



Innovate
Multi Academy Trust

Health and Safety Policy

Approved by: K Falvey

Date: Sept 2022

Next review due by: Sept 2023

SECTION A STATEMENT OF INTENT

1. General Policy Statement

Our trust 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;
- Provide staff and pupils information, training and supervision as is necessary to promote health and safety;
- Ensure the use, handling, storage and transportation of articles and substances are safe and without risk;
- Carry out risk assessments and continuous monitoring to ascertain potential risk to the environment and health and safety.

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.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).
- This policy complies with our funding agreement and articles of association.

SECTION B Roles and Responsibilities

1. Management Committee

The School Management is accountable and responsible for ensuring:

- Arrangements exist for the school to comply with its Health and Safety responsibilities.
- That the School Leadership Team adopts reviews periodically and amends, as appropriate, the School Health and Safety Policy in line with the Children's Services/Employer and Corporate Health and Safety Policy.
- That adequate funds and materials required to meet all statutory and employer Health and Safety requirements are budgeted for.
- That periodic monitoring inspection is carried out to maintain and enhance the school safety performance.
- The effectiveness of the policy is periodically appraised and any necessary changes made.
- They take a direct interest in the policy and publicly support all those carrying it out.

2. Head of School's Roles and Responsibilities

The Head of School is accountable to the Health and Safety governor for implementing and monitoring the School's Health and Safety Policy by:

- Ensuring that responsibility is assigned and accepted at all subordinate levels.
- Taking day-to-day responsibility for all health and safety matters in the school. This includes:
 - Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
 - Ensuring there is enough staff to safely supervise pupils;
 - Ensuring that the school building and premises are safe and regularly inspected;
 - Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
 - Ensuring all risk assessments are completed and reviewed.
- Liaising with school governing bodies and local authorities where appropriate on policy issues.

- Ensuring that staff has sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices. This includes:
 - Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

3. Senior Staff Responsibilities

Senior Staff are accountable to the Head of School for implementing the school's health and safety policy, rules, procedures and working practices by:

- Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced;
- Ensuring that safe systems of work are being adhered to within their operational area;
- Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control;
- Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the [Reporting of Injuries and Dangerous Occurrences Regulations 2013](#) where appropriate and remedial action is implemented.

4. Staff Responsibilities

Members of staff are responsible and accountable to maintain a safe area of work by:

- Ensuring that classrooms / work areas are safe;
- Ensuring that all equipment and materials are safe before use;
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Ensuring that protective equipment is used when required;
- Complying with the school's health and safety policy at all times;
- Model safe and hygienic practice for pupils;
- Understand emergency evacuation procedures and feel confident in implementing them;
- Reporting all health and safety hazards to senior members of staff.

5. Trade Union Representatives Responsibilities

Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the School Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in schools.

6. Pupils' Responsibilities

Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:

- Complying with the school's safety rules and requirements at all times;
- Complying with safety instructions given by members of staff;
- Wearing the protective equipment provided and making proper use of safety devices at all times;
- Reporting all safety hazards to members of staff;
- Reporting all accidents, incidents and near misses to members of staff

7. Contractors

Contractors will agree health and safety practices with the Head of School before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contract staff will be required to wear some form of identification.

SECTION C ARRANGEMENTS

1. Fire Safety/Precautions/Procedures

Preventative measures are important to reduce the likelihood of fires occurring e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the whole school and grounds is designated a "no smoking" site at all times.

Please see individual school Fire Evacuation Procedures for more information.

Equipment Maintenance: A fire specialist will check extinguishers every 12 months. Any extinguishers that have been tampered with must be reported to the designated person in each school.

Fire Drills: Fire drills are carried out at least once every term. Records are kept detailing a general assessment of each drill.

Means of Escape: Regular inspections are made of escape routes, to ensure they are free from obstruction. If staff find any means of escape blocked immediate action must be taken to clear the obstruction. Other checks are made to ensure all fire safety signs e.g. direction of escape routes, are in place and clearly visible.

Fire Fighting Equipment: 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. In most cases you should leave the area immediately by the nearest escape route, setting off the alarm call point.

Fire Alarm Systems: The designated person in each school arranges for each fire alarm system to be checked every week, this is done by setting off a different call point each week, and records are kept.

Fire Doors: Fire doors play an essential role in prohibiting the spread of smoke and fire, **but** only if they are closed and stay closed during a fire. Fire doors **must not** be propped open. Weekly tests are carried out to ensure that all fire doors and furnishings are in good order.

A Fire Safety Checklist can be found in Appendix A

2. Bomb Alert Procedures

If the office receives a written bomb threat, the note should be handled as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence. The person receiving it should save all items connected with the note, such as the envelope and its contents. The note and other items should be placed in a bag and delivered to the police.

More commonly, bomb threats are received over the phone. When this occurs, the person taking the call should try to give someone nearby a note about the call and ask him or her to call the local emergency number.

The following procedures can help the person taking a bomb threat call respond appropriately:

1. Remain calm. Be courteous and don't interrupt the caller.
2. Note whether the caller is male or female, an adult or a child.
3. Keep the caller on the phone as long as possible. Don't hang up until the caller does. It may be possible to trace the call if you stay on the line long enough.
4. Write down the caller's phone number if it is displayed.
5. Ask questions to get information. Write all the answers down.

Try to find out:

- i. The location of the bomb
- ii. The time of detonation
- iii. What kind of bomb it is and what it looks like
- iv. Where the caller is
- v. How the caller knows about the bomb
- vi. If the caller is familiar with the building
- vii. When the bomb is set to explode
- viii. Whether other bombs have been placed and where
- ix. Why the bomb was placed

6. Listen for any background noises and any caller mannerisms, voice characteristics or accents.
7. After the caller hangs up, call your local emergency number. Explain the situation.
8. Do not use mobile phones during a bomb threat. Some bombs can be set off by their use.

Evacuate the building by using internal telephones or word of mouth. Assemble at the usual assembly point or one designated by the Head of School, Deputy Head Teacher/Manager or Safety Manager.

3. First Aid

The School provides and maintains suitable first aid equipment as required by law and ensures that there are sufficient numbers of staff trained in first aid. First aid trained staff are listed in the school office, first aid equipment and materials are located in first aid posts in school. The first aid boxes are checked regularly and the contents updated and ordered when needed. In the event of any serious injury/accident the first aider must request the assistance of other site first aiders to attend. Members of staff who organise any activities, including sports fixtures, and field trips, which take pupils away from school premises must consider and provide appropriate levels of first aid equipment and first aiders.

3.1 Emergency Situations: Where a pupil/staff member requires hospital treatment the procedure is to call for an ambulance by ringing 999.

Give the full address including postcode and wait for them to repeat the address back to you.

Have all relevant information about the person/illness. Send a member of staff to the front gate to meet and direct the ambulance – saving valuable time. Staff must not take pupils to hospital when it is a serious incident, unless directed to do so by the emergency services.

3.2 Dealing with Health and Safety Emergencies:

- Ensure you are safe – do not put yourself in danger
- Assess the situation
- Summon help/First Aid/raise any alarms/inform key staff
- Make area safe
- Contact emergency services
- Ensure access is clear for emergency vehicles
- Keep in contact with emergency services if required
- Make a report soon after the event

All first aid incidents are seen by a first aider and all incidents/injuries must be recorded by the First Aider in the First Aid book.

Parents/Carers will be contacted at home or work if:

- A pupil has received an injury that causes concern – for example a hard knock to the head and body.
- A pupil is complaining of being unwell
- A pupil has a rash of unknown origin
- A pupil requires hospital treatment
- A pupil is vomiting (children suffering from vomiting/diarrhoea should be kept away from school for a period of 24 hours after the last episode).
- A pupil is exhibiting symptoms of COVID-19, in line with latest Government guidelines.

Parents/Carers of pupils entering the school are asked to provide health information, this information should be passed to all staff. Staff should be aware of problems which might be caused by children's medical problems and what action to take.

3.3 First Aid and AIDS

The voluntary aid societies (St. John Ambulance, St. Andrews and The British Red Cross) have stated that there are no grounds for recommending changes in the resuscitation techniques (mouth to mouth) or procedures for arresting bleeding, as described in their first aid manual, because of AIDS or the virus associated with it.

4. Administration Of Medicines/Medical Treatment To Pupils

No medicines are given without the written consent of a child's parents/carers. Before any member of staff gives medicine to a child he/she should check the child's name, the prescribed dose, the expiry date and the instructions given on the label or container. If there is any doubt about any procedure, confirmation should be sought from the parents/carers or health professional before taking further action. A child who refuses to take medication should not be forced to do so but the refusal should be noted and the parents/carers informed. The giving of the medication should be witnessed by another adult and a form signed stating the time and dosage of the medication given. This is kept in the office.

Please refer to the medication policy for full information

5. 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

A **COSHH** assessment must have been carried out in order to justify the purchasing and use of any substances hazardous to health. This assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard
- Substitution of alternative less hazardous materials/substances
- Risk reduction by using engineering controls
- Provision of sufficient information, instruction and training
- Use of personal protective equipment – as a last resort

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

Substances not assessed or authorised must not be brought into or used in any area. All staff responsible for having any chemicals is to ensure they have a safety file with all the safety data sheets. Any member of staff wishing to purchase any chemicals must seek authorisation from the Head Teacher.

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.

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

5.2 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

5.3 Legionella

- Water risk assessments should be carried out every two years, with operational controls conducted and recorded in the school's water log book.

- This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint

5.4 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

5.5 COSHH in the Classroom

- Lessons involving chemicals must have a **Safe System of Work** in place before the lesson takes place. This includes a **Risk Assessment**.
- Local Authority, CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services [www.cleapss.org.uk]), DFE, HSE publications all give advice on safe working practices.
- Product Safety Data Sheets must be filed in an accessible manner after being read as they may be needed quickly if an accident occurs.
- Teachers must ensure that pupils are properly instructed in the safe use of any hazardous substance.
- Teachers are to ensure that they are vigilant and that pupils are following all safety precautions and instructions. Also to check at the end of class that all items are accounted for.
- Hazardous materials must be issued in suitable marked containers, containing appropriate small quantities of the material.
- Any containers used must contain the same hazard markings as the original. Only suitable containers must be used.

6. 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. *The Provision and Use of Work Equipment Regulations 1998 (PUWER)* covers the suitability of work equipment in the workplace. The regulations are there to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. Three aspects cover the choice of equipment:

- **The initial integrity:** This means that when an employer provides equipment they should make sure that it has been produced for the work to be undertaken. The equipment should be used in accordance with the manufacturer's instructions and specifications.
- **The place in which it will be used:** Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.
- **The purpose for which it will be used:** Employers must ensure that the equipment is suitable for the job in hand.

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

Details of equipment that requires periodic inspection, examination, testing is as follows;

Ladders Steps Fire Alarm Systems Emergency Lighting Fire Extinguishers All hand tools All power tools Design & Technology equipment	Fixed electrical systems Gas boilers and Water Heaters Fan convactor cleaning Water tanks and systems Heating control systems Intruder alarms PE equipment Electrical equipment
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The person responsible for the above is the Site Supervisor or the Business Manager; the type of check and frequency is different for each. Records are kept on all of the above.

6.2 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 supervisor 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
- Multi-way adapters should not be used. The use of extension leads of any sort should be avoided where possible. When they are used they should be inspected regularly for damage and care should be taken to avoid trip hazards.

6.3 PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff should 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 supervisor.

6.4 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)

6.5 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 are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

7. Playground Safety

The majority of injuries occurring at school are the result of a playground incident. Especially while playing active outdoor games.

There are four main areas of playground risks :

- 1.Suitability of equipment** – This generally refers to specialist play equipment such as climbing frames, but it applies equally to smaller game playing equipment such as skipping ropes, hoops and balls that the school may supply for use at playtimes. All equipment used in the playground by children

should be assessed for its suitability for age and use e.g. length of skipping ropes, types of ball for particular games etc.

2. **Use of space** – Is the space available suitable for particular games? Do game players encroach on other children's space so that more sedentary games, or children sitting, become obstacles for those playing chasing or running games?
3. **Inadequate supervision** – More than half of all playground injuries result from children falling down, tripping and running into objects (e.g. other children) in the course of playing. Good supervision can prevent many injuries, if you are supervising playtimes please ensure you are paying full attention to the pupils. When the field is in use in addition to the playground a member of staff must be on the field, one on the playground and 1:1 support staff wherever their 1:1 pupil chooses to play.
4. **Inadequate maintenance** – Playground surfaces, litter, fencing and general maintenance issues can all become a danger to our pupils. If a problem arises concerning the maintenance or health and safety of the playgrounds (or any part of the buildings/ground) contact the Senior Leaders or site supervisor immediately.

7.2 Safety Rules for Playground

- All games should be approved and played in appropriate areas.
- Any danger areas in the playground should be so designated. These danger areas may include areas where ball games such as football are played.
- All games should be appropriate to the age of the participants.
- All playground areas must be supervised.

7.3 Playground Supervision

- Everyone should follow the same safety rules
- Pupils should understand playtime safety rules and these should be reviewed regularly to take account of new playground equipment or guidelines that are to be implemented
- Playtime supervisors should:
 - **Stay alert and attentive** – move through the playground area, stay involved with all the children in the playground, use direct eye contact to help prevent inappropriate behaviour and ensure you have an adequate number of adults supervising for the number of children.
 - **Be aware of age-appropriate equipment** – Ensure equipment is suitable for use by its planned users, direct children to equipment appropriate to their ages and development and ensure children are aware of appropriate use of equipment.

- o **Teach safe playground rules** – Teach children the safety rules of the playground, agree on the rules before children are allowed to use equipment and enforce rules firmly and consistently.

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.

Employees who are required to work alone are to be given clear instructions concerning communication and emergency procedures and what they can or cannot do in the workplace. The Head of School will provide all copies of risk assessments and make staff aware of and understand the risks involved with lone working, but all staff must ensure they inform the Head of School of any changes to their lone working.

9. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site supervisor retains ladders for working at height
- Pupils 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, 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 Arrangements

Manual handling operations (MHO) are the transportation or support of any load by hand or bodily force- including lifting, putting down, pushing, pulling, carrying or moving. This would include restraining/moving/holding pupils.

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 must ask for assistance from the site supervisor.

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. Slips, Trips And Falls

Slips, trips and falls are the most common cause of major injuries in the workplaces and the second highest cause of over three day injuries.

11.1 Preventative Measures:

- All floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention.
- Spilled liquids which cause slippery floors must be cleaned up and the affected area thoroughly dried **immediately**. Warning signs to be put out.
- Any concerns regarding slipping and tripping hazards must be promptly reported to the School Business Manager or Head of School.
- Electrical leads should not trail across walking routes if this can be avoided.
- Furniture, especially low tables and chairs must be arranged so that a clear and safe walkway is provided.
- Boxes of paper and other equipment must **not** be stored on the floor or in any place where an obstruction is likely to cause an accident.
- Good Housekeeping is **essential**. Boxes, papers, files etc. must not be placed on the floor.

- The **drawers of filing cabinets, desks**, etc. must be kept closed whenever they are not being used – **do not leave these items open and unattended**.
- All carpets, rugs must be assessed for risk and removed or replaced where appropriate.
- When working at height, only approved access equipment must be used, never use furniture or makeshifts. Staff are advised to seek the help of the Site Supervisor in regards to working at height.
- All areas are to be adequately lit at all times
- Floors should be strictly kept free from slippery substances or loose material.

12. 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

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

For other trips, there will always be at least one first aider on schools trips and visits

12.2 Role of the EVC

Each of our schools have an Educational Visits Co-ordinator (EVC). It is the EVC's role to:

- Liaise with external agencies to ensure that visits meet Employer and National Guidance requirements, including those relating to risk assessment.
- Assess the competence of leaders and other adults taking students on visits.
- Organise training and induction of adults taking students on visits.
- Ensure that Disclosure and Barring Service enhanced disclosures are in place.
- Provide parents with suitable information so they make a reasoned decision as to whether or not they will permit their child to take part in the visit.
- Organise emergency arrangements and ensure that there is an emergency contact for each visit.
- Keep records of individual visits, including accidents and near misses.
- Review systems and practices periodically.

12.3 Role of the Organising Teacher

The organising teacher who is planning for an off site visit is responsible for the following:

- Preliminary checks to ensure the visit meets school and curriculum requirements.
- Obtain any necessary documentation (such as licences, certificates etc) from activity providers (EVC to ensure all relevant documents are obtained).
- Carry out an accommodation check (EVC to ensure this is carried out where possible).
- Carry out initial risk assessment (EVC to ensure risk assessment carried out is satisfactorily).
- Obtain approval for Category C visits by filling out the Off-site Visit Approval Form and giving this and all the above to the EVC who will then forward to the schools contracted Outdoor Education Adviser six weeks before planned date of visit (Unless it is a visit to local shops, churches, museums, theatres, historic sites – this will need to be given two weeks before date of visit)
- Obtain parental consent for visit, ensuring that information on identified risks is provided (EVC to ensure all consents obtained)
- Review risk assessment in light of information provided by parents (EVC to ensure review carried out)
- Ensure emergency procedures and contact lists are up to date (EVC to ensure procedures and contacts have been checked)
- Monitor and review arrangements throughout course of visit
- Carry out review of the visit afterwards and ensure that any learning points are built into future plans and/or assessments (EVC to ensure that information is stored for future use)

Note: Failure to carry out suitable risk assessments is a criminal offence.

Risk Assessments will need to be reviewed during the course of the visit. Staff should take paper copies of risk assessments and blank assessment form with them. Any incidents/accidents must be written in a detailed report and given to the EVC as soon as possible.

All off site visits must have a risk assessment completed and signed off by the Head of School. This risk assessment must contain details of the staff and pupils going offsite, the destination, a mobile contact number and an estimated return time.

If an off-site visit overlaps a medication time, the organising teacher should obtain that medication from the parent/carer before the trip.

13. School Transport – Minibuses And Staff Cars

On rare occasions, staff may be required to use their own vehicles to transport pupils or on other relevant business such as courses or meetings. Schools will either provide business insurance, or staff should have business use included on their insurance document. **They should not use their cars unless this is the case.** This must be checked annually by the school.

There is a generic risk assessment for 'vehicle journeys' available from the Head of School and 'pupil behaviour in vehicles'. These should be taken out on each off site visit. Any incidents that occur whilst in any vehicle travel must be reported to the Head of School in a detailed written report as soon as possible.

If there is any problem the procedure is to pull over safely and to telephone the school office and staff can be sent out to help. General checks on cars before you leave the site should be made.

Pupils who travel in vehicles must:

- Use safety belts provided.
- Refrain from excessive noise and not disturb the driver
- Not play music
- Remain in their seats until the vehicle has stopped
- Not trail scarves or other items from windows
- Not throw any item from the vehicle

14. 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. The Trust has placed a School Lettings Conditions Form considering the health and safety of letting out the school, which details our conditions and insurance arrangements.

15. 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/Head of School immediately. This applies to violence from pupils, visitors or other staff.

16. Use of Reasonable Force and Positive Handling

Staff may receive training in Team Teach skills to increase your knowledge and to help you calm an angry pupil, and even restrain or positively handle.

There are policies on 'positive handling – behavioural techniques' for all staff to read. All pupils must be risk assessed and all staff are to ensure they read these, as it gives you relevant information on each pupil.

All serious incidents must be recorded in an appropriate manner.

When positively handling/restraining pupils please be very cautious of your safety and that of the pupil, and use all the Team Teach skills you have been taught.

Remember that restraining should always be the last resort. When holding a pupil you should keep calm and always talk to them, remember it's their behaviour that you are not happy with, and not the person.

If you have to hold a pupil, think about what that pupil is capable of, i.e. biting, head butting etc. (this should all be on the pupil risk assessment) and do not give him/her the opportunity of inflicting any of these injuries on you.

If at any stage of holding you become unwell ask for someone to take over from you. New Staff and Supply Staff must seek help from trained staff if pupils are becoming dangerous, you are reminded not to restrain unless permission and training/guidance has been given from the Head of School.

The Education Act 1997 Section 550A and Further guidance published by DfE in 2012 – Use Of Reasonable Force, clarifies the use of physical force by teachers and others authorised by the Head of School, to control or restrain pupils. Teachers and other authorised staff are expected to use reasonable force to prevent a child or young person from doing or continuing to do any of the following:

- Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- Injuring themselves or others
- Causing damage to property (including pupil's own property)
- Engaging in behaviour prejudicial to maintaining good order and discipline at school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

Where the aim of physical intervention is to maintain good order it is essential that the member of staff takes into consideration the extent to which any such action might exacerbate the situation. The age and understanding of the pupil must be taken into account. Physical intervention should not be used to replace good behavioural management.

In determining what constitutes reasonable force the following factors need to be taken into account;

- The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of any degree of force is unlawful if this is not the case. Therefore the use of force to prevent a pupil from committing a trivial misdemeanour or where resolution of the issue could be achieved without the use of force cannot be justified.
- The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequence it is intended to prevent. Any use of force must always be the minimum required to achieve the desired result.

- Where force is applied it should be done in a manner that attempts to reduce rather than provoke a further aggressive reaction.
- The number of staff involved should be the minimum necessary to control/restrain the child or young person, whilst minimising the risk of injury to all parties.

17. Smoking

Smoking is not permitted anywhere on the school premises.

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.

18.1 Handwashing

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

18.2 Coughing and sneezing

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

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

18.4 Cleaning of the environment

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

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

18.6 Laundry

- Bag children's soiled clothing to be sent home, never rinse by hand

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

18.8 Animals

- Wash hands before and after handling any animals
- Supervise pupils when playing with animals

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.

18.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3.

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

19. Food Technology

Teacher in charge **must ensure** that a general area risk assessment is carried out on a room used for the activity of food preparation and cooking **before** any activity begins.

19.1 Safe System of Work

A safe system of work should then be developed from the risk assessment, and should include the following:

- Equipment should be robust and single purpose
- Equipment should only be used for the purpose they are intended for, in accordance with the manufacturer's instructions
- Any power leads should be the correct length to avoid tripping or accidental disconnection
- Power equipment should be positioned where the user will be least distracted
- All machines to be checked before use
- Long hair, loose clothing should be secured – jewellery should be removed
- Students should be trained on the use of all tools and equipment before using them
- Safety and behavioural rules should be in place and everyone aware of them
- Safety signs and notices to be displayed
- All cookers should have the main power inlet switch to the off position after use.

19.2 Hot Food and Containers

- Students to be warned that hot ingredients can cause burns and scalds
- Wear appropriate protective clothing, e.g. oven gloves

19.3 Cookers

- Cookers should be safely located away from circulation routes or have main switches disabled.
- The number of students around a cooker at one time should be limited to ensure that there is adequate room for safe movement
- Students should be instructed in the safe use of cookers, the use of oven gloves and the positioning of pan handles on hobs

19.4 Blades

- Knives and scissors should be kept sharp.
- Students should be taught a safe knife drill.
- Students using knives and sharp implements should be supervised.
- Knives should be stored safely and securely when not in use.
- Knives should never be left in sinks or washing up bowls.

19.5 Broken Glass/Crockery

Students must be instructed to report all breakages immediately, sweep breakages up and place them in the metal bin in such a way that injury can not occur.

19.6 Food Allergies

The most common foods to cause allergic reactions (allergens), either directly or in their derivatives are, peanuts, tree nuts such as walnuts, almonds, brazil nuts and hazelnuts, milk and milk products, egg, fish, shellfish, soya, sesame seeds.

It is important to avoid, where possible, the use of allergenic foods that are more likely to have life-threatening consequences, and those that affect a higher proportion of people with allergies. Checks must be made to investigate if any students suffer from allergies.

19.7 Food Poisoning

- Exclude any student suffering from sickness or diarrhoea
- Ensure everyone works hygienically
- Ensure utensils, equipment and work surfaces are maintained in a clean and hygienic condition, that they are washed between touching raw and cooked/ready to eat food.
- Ensure ingredients are within their use-by date and in good condition
- Store all high risk foods, e.g. meat, poultry, dairy products, in refrigerators at or below 5c
- Keep raw and cooked food separate, raw food below cooked/ready to eat food
- Ensure food, particularly meat and poultry, is thoroughly cooked all the way through
- If appropriate advise students about re-heating the food at home.

20. New and Expectant Mothers

The phrase 'new or expectant mothers' refers to a worker, or pupil, who is pregnant, has given birth within the previous 6 months, or who is breastfeeding. All new or expectant mothers should have a risk assessment carried out. Some specific risks are summarised below:

1. 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
2. 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
3. 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.

21. 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.

22. Safe Storage

- Consider how much material, particularly paper, that needs to be stored. Order at intervals throughout the year rather than ordering in bulk.
- Consider how long the used paper needs to be stored, and refer to the Office Manager for further information on archiving files etc.
- Large stores of paper should be locked away and only a minimum of stock should be in classrooms.
- Materials which burn easily like paper and wood should be stored away from substances which could easily catch fire such as glue and thinners.
- Materials such as paper and wood must not be stored close to heat sources like electric fires, light bulbs etc.
- Materials which burn easily must never be stored in corridors and stairwells.
- Paper and other heavy materials must be stored so they can be moved safely. This would generally mean at a height where they can be picked up without stooping or stretching.
- Heavy items should never be stored at height, as there is a very real risk of injury when trying to lift them down, or heavy items falling onto staff.
- Consider the stability of cupboards, filing cabinets – do not overload the top section, as there is a risk of falling.
- Consider the strength and stability of fixed shelving in store rooms.
- Boxes of paper or similar should not be stored on the floor where they become a trip hazard. This is particularly important on escape routes.

23. Physical Education And Games

This School recommends that all staff involved in Physical Education should refer to the 'British association of Advisers and Lecturers in Physical Education' (BAALPE) guidance booklet "Safe Practice in Physical Education".

All equipment and facilities should be inspected on a regular basis.

23.2 Clothing and Footwear

This must be appropriate to the activity. Watches, jewellery, rings, earrings and belts with buckles should not be worn and long hair should be secured (as appropriate to the activity). Wherever possible clothing allowing freedom of movement should be worn.

24. Jewellery In School

Our schools recommend that no pupils should wear jewellery except for watches and stud earrings. No jewellery should be worn during physical education unless stud earrings are covered with tape.

25. Sun Safety

Sun Safety guidance is in line with Cancer Research UK's Sunsmart guidelines. (https://www.cancerresearchuk.org/sites/default/files/sunsmart_sun_protection_policy_guidelines_for_primary_schools.pdf)

26. Temperature In Classrooms

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a "reasonable" temperature in the workplace.

The approved code of Practice suggests a **minimum** temperature in workrooms should normally be at least 18 degrees Celsius – or 15 degrees Celsius if much of the work indoors involves severe physical effort. These temperatures are not absolute legal requirements; the employer's essential duty is to determine what reasonable comfort will be in the particular circumstances.

If you are concerned about the temperature of your room then speak to the Head of School.

27. Alcohol, Drug And Solvent Abuse

People who work under the influence of alcohol, drugs or solvents are a hazard to themselves and the people they work with.

Staff must not attend work under the influence of drugs or alcohol.

If there is a suspicion of staff or pupils involved in any of the above you should inform the Head of School immediately.

28. School Security

Within Innovate Multi-Academy Trust the matter of security is regarded as one of paramount importance. The school and SLT are committed to Risk Management. The Leadership Team regularly reviews security matters and consults staff. We will:

- Identify good practice in maintaining and improving school security in and around school.
- Ensure a whole school approach to Risk Management.
- Encourage participation from the local community and raise general awareness in respect of Crime Prevention.

28.2 Personal Safety and Security

- Do not leave personal belongings on view.
- Do not leave keys out anywhere on display.
- If you find or see anything suspicious report it immediately.
- If you are working out of hours inform the Site Supervisor/Head of School.
- If you are working on your own make sure others know where you are and that a lone working risk assessment has been completed.
- If you are going off site or out of the office ensure you sign out and leave details of where you are going.
- If your plans change let someone know.
- Do not carry large sums of money or valuables.

28.3 Transport Of Cash

It is advisable that large amounts of cash are transported by a team of at least two persons. The purpose of this being to discourage attempts of theft by numbers alone. However, no resistance should be offered to persons who threaten violence in any way. Where and when possible, transport routes and times should be varied. Guidance for reducing potential for violence to staff in various circumstances is available from the Head of School.

29. Vehicle Movement On School Property

The movement of vehicles on our school site is a hazard which must be properly managed. Vehicles include staff cars, delivery vans, contractors vehicles, home to school transport vehicles and parent cars. The site speed limit is 5 mph. Any dangerous driving is to be reported directly to the Head of School.

30. Accident Reporting and Recording Procedures

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- First Aid treatment by first aid staff. The patient should be given all possible reassurance and, if necessary, removed from danger.
- Admin offices are used as treatment rooms and have trained staff to assist not the case. First aiders should be summoned immediately to tend to the patient.
- Emergency treatment – see previous.
- In cases where hospital treatment is required or where the first aider believes the child is too ill to be in school, then the parents/carers should be informed.
- The accident book is to be completed as soon as possible; any serious incidents/accidents should be reported to the Head of School.
- All serious accidents/incidents, always if an ambulance is called, will be investigated by the Head of School and governor responsible for health and safety and a follow up report will be generated including actions where improvements in procedure are needed.

30.2 Dangerous Occurrence

Reportable injuries, diseases or dangerous occurrences include:

1. Death
2. Specified injuries. These are:
 - a. Fractures, other than to fingers, thumbs and toes
 - b. Amputations
 - c. Any injury likely to lead to permanent loss of sight or reduction in sight
 - d. Any crush injury to the head or torso causing damage to the brain or internal organs
 - e. Serious burns (including scalding)
 - f. Any scalping requiring hospital treatment
 - g. Any loss of consciousness caused by head injury or asphyxia
 - h. 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.
3. Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
4. Where an accident leads to someone being taken to hospital
5. Where something happens that does not result in an injury, but could have done
6. 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:

- a. The collapse or failure of load-bearing parts of lifts and lifting equipment
- b. The accidental release of a biological agent likely to cause severe human illness
- c. The accidental release or escape of any substance that may cause a serious injury or damage to health
- d. An electrical short circuit or overload causing a fire or explosion

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

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

Incidents should also be reported at

<https://www.reportincident.co.uk/Northamptonshire>

Parents will be informed of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

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

31. Risk Management Procedures

The school is obliged by law to apply a risk assessment process to all its activities and situations and then take action where appropriate.

Copies of risk assessments are located in the school office, please see the EVC or Head of School if you would like assistance in completing a new risk assessment.

Generic risk assessments may be used when the risk factor is low. However, when the risk factor is medium or high a specific assessment must be completed by the person running the activity, checked by the Head of School and brought to the attention of all people involved with the task prior to work commencing. Procedures to eliminate or control hazards must be specified on each risk assessment.

31.2 Pupil Risk Assessment

Some pupils may require individual risk assessments. This is a detailed report on the hazards each pupil presents. They are scored as high, medium, or low risk. It will record known flash points, and what sort of actions help that certain pupil calm down. All staff must ensure they read all pupil risk assessments to be aware of the dangers a pupil could present. All incidents must be updated on their risk assessment and shared with all staff.

The Pupil Risk Assessments are ongoing and must be updated and be an important tool to managing pupils. If you feel the pupil risk assessments are out of date, please speak to the Head Teacher/Senior Manager. All Pupil Risk Assessments are located in the school office.

32. Safety Policy Review Procedure

The monitoring of health and safety systems is required by law. Our Health and Safety Policy will be monitored and reviewed closely by the Head of School and the Health and Safety Governors. Outside consultants will also be used to audit our health and safety.

Reactive monitoring systems use data which is collected after an incident or hazard has been reported. It is used to prevent further recurrence.

Active monitoring is proactive and is intended to prevent injuries etc. from happening at all.

32.2 Reactive Health and Safety Monitoring

32.2.1 Incident/Accident Reporting:

There are a number of reasons why incidents must be reported:

- To comply with legal requirements
- We have systems in place to enable you to report incidents
- Certain incidents must be reported to the Health and Safety Executive so that causes can be investigated in order that action can be taken to prevent recurrence
- In order that statistics can be compiled to help direct the accident prevention effort

32.2.2 Incident Investigation:

- Incidents should be investigated in order to determine what action needs to be taken to prevent a recurrence.
- The main aim of an incident investigation is to highlight the causes of an incident and to take prompt and effective steps to prevent its recurrence. The investigation will look at the immediate causes and the underlying causes. It will consider both 'unsafe acts' and 'unsafe conditions'. Was there adequate supervision? Was the staff adequately trained?

The Head of School will assess all accidents and incidents and will then carry out either a full in depth investigation or an informal investigation.

Note: All staff to report all hazards to the school office.

32.2.3 Active Health and Safety Monitoring:

Inspections : Will be carried out by the Site Supervisor on a regular basis, inspections do not only check safety standards, they promote a health and safety culture and demonstrate a commitment to health and safety.

33. Health And Safety Committee

Each academy has a Health and Safety/Buildings Committee which meets once a term to review the school's health and safety performance and to consider significant issues and problems which can not routinely be resolved.

34. Health And Safety Training

As well as being a statutory requirement under current health and safety regulations, training is an important way of achieving competence and helps to convert information into safe working practices. The risk assessment will help determine the level of training needed for each type of work as part of the preventive and protective measures. This can include basic skills training, specific on the job training and training in health and safety emergency procedures.

New staff are to have Health and Safety Induction, which includes:

- The Health and Safety Policy
- Fire and Emergency Procedures
- First Aid procedures
- Staff responsibilities
- How to report hazards
- Incident reporting
- Hazards associated with work and risk assessment
- Local rules

35. Contact Information

Health and Safety Committee Representatives:

Head of School

School Business Manager

Health and Safety Governors

Appendix One

Fire safety checklist

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

Appendix Two

Accident Report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

Appendix Three

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)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.

Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Handwashing



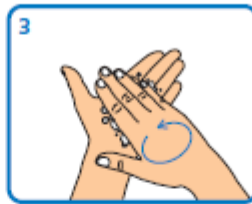
Hand-washing technique with soap and water



Wet hands with water



Apply enough soap to cover all hand surfaces



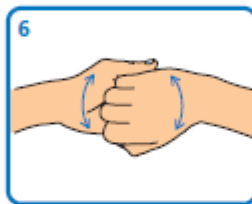
Rub hands palm to palm



Rub back of each hand with palm of other hand with fingers interlaced



Rub palm to palm with fingers interlaced



Rub with back of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using a rotational movement



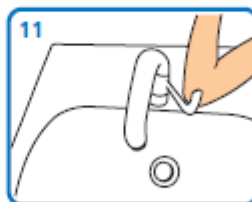
Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Hand washing should take 15–30 seconds

Appendix Five

General Classroom Safety Checklist

GUIDANCE: The following points are intended to act as a quick safety checklist for classroom teachers, and to help with risk assessments

	Yes/No
Are all exits and emergency routes free from obstruction?	
Are Fire Action notices clearly visible and up to date?	
Are all fire extinguishers free from obstruction?	
Are all fire exits clearly marked?	
Is the classroom free from trip hazards?	
Are all trailing cables removed and secure?	
Are desks and chairs in a safe condition?	
Is storage kept to low level?	
Are there any dangers from high level storage?	
Is the use of scissors and other sharp instruments controlled?	
Is all displays safe? Away from light fittings, heat source, no protruding sharp ends	
Are all cleaning products kept in a locked cupboard?	
Are risk assessments available for products labelled as being Harmful, Irritant, toxic or corrosive?	
Is all classroom equipment checked on a regular basis?	
Are heaters free from obstruction and secure?	
Are all windows and doors in a safe condition?	
Is all combustible material removed on a regular basis?	
Are rooms and store rooms kept in a safe and tidy condition?	

