the school website. Arrangements will be shared with employees and relevant third parties.

4.1. Risk assessor

General risk assessment management will be co-ordinated by the site manager and the DPO in accordance with guidance contained in the Children's Services Safety Guidance. The risk assessor will attend training every 3 years.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site who are the DPO and site manager will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the headteacher or their delegated member of staff prior to implementation.

Completed risk assessments are listed in the Risk Assessment online folder and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed.
They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

5. Fire

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.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell. Fire alarm testing will take place once a week. Separate fire evacuation and lockdown procedures are in place and documented separately from this policy

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

In the event of a fire:

- The alarm will be raised immediately 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, which are located on the front field
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day, if there are any pupils not accounted for, the class teacher will hold up the red card in the back of the register.
- The Admin Officer will take a register of all staff, contractors or visitors. If there are any staff, contractors or visitors not accounted for, the class teacher will hold up the red card in the back of the register for the responsible manager to co-ordinate.
- Fire marshals will compete their role using the checklists at the fire points and report to the responsible manager upon completion.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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.

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The site manager and DPO are IOSH trained as the school fire safety co-ordinator. Training will be attended every three years, the fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

The responsible manager/headteacher will ensure through the fire safety co-ordinator that:

- All staff receive fire safety training annually and are aware to report any concerns or issues to the fire safety co-ordinator
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual and staff are asked to report any findings to the fire safety coordinator.
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

5.1 Emergency procedures

The Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident.

6. COSHH

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Headteacher

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

The COSHH Assessor (Site Manager) will attend the COSHH assessor training course every 3 years. The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

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

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

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

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.

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the responsible manager/headteacher.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is the cleaning cupboard for this school. This is to remain locked at all times.

Any hazardous products are disposed of in accordance with specific disposal procedures.

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

6.1 Gas safety

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

6.2 Legionella

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

- A water risk assessment has been completed. The site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's online water log book
- This risk assessment will be reviewed frequency or when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following temperature checks, heating of water, flushing little used outlets (class room sinks in school holidays), all checks are recorded on the record for buildings online system to alert Hampshire of non-compliance and unsafe temperatures and Hampshire property services complete dead leg survey annually.
- The site manager will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and the Children's Services Health & Safety Team as required.
- All staff are aware of the school grounds risk assessment that relates to water borne diseases including from the school pond and grounds.

The Nominated Responsible Person for Legionella (site manager) on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.
The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.
The NRP will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

The site manager will annually complete the Legionella e-learning course and all training records are to be retained.

6.3 Asbestos

Asbestos management on site is controlled by the Nominated Responsible Person (Site Manager). The asbestos register as issued by the Asbestos Team is located at https://alphatracker.hants.gov.uk/ with full sign in details at reception. The asbestos folder is to be shown to all contractors who may need to carry out work on site. Contractors must log into the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager (Headteacher) and the Nominated Responsible Person (Site Manager) must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos folder. The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.

The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person. Any staff at Anstey Junior School wishing to attach anything to a wall that involves a nail or drill, must ask the site manager to do it.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the headteacher and the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the headteacher and asbestos competent person.

- Staff are briefed annually on the hazards of asbestos, the location of any known asbestos in their working areas across the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- The school site manager is the nominated competent person for asbestos on the premises and acts on behalf of the headteacher to provide the necessary competence to enable asbestos to be managed safely. The Site manager will annually complete the asbestos e-learning course and all training records are to be retained.
- The site manager will advise the headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the headteacher and the Children's Services Health & Safety Team as required

7. Equipment

- 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
- All general equipment requiring statutory inspection and/or testing on site (eg. boilers, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.
- Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

7.1 Electrical equipment

The Headteacher will ensure that:

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Only authorized and competent persons are permitted to install or repair electrical equipment
- 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 site 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 inspected/carried out by a competent person annually
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- Any defective or suspected defective equipment, systems of work, fittings etc. must not be used and be reported to the school site manager and attended to as soon as possible.
- New equipment must be advised to the responsible manager/headteacher in order that it can be added to future PAT testing schedules
- Electrical cupboard will remain locked at all times to ensure no pupils can access.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to the Site Manager and repaired or disposed of as soon as possible.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently annually. Staff check that equipment is set up safely
- Any concerns about the condition of PE equipment or other apparatus will be reported to the site manager

- All general equipment requiring statutory inspection and/or testing on site *(eg. PE equipment, climbing apparatus)* will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.
- Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out

7.3 Display screen equipment

The Display Screen Equipment (DSE) assessor is the site manager and will attend the DSE assessor training course every 3 years.
The onsite trained DES Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with departmental and corporate procedures.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

7.4 Specialist equipment

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

7.5 Glazing

Glass and glazing on site has been surveyed by Property services and risk assessed to ensure that it is suitable safety glass for the area in which the glazing is located, this includes taking account for the activities undertaken and types of children at the school. The survey and assessment are kept electronically (H:Site Management:Health and Safety:glazing survey) and is reviewed every three years or when there are changes to the premises.

Any damaged glazing will be reported to the Site Manager and made safe and replaced as soon as possible.

7.6 Housekeeping

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported

8. Lone working

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.
The lone working arrangement for employees who undertake lone working on this site is in the lone working risk assessment.

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment
- Where it cannot be avoided

Lone working may include:

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

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

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

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

9. Working at height

Anstey Junior School will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. The competent person for working at height (site manager) acts on behalf of the Headteacher and will ensure work at height is carried out safely.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required. They will attend the Caretaking support service ladder & stepladder safety course every 3 years.

In addition:

- The site manager/admin team retains working platforms for working at height
- Pupils and staff are prohibited from using ladders unless trained to do so
- Staff will wear appropriate footwear and clothing when using working platforms
- Contractors are expected to provide their own ladders for working at height
- Before using a working platform, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is not permitted by school staff.

Work at height is always to be undertaken in accordance with the Corporate policy on Work at Height. At Anstey Junior School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for working at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety course is the Site manager and he is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff

- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use or temporarily mark do not use

The competent person for work at height and all other staff, are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Children's Services staff will not be permitted to work on roofs, unless they have suitable edge protection and safe access arrangements.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be selected by the competent person and only used as specified in the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is **forbidden** for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have attended the Ladder stepladder training or have received training from the ladder and stepladder competent person (using the CSHST Ladder presentation).
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

10. Manual handling

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training.
The Site Manager is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.
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.

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
- 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
- Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

- Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The site manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.
- All staff must receive moving and handling training annually

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate moving and handling procedures

11. Off-site visits and curriculum activities

All safety management, risk assessments and maintenance of equipment for curriculum-based activities will be conducted under the control of the relevant Department Heads and subject teachers. They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Subject leaders and teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

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

- Risk assessments will be completed where off-site visits and activities require them and loaded onto Evolve
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance

12. Lettings

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

• Third parties and other extended service users operate under hire agreements
• Risk assessment for the activity is requested from the hirer at the time of booking
• The premises is safe for use and is always inspected prior to, and after each use
• Means of general access and egress are safe for use by all users
• All provided equipment is safe for use
• Fire escape routes and transit areas are safe and clear of hazards
• Hirers/users are formally made aware of fire safety procedures and equipment

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- The risk assessment for the premises is shared with the users/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use

- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical.

Staff must report all such violent and aggressive incidents (or near misses) to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. This applies to violence from pupils, visitors or other staff.

Reporting incidents enables them to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using the incident reporting system

Violent incidents between children should be reported to the Headteacher. If a child is injured following violent between children, it will be reported as an accident on the online reporting system.

14. Smoking

Smoking or the use of e-cigarettes/vaporizers is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow 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.

A member of staff will attend the Hampshire Control of Infectious Diseases course every 3 years.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue and follow catch it, bag it and bin it advice
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Staff should wear face masks when there are high cases of a known air borne virus
- Wear disposable gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles or shield mask if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- The school is cleaned daily with periodic deep cleans. Daily cleaning frequency is increased when required focusing on high touch points

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 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.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil 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
- 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
- Staff are aware of NHS advice for avoiding sheep during the lambing season.

17. Occupational stress

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.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are annual staff questionnaires, the appointment of a wellbeing member of SST to set up a forum for staff to share areas of work that are causing stress which will be brought back to SST to address and the use of Hampshire County Council Health and Safety website.

Anstey Junior School subscribe to Hampshire County Council's Occupational Health Service, staff can contact the Employee Support Service. A confidential counselling service is provided by the Wellbeing Helpline who can be contacted on **0800 030 5182.** A wide range of useful advice and information is available via the Health Assured online support pages.

18. First aid and accident reporting

The accident investigator is Heather Eastman, who will attend accident investigator training every 3 years. The on-site trained accident investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures.

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the school office, medical room and are available on the school website.

A needs assessment of the first aid requirements is completed annually. This details the number of first aid staff required.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the corporate policy requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting form (on line).

A copy of the completed form is then automatically sent to Children's Services Health & Safety Team the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the accident book located in the medical room.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) will be notified to the Children's Services Health & Safety Team for them to report. A copy of the form will then be created by CSHST and sent to the HSE.

The Children's services Health & Safety Team will review every incident reported on the online system and identify which are notifiable to the to the Health & Safety Executive (HSE) under the reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health & Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school.

The headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by Headteacher, Data Protection Officer and Environment and Safety committee (safety committee) for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Arrangements regarding medicines are set out in the Administration of Medicines Policy. Procedures for the safe storage of medicines are detailed in the above mentioned policy.

18.1 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 retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

18.2 Reporting to the Health and Safety Executive

The DPO will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The DPO or headteacher will report these to the LA who in turn will report to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

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

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

18.3 Notifying parents

The office team will inform parents of any substantial accident or head injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19. Training

Health and safety induction training will be provided and recorded for all new staff/volunteers.

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the DPO and site manager who are responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

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

The profile of Health and Safety is frequently raised through staff meetings, Inset days, briefings and emails.

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed regularly
- Poor housekeeping or hygiene conditions are immediately reported

Local health and safety advice is available from the school Health and Safety officer and the Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed in the staff room.

19.1. Provision of information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is shared annually and at induction in the staff handbook and periodically in staff briefing.
Visitors and Contractors are provided with Health and Safety Information on arrival by Office staff giving them the Health & Safety leaflet.

The Health and Safety Law poster is displayed in the staff room.
Local health and safety advice is available from the site manager and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request

20. Monitoring

This policy will be reviewed by the DPO every year, at every review, the policy will be approved by the Governors.

It is the responsibility of all employees to monitor the condition of their workplace throughout the day.

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the site manager or headteacher. Periodic documented inspections of the premises will be carried out in accordance with the premises inspection schedule.

Routine documented inspections of the premises will be carried out every term in accordance with the premises inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-010 termly Premises Safety Inspection Checklist by the site manager and one Governor (and annually by the school council).

Defects identified during these routine documented inspections are to be immediately reported to the site manager and headteacher and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned at the next School Strategic Team (SST) meeting.

It is the school's responsibility that the termly H&S web monitoring form is completed by DPO and site manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Health and Safety Team's monitoring programme.

These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-011 Annual H&S Inspection Checklist.

The Governor H&S checklist will be completed annually at a finance and resources committee meeting.

Training records will be reviewed regularly and reported to Governors to ensure all staff are trained to required standards.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan
- Administering medicine
- Fire safety policy & manual
- Critical incident plan
- Traffic management plan
- Glazing survey
- Letting policy
- Physical intervention policy
- Emergency evacuation plan
- Security policy
- Administration of Medicines Policy

Appendix 1. 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)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
COVID-19	Please follow current Government guidance https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/
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.
Roseola	None
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. Send home if rash weeping
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
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.

Diphtheria	Exclusion is essential. Consult PHE
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.
Tonsillitis	None
Rotavirus	Until 48 hours after symptoms have subsided.
Warts & Verrucae	None. Verrucae should be covered if swimming or child has no shoes on.