

Health and safety Policy

Moat Farm Junior School Trust



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1. Aims / Policy Statement

The senior management team of this school are committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on behalf of Moat Farm Junior School Trust.

We believe that an excellent school is by definition a safe school. Since we are committed to excellence, it follows that minimising the risks posed by our activities is inseparable from all our other objectives.

We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

Our senior management team are committed to:

- The continual improvement of our health and safety performance;
- Complying with all our legal and other regulatory requirements;

We will achieve these key objectives through:

- Hazard identification, risk assessment and risk control - ensuring that our current and future health and safety issues that impact on our school are managed effectively;
- Involvement of people - ensuring the involvement of all staff in the success of the school is achieved, and that people's knowledge and skills are developed to meet their own needs and the needs of MJST;
- Effective school management - ensuring that all key activities, and associated resources are managed and maintained;
- Supplier relationships - ensuring that we manage the selection and performance of all our service providers.

This policy is communicated to all persons working on behalf of this school and is subject to regular review. A copy of our health and safety policy manual is available to interested parties on request.

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 UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

Head Teacher	Ms L Stone
Deputy Head Teacher	Mrs E Shaw / Mrs A Scotney
Chair of Governors	Miss H Massey
School Senior Management Team	Ms L Stone, Mrs E Shaw, Mrs A Scotney, Dr L Braznell, Mr L Climpson, Mrs Moulder, Mrs G Wilding Dr L Braznell
Premise Manager	Ms L Stone Dr L Braznell Mr R Norton
Educational Visits Coordinator	Dr L Braznell
Members of the School Safety Committee	Mrs L Stone, Miss Leah Pritchard, Miss Helen Parsons, Mrs S Shardra, Mrs J Corbett, Mrs K kaur.
School trade union health and safety representatives	Mr P Deane – NUT Mrs E Birch - GMB
First Aiders *	Miss James, Mrs Deakin, Mrs Vaz, Mrs Burrows, Mr Ward, Mrs Hamer, Ms Millard, Mrs Breen, Mrs Armstrong, Mrs Flood, Mrs Stenzel, Ms Davis, Mrs Wilding, Mrs Dicken, Mrs Murray, Mrs Kaur, Miss Barratt, Mrs Taylor, Mrs Birch.

3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Miss Helen Parsons.

3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils

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

In the headteacher's absence, the Business Director and Site Manager assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Business Director.

3.4 Staff

School staff 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
- 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

Employee 'Golden Rules'

Employees Legal Duties

Follow your training

Take Reasonable Care

Cooperate

Report Concerns

1. Look after each other, health and safety is a team game

Health and safety is about people; it's about practical steps to protect staff and pupils from real harm and suffering and it's about developing a culture whereby, at Moat Farm, we look after each other. Health and Safety is everyone's responsibility.

2. Think before you start work – know the risks

Understand what can harm you. You should know the risks of any activities before you start and understand the measures put in place to reduce them. Ensure you have read a RA before starting an activity you think may require one. Circumstances can change so always think about potential risks before you start work. It's important to remember that health and safety is about risk management not risk aversion; it's about taking sensible precautions to stop people coming to harm.

3. Act safely – follow safe working procedures

Always follow the schools safety rules. For example do not stand on chairs or tables to put up displays, only use an appropriate ladder that you have been trained to use. Do not lift heavy loads, use a trolley.

4. Keep your workplace clear and tidy

Good housekeeping is important; keeping workplaces and classrooms clear and tidy can prevent many of the more common hazards such as slip, trips fall accidents, fires etc. Check floors regularly for trip hazards and clear up spillages immediately. Keep the coat lockers tidy and closed.

5. Report ALL accidents and near misses

Research has shown that, on average, for every major injury at work there are up to 200 non-injury accidents (near misses). Report all accidents, if an adult is involved in an accident this must go in the workplace accident book, if it is a child then a first aid form is completed and for more serious incidents an 012 (incident report form) is completed. Always see a first aider if you or a child has an accident. All near misses or concerns can be recorded on the blue slips available from the staff room.

Please remember that if you are ever involved in an accident or near miss you could prevent a more serious accident to a friend, colleague or anyone else by spending the few minutes it takes to report.

6. Only undertake work for which you are trained and competent

Always ensure you are competent and have the correct training before undertaking work. If you are in any doubt stop work and speak with your manager. Risk assessment should identify tasks for which training or instruction is required.

7. Use the correct equipment for the task

Never be tempted to use the wrong equipment for the job. Many accidents happen because people have not chosen the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available. You should check the machinery is suitable for the work - think about how and where it will be used. Ensure that any required checks and maintenance have been carried out and that you are competent to use the equipment.

8. Stop any work that becomes unsafe

If you have any doubts on whether the work you are doing or your workplace is safe, stop work and inform your line manager. You have the legal right to stop work if you feel you are in serious and imminent danger. Also if you see anyone else working unsafely you should report this to Laura Braznell.

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 to a member of staff.

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.

4. Site security

The Business Director, Site Manager and Cleaner in Charge are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Business Director, Site Manager and Cleaner in Charge are key holders and will respond to an emergency.

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 on a Friday morning before school starts.

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 by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately, please see the schools fire emergency plan.
- 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 on the Year 3 and Year 6 playgrounds.
- Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Business Director 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

The school has 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 (PEEP), a portable ramp is located in the classroom where wheelchair bound pupils are to use to exit the building onto the playground in an emergency.

6. COSH

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 Business Director 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.

The use of hazardous substances is limited in our junior school setting and most of these substances will be cleaning and caretaking products all of which are locked in a flammable cupboard in the cleaning store.

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. This takes place annually by Lord Combustion.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

6.2 Legionella

- A water risk assessment has been completed, February 2021, by Qube Environmental who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book. This is due to be reviewed in April 2022.
- This risk assessment will be reviewed every 12 months and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: weekly flushing of all water outlets by the site manager, Monthly water hygiene sampling and temperature checks carried out by Qube Environmental.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in 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 that 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.

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 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.

7.1 Electrical equipment

- All staff are responsible for ensuring 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 Site Manager or Business Director either verbally or using a reporting form.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Every 12 months and Where necessary, a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 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.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE 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)

7.4 Specialist equipment

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

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

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

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

9. 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 site manager retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using step ladders.

- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

10. 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.
- 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.
- Use a trolley to transport equipment around school.

11. Off-site visits

Please read the guidelines policy for arranging a school trip.

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

- Risk assessments will be completed for all offsite visits.
- 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

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.

13. Violence at work

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

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.
- › Wash hands after using or disposing of tissues.

15.3 Personal protective equipment

- › Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- › Wear goggles if there is a risk of splashing to the face.
- › Use the correct personal protective equipment when handling cleaning chemicals.
- › Use personal protective equipment (PPE) to control the spread of COVID-19 where required or recommended by government guidance and/or a risk assessment.

15.4 Cleaning of the environment

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

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 and vomit spills.
- › There will always be a member of site staff on school site and they are trained to clear up bodily spillages.

15.6 Laundry

- › 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.

15.9 COVID-19 management

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

- Restrict non-essential activities where a COVID-19 risk has been identified.
- Where possible, replace risky activities with other suitable activities without introducing new hazards.
- Design measures to control the risk of COVID-19 in school, including administrative procedures to improve safety.

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

Following good hygiene practices

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

Implementing an appropriate cleaning regime

We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.

Keeping rooms well ventilated

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

Asymptomatic testing

We will encourage staff and pupils to follow government guidance on the use of lateral flow tests, and report results to NHS Test and Trace. When recommended by government guidance, we will ask parents and visitors to the school to test before they arrive.

Face coverings

We will ask pupils, staff and visitors to wear suitable face coverings in communal areas, in line with government guidance.

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

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 1.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency 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 an antenatal career and GP at any stage of exposure. Shingles is caused by the

same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal care and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- COVID-19 may affect pregnancy, especially if the mother is not vaccinated. Pregnant women are considered part of the moderate risk group (clinically vulnerable) by the NHS.

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.

Please refer to the school's stress policy.

The school is currently supporting a member of SLT through the DFE senior mental health lead course and is working with staff to determine the best way to support them at work. The school purchases an employee assistance programme that all staff have access to.

18. Accident reporting

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.
- Minor accidents are recorded on duplicate accident slips, more serious accidents are recorded on an incident form and kept by the Business Director these feed into the incident report register. Staff accidents are recorded in the accident book.
- 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 Business Director will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business Director will report these 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>

19. Training

Our staff are provided with health and safety training as part of their induction process. The health and safety golden rules are displayed in the staff room and in the staff handbook. All visitors also receive a health and safety induction.

Staff who work with pupils with special educational needs (SEN), are given additional health and safety training.

School is committed to ensuring all staff have regular training as required:

Training 2021-2022

Term 1

Staff	Course	Provider	Dates	Renewal Date
All Staff	H&S Basics	In-house Staff reminded of H&S basics via email and staff handbook at the start of term	September 21	September 22
Laura Braznell	EVC revalidation	SMBC	14 th September 21	September 24
Mairead Flannery	Visit Lead training	SMBC	12 th October 21	N/A
Justine Lewis	Visit lead training	SMBC	30 th Sep 21	N/A
All Staff	EpiPen / Asthma	STS medics	5 th October 2021	October 22
Support Staff: S Taylor J Murray R Dicken K Barratt E Birch	First aid for schools	STS Medics	1 st November 2021	November 24

K Flood J Deakin B Davis K Wilding H James R Stenzel J Armstrong A Bibi				
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20. Monitoring

This policy will be reviewed by the Business Director every 12 months.

At every review, the policy will be approved by the governing board.

21. Links with other policies

This health and safety policy links to the following policies:

- Policy and guidelines for administering First aid.
- Risk Register.
- Fire Emergency Plan.
- Policy guidelines for arranging offsite trips.
- Offsite policy.
- Supporting pupils with medical conditions .
- Accessibility plan.
- COVID-19 risk assessment.
- Remote learning.

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

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
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 a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health 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.
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 <i>Staphylococcus aureus</i>)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

