



THAMES LEARNING TRUST

Name of Policy	Health and Safety Policy
Scope of Policy	This policy relates to all academies across TLT. Each Academy must publish their own Health and Safety Policy (Appendix A) in line with this policy.
Approved by	The Board of Trustees
Date of Approval	April 2021
Review period	Two Years
Review Date	April 2023

GROWING STRONGER TOGETHER



THAMES LEARNING TRUST

**THE THAMES LEARNING TRUST
HEALTH AND SAFETY POLICY**

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PART 1: HEALTH AND SAFETY POLICY STATEMENT

The Thames Learning Trust regards the promotion and maintenance of health and safety at work as a prime objective. The trust recognises that its main resource is its staff; therefore it has designed this policy to ensure that every reasonable step will be taken to prevent injury and ill health to its staff by protecting individuals from hazards at work. This will also include pupils and visitors whether it is for pursuance of their employment or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that staff are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health & safety at work is maintained in respect for all activities within the school and during out-of-school activities.
- Periodic review of the safety policy as school activities and the associated risks change.

Supplementary to this general Policy Statement, within the group, each Academy will be responsible for developing Workplace Risk Assessments and Site specific H&S Procedures. Each Academy must complete appendix A of this policy and display this on their website. These will be maintained and acted upon in order to control risks. The Thames Learning Trust will carry out periodic reviews to ensure that this is happening.

All employees of The Thames Learning Trust have a duty to take reasonable care for the health and safety of themselves and their colleagues, together with pupils and other persons who may be affected by their activities at work. In order that we can comply with all legislative safety standards and codes of practice, the co-operation of all individuals involved at The Thames Learning Trust is essential in order that our statutory obligations can be discharged.

PART 2: ORGANISATION

2.1 Communication for health and safety

The Management of Health and Safety requires the Trust staff and the board of trustees to work together to achieve the required objectives.

2.2 Objectives

To comply with the general Policy Statement, The Thames Learning Trust and Schools within the Trust will endeavour to achieve the following objective:

- To promote standards of safety, health and welfare in compliance with Health & Safety at work, Etc. Act 1974, other statutory instruments, and approved codes of practice.
- To ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 (and others which are adopted from time to time as appropriate to changing circumstances).
- To protect personnel: - employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards.
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable.
- To ensure a safe and healthy working environment for all staff, and that there are sufficient facilities and arrangements for their welfare.

- To ensure all staff foster awareness with regards to all aspects of safety and health.
- To ensure that staff are aware of the importance attached to health and safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this policy.
- To ensure full and effective consultation with staff and unions on relevant matters regarding Health & Safety.
- To make arrangements for ensuring safety and avoiding risks to health in the use, handling, storage and transporting of equipment and substances.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is reasonably practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken safely following the correct procedures and risk assessments.
- To formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises.
- To lay down procedures to be followed to endeavour to prevent or minimise accidents and incidents.
- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.

2.3 Roles and Responsibilities

All The Thames Learning Trust personnel and those who appoint others to carry out duties on behalf of The Thames Learning Trust are required to ensure that those persons are competent and have adequate resources with regard to health and safety. They are to do everything within their power to ensure the prevention of ill health and the avoidance of accidents. In order to promote safe and healthy workplaces, the following responsibilities have been established.

Board of Trustees: The ultimate responsibility for all aspects of health and safety at work within The Thames Learning Trust rests with the Board of Trustees through the organisation and monitoring of the Trust's Health & Safety Management System. The Trustees will ensure:

- Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Principal and senior management team to support sensible health and safety management and to challenge as appropriate.

The Principal: The Principal is responsible for the effective implementation of the Health & Safety Policy and regular monitoring of the implementation of the health and safety arrangements and Management Systems. It is the Principal's responsibility to ensure that Appendix A of this policy is completed for their school.

All members of the Senior Leadership team: Senior leaders are responsible for implementing the Thames Learning Trust Health & Safety Policy along with any other subsidiary policies and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or material give adequate consideration to health

and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities and clients.

School Site Managers: School Site Managers must ensure compliance with Health & Safety legislation to promote a positive health and safety culture within the school.

- Provide support and advice to managers and staff.
- Act as Health and Safety representatives for the site they are responsible for.
- The Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for is fulfilling their requirement to follow safe systems of work in the running of their area of the business.

The Site Managers must undertake training in order to undertake the responsibilities of the competent person as required under (regulation 7) The Management of Health & Safety at Work Regulations 1999.

The Site Manager is a designated member of staff who advises the Principal and Senior members of staff on:

- Day to day operational safety within their area
- Compliance with statutory requirements
- Specialist advice and the dissemination of good practice

The Site Manager also provides;

- An in-house training provision for maintenance staff
- Monitoring , reporting and auditing Health and Safety Policy & systems

Ensuring that specific arrangements are in place for;

- Risk Assessment
- Accident Reporting & First Aid
- Fire Safety
- Legionella
- Asbestos
- Electrical Testing
- Monitoring(premises & facilities)
- Safe Plant and Equipment
- Security

Employees: All The Thames Learning Trust Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
- Ensuring adherence to a safe system of work by competent employees and contractors.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision.

- Ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary.
- Making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.
- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures/instructions.
- Take responsibility for their own Health & Safety.
- Employees have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are expected to use and not wilfully misuse, neglect or interfere with things provided for their own health and safety and/or the health and safety of others.
- They are required to cooperate with the Principal, Site Manager and Line managers to adhere to safety guidance given, in helping to maintain health and safety within the school.
- All employees are expected to observe standards of dress/footwear consistent and appropriate with safety and/or hygiene during the execution of their duties.

Pupils: Pupils have a responsibility to ensure that they act with all reasonable care with regards to health and safety of themselves and other members of the school. They are expected to use and not wilfully misuse, neglect or interfere with things provided for their own health and safety and/or the health and safety of others. All pupils are expected to observe standards of dress/footwear consistent and appropriate with safety and/or hygiene.

Catering staff: Catering staff are external contractors. The Catering Manager is responsible for good hygiene and ensuring that the health and safety requirements are implemented on a daily basis and will ensure that all catering staff follows the relevant parts of this policy.

Contractors: It is the responsibility of contractors and their employees to read and comply with the Trust health and safety policy. In addition they will be required to produce detailed documentation (risk assessments and method statements) for all works carried out on school property. On arrival contractors are expected to sign in at reception and ask for the Site Manager and sign out when leaving. The reception will issue a badge which the contractor must wear on the school site and hand back when leaving. They will also be required to attend an induction by the Site Manager to acquaint themselves with the school's emergency evacuation procedures.

Communication: The name of the persons appointed with responsibility for health and safety on The Thames Learning Trust premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information, to ensure the control of risks at that premises, is communicated to all staff and visitors. All The Thames Learning Trust and associated personnel should read the Site Health & Safety Arrangements Poster wherever they work.

Consultation and Training: The CEO of the The Thames Learning Trust along with Senior Leaders and Managers of each school, under its overall jurisdiction, are committed to involving employees at all levels in the maintenance of Health and Safety standards. External Health and Safety Consultants will be used to provide professional health and safety advice if required.

2.4 Allocation of Finance for Health and Safety

All budget holders are expected to include the costs of health and safety compliance, relating to their activities, within their budgets. To support this all capital and recurrent budget requests require budget holders to identify additional health and safety compliance issues related to their activities. A central health and safety budget is held within The Thames Learning Trust estates budget in order to manage cross-Academy health and safety demands. Where existing budgets are insufficient to meet specific health and safety requirements, the site Manager will bring this to the attention of the Director of Finance and options will be considered in order to manage the requirement. This may include, ceasing or reducing certain activities, looking at alternative options in undertaking activities or agreeing additional budgets.

PART 3: HEALTH AND SAFETY ARRANGEMENTS

3.1 General practices applying to all staff and for pupils or visitors in their care.

The safety arrangements set out below are for the information, guidance and compliance of all staff in The Thames Learning Trust.

Health and safety are integral parts of management. They are key considerations which should under-pin and facilitate educational and financial activity. Under the Health & Safety at Work Act 1974 and common law, employers and employees must look after themselves and all others affected by their undertakings.

All new staff including part-time, temporary and supply staff will be provided with a copy of Appendix A for their school and will receive induction training, which will include relevant health and safety issues, emergency evacuation procedures and first aid arrangements.

Members of the School's Leadership team:

In carrying out their normal functions have a duty to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment. These are:

- Providing and maintaining safe equipment and safe systems of work.
- Making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles.
- Providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety.
- Providing a safe and healthy working environment.
- Providing a system for rapidly identifying and remedying hazards.
- Where there are residual risks from hazardous conditions that cannot be controlled by other means, the school will provide suitable personal protective clothing and equipment.
- Abuse of any personal protective clothing supplied is a direct offence.

All staff have a statutory duty to co-operate in fulfilling the objectives of the Board of Trustees and a personal responsibility to ensure that their actions do not cause injury to themselves or others by their acts or omissions.

Employees are required to observe all rules and safe methods that apply to their own work and to report hazards, discovered by them or reported to them, to their Line Manager.

No Person shall intentionally or recklessly withhold or misuse anything provided in the interests of health and safety.

All visitors shall be directed by clear signage and must report to the Reception.

There will be an appropriate arrangement for the signing in and out of visitors, noting the vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety.

On appropriate sites, contractors will be expected to also read and sign the Asbestos register before carrying out alterations to the fabric of the school buildings, and provide a suitable and sufficient Risk Assessment and Method Statement.

3.2 Risk Assessments

Responsibility for preparing written assessments and communicating the control measures to staff rests with all supervisory staff within each school. Liaison with the school's site manager is essential.

- Each school will undertake the following risk assessments using the HSE Risk Assessment template.
 - Asbestos
 - Display screen equipment
 - Fire
 - First Aid
 - Manual Handling
 - Substances hazardous to health
 - Working at heights
 - Expectant mothers
- Each school may undertake additional risk assessments as it requires.
- Each school in the Trust will maintain an Incident Reporting Log to record:
 - near-miss events involving pupils and visitors, and staff accidents/incidents
- Each School in the Trust is to use the Compliance Tracker to monitor their H&S Compliance.

(The key for School leaders – Compliance Tracker)

<https://schoolleaders.thekeysupport.com/about/compliance-tracker/>

3.3 Accident reporting and investigations:

The Trust will comply with all requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, by ensuring that all facilities and arrangements necessary are implemented as follows:

- All senior members of staff and employees shall be made aware of the legislation and its requirements.
- Staff and pupils must complete the Accident Book for all accidents. The accident Book is kept in the main school office.
- Accident investigations will be carried out, if required, and appropriate action taken.

- Accidents involving injury of pupils or ill health will be notified immediately to the member of staff present at that time and then reported to the first aider to facilitate first aid treatment.
- Accidents involving injury to staff or ill health effects will be notified immediately, first aider to facilitate first aid treatment and then reported to the Principal.
- Where injuries are serious enough to warrant hospital treatment, first aid staff must telephone for an ambulance and inform the next of kin and Principal.
- It is the responsibility of the school's site manager to complete and file the RIDDOR reports (where relevant) within 10 days of the incident/accident.
- For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 10 days of the incident, using the appropriate online form.

Under the Regulations, a Fatality, Major Injury or Dangerous Occurrence as identified, must be reported to the Health & Safety Executive by the quickest practicable means, and subsequently in writing to the enforcing authority within 10 days of the accident. A written confirmation using form F2508 will be required for all major accidents and injuries resulting in more than 7 days sick leave or hospitalisation takes place over night as listed in the regulations or confirmation via website <http://www.hse.gov.uk/riddor/>. Copies should be kept for the required period of time.

All diseases as identified by the regulations must be reported in accordance with the above to the enforcing authority on a form F2508 (A).

A summary of the Accident Book is to be an agenda item on all School Governance Committee meetings.

3.4 First Aid and medicines

- Pupils must always report to a responsible adult before leaving a class group or activity. Medication can only be given if parental consent form has been completed. Medication provided by the parent/guardian is stored in the main school office and clearly labelled with:
 - Name, Dose, Date
 - Instruction when to administer
 - Details of medication and expiry dates
- First Aiders should only store, supervise and administer medicine that has been prescribed for an individual pupil. No one, other than the First Aider, must give medicines.
- First Aiders will all have the relevant First Aid training and the appropriate refresher training.
- First Aid boxes are maintained on a regular basis by the School Office and are located, as a *minimum*, in the main school office, the medical room and the SENCO office.
- There is also a first aid bag for educational visits.

3.5 Use of Epi-Pen regarding children with severe allergic reactions

Each pupil's requirements are specifically considered at a meeting with the School Nurse, Doctor and parents. Updating and training regarding the use of the Epi-Pen will be given by

the Community School Nurse for staff volunteers. The Epi-Pen is to be carried by the pupil whenever possible and age related, and one spare is to be kept in the school office.

3.6 Out of School educational visits and activities:

All staff who arrange or actively participate in educational visits must follow the school's procedures and risk assessment criteria by providing information regarding the activity to the School Educational Visits Co-ordinator in plenty of time to ensure that the activity is arranged and risk are assessed and those risk are clearly understood by all those who go on the educational visit.

- Pupils in 'out of hours' activities or using practical space, either before school or after school, must be supervised.
- A register must be taken before the activity begins for any 'out of school hours' activity.

3.7 Safe working procedures:

Members of leadership (TLR Holders) must:

- Introduce and maintain all arrangements necessary to carry out the requirements of the School Health and Safety Policy and relevant statutory provisions, codes of practice and safe working procedures.
- Ensure that all teaching staff and other persons understand and comply with the Health and Safety Policy in order that the work activities within their teams do not present health or safety hazards to pupils, visitors or members of the public.
- Monitor the effectiveness of the Health and Safety Policy and advise the Principal of progress or problems which cannot be effectively remedied.
- Advise all teachers and other persons of all health and safety matters which affect their areas of work and ensure that matters raised by any personnel regarding safety are investigated and appropriate action taken. A written record is to be maintained.
- Provide an effective system for communicating to all persons information concerning the School Health and Safety Policy and relevant information concerning their health, safety and welfare at work.
- Introduce safe systems of work, adequate for the work to be carried out and ensure that all persons affected, receive suitable instructions and training necessary to undertake the work in a safe manner.
- Ensure that areas are maintained in a condition that is safe and without risk to health by carrying out workplace assessments and monitoring safety performance and ensuring that defective plant, equipment or facilities receive attention and appropriate action so as to maintain safe working conditions.
- Ensure installations meet recognised standards and legislative requirements during design, installation, operation and all other requirements when considering health and safety at work.
- Provide all members of staff with sufficient information, instruction, training and supervision and the equipment necessary to facilitate safe handling, storage, transportation and use of any substances or material hazardous to health.
- Put Health and Safety on the agenda of all meetings and minute them.

3.8 Defective tools and equipment

- All defects found in hand tools; power tools or any other equipment must be reported immediately to the school's Site Manager.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

3.9 Manual Handling

- Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.
- Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.
- Appropriate training will be provided for all staff identified as being at potential risk and the School Site Manager will maintain appropriate records of training.

3.10 Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

3.11 Electrical equipment

- Electrical equipment that has the potential to cause injury must be maintained in a safe condition.
- Electrical equipment that is known to be, or suspected to being faulty, must not be used.
- If electrical equipment becomes faulty it must be reported to the Facilities Manager, isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- Only authorised and fully competent persons are to install, repair or attempt to repair electrical equipment.
- Where 13 amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs and should be visually inspected by the user prior to use.
- Where the outer sleeve is not secured within the plug and connecting wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Fixed installations will be inspected and tested at 5 yearly intervals or in the event of a fault developing.
- Portable equipment shall be checked (PAT tested) annually by a qualified PAT tester.
- Electrical equipment should not be brought in from home.

3.12 Control of Substances Hazardous To Health (COSHH) Regulations 2002

In accordance with the COSHH Regulations, the person responsible for the substance will make arrangements to introduce procedures and risk assessments necessary to meet the requirements

of legislation. Substances hazardous to health covered by the Regulations may include materials, mixtures or compounds, solids, liquids, dusts, vapours, gases or micro-organisms. In certain instances, substances are exempted (e.g. lead, asbestos, radio-active materials) by virtue of other statutory documents. In the vast majority of commercially available chemicals the presence of a warning label will indicate precautions to be taken when handling the substance. Controls required shall include a written Risk Assessment and Data Sheet of all relevant materials commencing with a receipt on site, storage, and handling and where appropriate the controlled disposal of any such materials in accordance with relevant statutory provisions, manufacturer's instructions and risk assessments.

- Identify all such materials, chemicals, gases, liquids, solids, dusts or vapours and compile a register of all such materials together with location and use. Safer alternatives will be considered when purchasing hazardous substances.
- Assess the risks to all persons exposed to the hazardous materials.
- Prevent or control the hazard or risk by effective measures which must subsequently be maintained.
- Monitor exposure and keep records ensuring that health surveillance will be carried out if appropriate.
- Inform, instruct and train employees as necessary to understand the risks and observe all precautions and use of safety equipment as necessary.
- Where and when required communicate with the relevant advisor.

3.13 Smoking

Smoking is not permitted anywhere in the Trust's schools or grounds.

3.14 Visitors and Contractors

- It is the duty of all personnel within the Trust to ensure health and safety of all visitors to the school.
- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the safe level of protection is to be offered to any visitor proceeding to that area.
- Contractors working within the school are required to comply with the working rules as issued by the school. Any breach of these rules is to be reported to the Site Manager or Principal.
- In the event of an evacuation, visitors should accompany the employee they have come to see to the approved evacuation assembly area.

3.15 Site security, safety and use of vehicles

The School's Site Manager will ensure that the site is securely fenced and where reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorised access.

Where reasonably practicable, each building is provided with keypad access locks in order to reduce unauthorised access. Maglocks are turned on 15 minutes after the end of the school day each day.

Only those persons authorised, and in possession of the appropriate licence, are to drive vehicles on school business.

Parents (excluding disabled) are not allowed to drive onto the school site when dropping off or picking up their children.

3.16 Legionellosis: The Trust will set in place measures whose primary aim will be to prevent the build-up of the Legionella Pneumophillia organisms in water systems and to prevent inhalation of infected water droplets.

3.17 Substance hazardous to health

Each school in the Trust has a duty to conduct a risk assessment for any substances hazardous to health on the school premises, taking into account:

- The hazardous properties of the substance
- Information on health effects provided by the supplier, including information contained in any relevant safety data sheet.
- The level, type and duration of exposure.
- The circumstances of the work, including the amount of substance involved.
- Activities, such as maintenance, where there is the potential for a high level of exposure.
- Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit.
- The effect of preventive and control measures which have been or will be taken.
- The results of relevant health surveillance.
- The results of monitoring of exposure.
- The approved classification of any biological agent.
- Such additional information as the Site Manager may need in order to complete the risk assessment.

3.18 Emergency Evacuation Procedures:

Fire Safety: Each school will have a Fire Risk Assessment completed by an external company every five years that will be reviewed annually. Each school will also maintain a Fire Log Book that will record fire procedures such as drills and training and include a copy of the School Fire Emergency Evacuation Plan.

Fire Instructions:

- Fire instructions are posted in every room.
- Where appropriate, names of fire wardens should be known by staff.
- The fire wardens should be listed in Appendix 1.
- Emergency Exits, Assembly Point Instructions are clearly identified by safety signs and notices.

Fire Alarms:

- Instructions to employees are posted in every room incorporated in the Fire Instructions.

- Detailed arrangements on how to raise the alarm are incorporated in the Site Specific Fire Evacuation Plan. A copy can be found in the Fire Log Book.
- Regular testing of fire alarms will occur weekly. Records are detailed in the Fire Log Book.
- The Fire Log Book will be kept by the Site Manager.
- The results of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.
- Fire alarms must be serviced once every year.

Fire Drills:

- Fire drills will be carried out at least three times a year.
- A record of the drill must be kept in the Fire Log Book.

Fire Fighting:

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

Fire Hazards

Storage of flammables and chemicals:

Refer to the Control of Substances Hazardous to Health Regulations, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled. COSHH assessments are held departmentally.

Material Safety Data Sheets ('Hazard sheets') for chemicals and flammable substances, these will be attached to COSHH Assessments by all departments using substances hazardous to health.

Maintenance of Fire Precautions:

The Site Manager will ensure regular maintenance of:

- Emergency lighting and other emergency equipment.
- Fire extinguishers.
- Fire Alarms.
- Fire doors.
- Boiler House fusible link and fuel shut-off mechanisms (if appropriate).
- Fire Safety Signs and identification of escape routes.
- Sprinkler systems (if appropriate)

In order to ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes & exits are covered by a suitable system of maintenance by a competent person in an efficient state, in order and in good repair.

Lockdown occurs when circumstances dictate that the safety of people is better ensured inside the buildings, behind locked doors. Staff should ensure pupils are moved into classrooms or safe areas with closed windows and blinds. Pupils should, where possible be engaged in a quiet activity and should be kept calm.

Fire exit doors must not be blocked or obstructed in any way. Fire doors must be openable from within the building.

3.19 Asbestos

The Control of Asbestos Regulations 2012 requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The Asbestos Survey and Management Plan is to be kept by the Site Manager and updated when necessary. All contractors must check available information and sign the asbestos log to say they are aware of the location of asbestos containing material before commencing work on site.

- Asbestos in our schools is identified in the School's Asbestos Survey.
- No intrusive work of any kind will be undertaken where asbestos is located, unless specific measures have been implemented in arrangements with a specialist asbestos company.
- Each school in the Trust will have an appropriate asbestos survey completed by an appropriate external organisation.
- Each school in the Trust is to have an Asbestos Register.
- Each school in the Trust must ensure that any part of the premises that is reasonably accessible is inspected and where the assessment shows asbestos is/is liable to be present in any part of the premises the School's Site Manager must:
 - Determine what the risk is from asbestos.
 - Ensure a written plan is drawn up identifying parts of the premises.
 - Ensure that control measures are included in the plan. The control measures must cover how the condition of any asbestos will be monitored.
 - Ensure that information about the location and condition of any asbestos is provided to anyone liable to disturb it and made available to the emergency services.
 - Review the plan if there's reason to believe it's no longer valid or there's been a significant change in the premises it relates to.
 - Record the measures taken to implement the plan.

3.20 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.

Workstation risk assessments will be carried out by the user and those assessments will be analysed by a competent person who will offer the relevant advice.

3.21 Health Care

Where the health of an individual is causing concern for the health and safety of others, The Trust's HR Manager reserves the right to refer that person to the Occupation Health Service.

3.22 Training

New staff will receive Induction training which should include making them aware of the statutory duties and emergency procedures. Employees will be instructed as to possible hazards which may occur and shall receive such information, instruction and training to enable them to do their work in a safe and efficient manner.

Refresher training will be undertaken when required.

3.23 Audit and Review

Auditing of the Health and Safety Management System will take place annually through an external agency. This will establish that appropriate management arrangements are in place and adequate control systems exist that are consistent with the hazard profile of the organisation. This will help the school improve its performance, learn from experience and develop a Health and Safety Management System that can respond to change.

3.24 Measuring Performance

Health & Safety performance will be measured by the information gained from the following inspections and reports:

- written reports on health and safety to the Board of Trustees & School Governance Committees;
- weekly meetings between the Site Manager and the Principal;
- regular reviews of all risk assessments including department/year team;
- the systematic inspection of all premises, plant and equipment;
- assessment and recording of training needs and the delivery of suitable training;
- operation of an Audit System.

ASSOCIATED POLICIES

- Educational Visits procedures
- Safeguarding and Child Protection Policy
- Statement for dealing with allegations of abuse against staff
- Supporting Pupils with Medical Conditions.
- Accessibility plan
- Each Academy's Health and Safety policy (annex A)

Appendix A

Health and safety policy

Battle Primary Academy



Approved by:	Principal	Date: April 2021
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Last reviewed on:	April 2019
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Next review due by:	April 2023
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1. Aims

Our school aims to:

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

2. Legislation

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

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

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

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

3. Roles and responsibilities

3.1 The governing board

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

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

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

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

The trustee who oversees health and safety is Lindsey Bowden.

3.2 Principal

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed

In the Principal's absence, the deputy principal assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Principal.

3.4 Staff

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

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

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

3.6 Contractors

Contractors will agree health and safety practices with the Principal before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

The site manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Manager (AP) and the Principal are key holders and will respond to any emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly point. This is the main playground between Cranbury Road and Kensington Road
- Class teachers/form tutors will take a register of pupils, which will then be checked against the attendance register of that day
- The Principal will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours

- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

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

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

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

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

6.1 Gas safety

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

6.2 Legionella

- A water risk assessment has been completed May 2019 by the Site Manager. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 3 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection/flushing of systems.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

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

7.2 PE equipment

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

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

7.4 Specialist equipment

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

Oxygen cylinders [where exist] are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

8. Lone working

Lone working may include:

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

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

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

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

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. Avoid working at height where it is reasonably practicable to do so; where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; minimise the distance and consequences of fall, by using the right type of equipment where the risk cannot be eliminated.

In addition:

- The Site Team must undergo working at heights training
- Pupils and untrained staff members are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, trained staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

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

11. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

12. Lettings

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

13. Violence at work

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by 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.

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

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

15.6 Laundry

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

15.7 Clinical waste

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

15.8 Animals

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

15.9 Pupils vulnerable to infection

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

15.10 Exclusion periods for infectious diseases

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

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

16. New and expectant mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

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.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

18.2 Reporting to the Health and Safety Executive

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

The Site manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

18.3 Notifying parents

The School Office (Admin. Assistants) will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

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

The Principal will also notify 'Brighter Futures for Children' of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

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

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Principal every two years.

At every review, the policy will be approved by the Chief Executive Officer for The Thames Learning Trust.

Appendix 1. Recommended absence period for preventing the spread of infection

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

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

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

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