

School Health and Safety Policy

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Version

The table below shows the history of the document and the changes that were made at each version.

Version	Date	Summary of changes
0.1 (draft)	02 May 2012	First issue draft for consultation
1.0	02 August 2012	Initial issue
1.1	20 Feb 2013	Clarification of “Review”
1.2	12 Jan 2016	Addition of “Competent Person”

1. Introduction

- 1.1. This document is provided by the Governing Body of Kew Riverside Primary School in pursuance of the Richmond and Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

2. Statement of Intent

- 2.1 The Governing Body of Kew Riverside Primary School accepts responsibility for all safety and environmental matters within the School including health and safety at work, environmental protection and fire safety. The Governing Body is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Richmond and Wandsworth Council's policy statement, to ensure that the School meets its legal and moral obligations and complies with legislation, has been set up.
- 2.2 The Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice (Appendix 1) have been produced to provide a practical guide for staff on current legislation.
- 2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5 Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

3.1 The Governing Body

3.1.1 The Governing Body has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Governing Body is responsible for:

- ensuring a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the health and safety policy.

3.2 The Headteacher

3.2.1 The Headteacher has day to day responsibility for ensuring compliance with the policy statement and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically, will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Body, is regularly reviewed;
- ensuring there is enough staff to safely supervise pupils
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- passing on information received on health and safety matters to appropriate people;
- liaising with governors and Richmond and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.
- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Richmond and Wandsworth Council;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Body and Wandsworth Council Health and Safety Team;
- ensuring all risk assessments are completed and reviewed
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;
- monitoring cleaning contracts through PPP

3.3 Deputy Headteacher

3.3.1 In the Headteacher's absence, the Deputy Headteacher assumes the above day to day health and safety responsibilities.

3.4 Senior Leadership Team

3.4.1 The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Headteacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Headteacher or subordinate staff.

3.4.2 School Business Manager is responsible for:

- close liaison with the health and safety representative of the Governing Body
- close liaison with the PFI providers (responsible for facilities management).
- carrying out regular inspections and making reports to the Headteacher; and ensuring remedial action is taken where appropriate;

3.5 Site Manager

3.5.1 The Site Manager is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the winter);
- inspecting the buildings and equipment on a termly basis
- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Headteacher or Deputy Headteacher;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 7:30am Tuesday by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Headteacher or Deputy Headteacher of any hazards introduced by contractors on site;
- the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his/her work environment; and

- annually checking all stock with the stock book; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6 First aiders

3.6.1 First aiders are responsible for:

- the first aid equipment found in boxes in the Welfare/medical room, during lunchtime in the playground and Giraffe class
- recording any accident and subsequent treatment on the appropriate accident form (located in medical room or with medical box);
- immediately informing the Headteacher and/or the Deputy Headteacher of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.;
- completing an LA online Accident Form (ROSS) for all accidents which involve hospital treatment and passing this form to the Headteacher. Completion must be within one day of the accident
- notifying parents of any incidents by ensuring copy of the accident form is in child's bag unless head injury where it must be handed to the person collecting the child except for year 5 and 6 classes and inform the parents at the time of accident.
- recording when medicines are given to any person;

3.7 Employees, Pupil and Parents

All persons must familiarise themselves with the school Health and Safety Policy. They must ensure that they abide by the policy. In law, ignorance is not a justifiable reason for omitting to carry out duties in the required way.

3.7.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher and Richmond and Wandsworth Council to ensure that statutory requirements are met on health and safety matters;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- bringing problems to the attention of the relevant manager and of any work situation representing a serious and immediate danger so that remedial action can be taken
- reporting any accident involving children in classroom areas for which they have responsibility.
- modelling safe and hygienic practice for pupils
- understanding emergency evacuation procedures and feel confident in implementing them.
- being good role models – vigilant and careful

- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- providing opportunities for children to discuss appropriate health and safety issues.

3.7.2 Pupils are responsible for:

- Developing a growing understanding of health and safety issues
- Following class and school rules and adult instructions
- Conducting themselves in an orderly manner in line with these codes
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

3.7.3 Parents are responsible for:

- Ensuring that children attend school in good health
- Providing prompt explanations for all absence according to the school's attendance policy
- Providing support for the discipline within the school and for the teacher's role
- Ensuring early contact with school to discuss matters concerning the health and safety of their children, including drawing up a Health Care Plan in consultation with school staff where applicable.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school
- Accepting responsibility for the conduct of their children at all times
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies
- Treating the staff of the school, other parents and pupils with courtesy at all times
- Not bringing dogs on to school premises
- Not riding bikes, trikes or scooters on school premises

3.8 Richmond and Wandsworth Council Health and Safety Team

3.8.1 The Health and Safety Team will:

- give advice and assistance to the Headteacher in the discharge of their responsibilities in relation to health and safety;
- give advice to all staff in respect of health and safety by establishing and maintaining a Health and Safety Manual and associated Codes of Safe Working Practice;
- be the nominated Competent Person in respect of Health and Safety legislation;
- carry out regular audits of all health and safety management systems, policies and procedures;
- ensure that regular inspections of premises, and establishments where Richmond staff are occupiers, are carried out to ensure the maintenance of a safe working environment;
- receive regular reports of any accidents, injuries or near misses that occur, investigate such accidents reporting those that fall within RIDDOR to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence;
- maintain adequate and up to date information of relevant law and safety management practice;

- coordinate liaison with the relative statutory body (Health and Safety Executive, London Fire and emergency Planning Authority, etc.) during any investigations or inspections relating to Council operations; and
- attend meetings of relevant health and safety committees, acting as professional advisor where requested.

3.9 Health and Safety representatives

3.9.1 The Governing Body and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

4. Arrangements

4.1 Risk assessments

4.1.1 The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate (Fire, Gas Safety, Off-site activity and buildings. Risk assessment will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for lone working and other situations where safety may be compromised.

4.1.3 Records of risk assessments and pro-formas are kept in the health and safety folder on staff share. These pro-formas can be used for all risk assessments, not just for school trips. All risk assessments must be approved by the Headteacher, the School Trips/Journeys Co-ordinator and Governors (as appropriate).

4.2 Training

4.2.1 Safety induction training must be given to all staff on commencement of work at the school.

- 4.2.2 All staff must be competent to perform their duties thus specific training is required where, for example, additional hazards exist or if specialist duties are required. Fire Wardens, Site Managers are among those staff requiring specific training.
- 4.2.3 A record of all training courses attended by staff should be maintained, preferably in their Personnel File.
- 4.2.4 The Site Manager is responsible for ensuring the health and safety of both himself and the team of cleaners. The Site Manager has undergone comprehensive training on health and safety issues, and knows the correct procedures for manual handling, for the storage of substances harmful to health, and the correct methods for using the range of machinery and equipment he and the cleaners have to use.
- 4.2.5 The school operates the health and safety procedures for cleaning as recommended by the LA. These staff are employed by PFI provider.

4.3 First Aid

- 4.3.1 The Headteacher will ensure that a suitable number of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff should be encouraged to undertake relevant training.
- 4.3.2 First aid boxes are situated in the Welfare/Medical Room, Giraffe Class Playground and during lunch and break in the playground and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.
- 4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.
- 4.3.4 It is the responsibility of all employees to note these locations. If resources are used from these boxes and need replenishing the office staff should be informed as soon as possible. The Learning Support Practitioners (LSPs) are responsible for regular checks of and for the provision of First Aid for Educational visits. There are medical bags in the medical room for use during such visits.
- 4.3.5 Body fluids should only be cleared up when wearing appropriate personal protection and using the correct cleaning equipment (See Section on HIV/Aids). Older children are expected to clean themselves after toileting accidents using wipes provided.
- 4.3.6 First Aiders training should be updated on a regular basis and all staff should be given the opportunity to receive First Aid training.

4.4 Administration of medicine

- 4.4.1 Medicine can only be given to children when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more. Children with special educational needs/disabilities will be accommodated in accordance with written medical recommendations. An individual Health Care Plan will be drawn up with parents and doctors for those who need it.
- 4.4.2 Medicines must not be in the possession of children, they must be handed to the school office or a first aider and kept securely (see para 4.3.4 for exceptions). Throat sweets are medicine and should be treated like other medication.
- 4.4.3 Medicine must only be administered by a first aider or their nominate representative. All medicine given must be noted in the medicine book in the medical room.
- 4.4.4 Staff have access to children's medication at all times. This is kept in the medical room.

4.5 Accident reporting

The Procedures in Chapter 2 of Wandsworth Council Health and Safety Manual are to be followed. In summary these are:

- 4.5.1 All accidents, no matter how minor, that occur to members of staff, are to be recorded on the accident report form in the medical room and reported using the Wandsworth Council accident reporting pro-forma online ROSS (TC1297A). These are kept in their personnel files.
- 4.5.2 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using Council proforma, ROSS (TC1297B). The parent should be contracted to accompany the child whenever possible. If this is not possible and the child is escorted by staff. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded on the Accident form.
- 4.5.3 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Contact number 020 8871 8236.

4.6 Fire precautions

4.6.1 Every employee must ensure that:

- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

4.6.2 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

4.6.3 If you discover a fire on school premises:

- DO NOT PANIC
- Locate the nearest fire alarm button and sound the alarm
- Follow the school fire drill

4.6.4 In the event of a fire,

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately; children will be escorted from the building by the nearest exit in silence
- A fire evacuation sweep is in each class explaining areas to check and responsibilities
- Ensure that all fire doors are closed
- Fire extinguishers may only be used by 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 playground. In the event of a kitchen fire during lunch time the hall will evacuate from the hall via the meeting room to the playground and the exit to the rear of the hall to the school car park where pupils will line up outside the reception door.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Report any missing children to the Headteacher or Deputy
- The Office staff 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.

4.6.5 Alarm sounding points (manual call points) are as follows:

- There is a call/break point by every fire exit

4.6.6 Fire extinguishers can be found at and accessible at all times:

Plant	Kitchen	Hall	Meeting	Corridor B (Library)	Food Tech	Library	Recep	Corridor A (Deputy office)	Staff room
P	F	F	F	F		F	F	F	
	C			C			C	C	
	FB				FB				FB

(W) = water; (F) = foam; (C) = CO₂; (P) = powder (FB) = Fire Blanket

4.6.7 All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school. The fire alarm is tested weekly every Tuesday morning at approximately 7.30 am by the Site Manager. Then tours all rooms in the school and checks that occupants have heard the bell. Fire drills take place Termly.

4.7 Smoking and fire hazards

4.7.1 Smoking is not allowed at any time in any areas of the school buildings and school grounds.

4.7.2 Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended.

4.8 OTHER EMERGENCIES / BOMB SCARES

4.8.1 A detailed Emergency Critical Incident plan for responding to other emergencies, such as bomb warnings or major incidents is in place.

4.9 Use of machinery

4.9.1 Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it.

4.9.2 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

4.9.3 **Electrical Equipment** - If there is a fault with any electrical equipment, the staff member who notices the defect should report to Site Manager and SBM by email. If the appliance is dangerous then the Site Manager should be contacted immediately. The appliance should be removed or marked so that other staff do not attempt to use it.

4.9.4 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

4.9.5 Only trained staff member can check plugs

4.9.6 Staff should not use their own electrical appliances unless they have been checked by the Site Manager. All electrical appliances are checked periodically by the Site Manager.

4.9.7 Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.

4.9.8 Photocopying machine - Instructions as to how toner is to be replaced in the machine are to be followed exactly. The machine should be switched off each evening.

4.9.9 Solvent abuse - Children should not be allowed to use corrections fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.10 Personal safety

4.10.1 All staff are to be aware of the contents of Chapter 25 of the Council Health and Safety Manual.

4.10.2 All class rooms and rooms have a red cross This is displayed on the wall near the door. In the event of an emergency, the red cross can be taken to the office or a member of the Leadership team.

4.11 Pupil safety

4.11.1 No child is to be left unattended in rooms in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.

4.11.2 All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or LSPs are in charge.

4.11.3 No child is to carry glass or crockery and is to be reminded to take care when using scissors, compasses, laptops etc.

4.12 General safety

- 4.12.1 All staff should ensure that working areas are sufficiently ventilated.
- 4.12.2 No hot drinks are to be walked around the school or in classrooms unless they are in sealed bottles. No hot drinks should be taken into the playground or outdoor areas.
- 4.12.3 All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the PE policy. The apparatus should be stored safely in the cupboard after use.
- 4.12.4 Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.
- 4.12.5 All staff will be given a copy of the Staff Handbook and the Health and Safety policy at the commencement of their contract.
- 4.12.6 Parking within the school grounds is for staff and official visitors only. In order to ensure the safety of children extreme care must be taken at all times. Parents should not drive in the school grounds unless authorised. The speed limit of 5 mph must be adhered to at all times. Cars must be parked facing outwards.
- 4.12.7 CCTV cameras cover all entrances and areas of the building.
- 4.12.8 If the pedestrian or vehicle gate is broken temporarily the security cover is provided by the PFI provider.

4.13 Lone working

- 4.13.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk.
- 4.13.2 Lone working may occur in the case of a member of staff working late in the evening or where the Site Manager is required to work during a weekend or school holiday.
- 4.13.3 Working in a single occupancy office
- 4.13.4 If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- 4.13.5 The lone working will ensure that they are medically fit to work alone.
- 4.13.6 As part of a PFI contract there must always be a Site Manager on site.

4.14 Safeguarding – Access to school

- 4.14.1 Parents and guardians are requested to use the Townmead Road entrance to the school and remain in the playground with their children, if they are in years Reception to Year 4, until the classroom doors open. Parents should collect their children from their class door. Each before or after school club has a collection point for parents to collect their child from.
- 4.14.2 Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.
- 4.14.3 Parents/carers are not to walk around the school out of school hours between 7.00am to 8.30am and then again from 3.30pm to 6.30pm. All clubs have designated collection points. During school core hours parents and carers should not be walking around the corridors of the school unless authorised and DBS checked.
- 4.14.4 In order to make this easier for parents, all teachers are to be available to speak to parents before and after school – class doors open on to the playground from 8.50 am to 8.55 am and from 3.15 pm to 3.30 pm, thus giving all parents the opportunity to pass on brief messages.
- 4.14.5 The pedestrian gate is opened before school and closed at 9.05am from that time onwards it is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.10 pm and locked again at 3.45pm when all the children have left.
- 4.14.6 During school hour's access can only be gained by the visitor alerting a member of the office staff.
- 4.14.7 All visitors and contactors will be instructed to report to the school office and will be given a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.
- 4.14.8 All staff, both teaching and support, have their police record checked before they begin work in the school. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

4.15 Safeguarding – Collection of children

- 4.15.1 Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office.

- 4.15.2 If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, Deputy Headteacher or member of the office staff.

4.16 Safety on school visits

- 4.16.1 The Teacher/Learning Support Practitioner-in-charge of an outing is responsible for all aspects of health and safety when off the school premises. A risk assessment must be completed for each outing.
- 4.16.2 When taking children out of school, mobile telephones (including the school mobile phone) should be taken so that in an emergency the school can be contacted and contact maintained between groups when travelling.
- 4.16.3 There will always be at least one first aider on school visits and a paediatric first aider with Early Years Foundation Stage.
- 4.16.4 The Teacher/LSP in charge must set out a full proposal for the off-site activity, detailing the itinerary, who will be involved, names and details of helpers, member of children etc.
- 4.16.5 The Teacher/LSP in charge must check whether their proposals meet with the safety standard requirements in terms of adult-pupil ratio (particularly identifying whether it is a Category A or Category B trip)
- 4.16.6 The Teacher/LSP in charge must conduct a preliminary visit
- 4.16.7 The Teacher/LSP in charge must submit the proposal and the risk assessment (Appendix 2) for scrutiny by the Headteacher / School Journey Co-ordinator and the nominated governor with responsibility for Off-Site Activities
- 4.16.8 If agreed Category A trips must then be submitted to the LA for approval. Applications must be received by the LA at least *4 weeks* prior to the date planned [Proposals given less notice will not be considered]
- 4.16.9 Approval for the trip must be secured before any confirmation of booking can take place or any notification to parents. Trips therefore need to be planned well in advance.
- 4.16.10 Given the time lapse between the preliminary visit and the actual trip, it may be necessary to conduct a further preliminary visit, to make

sure that there are no significant changes, which could risk the safety of participants.

- 4.16.11 For children being transported by responsible adults or parents, the driver's motor insurance must be adequate and include child passenger liability. The number of children carried must conform with the driver's insurance policy. No member of staff is permitted to transport children in their own vehicles

4.17 Cash handling

- 4.17.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis.
- 4.17.2 Cash should be counted out of sight. Cash collected by G4S. Occasionally a staff member will go to the bank and in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.18 Manual handling

- 4.18.1 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.
- 4.18.2 A specific risk assessment must be carried out for all manual handling operations Health and Safety file chapter 15.
- 4.18.3 The Site Manager should be contacted to move large consignments or bulky, heavy items.

4.19 Tree safety

- 4.19.1 All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.
- 4.19.2 Similarly all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

4.20 Asbestos

- 4.20.1 The school does not have Asbestos. All documents are held by the PFI contract.

4.21 Hirers, contractors and others

- 4.21.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.
- 4.21.2 When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body and the PFI contract:
- introduce equipment for use on the school premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 4.21.3 Immediately prior to use the Site Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Site Manager and it should be made clear to the user that if any further changes are required during the hire they must summon the Site Manager. As proof of due diligence the arrangements should be signed off by the user.
- 4.21.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.22 Staff consultative arrangements

- 4.22.1 The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee within the Finance and Resources Committee.

4.23 Emergency Planning

- 4.23.1 The Headteacher will ensure that a suitable and satisfactory Emergency Plan (Business Continuity Plan) is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Body and reviewed annually.
- 4.23.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding, should be included in the Plan.
- 4.23.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

4.24 Monitoring

- 4.24.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Headteacher, Site Manager and if possible a member of the Governing Body.
- 4.24.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.25 Codes of safe working practice

- 4.25.1 This Policy will be supplemented by codes of safe working practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.26 Review

- 4.26.1 This policy will be reviewed annually or when a significant change has occurred.

Signature..... Chair of Governors Date

Signature..... Headteacher Date

5. Codes of safe working practice

Appendix 1

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

5.2.1 Class teachers with the support of Learning Support Practitioners have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the SBM to report to PFI.

They are supported in this by the Governing Body, Headteacher and the Senior Leadership, who together, ensure that there is sufficient furniture of an appropriate size for the children, and that there is adequate provision of suitable resources for the needs of the children and the delivery of the curriculum.

5.2.2 Examples of items to be checked include:

- A risk assessment must be carried out by the member of staff on the classroom layout and resources
- A risk assessment must be carried out by the member of staff before introducing any new furniture to the classroom
- All the Health & Safety guidance for Art, D.T., Drama, ICT, P.E. and Science is given due priority
- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- spillages are cleared up immediately
- orderly sensible movement within the teaching area should be maintained
- furniture layout and classroom organisation must allow for ease of movement around the room, chairs are kept tucked under tables when not in use to enable a quick exit in an emergency
- the emergency procedure (Fire Drill) is displayed and children are taught what to expect and what to do
- chairs are kept tucked under tables when not in use
- pupils' coats and bags are kept hanging tidily, and children are encouraged to pick them up when they fall
- Children must not be allowed to line up right next to the door; they should be encouraged to start their line at least half a metre back from the door (all doors have finger guards in good condition)
- Doors to toilet areas should be kept closed

- Windows are not obstructed by pictures, posters etc. (windows may be used for display purposes, but should not significantly reduce the amount of natural light available).
- Resources which only staff access should also be stored safely – not piled too high, or in a hazardous manner so as to put people at risk.
- always ensure children are not left unsupervised
- no combustible materials/displays should be placed on any door
- Spillages of paint, glue, sand, water etc. are cleared up immediately
- Any clay, dough or plasticine dropped is picked up immediately
- Rubbish is cleared up swiftly, and not left to clutter the floor
- Pupils' coats and bags are kept hanging tidily, and children are encouraged to pick them up when they fall
- Proper consideration is given to the placement of computers, listening centres and other electrical items

5.3 Library

The library must be used by a whole class or a small group or individual under the supervision of an adult.

5.4 Playground safety (including lunch and breaks)

5.4.1 Staff on duty are responsible for the safety of pupils. Staff on duty should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 Examples of items to check include:

- adult:children ratio is sufficient
- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- safe use of playground equipment
- limit on eg number of balls in use
- children are not allowed to use the play apparatus when it is wet or icy
- no child should leave the play areas without the permission of the staff on duty
- the field should only be used if the conditions are suitable
- at the end of the lunch break staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils
- Children must not make contact with passers-by
- Areas of shade have been created to provide protection from the sun
- Children are encouraged to wear hats on hot days, and are not allowed to play out unless they are covered up
- On particularly hot days in summer or cold days in winter, children are not allowed to stay outside for the whole of the long lunch period
- Weather conditions and suitability for outdoor play

Allocate duties and ensure that all aspects of supervision – hall, playground, medical room – are adequately covered (especially important where there is absence among LSPs and duties have to be adjusted)

- Ensure all LSPs know the school policies on Health and Safety and Behaviour
- Ensure all LSPs are aware of First Aid and medical procedures
- Ensure all LSPs know the correct procedure for an emergency evacuation, and are confident to carry it out should one occur at lunchtime.

5.5 Large playground equipment

5.5.1 Staff on duty should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.5.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Staff and children must be aware of play equipment rules (eg climbing frame and trim trail)
- Equipment is fixed around the walls, and care must be taken to see that it is always correctly erected and secured when in use and that it is stored away correctly and properly secured back against the wall.
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

All fixed climbing and play apparatus is subject to annual inspection by qualified persons, engaged through a contract organised by the PFI provider

5.6 Safety in Corridors

(All staff are responsible for this)

- Gangways should always be kept clear.
- Electrical equipment should always be unplugged and leads neatly wound up when not in use.
- Fire doors should be unlocked and clear for exit.
- Children and adults should walk along corridors and encouraged to look around them when going through doors in consideration and safety for anyone behind.
- **Fire doors must not be wedged open.**
- Teachers must consider safety aspects when planning activities.
- Remember that plastic bags can cause suffocation and are potential hazards.
- Corridors should be kept free from obstructions, to allow easy passage both in normal circumstances and in an emergency. Where resources are displayed in the corridor, they must be kept in an orderly manner
- Lunch boxes should be stored neatly, and staff should ensure that these are placed somewhere appropriate during the day (in order for the children's food to remain in an edible condition, care should be taken to avoid it getting too warm. KS2 children's lunch boxes are stored in the sheds on the balcony.

5.7 Children's toilets

- Staff should ensure that children know how to use the toilet properly, and are discouraged from using them as a play area
- Staff should encourage children to shut the toilet door when they are using it
- Staff should ensure that they know which pupils are in the toilet, and how long they have been in there
- Staff should encourage children to wash their hands after using the toilet, and to dry them appropriately
- Staff should encourage children to keep the toilets in an acceptable condition, and to report any problems swiftly
- Staff should monitor the condition of the toilets off their classrooms and ensure that any spills, floods, accidents are mopped up

5.8 Medical Room

The medical room is equipped to deal with minor injuries, children who feel unwell, and children who require clothes changing after an 'accident', sickness etc.

First Aid equipment is available, and all treatment administered is recorded in the accident book.

Medications required for children with medical needs are also kept here (mostly inhalers) and are labelled with the name of the child to whom they belong.

A log of children with Health Care Plans is also kept here.

Some medications may be harmful if given to the wrong child or in the wrong dose.

Such medications are kept in a locked cupboard.

Inhalers are not kept locked away; they are readily available whenever a child needs them. However, they are kept on a high shelf so children need to ask an adult to get them down for them. This ensures that children do, in fact, get the correct inhaler.

No child must ever be in the medical room unsupervised by an adult.

5.9 Hall

The Hall is used for a variety of purposes – Assembly, P.E., and lunch every day of the week, and on occasions for other purposes – concerts, meetings, lettings and social events.

The different uses can present different hazards, and a risk assessment should be carried out for each aspect of its use.

The main hazard is the floor surface, which becomes extremely slippery when wet. LSPs are vigilant for any spillages of food or drink that could cause a hazard, and remove them quickly.

There are access doors on three sides of the Hall making for easy entrance and exit.

P.E. equipment is stored in the cupboard, it is the responsibility of the P.E. co-ordinator to check that equipment is stored sensibly and safely, and the responsibility of each member of staff, or outside agency, using the equipment and cupboards to ensure that they take responsible precautions when getting equipment out or putting it away, and to ensure that they make every effort to replace equipment in a safe and easily accessible way.

5.10 Staff Areas, Office, Store Cupboards, Meeting and Staff Room

The following safety factors apply to all these rooms:

- All rooms should be kept tidy and, as far as possible, free from clutter
- The amount of combustible material in the rooms should be kept to the minimum necessary
- Floor areas must be uncluttered
- No wires should be left trailing
- All computers must be correctly shut down at the end of the day
- All doors must be closed at the end of the day
- Care should be taken to position VDU screens where they can be seen easily and will not cause eye strain
- Items should not be stacked on top of the shelving system
- Often, the items are bulky and heavy; care must therefore be taken in lifting, carrying and stacking these items
- If it is a confined space, and care needs to be exercised in manoeuvring, particularly when moving or carrying items
- If shelves are of reasonable height, and if anyone finds it difficult to reach the top shelf, a safety step must always be used
- Store cupboard doors must always be kept locked when not in use.
-

The photocopier presents an additional hazard. Care must be exercised:

- To ensure that the lid is properly closed when photocopying (to avoid possible damage to eyes).
- When adding toner, as this can be carcinogenic. Any toner spilled on exposed skin must be washed off immediately
- When remedying stoppages caused by jammed paper – internal parts of the copier are often extremely hot.
-

5.11 Car Park and Landscaping surrounding the building

- Pond area must be kept locked and children only to access when supervised
- Playground sheds must only be accessed by children when supervised
- Car park gates must be kept locked whilst school is in session
- Car park users must park and drive with due caution and consideration for other people with safety in mind
- Cars may only park in bays provided (facing outwards)
- No poisonous plants are used
- All overhanging branches etc. are trimmed back regularly to prevent posing a risk to passers-by
- No chemical treatments are used during term time
- Ground maintenance staff must report to the office before starting work
- Ground maintenance staff must not operate heavy machinery when children and other adults are on the playground.

5.12 Staff and pupil safety

5.12.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and,

if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.12.2 Aspects to be considered include:

- Children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - suitable footwear for PE;
 - wearing of ear-rings not permitted for PE;
 - Sikh karas should be protectively covered and if the removal of earrings should present a problem with parents, then these should also be covered by the parent before the child comes to school.
 - Earrings should be covered for PE. Stud earrings only are permitted.
- Children should be taught to exercise personal responsibility for safety of self and classmates
- Children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency
- Staff should be good role models
- Children should not come into proximity of cups of hot beverage or containers with hot or dangerous substances.
- During school hours, children may not leave the school even with a responsible adult without the permission of the Headteacher or Deputy.
- All children should be made aware of the location of the First Aid areas.

5.12.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

Art and Craft activities is a regular feature of the curriculum throughout the school, and children are encouraged to be as independent as possible with materials, tools and equipment from the earliest age. In art, there are implications for health and safety including:

- Resources should be stored safely and tidily, yet in such a way to be accessible to all pupils.
- Tools such as scissors and brushes must be stored safely.
- Some substances e.g. glue, paint, clay, varnish, soap and detergent etc. can cause allergic reactions. Where reasonably practicable, protection or alternatives should be provided, but where this is not reasonably practicable, a pupil may need to be excused from a particular activity.
- All spillages present a potential slip hazard, and must be cleared up immediately.
- Materials which are flammable must be stored in a suitable location – not near heat sources, and not near highly combustible materials e.g. paper.

- Care should be taken to protect pupils, their clothes and classroom surfaces from contamination from paint, clay, glue etc.
- No glass containers are to be used because of the risk from broken glass
- Protective aprons must be washed regularly and stored in a suitable location (so that they are easily accessible but do not present a trip hazard).

Design and Technology policy also gives due recognition to matters of Health and Safety. We recognise that:

- Many Design Technology activities will present some degree of risk, and therefore, all staff will conduct a risk assessment prior to every activity. This need not be formal and written down (although this may sometimes be appropriate), but staff should take a moment to consider:
 - The safety of the materials, tools and equipment being used
 - The location of the activity
 - The space available
 - The age, aptitude and ability of the children involved
 - Whether any additional adult support is available (or desirable)

We take appropriate steps to reduce or eliminate the risks. Where such risks outweigh the value to be gained from the activity, staff should seriously consider abandoning the activity, changing it, or postponing it until a later time when circumstances have changed. If in any doubt, consult the Health and Safety Co-ordinator (the Headteacher).

- Where there are potential risks, children must have these explained to them, and have the level of supervision necessary for the safe operation of the activity.
- Equipment such as construction kits and recycled materials must be stored safely, yet in an easily accessible manner.
- Tools must be stored safely, especially any tools with sharp edges, such as scissors or woodwork tools.
- Specialised tools such as glue guns pose a particular risk and, as such, we choose to use only low temperature glue gun (stored in office).
- Some apparently ordinary materials can pose a risk to certain individuals e.g. some people are allergic to some glues, paints, malleable materials, and we undertake to provide protection or alternatives where reasonably practicable, or to excuse their use where protection or an alternative cannot be provided.
- Where electrical equipment is used, wires do not trail on the floor as these pose a trip hazard.

Safety when Cooking

Food technology poses many risks – such as sharp implements, hot surfaces, hot ingredients and hot products, risk of allergic reaction to some foods [especially peanuts which can cause anaphylaxis], risk of contamination etc. Supervising adults must follow all guidance below:

- Children must be closely supervised at all times.
- A maximum number of 6 children per adult helper should cook at any one time.
- Children must wash their hands before starting to cook or to eat.

- Aprons must be worn. (These aprons should only be used when cooking.)
- Cooking utensils should only be used for this purpose. E.g. washing up bowls should not be used for other activities.
- Cleanliness of the cooking area / equipment should be checked by the teacher or supervisor taking a group on each occasion.
- Discourage children from licking spoons, bowls and other utensils.
- If the oven is in use then the closest supervision is necessary. If the oven or hob / cooking needs to be left on after children have exited, the door must be locked to prevent any access by others.
- A fire blanket is always on the wall in close proximity.
- Never allow hot food or liquids to be carried around the room or school.
- Children with long hair should have it tied back so that it does not fall into their faces or the food.
- Extension leads must not be used on cookers.
- The cooking work surface must be cleaned before and after use.
- All food residues must be disposed of immediately.

Information and Communication Technology:

- All electrical equipment must be safety tested annually (all items so tested bear an identifying sticker)
- All mains electrical equipment must be properly connected to a three pin plug, containing a fuse of the appropriate type.
- No mains electrical equipment is to be plugged into an adapter, except for purpose designed 4-gang adapters on computer equipment.
- No wires must be allowed to trail. Place electrical equipment within easy reach of a plug point. Where there are many wires e.g. on the computer trolley, secure these with tape.
- Mains electrical equipment can present a fire hazard, and so must be switched off overnight.
- Children must be taught how to operate ICT equipment properly, and trained to care for these expensive resources.
- The location of equipment must be given careful consideration (it would not be sensible to position computers near water, sand or messy activities such as paint/clay. Computers should also, where possible, be positioned away from sources of heat)
- Keep computer 'workstations' tidy; do not store paper or other combustible materials on or near the computer.
- Computer 'workstations' need particular thought:
 - All items must be easily visible (avoid pupils having to bend their necks to look up at the screen)
 - The monitor must not be positioned where sunlight or reflection makes it difficult to see the screen
 - There needs to be sufficient room for the pupils to manipulate the mouse, and to rest their wrists when using the keyboard

- Special thought needs to be given to the needs of left-handed pupils – the workstation must be flexible enough to allow the use of the mouse in the left hand.
- There should also be sufficient room for pupils to rest items they will need to use during their work e.g. book, paper.
- Computers should be switched off and covered overnight.
- Floor robots pose a potential trip hazard; a risk assessment should be carried out before using the Roamer, and measures taken to reduce risk (again, this need not be a formal, written risk assessment, but you do need to give thought to where, how and when Roamer will be used, and how you will ensure that it does not cause an accident.)
- Listening centres – children must be trained to use headphones sensibly, and taught the dangers of turning the volume up too high
- The use of video/TV equipment needs to be given special thought – especially the seating arrangements, positioning so as to be near plug points and avoid trailing wires, and checking that the equipment is safely housed and the trolley is steady and secure. Children must never be asked/allowed to move the TV/video trolleys, and they should be safely out of range when the equipment is moved because of the possibility of tipping over.

P.E.

Pupils have the opportunity to be involved in a full range of P.E. activities, both indoors and outside. They are taught P.E. by their normal class teachers and a specialist P.E. Teacher.

All pupils are required to dress appropriately for P.E. sessions. They must change into shorts and T-shirts for gym, but the exigencies of time mean that they may have to do Games and Dance lessons having only removed their shoes and socks and sweaters/cardigans.

Any child wearing jewellery will be required to remove it for P.E. except if it is an item which cannot be removed because of its religious significance. Pupils wearing earrings will, if they cannot remove them themselves, be required to cover them during the P.E. lesson.

All staff are required to dress appropriately for P.E. lessons, including wearing appropriate footwear.

Staff must always ensure that:

- Pupils behave sensibly and with appropriate concern for their own and others' safety
- Pupils work quietly
- Pupils stop immediately at a given command
- Pupils know to sit still and quietly in an emergency.

The School Field

During the finer months, the school field may be used for P.E. The teacher in charge must ensure the following:

- A head count is made on leaving the classroom, on arrival at the field, once there and on leaving and returning. Also, at various times throughout the activity.
 - The rear school gate is shut and checked by an adult.
 - Children only cross roads at the crossing with adults.
 - The school field gate is shut and bolted, but not locked.
 - The teacher in charge has all children in view at all times.
 - A headcount is made on arrival.
- Each morning, the site manager will check the field to ensure it is fit for purpose. This will include cleaning animal faeces and filling in fox holes.

Swimming

The school uses Pools on the Parks for all swimming sessions. The pool provides a risk assessment for the lesson. The journey to and from the pool is either by bus or coach, the school uses the risk assessment for the journey and the On the Day form (Appendix 2).

Gymnastics

The school is well equipped with a range of modern apparatus for gymnastics. This is regularly checked for safety by qualified persons under a contract through the LA.

However, to ensure safety, staff need to be sure:

- That the set up of the equipment is planned with safety in mind:
 - * with adequate room between each item or group of equipment
 - * away from hazards such as windows, doors
- That the equipment is set up and secured correctly
- That pupils know how to carry and move items safely, and are trained in safe procedures before being asked to move equipment
- That equipment is stored safely, and that the method of storage does not prove a hazard to subsequent users
- That, before use, pupils are allowed the opportunity to warm up, so reducing the risk of muscle strain
- That pupils are taught the correct methods for using the equipment, of jumping and landing, and other gymnastic movements, to reduce the risk of injury
- That pupils are capable of using an item of equipment (e.g. sufficient strength, muscle tone)
- That pupils do not exceed the limits of their own competence and confidence
- That pupils move between items of equipment slowly and sensibly (not run from one piece to the next)
- That the floor is clean and safe and that any misplaced furniture e.g. chairs, are replaced.

Dance

Dance is usually taught in the hall. Teachers may utilise taped broadcasts, or provide their own recorded music. Either way, teachers must ensure that the electrical

equipment used does not present a hazard to pupils – properly plugged in, no trailing wires etc. The use of CDs means that staff can operate the music from a distance, and so do not have to keep rushing back to the music centre.

Sometimes, teachers will create their own music with percussion instruments. In this case, care must be taken to ensure that instruments are not left where a pupil might trip over them.

Pupils need to be taught to listen, to respond to the stimulus appropriately, to move with care and consideration, and increasing control and confidence, and an increasing awareness of space and other people.

This is the main time that pupils are encouraged to move freely around the large space of the Hall, without apparatus or equipment to restrict them. They need to be taught to use the space sensitively.

Games/Small Apparatus – Indoors

There is a good range of small apparatus – hoops, ropes, large balls, small balls, bats, quoits etc. for teaching games skills. As children get older and more mature, they are taught to apply these skills in games situations.

Such small apparatus does, of essence, present hazards of tripping, slipping and falling and therefore, every effort must be made to minimise these risks.

Children must be taught:

- The correct way to handle equipment
- To stop on a command, and to hold their equipment still
- To use equipment safely:
 - not to throw it at others
 - - not to throw it at windows etc.
- To use ropes in the intended manner, and not to 'lasso' or whip others
- Not to do anything which would endanger others
- To use the space sensibly, and to remain aware of the presence and possible actions of others (e.g. To avoid risk of collision).

Games/Small Apparatus – Outside

The factors to consider for Health and Safety set out above remain the same when the lesson takes place outside. However, the outside environment offers more potential hazards which need to be considered:

- The surface is harder, and will potentially cause greater injury if a pupil has a fall or other accident
- It is further from the medical room, and sources of assistance (i.e. no panic button) so thought needs to be given to how assistance will be sought if needed.
- The potential for hazards such as stones, glass, animal excrement
- The fixed outside climbing frames – children must not be allowed to go on these items during Games/Small Apparatus lessons
- The playground is an irregular shape with many obstructions, care will be needed to ensure adequate supervision of all pupils at all times. Staff may need to restrict pupils to a particular area

- There is the potential for items of equipment to be lost in bushes etc. Children must be discouraged from throwing items in intentionally, and from going in after them (this damages plants, but can also be hazardous to the child).
- There is the potential for small items of equipment to go out of the playground, either into the alley or the road. Children must never be allowed to try to go out after them.
- Staff need to bear in mind the school policy of not allowing children to talk to passers-by
- All items of equipment must be collected up and returned to the school store before any other children come out to play

Electrical Safety

Ensure safety when using electrical items:

- All electrical equipment must be sited to avoid trailing leads or other hazards
- All electrical items are subject to an annual safety inspection
- All electrical items must be properly earthed, and have fuses of the correct size
- No adaptors will be used to allow multiple use of a socket
- All electrical equipment will be used according to the instructions for use in the handbook
- No member of staff will attempt to mend faulty electrical equipment
- Where an extension cable is used (e.g. when the Site Manager uses an item of electrical equipment outside) it will conform to safety standards

To ensure children's safety:

- Children must NOT use mains electricity
- Children should be warned of the dangers of mains electricity
- Check that electrical appliances are turned off after lessons
- Never use electrical equipment with a frayed lead or damaged plug
- Never cut a battery open. Discard old batteries in an appropriate way as they may leak.
- All faults in equipment should be reported to the school office and to the designated safety personnel. **DO NOT USE FAULTY EQUIPMENT.**
- Do not allow wires/leads to trail across the floor as they may become a trip hazard.
- Do not hide wires/leads under carpets – any damage will not be seen and could lead to a fire.
- Always ensure that plugs are removed from sockets at the end of the day.
- Extension leads should not be used.
- All equipment is to be tested regularly by a qualified electrician.

ELECTRICITY EMERGENCY PROCEDURE

- 1 Turn off the power source using a non-conductive implement such as a wooden ruler, or knock the casualty's limb clear of contact with the same

- | | |
|---|--|
| 2 | If the casualty is unconscious, check breathing. If this has stopped begin mouth to mouth and if necessary, chest compression. |
| 3 | If the casualty is unconscious but breathing, place in recovery position. |
| 4 | Seek assistance and telephone for an ambulance. |

Science activities the school Science policy has been drawn up with Health and Safety issues very much in mind.

Big Toys

A variety of big toys are stored in the outside store cupboard in KS1 and KS2.

Safety factors to remember are:

- Children must be trained to be aware of others as they pedal trikes etc. to avoid the risk of collision
- Children must not be allowed to take the big toys on or near the climbing frames
- Wheeled toys such as trikes should be restricted to one specified area when other equipment is also available e.g. games equipment, again to avoid the risk of collision.
- All large toys should be marked with a British Safety Kite Mark.

Drama

Drama may take place in the classroom through role-play, in the Hall (particularly when the children are involved in Assemblies or Concerts) or in the Music and Drama Room.

Where a lesson/performance requires props/costumes, care and thought must be given to their storage and accessibility, to minimise the hazards (particularly of fire with combustible materials such as costumes).

Animals in School

- There is a No Dogs Policy in all areas of the school buildings and grounds (guide dogs excepted).
- Care must be taken when animals are brought into school. If children are handling them, hands must be washed afterwards.
- Certain animals carry diseases and are not allowed in school. If in doubt contact the Headteacher who will seek further advice.
- Surfaces where animals have been allowed should be cleaned and disinfected afterwards.
- Consider children who may be allergic to animal fur or feather.
- Wounds resulting from animals must be treated immediately. People with cuts or infections should not come into contact with animals.
- Soiled litter should be placed in plastic bags and sealed before disposal.

Plants in School

- Children should know that some plants are poisonous and they should be made aware of what these are, especially ones bearing attractive-looking fruits.
- If chemicals are used (e.g. rooting powder) gloves should be worn. Always read the instructions carefully.
- Store all chemicals/fertilisers in a safe place.
- Always wash hands after handling plants or seeds.
- Teach children to avoid touching their eyes whilst handling plants.
- Teach children never to taste any part of a plant unless it is absolutely certain that it is safe to do so.

5.13 Manual Handling

5.13.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Site Manager.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load.
- Ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

5.14 Work at height

5.14.1 The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.15 Staff training and information

5.15.1 It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

5.15.2 Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

5.16 Dealing with an Emergency

All class teachers are informed if any of their children are asthma sufferers. If a child has an attack they should have quick access to their medication and the assistance of a First Aider. If the child does not respond quickly then an ambulance should be called so that special treatment can be given as quickly as possible. **IT IS IMPORTANT THAT STAFF DEALING WITH AN ATTACK, REMAIN CALM AT ALL TIMES.**

EPILEPSY / FITS LOSS OF CONCIIOUSNESS

The child should be placed in the recovery position once the fit has finished and the assistance of the First Aider sought immediately. Furniture and other objects that should cause the child damage should be removed. An ambulance should be called to take the child to hospital immediately. **IT IS IMPORTANT THAT STAFF DEALING WITH THE INCIDENT REMAIN CALM AT ALL TIMES**

NUT / EGG / ALLERGIES

All class teachers have displayed Treatment Plan for children identified as having a nut allergy. There is also a Treatment Plan in the medical room and school office.

HIV / AIDS

- Disposable waterproof gloves must be worn when dealing with all body fluids. These should be available to all staff from the medical room at all times.
- Any cut etc. must be covered with waterproof plaster.
- Soiled dressing / paper tissues/ towels etc. must be disposed of in the designated medical soil refuse bin.
- Separate mops, cloths and buckets must be used for the following:
- body fluids- liquids e.g. milk, paint etc.

Soiled floors or other surfaces should be cleaned with disinfectant. Children should never be asked to carry out these tasks. The Site Manager should be informed of such soiling as soon as possible.

- It is desirable that all school personnel should have in-service training and/or written information on personal management issues regarding HIV.
- Splashes of blood from one child to another will be cleaned immediately with a disinfectant solution.
- Disinfectant must be used when dealing with cases of a child's toilet related accidents.
- Separate bins must be used for the disposal of gloves and soiled materials. These bins should be lined with plastic bags.
- Children and adults known to be infected with Aids/HIV will be allowed to attend school freely and will be treated in the same way as others.
- The number of staff who are aware that a child is infected will be restricted and confined to those who need to know.

WASTE DISPOSAL

- Sharp objects or broken glass etc. should be "pack wrapped" before disposal and also reported to the Site Manager. The Site Manager is responsible for ensuring that the playgrounds, fields' etc. are free from hazardous objects before and after school sessions but it is each adult's responsibility to ensure a safe working environment.
- General classroom waste should be disposed of in the waste bin available in each teaching area.

5.17 Staff and workplace safety

5.17.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Headteacher immediately such defect is discovered

5.18. Infection prevention and control

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

5.18.1 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

5.18.2 Coughing and sneezing

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

5.18.3 Personal protective equipment

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

5.18.4 Cleaning of the environment

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

5.18.5 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

5.18.6 Laundry

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

5.18.7 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

5.18.8 Animals

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

5.18.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

5.18.10 Exclusion periods for infectious diseases

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

5.19 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has

not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

5.17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

5.18. Safety Education

Children are provided with opportunities to discuss health and safety issues through:

- A programme of Personal Health and Social Education designed to promote mutual respect, self-discipline and social responsibility (see PSHE Policy)
- Circle Time, a forum for discussion held in every classroom at least once each week
- The agreement of the School Code of Conduct and own Class Rules at the beginning of the academic year by each class.

5.19. Lettings

- The Governing Body had adopted the LA model policy on the letting of school premises. Outside core hours 6.30pm – 6.30am.
- All hires are informed of their responsibilities, and are required to have or to pay an additional fee for insurance purposes.
- All hires are required to abide by the school and LA policies on Health and Safety.
- The Site Manager remains on site throughout all lettings to monitor proceedings.

Link to Local Authority Health and Safety Manual.

<https://info.wandsworth.gov.uk/Schools/Info-4-schools>

RISK ASSESSMENT FORM

Assessment undertaken by	Assessment and review dates
Name:	Assessment date:
School	Departure date:
Destination(s):	Review date:

ITEM/ISSUE	HAZARD/POSSIBLE OUTCOME	PERSONS AT RISK	RISK LEVEL	CONTROLS REQUIRED	FURTHER ACTION
1					
Journey/road works/route					
Observations/action					
Medical/children's Medical plans.					

Onsite at location	.				
Activities onsite (all staff members attending).				.	
Water Activities offsite (all school staff members attending).				.	
Accident/illness					
Stranger					
Return Journey to school					

School Trips / Educational Visits Form

Please complete all areas of the form outlined in bold, or circle Yes or No as appropriate

Planning	Teacher in charge of planning	
	Date of proposed trip (Has the school diary been checked and updated)	
	Destination/venue	
	Venue/destination provisionally booked	
	Price per child <i>All planned trips must be self-financing by the children</i>	
	Named person responsible for first aid	
	Cost of coach/transport <i>Coaches may be provisionally booked</i>	
	Alternative travel route attached	

→ Please give completed part A to Headteacher together with copy of proposed letter(s) to parents/carers and risk assessment. Once signed approval received, preparation for the trip can go ahead

Trip approved		Date	
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Preparation	Risk Assessment completed and a written copy attached	YES	NO
	Letter sent to parents with details of intended trip. With tear off slip outlining name, payment, adult help. Copy to office	YES	NO
	Confirm booking with venue/destination	YES	NO
	Confirm booking with coach company or book tickets through TfL School Journey scheme	YES	NO
	Write to adult helpers to confirm/refuse help. Outline helpers arrival time, lunch arrangements etc	YES	NO
	Email governors (especially link governor) to invite to attend trip	YES	NO
	Has the kitchen been informed about number of free lunches required for trip and how many children will be away from school	YES	NO
	Put children into groups and allocated an adult (give a copy to the office)	YES	NO

→ Money collected for the trip should be sent to the office each morning by 9.30 in a labelled, sealed envelope. The Finance Officer will keep a record of who has paid.

ON THE DAY

Before Leaving School Premises	Nominated Teacher In Charge		
	Emergency first-aider		
	Medical Requirements		
	Exact numbers of children & adults going on the trip.		
	Full details of destination, timings, groupings etc, appended to this form	YES	NO
	Have you indicated names of children not going on the trip and the classes they will be in overleaf	YES	NO
	Have free school meals been collected from kitchen	YES	NO
	Left a copy of groupings with the office	YES	NO

Points of information

- Staff should be responsible for rearranging their duty if they are on a trip
- Ensure that a member of staff is seated by **each** emergency exit on the coach
- Ensure that children do not sit on the left hand side front seat

Trip Risk Assessment Check-List

Date:.....

<u>Head counts</u>	Total number on trip entered
Before leaving school	
Before getting on/ while getting on transport	
While getting off transport (a teacher/ LSP is ALWAYS last off)	
When off transport	
Reaching destination	
When moving between locations on trip (especially toilets and lunch halls)	
Leaving destination	
Before getting on/ while getting on transport	
Getting off transport (a teacher/ LSP is ALWAYS last off)	
Reaching school	
Head counts must be repeated by additional adults at any time	

<u>Other checks</u>	Checked
Lead teacher/ LSP carries class list	
Number of children on trip shared with every adult (enter total)	
Group lists given to each adult with total in group	
Head counts can be repeated by additional adults at any time	
Seatbelts need to be checked before coaches set in motion out:	
Seatbelts need to be checked before coaches set in motion in:	

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

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

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

E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.

Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.

Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.