

# Health & Safety Policy

TEAM Education Trust



| Revised Policy approved by:            | Trust Board  | Date: |
|--|--|-------|
| Last reviewed on:                      | 06 November 2025   |       |
| Next review due by:                    | 31 August 2026   |       |
| List of associated policies/documents: | TEAM Accessibility Plan<br>TEAM Asbestos Management Policy<br>TEAM Control of Infectious Disease policy<br>TEAM Driving Policy<br>TEAM Fire Safety Management Policy<br>TEAM Managing Contractors Policy<br>TEAM Premise Management Policy<br>TEAM School Closure Policy<br>TEAM Supporting children with medical conditions Policy<br>TEAM Trips & Visits Policy<br>TEAM First Aid Policy<br>TEAM Safe Moving and Handling of Children Policy<br>TEAM Intimate Care Policy<br>TEAM Child Protection (Safeguarding) Policy<br>TEAM Remote Learning Policy<br>TEAM EYFS Policy<br>TEAM Risk Management Policy<br>TEAM Staff Mental Health and Wellbeing Policy<br>TEAM Business Continuity Plan<br>School CIMP<br>Risk Assessment Templates |       |

## Version History

| Version | Date     | Detail   | Author   |
|---------|----------|--|--|
| 1       | 7.5.20   | Original document adapted from DCC template  | GDPR PIS Service   |
| 2       | 25.11.20 | Amendment: COO altered to Chief Executive Officer.<br>Amendment to 3.2 (page 5) The school's Principal is responsible for ensuring that the school's Policy Statement for Health & Safety is shared with all staff; and the responsibility is clearly set out that all Staff are required to work to the expectations within this Policy and the school's Supporting Statement in line with the Health & Safety at Work Act 1974.  | A Bingham  |
| 3.      | 13.5.21  | Clause 5.2 Legionella. The risk assessment will be reviewed every two years, not annually.   | M Goy  |
| 4.      | 13.7.21  | Addition of Sun Safety (section 19) and updated Incident/Accident form in appendices. Also added 'including swimming' to off-site visits and updated the section on workplace stress. Also removed Infectious Diseases section to its own Policy.  | M Goy  |
| 5.      | 3.5.22   | Item 3.4: clarified the range of job roles with management responsibility.   | M Goy  |
| 6.      | 03.05.23 | Violence – pg9 added more content following Proaktive's advice.<br>Accident Reporting – pg10 removed accident book wording and added in digital systems and definitions on what to record.<br>PE Equipment – Bolstered to now include outdoor play and soft play equipment<br>New section 20. added in regarding Visitors<br>New Fire Safety Management Guidance added in section 4.<br>Amended frequency of legionella risk assessment reviews from 2 years to 3 years following guidance. Since 2014 it no longer has to be every 2 years – pg 7.<br>Section 9 has been replaced following advice from ProActive and after the creating of the new TEAM Safe Moving & Handling of Children Policy<br>3.2 Addition of reference to H&S committees | M Goy/ NBO   |
| 7.      | 05.09.23 | Lettings section updated with new KCSIE 2023 updates   | M Goy  |
| 8.      | 30.01.24 | Pg 14. Amendment to the wording of which system to use when logging student and staff accidents.<br>Pg 18 – Visitors – removed 'Visitor rules' wording and replaced with Professional Code of Conduct Form.  | M Goy  |
| 9.      | 08.06.25 | Updated list of linked policies.<br>Minor grammatical changes throughout as appropriate.<br>Section 2 - additional legislation.<br>Section 3 - policy statement added into policy – this had previously been a separate document.  | RWA, M Russell (Inco CDC) and Rachel Cuff (Clear Risk Management Ltd.) |

|    |          |  |          |
|----|----------|--|----------|
|    |          | <p>Section 4 – updated roles and responsibilities information.</p> <p>Section 5 – additional detail added to support with clarity with regards to site security.</p> <p>Section 6 – additional information added linked to visitors.</p> <p>Section 7 – New section added linked to risk assessments.</p> <p>Section 8 - additional detail added with regards to fire.</p> <p>Section 9 - additional detail added with regards to COSHH.</p> <p>Section 10 - additional detail added with regards to equipment.</p> <p>Section 11 - additional detail added with regards to violence at work.</p> <p>Section 12 – new section added linked to vulnerable staff.</p> <p>Section 13 - additional detail added with regards to lone working.</p> <p>Section 14 - additional detail added with regards to working at height.</p> <p>Section 15 - additional detail added with regards to manual handling.</p> <p>Section 16 – new section added linked to food safety.</p> <p>Section 17 – re-write to provide greater detail with regards to infectious disease control.</p> <p>Section 18 - additional detail added with regards to occupational stress.</p> <p>Section 19 - additional detail added with regards to sun safety/sun protection.</p> <p>Section 21 - additional detail added with regards to off-site visits.</p> <p>Section 22 - additional detail added with regards to lettings.</p> <p>Section 23 - additional detail added to support with clarity with regards to accident reporting.</p> <p>Section 24 - additional detail added with regards to training.</p> <p>Section 25 – updated monitoring arrangements outlined.</p> <p>Appendix 4 – new section added linked to recommended absence periods for preventing the spread of infection.</p> |          |
| 10 | Nov 2025 | Names updated on H&S policy statement  | MMO, RWA |
| 11 | Jan 2026 | Organogram added to the policy in Section 4  | MMO, RWA |

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## 1. Aims

Our Trust and schools aim to:

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

## 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 Control of Asbestos Regulations 2012](#), these regulations impose duties on schools to manage asbestos-containing materials safely.

The school follows [national guidance published by the UK Health Security Agency](#) when responding to infection control issues and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#), as appropriate and necessary.

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

## 3. Policy Statement: Health & Safety at Work Act 1974

The following is the formal policy statement of TEAM Education Trust, which can be found within our Trust Health and Safety Policy, and confirms the importance that we attach to the health and safety of our employees and those that can be affected by our business.

TEAM Education Trust recognises that one of its prime responsibilities, as far as reasonably practicable, is to provide facilities, safeguards, and methods of working

which, if properly used by employees and other authorised persons on its premises, will be conducive to their safety and health.

In pursuance with its policy TEAM Education Trust will: -

- Ensure that current legal standards are met as a minimum and to this end will ensure that legislative changes are communicated to all concerned.
- Ensure that the policy is reviewed on a regular basis, at least once in every twelve-month period, or in the event of changes to legislation, work practices or any other material change.
- Ensure that adequate financial and physical resources are available to enable the implementation of necessary health and safety procedures. People are a key resource within the organisation, and we will ensure the competency of our staff.
- Liaise with and obtain health and safety advice from our external health and safety advisors where necessary.
- Require acceptance by all employees of the need to act responsibly in relation to all matters which may affect the safety and health of themselves and other persons whilst on company premises.
- Require acceptance by all persons holding supervisory positions of their responsibility for ensuring the proper use of plant facilities and proper control of the use of materials.
- Require the formulation and implementation of risk assessments and plans (which will be reviewed by school's annually or sooner as needed), which will achieve further improvements in the field of accident and health hazard prevention.
- Require the preparation and implementation of training programmes for employees in safe working and health hygiene practices and in the identification and elimination of potential hazards.
- Require the provision of specialist advice and assistance in providing a safe and healthy environment.
- Require the setting up of effective consultation procedures on safety and health according to needs and circumstances of the operations and business, through the role of Health and Safety Reps.

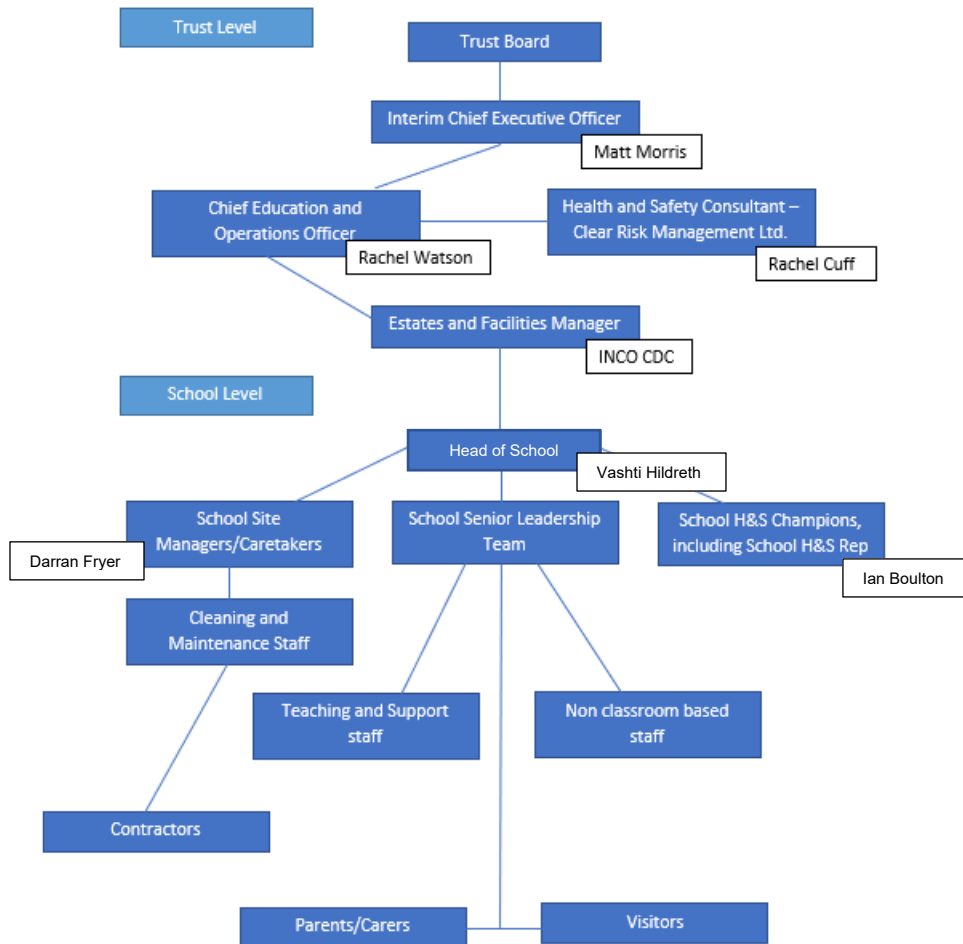
It is important that every employee contributes towards their own health and safety and that of their colleagues. Staff's help and co-operation is essential to achieve the TEAM Education Trust's aim to provide a safe and healthy work environment for all employees and visitors.

**Signed:** M. Morris & R. Watson

**Date:** 7<sup>th</sup> November 2025 (last updated)

## 4. Roles and responsibilities

### Organisation Structure



#### 4.1 The Trust

The Trust has ultimate responsibility for health and safety matters in the trust schools, but will delegate day-to-day responsibility to the Principal, who will be supported by the Chief Education and Operations Officers, and the Trust's designated Competent Person – Rachel Cuff, CMIOSH Risk Consultant from Clear Risk Management Ltd, in accordance with the trust scheme of delegation.

The trust 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 trust, 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 Chief Executive Officer (CEO) and Chief Education and Operations Officer (CEOO) will oversee and support the implementation of health and safety policies and procedures across the Trust, providing strategic leadership and ensuring consistent compliance across all sites, with the support of Clear Risk Management Ltd.

#### 4.2 The School Health and Safety Lead/Principal

The nominated health and safety lead is the Principal in all the trust schools. Principals will be supported by the Chief Education and Operations Officer. The Principal is responsible for the day-to-day health and safety of the school. This involves:

- Ensuring that the Trust's Policy Statement for Health & Safety is shared with all staff
- Ensuring responsibility is clearly set out that all Staff are required to work to the expectations within this Policy in line with the Health & Safety at Work Act 1974
- 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 CEOO on health and safety matters, so that this can be shared with the Trust Board
- Reporting to the Local Governing Body on health and safety matters, as part of governor meetings, and through termly health and safety meetings, with actions identified being responded to in a timely manner.
- Ensuring appropriate evacuation and invacuation procedures are in place and regular drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to their Vice Principal or Senior Vice Principal
- Ensuring all risk assessments are completed and reviewed regularly
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

#### 4.3 Health and Safety School Rep

Health and safety reps will be told about any proposed changes that leaders within schools are planning on bringing in linked to health and safety. They will be responsible for:

- Offering input from a staff point of view about any proposed health and safety changes
- Communicating with staff about proposed health and safety changes, so that their feedback can be taken into consideration
- Bringing forward recommendations linked to health and safety which they are vigilant in looking out.
- Attending regular meetings with the Principal to review the current health and safety practice and provision within the school.

#### 4.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Heads of departments and operational managers such as the Pool Manager, Site Manager, Science Lead, DT and Food Tech Leads, PE Lead and Early Years Lead will take on more responsibility for H&S within their areas of work.

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 and invacuation procedures and feel confident in implementing them

#### 4.5 Pupils and parents

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

#### 4.6 Contractors

Contractors will agree health and safety practices with the Principal (and CEOO for large projects) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate method statement (depending upon the size of the project) and risk assessment of all their planned work. Additionally, they must review and confirm their understanding of the Trust's Code of Conduct & Assurances document prior to arrival on site to ensure compliance with all relevant policies and safety protocols.

### 5. Site security

The school site managers are responsible for the security of the school site during and after school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They will also be key holders and will be required to respond in the first instance to an emergency, unless another key holder has been assigned due to their absence.

Across our sites there are a range of additional physical security measures in place to help protect all on site. These range from CCTV and alarm systems, to coded security locks, fob systems or physical locks on doors/gates to keep the public out of staff areas and wider counters and glass panels in reception to give staff more protection.

Card payments and digital applications are used instead of cash to make robbery less attractive. Cash is not kept on site or banked swiftly.

### 6. Visitors

We recognise our duty to ensure the health and safety of visitors to our premises. In order to do this all visitors will be asked to sign in and out. The term "visitor" applies to members of the public, clients, and colleagues from other companies and contractors.

Visitors are asked to complete the Professional Code of Conduct form prior to their visit. In line with our safeguarding approaches, any person(s) found on the premises on their own should be approached (if it is felt safe to do so – if not should be notified to the Principal immediately, so that appropriate lockdown action can be taken) and directed to the reception area so they can be signed in, or asked to leave the site if not a genuine visitor.

Visitors will be accompanied at all times they are on the premises, unless they are on a green lanyard and have been informed of our health and safety rules for contractors and visitors. In the event of the fire alarm being raised, visitors will be directed to the assembly point.

Visitors will not be permitted to use any equipment or operate any machinery owned by the school unless specifically on site and authorised to do so by the Principal and CEOO as needed.

### 7. Risk Assessments

The Management of Health and Safety at Work Regulations require employers to carry out risk assessments. This means examining the activities of the schools to identify any

hazards that could cause harm to employees, contractors, visitors or members of the public. Risk assessments are only carried out by “competent persons”, i.e. someone who has the relevant knowledge, skills and experience to be able to carry out the risk assessment process competently, all risk assessments completed will be reviewed by our external health and safety consultant prior to implementation. Working with our external health and safety consultant the Trust now have a bank of risk assessment templates, which are to be used by schools, and adapted as needed in line with the school context and set up.

Principals are required to:

- Identify the hazards following a review of all areas and activities of the school.
- Decide who may be affected by the hazards and how, taking this into consideration when assessing the risks to the school. Employees, students, contractors, members of the public, those using products and services and neighbours of the school will all be taken into account when reviewing the risk.
- Carry out suitable and sufficient risk assessments, following the HSE’s five step approach, which show that a proper check was made; the people affected were considered; the significant risks have been dealt with; the precautions are reasonable and reduce the remaining risk to as low as possible; and workers were involved in the completion of assessments.
- Evaluate the risks, considering whether the existing controls already in place are enough to prevent people being harmed by a particular hazard and if not put in place further controls to ensure the remaining risk is low.
- Record the findings of each risk assessment and bring these findings to the attention of all persons affected by them through information, instruction and training, ensuring that staff sign to say they have read the relevant risk assessments.
- Involve the Health and Safety Rep, and impacted employees in the risk assessment process.
- Maintain a risk assessment management spreadsheet to ensure that risk assessments are shared with those whom they are applicable to, and updated within the allotted timeframe.
- Ask employees to report any reason, incidence or event which leads them to believe that the risk assessment is no longer workable or relevant.
- Review risk assessments should there be any material changes in the work practices, equipment, locations, personnel or adverse incident that renders the risk assessment invalid, as soon as possible following a change, or if there are no material changes at least annually.

## 8. Fire

### 8.1 TEAM Fire Safety Management Guidance

In terms of fire safety management all schools will ensure:

- All staff complete fire awareness training annually
- Fire wardens complete fire warden training annually
- All schools will have fire alarm systems in place, which will be tested weekly
- New staff will be trained in fire safety as part of their induction, and all staff and pupils will be made aware of any new fire risks.
- Site Managers will conduct a daily visual check on the fire panel display and emergency exit routes when opening up, which is listed and recorded on the Premises Daily Check sheet.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- School Fire Risk Assessments will be reviewed regularly, including an annual review by our external health and safety consultant.
- Emergency evacuations are practiced at least once a term.
- The Fire logbook contains;

- 6 monthly fire panel service
- Annual fire detection system service
- Annual emergency light 3 hr drain down test certificate
- Annual fire extinguisher inspection
- Fire floor plan
- Weekly fire alarm call point checks
- Weekly means of escape checks
- Quarterly in-house fire door inspections
- Monthly in-house check of emergency lights
- Monthly check that extinguishers are still present and intact
- Fire drills and false alarm records
- Any additional fire safety training for staff
- Maintenance log from engineer visits conducting work on the system

## 8.2 Fire Evacuation Procedure

In the event of a fire, and in line with the Critical Incident Management Plan/Fire Evacuation Plan:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers will only be used by appropriately trained staff who know 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 the highlighted assembly points in each of the schools.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The Principal 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 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. Where applicable personal emergency evacuation plans (PEEPs) will be in place.

## 8.3 Fire Safety Checklist

A fire safety checklist can be found in Appendix 1.

# 9. Control of substances hazardous to health (COSHH)

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, in consultation with the CEOO and the Trust's external health and safety consultant, and circulated to all employees who work with hazardous substances, so that they can review these risk assessments and sign to say they have read them. Staff will also be provided with protective equipment, where necessary.

Staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products will be kept in their original containers, with clear labelling and product information.

Any hazardous products will be 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.

### 9.1 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

### 9.2 Legionella

- A Legionella risk assessment will be carried out every three years, or when significant changes have occurred to the water system and/or building footprint.
- The site manager holds responsibility for ensuring that all operational controls identified in the risk assessment are implemented and routinely monitored. These actions must be accurately recorded in the school's Legionella logbook to demonstrate ongoing compliance.
- The site manager is responsible for appointing a competent contractor to carry out any remedial work or further actions recommended in the assessment.
- The risks from legionella are mitigated by the following: site manager training, temperature checks, heating of water, disinfection of showers, etc.

### 9.3 Asbestos

- See TEAM Asbestos Management Policy
- On sites where there is asbestos, staff (and contractors as appropriate) are briefed on the hazards of asbestos, the location of any asbestos in the school – to reduce the risk of it being disturbed by their work, and the action to take if they suspect they have disturbed it
- 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, see Appendix 3 for a template if needed.

## 10. 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, and these are factored into the checks and test schedule, this includes annual PAT testing for electrical goods.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- Any potential hazards will be reported to the Principal or Site Manager immediately
- Equipment is not used where there are concerns about its condition
- All equipment is stored in the appropriate storage containers and areas, with consideration given to anything which is stored at height. All containers are labelled with the correct hazard sign and contents

## 10.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them, with an appropriate risk assessment having first being completed
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- All isolators switches will be clearly marked to identify their machine
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- Plugs will be checked by competent staff members regularly. This involves a visual check to ensure the plug isn't damaged, the cables are not frayed or pinched and to keep that there are no loose connections/exposed wires.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person (most likely the site manager, however larger more complex equipment may require a specific external contractor).

## 10.2 P.E., Outdoor Play and Soft Play Equipment

- Pupils are taught how to carry and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about defects or the condition of the gym floor or other apparatus will be reported to the site manager, and not used until remedial work has been undertaken, and the condition is deemed satisfactory and safe
- All schools within the Trust will provide suitable play equipment within outside playground areas. When purchasing any new equipment, the school will ensure that equipment is:
  - Purchased from a reputable supplier
  - Clearly marked with a CE mark
  - Suitable for use by the intended age group
  - Installed by a competent contractor
  - Commissioned upon completion of the installation phase
  - Risk assessed prior to use, with staff signing to say they have read the risk assessment, and key safety information shared in an appropriate format with students

When using any playground equipment, the schools will be responsible for:

- Ensuring that the equipment is formally inspected by a competent person on an annual basis. A certificate demonstrating that the inspection has taken place will be retained on file.
- Ensuring that the equipment is maintained in line with any manufacturer's maintenance requirements
- Ensuring that any defects identified in the formal inspection are completed promptly by a competent person. Records of the completion of the work will be retained on file.
- Conducting a visual weekly inspection with records of this inspection kept on file.
- Inspecting the equipment on a pre-use basis each day that the equipment is to be used. The inspection will consist of:
  - A visual inspection of the equipment to ensure that it appears to be defect free.
  - The ground conditions in the immediate vicinity of the equipment are suitable for use and free from hazards.

- The weather conditions for the day are appropriate for the equipment to be used. If the weather conditions are likely to make the equipment hazardous, for example wet and slippery, then a decision will be made whether the item will be in use on that day.
- The outcome of the daily inspection will be communicated to, and adhered to by all staff. If the decision is made that the equipment is not suitable for use, then staff will communicate this decision to students and will ensure that supervision is in place to ensure that the equipment is not used.
- Ensuring that equipment is only used by the age groups that it was intended for.
- Ensuring that equipment is supervised at all times and no person will be permitted to use equipment when unsupervised.

When using soft play equipment, the schools will be responsible for:

- Ensuring an annual inspection is commissioned with certificates retained on file.
- Resolving any remedials following the annual inspection in a timely manner, and taking the facility out of use if necessary, until this work has been completed.
- Ensuring periodic deep cleaning and regular cleaning is undertaken.
- Ensuring a pre-use check is undertaken to ensure the equipment and environment is safe to use.
- Ensuring the facility is not used if there are any concerns about its condition.

### 10.3 Display screen equipment

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

### 10.4 Specialist equipment

- All staff will receive appropriate training, from a qualified individual in the use of specialist equipment, ahead of its use, including in terms of standing frames, acheeva beds, hoists etc.
- Staff will carry out visual checks on all specialist equipment ahead of its use, to ensure they appear in good working order.
- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff will report any concerns about the safety of a student's wheelchair to the parent/carer and facilitate if possible the servicing/fixing of wheelchairs by appropriately trained professionals on school site. In addition to this staff will promote the responsible use of wheelchairs by students at all times.
- Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage, and replacement of oxygen cylinders.
- LOLER and lift services are produced every 6 months by a qualified contractor for lifts and lifting equipment
- Mansafe inspections and lightning protection certificates are produced annually by qualified engineers.
- D&T machinery and fume cupboards are inspected annually and competent staff use/oversee their use.
- LEV and science gas taps are inspected annually by qualified contractors.
- Pool covers are inspected annually and pool plant rooms are serviced every 6 months by qualified engineers.

## 11. 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 employees have a right to expect a safe and secure environment. Incidents involving violence and aggression are defined as 'any incident in which a member of staff is verbally abused, threatened or assaulted during the course of their work'.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves through the use of SmartLog and in person to their line manager/Principal as appropriate, and in a timely manner. This applies to violence from pupils, visitors or other staff.

In order to assess the extent of violence in the workplace we record all incidents of workplace violence including an account of what happened; details of the victim(s), the assailant(s) and any witnesses; the details of the location of the incident; and the outcome, including the working time lost to both the individual(s) affected and to the organisation as a whole.

Incidents are investigated and control measures put in place to prevent or reduce re-occurrence.

After an incident there are procedures in place to bring all staff involved together. This will enable us to establish details of the event and to provide emotional help and support. If necessary, this can then be supplemented with confidential counselling.

## 12. Vulnerable Staff

The school has a duty to protect all persons at work (including those who may come into contact with our undertakings) from the risk of injury or ill health. That obligation is greater when there is a risk of injury or ill health to particularly vulnerable people.

The following groups of people are generally considered to be vulnerable:

- New and Expectant Mothers
- Young Persons (below the age of 18 years)
- Shift / Night Employees
- Temporary / Volunteer Employees
- Migrant employees
- Older employees
- New starters

These persons may be more susceptible to injury through personal circumstances or by the nature of the work involved.

### 12.1 New and Expectant Mothers

We recognise our duty to ensure that new or expectant mothers are considered in relation to their working environment and duties, so it does not increase the risk to them or their pregnancy.

These arrangements apply to women of childbearing age, as well as those who are pregnant, breast feeding or have given birth within the last six months. Female employees and their newly born or unborn child are at increased risk from various physical, chemical and biological hazards in the workplace.

The school will require employees to notify us in writing that they are pregnant or have given birth in the last six months.

The school will ensure the following aspects are taken into account when considering the daily running of the school. Each school will:

- Identify women of child bearing age who are involved in tasks which expose them to physical work which may be hazardous to them, and/or using chemical or biological hazards that cause harm to their reproductive ability, or their unborn child;
- Carry out a documented risk assessment of these tasks and their potential impact upon women of childbearing age, and pregnant employees;
- Modify the work activities to reduce the risk of injury or ill health;
- Review risk assessments as and when necessary.
- Provide information, instruction and training to women of childbearing age in order to protect themselves from these hazards, if present;
- Provide suitable rest facilities for pregnant employees or new mothers;

Employees who are pregnant or who have given birth in the last six months are encouraged to report any concerns about their working arrangements to their line manager so appropriate remedial actions can be agreed upon and implemented, in a timely manner. 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 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

## 12.2 Young Persons

People under the age of 18 years of age are unfamiliar with the world of work and do not perceive hazardous situations as more experienced employees might. As a result, they are more likely to suffer injury or ill health at work.

As such, the Trust will ensure that schools provide information, a full training plan and associated instruction for any employee aged under 18 years of age, and that close supervision is in place, as well as regular assessments as to their learning and understanding of health and safety at work.

This safety arrangement will also apply to persons working within the school as part of a work experience scheme.

Each school will ensure that they make employees aware of this procedure and undertake the required Young Person's risk assessment so that risks can be minimised, and suitable safe working arrangements can be implemented. Employees are expected to follow the guidance outlined within the risk assessment and should report any areas of concern or comments in relation to it, to their line manager. The school will agree with the employee, from the outset, the procedure and timeframe for the monitoring and review of the assessment and arrangements in place, although, should a situation arise that means an earlier review is required this will be facilitated.

The following principles will be observed:

- No work will be allocated to the young person which is beyond their physical or psychological capacity;
- Work tasks which involve exposure to extreme heat or cold and high noise or vibration levels will not be included in their job role;
- No work will be allocated which involves exposure to radiation, toxic or carcinogenic substances;
- Hazardous work activities will not be allocated unless under the direct and ongoing supervision of a competent and experienced employee;
- No employee under the age of 18 years of age will be permitted to use hazardous equipment.
- Young persons will not be assigned work during the 'restricted period' between the hours of 22:00 and 06:00.

The school will arrange for the risk assessment to be completed prior to the young person starting work. A copy of that risk assessment will be provided to the individual concerned and a further copy will be provided to their parent or guardian. Principals will ensure that documentation in relation to the risk assessment and training undertaken will be maintained and kept up to date, and that it will be retained for future reference on their training record.

Where there are serious or repeated breaches of the procedure outlined within the risk assessment, disciplinary action may be taken against an employee.

### 12.3 Shift / Night Employees

Staff who work night shifts are more likely to suffer from injury and ill health from their work activities. Where this is applicable the following procedure will be implemented to ensure that effective control and monitoring of such work activities is feasible:

Principals are responsible for:

- The effective management of shift work or night employees, including emergency contact procedures, and the provision of appropriate rest breaks between shifts;
- Putting into place suitable working arrangements for relevant personnel, or contractors working on our sites during the night, including in terms of supervision of work activities to ensure the general health and safety of employees and others is not reduced;
- Ensuring effective communication and consultation with shift or night work employees has taken place with regards to appropriate measure to control risks whilst at work;
- Providing training as appropriate to effected employees.
- Ensuring employees who work night shifts are offered the opportunity for a free health assessment, with the offer being repeated at regular intervals by the school – although employees are free to accept or reject the offer as they so choose.
- Reviewing arrangements regularly to ensure they minimise risk and contribute to protecting the health and safety of employees.

Employees who work shift or night work are required to:

- Not place themselves at unnecessary risk whilst at work;
- Engage with the consultation provided by the Principal to ensure appropriate measures to control risks whilst at work are in place;
- Comply with the health and safety policy, risk assessments and safe systems of work which have been put in place.

### 12.4 Temporary / Volunteer Employees

The school will ensure that employees who are either paid or unpaid on a temporary or voluntary basis will be afforded the same level of safety protection as other employees. The risks to these employees will be assessed and a safe system of work will be

implemented. Details of the risk assessment and safe system of work will be communicated to the staff affected. Principals are required to:

- Manage temporary / volunteer employees to ensure they are safe at work, including through effective monitoring to ensure risk assessments and the wider health and safety policy is complied with;
- Ensure appropriate arrangements are in place for personnel / contractors involved in temporary / volunteer works;
- Provide suitable induction, information, instruction and training to temporary / volunteer employees.
- Ensure effective communication and consultation with temporary / volunteer employees takes place in relation to the safe systems of work put in place;

Staff who work for the school on a temporary / voluntary basis are expected to:

- Not place themselves at unnecessary risk;
- Engage with the Principal in relation to the consultation about the development of appropriate measures to control risks for temporary / volunteer employees.

Where temporary / volunteer employees are working away from our main Trust location we will ensure that any host of these staff is fully aware of the above expectations to ensure the health, safety and welfare of staff on their premises.

## 12.5 Migrant Employees

The risks to migrant employees will be assessed and a safe system of work will be implemented. This will consider language and communication issues; basic competencies, such as literacy, numeracy, physical attributes, general health, and relevant work experience; whether vocational qualifications are compatible with those in Great Britain and are genuine as well as the possible effects of the attitudes and assumptions of employees new to work in Great Britain, or of British employees towards them.

To aid communication, the school will:

- use translated materials or an interpreter;
- use a 'buddy' system, pairing less experienced employees with experienced co-employees who speak the same language;
- use a range of communication methods e.g. technology, signs to support the sharing of information/instructions;
- provide clear explanations of signs and instructions for emergencies, so that they are fully understood;
- train line managers in how to communicate clearly with the staff member in line with their individual needs.

To address the competency of migrant employees the school will:

- make sure employment agencies supplying temporary employees have carried out suitability checks where relevant;
- plan induction carefully, provide good-quality information in plain, simple language and photos of hazards where possible.
- Conduct regular competency assessments to ensure ongoing suitability for the role.

To ensure migrant employee qualifications are compatible the school will:

- use the National Recognition Information Centre for the UK system to check whether overseas national-level vocational, academic or professional qualifications are equivalent to GB qualifications, where relevant to the work;
- translate certificates as a check on their relevance;
- carry out a practical assessment under supervision to demonstrate competence where there are doubts.

To address the cultural attitudes of employees the school will:

- emphasise the importance of reporting accidents and near misses;
- thoroughly investigate accidents, specifically to ensure underlying causes such as behaviours and attitudes are picked up if necessary;
- explain clearly, during training, the school's responsibilities for risk assessments and control measures as an employer, and employees' responsibilities for their own health and safety;
- give line managers and wider staff teams guidance on cultural differences that could affect working relationships.
- Promote an inclusive workplace culture that respects and values diversity.

## 12.6 Older Employees

Today's workforce is likely to contain a higher proportion of older employees because of factors such as increased life expectancy, removal of the default retirement age and raising of the State Pension Age, which means that many people will need, and want to continue working.

The Trust will ensure that older employees are allowed more time to absorb health and safety information or training, for example by introducing self-paced training. Opportunities will also be made available for older employees to choose to move to other types of work, as opportunities arise.

It will not be assumed that certain jobs are physically too demanding for older employees, as many jobs can be, or already are supported by technology, which can absorb the physical strain, although where appropriate and necessary to support with individual health and well-being manual handling will be reduced to a minimum.

The Principal will ensure that older employees have individual risk assessments which consider their role and needs, with these risk assessment being reviewed regularly (not just when an employee reaches a certain age) and if anything significant changes.

## 12.7 New starters

Research suggests that employees are as likely to have an accident in the first six months at a workplace, as they are during the whole of the rest of their working life.

The extra risk arises due to:

- lack of experience of working in a new industry or workplace
- lack of familiarity with the job and the work environment
- reluctance to raise concerns (or not knowing how to)
- eagerness to impress workmates and managers.

As such, schools will assess new starter's capabilities and provide a comprehensive induction. All new starters will be provided with relevant information, instruction, supervision and training about the risks that new employees may be exposed to and the precautions they will need to take to avoid those risks, in relation to their new role.

The importance of reporting accidents and near misses will be emphasised and the school will check employees have understood the information, instruction and training they have been provided and are acting upon it, to ensure they are able to work safely, especially during the vital first days/weeks at work.

The school will ensure all new employees are aware of how to raise concerns (with Principals being mindful of the potential problems new employees may face due to unfamiliarity and/or inexperience), furthermore they will ensure that suitable personal

protective equipment is provided and maintained without cost to the employee as necessary to the employee's role.

### 13. 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.

The credentials of clients are checked along with the place and arrangements for any meetings away from the workplace, which may see staff engaging in lone working. Staff will be accompanied by a colleague if they have to meet a suspected aggressor at their home or at a remote location.

Arrangements are in place for employees who work away from their base to keep in touch via welfare checks. Where lone working is to be undertaken, the lone worker will ensure that they are medically fit to work alone, and that they have informed their line manager about where they are and when they are likely to return, so that an agreed check-in process can be put in place, so that the school knows the member of staff has arrived and left safely.

### 14. Working at height

Principals 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 site manager will have access to ladders for working at height, and will have undertaken appropriate training to use them if needed.

In addition to this, the following safety measures will also be followed:

- Pupils will be prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors will be expected to provide their own ladders for working at height
- Before using a ladder, staff will be expected to conduct a visual inspection to ensure they are safe to use
- Access to high levels, such as roofs, is only permitted by trained persons, and where necessary scaffolding towers will be hired for the purpose of access, with the building and dismantling of scaffolding towers remaining the responsibility of the external provider.

### 15. Manual handling

The Manual Handling Operations Regulations require employers to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured. Where this is not practical to do so, the employer must carry out an assessment of all risky operations and then take steps to reduce those risks.

Principals will ensure any control measures identified through the risk assessment process will be brought to the attention of staff involved in the manual handling operations. Staff

training on manual handling techniques will also be carried out since it is recognised that many accidents and long-term injuries occur through incorrect manual handling operations, therefore training in correct procedures and techniques is essential.

The school will:

- Identify all manual handling operations where there is a risk of significant injury.
- Avoid the need for manual handling so far as is reasonably practicable.
- Carry out a risk assessment on any manual handling activity that cannot be avoided.
- Mechanise the activity by using lifting equipment such as trolleys or sack barrows, where practical.
- Maintain correctly any equipment provided for the use of manual handling operations.
- Refer to the TEAM Safe Moving & Handling of Children Policy for further clarifications and expectations on moving and handling young people.

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 most 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 firmly and close to the body. The lift is to be undertaken smoothly and slowly, avoiding as much as possible twisting, stretching and reaching where possible.

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.

## 16. Food Safety

Food preparation areas can be hazardous areas as there are hot surfaces, hot food and liquids, potentially hazardous equipment and the risks of spillages which cause slips and falls.

All staff handling food are trained not only in Food Hygiene but also in basic health and safety procedures relevant to the food activities. This includes using the equipment, handling hot foods and liquids, manual handling, wearing appropriate footwear and clothing, procedures in the event of a fire, and using hazardous substances.

The kitchens used ensure there is enough space to carry out activities safely having regard to the number of meals prepared and the number of people working in the kitchen. Staff are aware of the whereabouts of other staff members and care is taken not to rush or knock into others who may be carrying hot items or using sharp knives.

The food areas are kept clean and tidy; in particular spills of liquid or food are cleaned up immediately. Wet floor signs are used if the area is particularly slippery. Sensible closed in shoes with a non-slip sole are worn in the food areas.

Knives are not left in sinks or on work tops but cleaned and returned to the knife box immediately after use.

Oven gloves are used to handle hot items.

Visual checks are done on the electrical equipment before use. Staff are required to look out for damaged casing and bare wires, this is particularly hazardous in a wet environment such as a kitchen. Any equipment showing signs of damage is taken out of use and reported to the Principal and Site Manager immediately.

Care is taken when cleaning down equipment that has been used, particularly hot items such as ovens. All areas are cleaned regularly, and electrical equipment isolated before cleaning. All cleaning substances are used in accordance with the instructions on the labels and appropriate personal protective equipment worn where necessary. Goggles and gauntlets are worn when using corrosive cleaning substances such as oven cleaner.

All the gas appliances in kitchens are inspected and serviced on an annual basis. The gas shut off isolation valve is easily identifiable (usually with a yellow handle). If there is a fire or escape of gas, then the gas will be shut off using the isolation valve handle if it is safe to do so. Where anyone has a concern with regards to a suspected gas leak this must be notified immediately to the Principal and Site Manager so that the gas can be turned off, and the area investigated by an appropriately trained gas engineer.

Certain employees as part of their work are required to use sharp knives. If not used correctly, serious injury may occur. In order to prevent accidents all employees using knives are given appropriate training on the safe use of knives. Only trained, authorised employees are allowed to use the knives.

In addition, we will ensure that the knives provided are of good quality. The knives are regularly checked to ensure they remain in good condition. Employees also have a duty to check their knives and report any defects, particularly any signs of wear.

Where appropriate, protective clothing is issued to prevent the employee from cuts and stab wounds. This must be worn by employees. As with all personal protective equipment, the employee must look after the equipment and report any loss or defect to their line manager so that new equipment can be provided.

One of the main causes of injury is the use of blunt knives. Means of sharpening the knives are provided and employees should ensure they maintain their knives in a sharp condition. In addition, where necessary the knives are sharpened professionally, in order to maintain them in a sharp condition.

Safe storage is provided, and employees must return the knives to the scabbards or other designated storage area when not in use, even for a brief amount of time. On no account must knives be left on work benches or in sinks.

Where students are working within kitchen facilities as part of their intended curriculum, staff will ensure students are appropriately supervised, student's have been trained in the safe use of equipment and that all equipment is checked prior to use to ensure it is in good condition. Where knives and scissors are being used as part of a learning task, staff will ensure these are counted in and out, and that all items are accounted for at the end of the session. Should any piece of equipment go missing which could be used to cause an injury to themselves or others, it must be reported immediately to the Principal so that an appropriate investigation can be undertaken to attempt to locate the missing item. If such incidents arise they should be discussed with the Trust, to ensure all necessary actions have been taken.

## 17. Infectious Disease Control

Infectious diseases will be managed in line with national guidance published by the UK Health Security Agency and our TEAM Control of Infectious Disease policy when responding to infection control issues. We will encourage staff and students to follow the good hygiene practice outlined below, where applicable, and schools to adopt any practices outlined.

### 17.1 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

### 17.2 Coughing and Sneezing

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

### 17.3 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 (e.g. 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 infectious diseases where required or recommended by government guidance and/or a risk assessment

### 17.4 Cleaning of the environment

- Clean the environment, including toys (if applicable) and equipment, frequently and thoroughly

### 17.5 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

### 17.6 Laundry

- Where possible 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

### 17.7 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

### 17.8 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 school pet

### 17.9 Infectious disease managements

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

We will follow local and national guidance, and the Trust's Control of Infectious Disease policy when determining the appropriate control measures, including the consideration of the following:

#### **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 twice a day

#### **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

### 17.10 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.

### 17.11 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 4.

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

## 18. Occupational stress

We are committed to promoting high levels of health and wellbeing, as can be seen by our Trust People Strategy and our related work in the form of our workload charter and wellbeing offer. All schools are expected to have systems in place to monitor staff workload, and allow them to respond timely to individual concerns linked to workload and wellbeing.

We recognise the importance of identifying and reducing workplace stress factors. We utilise risk assessments and online training for managing stress in the workplace as well as offer free counselling support through a third party helpline. Further information relating to staff wellbeing is available from the Trust HR team.

## 19. Sun Safety/Sun Protection

The Trust and all Trust schools recognise the wide range of benefits of outdoor learning and also that too much exposure to ultraviolet (UV) radiation from the sun causes sunburn,

skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime of skin cancer.

The Trust delegates responsibility to each School Principal to ensure that arrangements are in place to ensure sun safety.

Each school will work to ensure all staff and students are protected from skin damage caused by the effects of ultraviolet radiation from the sun, by ensuring the following main elements are embedded within their sun safety plan:

- **Partnership:** working with parents, staff and the wider community to reinforce awareness about sun safety and promote a healthy school.
- **Education:** learning about sun safety to increase knowledge and influence behaviour.
- **Protection:** Providing an environment that enables students and staff to stay safe in the sun.

In practice this will mean that:

- All students will be involved in a discussion, appropriate for their age and understanding, at the start of summer, or early if necessary in response to changes in the weather patterns being experienced nationally and locally, about the risks of exposure to the sun, and the importance of sun protection.
- All staff will be educated in the importance of sun protection and the risks involved in not protecting both themselves and others. The school will provide sunscreen (SPF 30+) to staff for use when working outside.
- Parents will be informed at the beginning of the academic year about the school's arrangements for sun safety, including the requirement that parents ensure sunscreen (SPF 30+) has been applied to their child before they come to school, and that their child arrives in school with a named water bottle.
- Parents will be asked to give written permission for sunscreen to be applied to their children. Parents will be informed of the importance of providing their children with appropriate sun hats and named sunscreen (SPF 30+). It will be assumed that if a parent has provided sun lotion then they will expect the school to apply it if the child cannot do this themselves. Sun lotion applied by staff will only be on the face, neck and arms.
- All playground, outdoor events and PE risk assessments will ensure that suitable safety provisions are made.
- The school will ensure additional sunscreen is available for all outdoor activities, events and school trips where students may have lost, forgotten or run out of their own sunscreen. Parents are informed that if their child requires a specific sun cream due to allergies, this should be supplied to the school and clearly labelled with the child's name.
- Staff will always act as a positive role model and set good examples by seeking shade whenever possible, wearing appropriate clothing, and applying sunscreen.
- On sunny days staff will remind students that they need to seek shade during breaks, lunchtime, sports and school trips.
- Principals will ensure the school playground has areas of shade throughout the day, provided by either; the building, outdoor shelter(s), trees and/or temporary structures as needed.
- Provisions are in place to ensure students can refill their water bottles, and students will be encouraged to drink plenty of water throughout the school day.

*The Health and Safety Executive (HSE) states that, 'health and safety legislation does not prevent school staff from applying or helping pupils apply sun cream. The Department for*

*Education has already made clear that schools are expected to take a sensible approach to this issue.*

## 20. Smoking, Alcohol & Drugs

Smoking, alcohol and drugs are not permitted anywhere on the school premises. 'Industrial' alcohol will be stored subject to COSHH requirements.

## 21. Off-site visits (including swimming)

When taking pupils off the school premises, schools will ensure the necessary permissions are in place, the visit has been planned and approved using the Evolve system, and that necessary supporting documentation is in place. Schools will ensure that:

- Risk assessments will be completed where off-site visits and activities require them, this will be undertaken through the Evolve system
- All off-site visits are appropriately staffed
- Staff will take a 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
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.

## 22. 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.

Where school premises are hired or rented out (e.g., to sports associations or community groups) then appropriate checks will be completed by the school to ensure safeguarding arrangements are in place, and the necessary information is captured on the school's Single Central Record. This applies regardless of whether children who attend these services are on roll at the school. Appropriate checks include a letter of reassurance from the organisation (including for enhanced DBS checks) and a safeguarding policy. The school also needs to be informed by the external hirer/user if there have been any safeguarding concerns.

## 23. Accident reporting

### 23.1 Digital Reporting & Paper Forms

All injuries to students will be logged on the CPOMS system, and be available as part of their educational record.

All staff related injuries are reported on Smartlog.

Paper forms can be used for supply staff and visitors that are unlikely to have digital system log-ins and these can then be uploaded to the relevant system by a member of the school staff.

Accident forms whether digital or paper based will be completed as soon as possible after the accident occurs by the member of staff, if first aid was not required, or the first aider who deals with it, in partnership with the injured person. An accident form template, for paper based reporting, can be found in appendix 2.

- As much detail as possible will be supplied when reporting an accident
- Records held in historic accident books 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, in line with requirements from our insurance provider.

### What to record?

- A bumped head
- Any physical assault
- Anything where an injury was sustained
- Anything where first aid was administered
- Anything where if you were the child's parent and it happened to your child, you would want to know about it
- Anything that could be our fault, e.g. a child slips on ice on a path that we should have gritted

**Serious accidents/incidents must be reported to the Principal in person on the day it happens, and notified to the Trust through the agreed incident notification process.**

### 23.2 Reporting to the Health and Safety Executive

Schools must notify the Chief Education and Operations Officer (CEO) of any incidents which could be RIDDOR reportable, so that these can be investigated, and responded to appropriately, in consultation with the Trust's external health and safety consultant. Principals will be responsible for reporting incidents to the Health and Safety Executive, if it is deemed to be RIDDOR reportable. They will be supported in this process by the CEO and the Trust's external health and safety consultant as necessary. The expectation is that all RIDDOR reportable incidents will be reported as soon as is reasonable practicable and in any event within 10 days of the incident, or 15 days of the incident if the reason for reporting is linked to absence of more than 7 days, or being unable to perform their normal work duties for more than 7 consecutive days. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reportable injuries, diseases or dangerous occurrences include:

- The death of any person
- Specified injuries to workers. 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
- Work-related injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Non-fatal accidents to people other than workers, if they involve work activity, result in an injury and result in the person being taken directly to hospital for treatment of that injury
- Where an employee develops a listed occupational disease, where it is likely to have been caused or made worse by their work. See [Types of reportable incidents - HSE](#) for list of diseases

- Dangerous occurrences are certain incidents with a high potential to cause death or serious injury. Those incidents which must be reported are listed in Schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR Reporting for Pupils:

Injuries to pupils who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

An accident to a pupil 'arises out of or is in connection with work' where it is caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

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

<http://www.hse.gov.uk/riddor/report.htm>

The CEOO 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).

### 23.3 Notifying parents

The Principal will ensure there is a school process in place with clearly identified people to notify parents of any accident or injury sustained by a student, and any first aid treatment given, as soon as reasonably practicable, and no later than the end of the day.

### 23.4 EYFS reporting requirements

The Principal will notify as appropriate the local child protection agencies and Ofsted of any serious accident, illness or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 24. Training

Our staff are provided with health and safety training as part of their induction process, and on a regular basis in line with renewal expectations.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training as appropriate to their role, to ensure they have the necessary training to undertake their role safely.

## 25. Monitoring

This policy will be reviewed by the Chief Education and Operations Officer, in partnership with our external Health and Safety consultant every year.

At every review, the policy will be approved by the T.E.A.M. Education Trust Board, before being shared with the Local Governing Body.



## Appendix 1. Fire safety checklist

| ISSUE TO CHECK  | YES/NO |
|---|--------|
| Are fire regulations prominently displayed?   |        |
| Is fire-fighting equipment, including fire blankets, in place?                        |        |
| Does fire-fighting equipment give details for the type of fire it should be used for? |        |
| Are fire exits clearly labelled?  |        |
| Are fire doors fitted with self-closing mechanisms?                                   |        |
| Are flammable materials stored away from open flames?                                 |        |
| Do all staff and pupils understand what to do in the event of a fire?                 |        |
| Can you easily hear the fire alarm from all areas?                                    |        |

## Appendix 2. Incident/Accident Form



Please complete in **BLOCK CAPITALS**, please note that the information you give could be required for use in legal proceedings.

| 1. WHERE AND WHEN       |  |      |  |
|-------------------------|--|------|--|
| School/Academy          |  |      |  |
| Address<br>Full Address |  |      |  |
| Date                    |  | Time |  |
| Headteacher/Principal   |  |      |  |

| 2a. TYPE OF INCIDENT  |  |                           |
|---|--|---------------------------|
| A   | B  | C                         |
| Accident resulting in personal harm,<br>e.g. requiring first aid/medical<br>treatment | Dangerous occurrence – an<br>unintended event that is reportable<br>under RIDDOR | Near miss incident        |
| Brief details of injury   | Brief details of occurrence  | Brief details of incident |
|   |  |                           |

| 2b. TYPE OF INCIDENT? (Tick any applicable) |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Lifting / handling                          | <input type="checkbox"/> | Contact / exposure to equipment / machinery | <input type="checkbox"/> |
| Fall from height                            | <input type="checkbox"/> | Contact / exposure to harmful substance     | <input type="checkbox"/> |
| Contact with electricity                    | <input type="checkbox"/> | Fatality                                    | <input type="checkbox"/> |
| Dangerous occurrence                        | <input type="checkbox"/> | Ill health                                  | <input type="checkbox"/> |
| Near miss incident                          | <input type="checkbox"/> | Slip / Trip / Fall                          | <input type="checkbox"/> |
| Property loss / damage                      | <input type="checkbox"/> | Hot / cold contact                          | <input type="checkbox"/> |
| Threatening behaviour                       | <input type="checkbox"/> | Cut with sharp object                       | <input type="checkbox"/> |
| Person to person assault                    | <input type="checkbox"/> | Needle stick                                | <input type="checkbox"/> |
| Equipment failure/misuse                    | <input type="checkbox"/> | Fire  | <input type="checkbox"/> |



|  |  |                |  |
|--|--|----------------|--|
| Name                                       |  |                |  |
| Employee / Student / Contractor / Visitor? |  |                |  |
| Date of Birth                              |  | Contact Number |  |
| Address                                    |  |                |  |
|  |  |                |  |
|  |  |                |  |

| 5. IMPACT ON INDIVIDUAL |                          |                 |                          |             |                          |          |                          |
|-------------------------|--------------------------|-----------------|--------------------------|-------------|--------------------------|----------|--------------------------|
| None                    | <input type="checkbox"/> | Minor           | <input type="checkbox"/> | Moderate    | <input type="checkbox"/> | Major    | <input type="checkbox"/> |
| <b>Type of injury</b>   |                          |                 |                          |             |                          |          |                          |
| Abrasion                | <input type="checkbox"/> | Crush           | <input type="checkbox"/> | Dislocation | <input type="checkbox"/> | Sprain   | <input type="checkbox"/> |
| Amputation              | <input type="checkbox"/> | Internal injury | <input type="checkbox"/> | Laceration  | <input type="checkbox"/> | Strain   | <input type="checkbox"/> |
| Bruise                  | <input type="checkbox"/> | Distress        | <input type="checkbox"/> | Pain        | <input type="checkbox"/> | Swelling | <input type="checkbox"/> |
| Burn / Scald            | <input type="checkbox"/> | Fracture        | <input type="checkbox"/> | Puncture    | <input type="checkbox"/> |          | <input type="checkbox"/> |
| Other (Please specify)  |                          |                 |                          |             |                          |          |                          |

| 6a. TREATMENT (if any) |                          |                      |                          |
|------------------------|--------------------------|----------------------|--------------------------|
| None Required          | <input type="checkbox"/> | A&E / Minor injuries | <input type="checkbox"/> |
| First Aid              | <input type="checkbox"/> | Admitted to hospital | <input type="checkbox"/> |
| Advised to see GP      | <input type="checkbox"/> |                      |                          |

| 6b. TREATMENT                                      |            |           |
|--|------------|-----------|
| Was First Aid administered? If so by who and when? |            |           |
| Describe First Aid provided                        |            |           |
| Has an Accident form been completed?               | <b>YES</b> | <b>NO</b> |

| 7a. STAFF/STUDENT ABSENCE |                          |                  |                          |                  |                          |
|---------------------------|--------------------------|------------------|--------------------------|------------------|--------------------------|
| None                      | <input type="checkbox"/> | Less than 7 days | <input type="checkbox"/> | More than 7 days | <input type="checkbox"/> |
| Number of days absent     |                          |                  |                          |                  |                          |

| 7b. STAFF/STUDENT ABSENCE (RIDDOR)                  |  |
|---|--|
| Has a RIDDOR report been completed (If applicable)? |  |
| The RIDDOR report was completed by?                 |  |

| 8. WITNESS / PERSON PRESENT (If any) |  |
|--------------------------------------|--|
| Name                                 |  |
| Address                              |  |
|                                      |  |
|                                      |  |
|                                      |  |
|                                      |  |
| Post Code                            |  |
| Contact Number                       |  |

|                |  |
|----------------|--|
| Name           |  |
| Address        |  |
|                |  |
|                |  |
|                |  |
|                |  |
| Post Code      |  |
| Contact Number |  |

|                |  |
|----------------|--|
| Name           |  |
| Address        |  |
|                |  |
|                |  |
|                |  |
|                |  |
| Post Code      |  |
| Contact Number |  |

## 9. INVESTIGATION

**Was the location of equipment or person authorised?**

Yes

No

N/A

**Additional details**

**Was the activity of the person authorised?**

Yes

No

N/A

**Additional details**

**Were safe work practices being followed?**

Yes

No

N/A

**Additional details**

**Contributory factors? (tick the one which is appropriate )**

Environment

Materials

Human Factors

Premises

Procedures

Training

Equipment

Information



Other (Please specify)

**Was the activity covered by Risk Assessment?**

Yes

No

N/A

**Additional details**



|                  |  |
|------------------|--|
| Contact Number   |  |
|                  |  |
| <b>Principal</b> |  |
| Signature        |  |
| Date             |  |
| Print Name       |  |
| Job Title        |  |
| Contact Number   |  |
|                  |  |

| FOR ESTATES USE ONLY   |       |       |
|--|-------|-------|
| Report to HSE  | Date: | Time: |
| <b>RIDDOR REPORT COMPLETED ONLINE</b>                                      |       | Date: |
| Copy sent to Estates & Facilities Manager / Executive Principal for review |       | Date: |
|  |       |       |

**Please attach any signed witness statements and other relevant information to this form.**



## Appendix 3. Asbestos Report

The text in this table are suggestions only. The table will need to be adapted to your school's specific circumstances.

| LOCATION          | PRODUCT                | HOW MUCH          | SURFACE COATING   | CONDITION          | EASE OF ACCESS   | ASBESTOS TYPE  | COMMENT |
|-------------------|------------------------|-------------------|-------------------|--------------------|------------------|----------------|---------|
| <i>Roof</i>       | <i>Asbestos cement</i> | <i>Whole roof</i> | <i>None</i>       | <i>Fairly good</i> | <i>Difficult</i> | <i>White</i>   |         |
| <i>Store room</i> | <i>Pipes</i>           | <i>6 x 3m</i>     | <i>Metal case</i> | <i>Good</i>        | <i>Medium</i>    | <i>Unknown</i> |         |
|                   |                        |                   |                   |                    |                  |                |         |
|                   |                        |                   |                   |                    |                  |                |         |
|                   |                        |                   |                   |                    |                  |                |         |
|                   |                        |                   |                   |                    |                  |                |         |
|                   |                        |                   |                   |                    |                  |                |         |
|                   |                        |                   |                   |                    |                  |                |         |

## Appendix 4. 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 infectious disease, including 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   |
|--|---|
| <b>Athlete's foot</b>  | None.   |
| <b>Campylobacter</b>   | Until 48 hours after symptoms have stopped.   |
| <b>Chicken pox (shingles)</b>                                  | <p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p> |
| <b>Cold sores</b>  | None.   |
| <b>Respiratory infections including coronavirus (COVID-19)</b> | <p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>   |
| <b>Rubella (German measles)</b>                                | 5 days from appearance of the rash.   |
| <b>Hand, foot and mouth</b>                                    | 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.   |
| <b>Impetigo</b>  | Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.  |
| <b>Measles</b>   | 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.  |
| <b>Ringworm</b>  | Exclusion not needed once treatment has started.  |

|  |  |
|--|--|
| <b>Scabies</b>   | The infected child or staff member should be excluded until after the first treatment has been carried out.  |
| <b>Scarlet fever</b>   | 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.   |
| <b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b> | None (not infectious by the time the rash has developed).  |
| <b>Bacillary Dysentery (Shigella)</b>                          | Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.   |
| <b>Diarrhoea and/or vomiting (Gastroenteritis)</b>             | <p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p> |
| <b>Cryptosporidiosis</b>                                       | Until 48 hours after symptoms have stopped.  |
| <b>E. coli (verocytotoxigenic or VTEC)</b>                     | 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 (e.g. pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.   |
| <b>Food poisoning</b>  | 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).  |
| <b>Salmonella</b>  | Until 48 hours after symptoms have stopped.  |

|  |  |
|--|--|
| <b>Typhoid and Paratyphoid fever</b>         | Seek advice from environmental health officers or the local health protection team.  |
| <b>Flu (influenza)</b>                       | Until recovered.   |
| <b>Tuberculosis (TB)</b>                     | 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.   |
| <b>Whooping cough (pertussis)</b>            | 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.  |
| <b>Conjunctivitis</b>                        | None.  |
| <b>Giardia</b>                               | Until 48 hours after symptoms have stopped.  |
| <b>Glandular fever</b>                       | None (can return once they feel well).   |
| <b>Head lice</b>                             | None.  |
| <b>Hepatitis A</b>                           | 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.                                     |
| <b>Hepatitis B</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. |
| <b>Hepatitis C</b>                           | None.  |
| <b>Meningococcal meningitis/ septicaemia</b> | If the child has been treated and has recovered, they can return to school.  |
| <b>Meningitis</b>                            | Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.   |
| <b>Meningitis viral</b>                      | None.  |

|  |  |
|--|--|
| <b>MRSA (meticillin resistant Staphylococcus aureus)</b> | None.  |
| <b>Mumps</b>   | 5 days after onset of swelling (if well).    |
| <b>Threadworm</b>  | None.  |
| <b>Rotavirus</b>   | Until 48 hours after symptoms have subsided. |