



HEALTH AND SAFETY POLICY

WIGSTON ACADEMIES TRUST

Original Policy date: December 2018

Next Review Date:

Date Approved by Trustees: 10/12/18

A handwritten signature in grey ink, appearing to be 'P. M. W.', is positioned above the signature line.

Signed by Chair of Trustees:

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Foreword

'Wigston Academies Trust' (WAT) Board of Trustees recognises that it has a strategic role in ensuring that appropriate provisions for the Health, Safety & Wellbeing of all persons using the WAT facilities and those participating in off-site educational activities is fundamental to the well-being of the WAT ethos.

This Safety Policy, its supporting documentation and arrangements for implementation will meet WAT's legal obligations and contribute to our objectives relating to continuous improvement on Health, Safety & Wellbeing performance.

WAT are committed so far as is reasonably practicable, to the health, safety & wellbeing at work of all its employees, and expect all staff to be familiar with the contents of this policy.



Signed:

(Chairman of WAT Trustees)



Signed:

(WAT Executive Head Teacher)

HEALTH AND SAFETY POLICY

WIGSTON ACADEMIES TRUST



PART 1 – STATEMENT OF POLICY

Part 1 – Statement of Policy

1.1 Scope

'Wigston Academies Trust' (WAT) requires the Trustees of the Trust and Local Governing Body (LGB) to formulate a 'Health, Safety and Wellbeing Policy' to include Organisation, Planning, Measuring Performance, Auditing and review.

This policy will apply to all members of the community i.e. students, staff, parents, visitors, volunteers, contractors and the wider community who may be affected by WAT activities. Specific mandatory policies and procedures will apply to all common activities in all establishments. It is also supported by policies of other relevant organisations which may impact on the Health Safety & Wellbeing of all users of the establishment.

The Health, Safety & Wellbeing systems will be integrated with the daily management of the school's activities and will be continuously developed, maintained and implemented.

The policy recognises the legal duties and responsibilities owed to all users of the site and seeks to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health, which will give confidence to staff, parents, pupils and all users of the site.

1.2 Aims

To provide the highest possible standard of Health, Safety & Wellbeing performance commensurate with the operation and activities of a good educational establishment.

To foster and develop and maintain a dynamic culture which provides an environment which is safe, secure and sustainable so far as is reasonably practical.

1.3 Objectives

Without prejudice to the general duty of WAT, the LGB, headteacher and managerial staff will ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors to include volunteers. Equally it is the duty of all employees to co-operate with management on Health, Safety & Wellbeing matters. The LGB expect each employee to take reasonable care of their own safety and that of others either under their supervision/control or who may be affected by their activities. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- to establish and make provision and maintenance of plant and systems of work which are safe and without risk to health throughout the schools
- to establish and maintain safe working procedures as regards to any place of work under WAT control, the maintenance of it in a condition that is safe and without risk to staff, pupils, visitors, to include volunteers for the purpose of HS&W, and ensure that means of access to and egress from place of work are safe and without risk;
- to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own Health, Safety and Wellbeing whilst at work;
- to maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;
- to ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible;
- to formulate Plans and procedures for use in case of fire, implement procedures to cover other major incidents or emergencies including plans for the safe and effective evacuation of the whole school premises;
- to lay down procedures to be followed in case of accident and systems which report and record accidents, incidents, potential hazards and dangerous occurrences;

- to provide and maintain suitable and sufficient welfare facilities;
- to develop a training plan to ensure that employees are trained to the appropriate level to fulfill their health and safety responsibilities;
- to profile risks, organise for Health, Safety & Wellbeing, implement plan, measure performance, monitor before events, investigate after events, review performance, act on lessons learned. Monitor and review the effectiveness of Health, Safety & Wellbeing systems with a view to continuous improvement;
- to ensure that staff are aware of the importance attached to the Health, Safety and Wellbeing Policy, that management may invoke the Schools Disciplinary Procedures in the event of non-compliance with the requirements of this Policy

1.4 Legislation

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

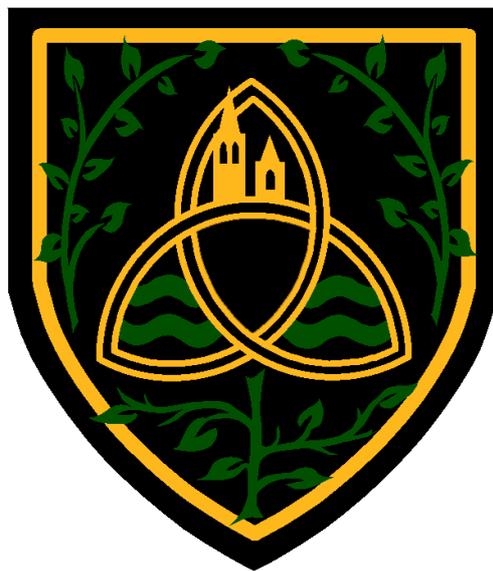
- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety 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.

HEALTH AND SAFETY POLICY

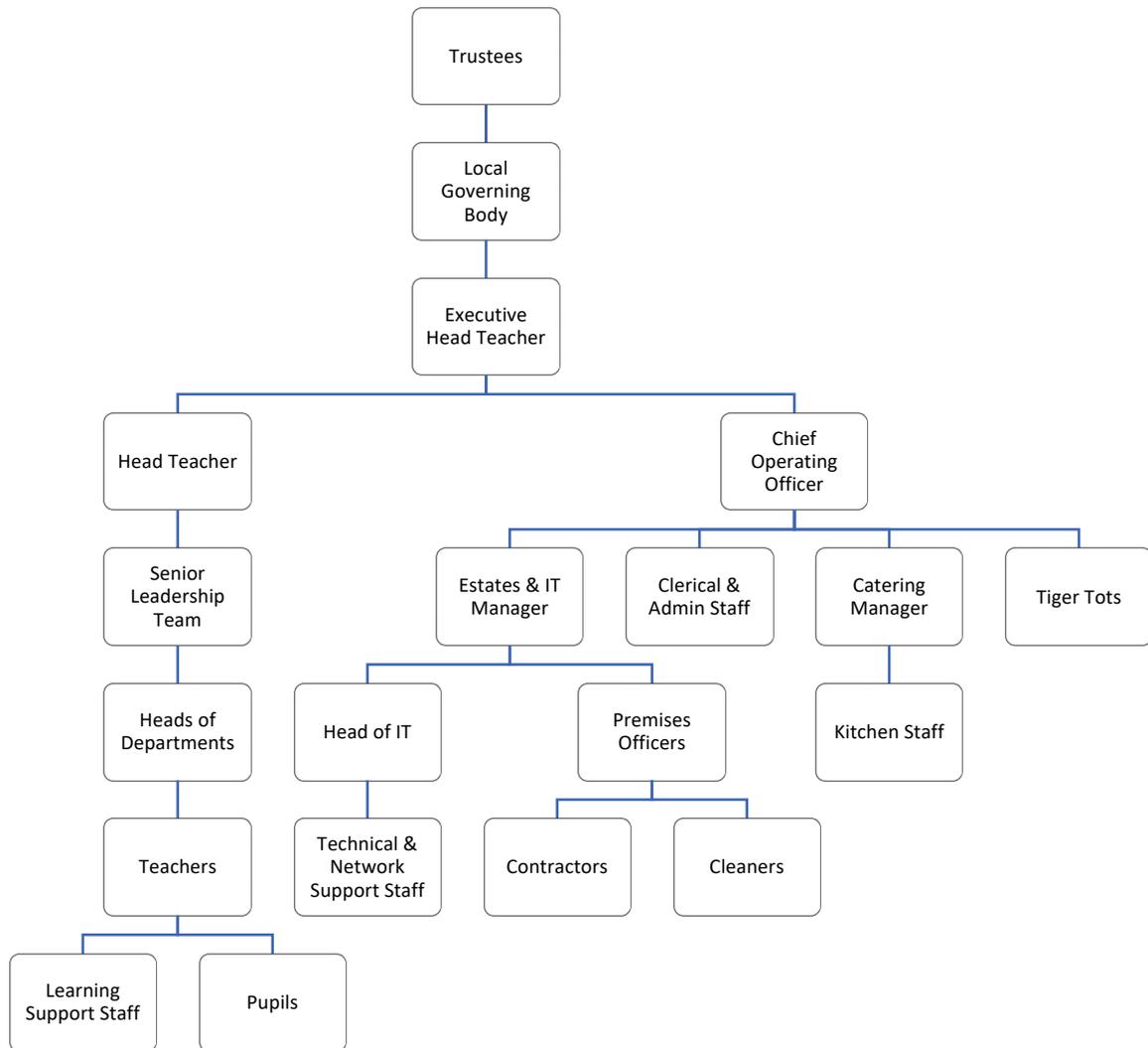
WIGSTON ACADEMIES TRUST



PART 2 – ORGANISATION

Part 2 - Organisation

2.1 Organisational Chart



2.2 Trustees

The Trustees have a strategic oversight and ultimate responsibility for all management decisions within WAT, and will have a responsibility for all Health, Safety & Wellbeing issues within WAT. They shall ensure that correct legal frameworks, policies and procedures are in place in all schools and that those policies and procedures are implemented according to Health and Safety legislation and directives.

The Trustees have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

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

The academy trust as the employer, also has a duty to:

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

The governor who oversees health and safety is Kevin Loydall.

2.3 Executive Headteacher

The Executive Head Teacher will have the executive powers to ensure that the Trustees strategic aims regarding their statutory obligations and objective toward Health, Safety & Wellbeing are met.

The Executive Head Teacher will make the necessary arrangements to ensure:

- that the required Health, Safety and Wellbeing practices, standards and delivery are met;
- academy budgets are generated which provide the necessary funding to enable the academies to fulfil all appropriate Health, Safety and Wellbeing requirements;
- sufficient personnel/resources are available to comply with H&S legislation;
- effective safety planning and target setting takes place within each academy;
- all employees are aware of their own responsibilities and duties and that they carry out their responsibilities and duties in line with this policy;
- communication with trustees, governors, headteacher, staff, students and parents is unambiguous, lucid and effective;
- procedures are in place for all schools within the WAT, for effective monitoring, recording, reporting and reviewing of accidents, near misses, acts of aggression and ill-health;
- each employees' job description has described the required health and safety responsibilities associated with their role;
- that plans for health and safety representatives exist so as to allow them to carry out their responsibilities in line with statutory regulations;
- that Trustees are informed of any breach of statutory requirements;
- that this policy is communicated, as required, to all personnel irrespective of position; the update on a continuing basis, the Health, Safety and Wellbeing Policy, in conjunction with the Trustees;
- access is available to competent Health, Safety and Wellbeing advice.

2.4 Headteacher

The overall responsibility for each academy school's site for Health, Safety & Wellbeing rests with the headteacher, they will adopt the principals & procedures, organisation and activities of the WAT policy. Operate a budget which will provide the necessary funding to be available for delivering the outcomes for the Health, Safety & Wellbeing of students, staff, visitors, volunteers, contractors and others using the academy premises, facilities, services or attending or taking part in academy-sponsored activities.

This involves:

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

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

2.5 Senior Leadership Team (SLT)

All SLT members from each academy school site will have the responsibility to implement the day to day operational requirements of the Health, Safety and Wellbeing policy in their own academy school site. They must be aware of current legislation, codes of practice, best practice guidance notes, etc, be prepared to research and implement new guidance as when required. SLT will delegate this to the Head of Department relevant to them.

- Keeping an up to date copy of the Health, Safety and Wellbeing policy relevant to their faculty activities (D&T, Science, Sports Activities, out of school activities educational school visits, etc) together with all associated documentation, e.g. risk assessments, safe systems of work, codes of practice, BSI Standards, Safe practice in Physical Education, CLEEAPS, appropriate guidance notes, others;
- maintaining and recording any health and safety concerns or any financial implications identified by the Risk Assessment process notifying the headteacher of any issues relating to both;
- maintaining documentation relating to the certification and statutory inspections of plant & equipment in their charge, and that they are current;
- to maintain accurate records following an accident, incident, investigate accidents, dangerous occurrences and near misses, report such incidents to the Estates & IT Manager;
- maintain up to date records in each academy school site of their Risk Assessments, relating to COSHH, PAT testing and any documentation needed for the safe delivery of their services.

2.6 Heads of Department

The Heads of Departments will have the Management & Operational responsibility for the WAT Health, Safety and Wellbeing policies in relation to their departments. They must be aware of current legislation, codes of practice, best practice guidance notes, etc, be prepared to research and implement new guidance as when required.

This involves:

- apply the academy's Health, Safety & Wellbeing policy to their own department or area of work and be directly responsible to their departmental SLT member for the application of the Health, Safety & Wellbeing procedures and arrangements;
- carry out Health, Safety & Wellbeing risk assessments of the activities for which they have direct control review as necessary, submit reports to their departmental SLT member responsible for Health, Safety & Wellbeing within their specified areas of responsibilities;
- ensure that all staff under their supervision are familiar with the Health, Safety & Wellbeing procedures for their area of work and act accordingly;
- resolve Health, Safety & Wellbeing issues that members of staff refer to them, and liaise further with their departmental SLT member on any issues to which they cannot conclude a satisfactory solution within the resources available to them;
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, record any defects or unsafe practices act on any findings;
- make provision and implement sufficient information, instruction, training and supervision to enable other members of staff, to include, students to avoid hazards and contribute positively to their own Health, Safety & Wellbeing;
- ensure all accidents and incidents are recorded and investigated appropriately;

2.7 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

2.8 Students 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.

2.9 Chief Operating Officer (COO)

- they provide advice to support staff on best practice in relation to, developing policies, procedures, risk assessments, etc, guidance necessary to fulfil their operational outcomes;
- to ensure there are sufficient arrangements in place to support individuals experiencing stress, referring them to the Trust's Occupational Health advisers where appropriate;
- to provide guidance and put systems in place to support managers when dealing with stress related issues experienced by staff members;
- to provide the Trusts Trustees with management information which will enable and measure performance in relation to stress management and employee well-being, such as: sickness absence data, staff turnover, exit interviews, number of self- referrals to the counsellor service, number of referrals to the Occupational Health contractor, numbers of grievance and harassment cases;
- to ensure procedures are in place so that all staff have the opportunity to contribute and comment on the effective applications of the Trust Board policies and procedures, encourage participations to get feedback on pro-active issues such as stress, health, and wellbeing, absences etc.
- they provide advice to admin and catering staff on best practice in relation to the Trust's Health, Safety & Wellbeing Policy;
- they develop and implement the competencies needed through training and development of staff in relation to the good health, safety & wellbeing management practices to achieve the best operational outcomes;
- investigate accidents, dangerous occurrences and near misses, and report them to the Estates & IT Manager;
- ensuring hazards are identified, risk assessments are undertaken, standards are set to achieve health, safety wellbeing objectives.
- ensure clear plans for coping with sudden emergencies are developed and maintained.
- developing a positive health and safety culture.
- enables appropriate training to be provided to staff members so that they can fulfil their health and safety responsibilities;
- ensures induction training for new employees including temporary, part time and supply staff.

2.10 Estates & IT Manager

- The Estates & IT Manager will be the focal point for all support staff for giving support regarding Health, Safety & Wellbeing matters, provide advice both locally and source external help when required.
- liaise with and report directly to the Chief Operating Officer on all matters regarding Health, Safety and Wellbeing
- provide the day-to-day implementation of the Trustees policy relating to the operational input of appropriate Risk Assessments for on-site and off-site activities, identify all control measures highlighted through the risk assessment process, confirm with the Finance Manager that resources are available, and are will be in place before any activity takes place.
- to ensure procedures are in place regarding contractors operating on sites or within the campus premises that they comply with the establishments 'management of contractor on site rules' and provide documentation of their safe system of work;
- to ensure that procedures are in place for statutory inspections to be carried out to the appropriate standards on all plant, machinery, equipment, including sports equipment, and that all certification and statutory inspections are current and kept up to date;
- implement and ensure arrangements are in place for risk assessments of the premises and sites and safe working practices are undertaken, recorded and reviewed on a regular basis, and ensure that the appropriate staff are informed of any accidents or hazardous situations;
- ensure that all known significant hazards are reported to the appropriate responsible person, provide a written report to the executive headteacher and/or the headteacher, stop any bad practices or the use of any plant, tools, equipment etc. considered to be unsafe;
- provide a written report with recommendation to the Governing Body for replacements, additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards;
- provide a written statement outlining the procedures and implementation for an annual review of the working documents and system that support this policy;
- provide and implement systems to control all electronic data security, electronic communications, media security and electronic surveillance.

2.11 Premises Officers

Premise Officers will have a general duty for the application of each academy school's site Health, Safety & Wellbeing policy in their own area of work, and are directly responsible to the Estates & IT Manager, the duties will be to;

- to establish and maintain safe working procedures including arrangements for ensuring so far as is reasonably practicable, the absence of risks to Health, Safety & Wellbeing in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water and sharp instruments;
- will carry out regular Health, Safety & Wellbeing assessments of the activities for which they are responsible, and report to the Estates & IT Manager any defects which need attention;
- will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own Health, Safety & Wellbeing as part of the schools Health, Safety & Wellbeing training requirements;
- will, where appropriate, ensure relevant advice and guidance on Health, Safety & Wellbeing matters is sought;
- will advise the Estates & IT Manager on requirements for Health, Safety & Wellbeing issues regarding equipment any additions or necessary improvement to plant, tools, equipment or machinery;
- To ensure all cleaning staff receive appropriate, information, training, and practical advice relevant to their work.

2.12 Contractors

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

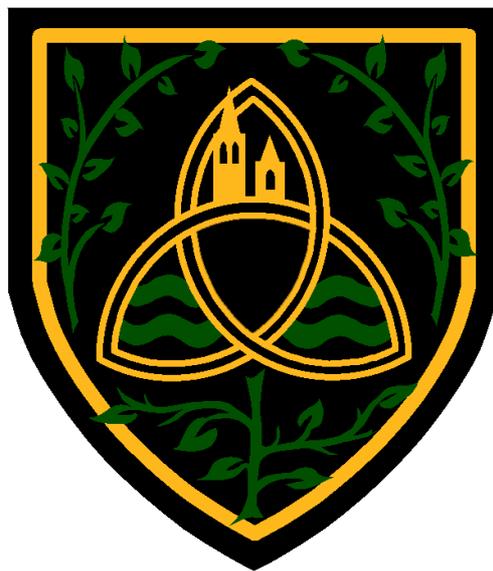
2.13 Catering Staff

- The kitchen manager/cook of the relevant academy trust school site including contracted staff are responsible for ensuring that the Health, Safety & Wellbeing requirements are implemented on a daily basis and will ensure that the relevant parts of the relevant academy trust school site policy, especially those relating to food hygiene, are followed by all catering staff.
- Any Health, Safety & Wellbeing issues will be reported immediately to the WAT Finance Manager.
- Familiarise themselves with the campus emergency action plans, first aid arrangements, evacuation procedures etc.

2.14 Tiger Tots Manager

- to establish and maintain safe working procedures including arrangements for ensuring so far as is reasonably practicable, the absence of risks to Health, Safety & Wellbeing in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water and sharp instruments;
- to provide a safe environment for all children and staff within Tiger Tots;
- will carry out regular Health, Safety & Wellbeing assessments of the activities for which they are responsible, and report to the COO any defects which need attention;
- will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and children to avoid hazards and contribute positively to their own Health, Safety & Wellbeing as part of the schools Health, Safety & Wellbeing training requirements;
- will, where appropriate, ensure relevant advice and guidance on Health, Safety & Wellbeing matters is sought;
- will advise the COO on requirements for Health, Safety & Wellbeing issues regarding equipment any additions or necessary improvement to plant, tools, equipment or machinery.

HEALTH AND SAFETY POLICY
WIGSTON ACADEMIES TRUST



**PART 3 – ARRANGEMENTS FOR
IMPLEMENTATION**

Part 3 – Arrangements for Implementation

3.1 Distribution of Health and Safety Information

- The master copy of the Health & Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept in the main offices and with the relevant premises officers of each individual school site office and two other complete copies will be made available on request. Staff are encouraged to refer to these documents and seek advice whenever they are considering Health and Safety issues.
- Copies of the Health and Safety Policy together with relevant documents concerning specific areas will be kept by the heads of departments of each individual school site.
- All staff will receive copies of the Health and Safety Policy (Parts I to III) and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- The Head Teacher will issue updates, new guidance and approved revisions as soon as they become available.
- All new staff including part time, temporary and supply staff will be provided with a copy of the policy (parts I to III) and will receive induction training which will include relevant Health and Safety issues.
- The Health & Safety Law poster will be displayed on the main notice boards in each Academy School Site.

3.2 Site security

- Premises Officers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- Regent Security are key holders and will respond to an emergency.

3.3 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 points. These are the Tennis Courts at the Academy and the All-Weather Pitch at the College.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The SLT 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.

3.4 Emergency Procedures

3.4.1 Evacuation

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- In the event of a suspected fire the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points.
- The Head Teacher along with their fire marshals will determine when it is safe to re-occupy the buildings.

3.4.2 Fire

- All fire appliances will be checked at least annually by specialist maintenance personnel.
- All fire stop doors must be free swinging at all times so that they are normally closed. Fire exit doors must be unlocked and easily accessible and operable from within the building.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- Fire Drills will be held once per term, when the Fire Marshals will record the evacuation time and the general performance of the drill.
- Appropriate members of staff will be trained how to use relevant fire appliances.
- The Senior Leadership Team will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points can be obtained from the Premises Team.
- Including the Fire Precautions (Workplace) Regulations 1997. Fire risk assessments will be carried out using a competent person or from the Fire Authority.

3.4.3 Bomb Threat

- In the event of a warning the Head Teacher or their nominated person will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Any suspicious objects should be reported to the person/s in control. Under no circumstances should the object/s be touched or moved.

3.4.4 Chemical or Biological Incident

- Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Site Manager/ Premises Officer in consultation with the Head Teacher'.

3.4.5 First Aid

- First Aid boxes will be maintained at the sites.
- There will be sufficient numbers of trained First Aiders on the site at all times. A list of trained First Aiders can be obtained from the main office of each school site. In consideration of student safety it is recommended that additional First Aiders be provided, in accordance with the First Aid Risk Assessment.
- A nominated person in each school, for the purposes of the First Aid at Work Regulations 1981, will ensure that first aid box contents are replenished.
- A record of treatment given must be maintained by the qualified First Aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.

3.5 Contractors (Contractors Guidance Document 2015)

All Contractors will:

- Observe their own health and safety policies and procedures.
- Report to the Premises Officer and sign in at Reception on arrival.
- Comply with the general requirements of the school Health and Safety policy particularly in relation to emergency procedures.
- Examine the Asbestos Log prior to commencing any work on site.
- Comply with the requirements of the Construction (Design & Management) Regulations (1999).
- Report to the Premise Officer and sign out at reception when leaving.

3.6 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 Estates & IT Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- 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.

3.6.1 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

3.6.2 Legionella

- A water risk assessment has been completed and the Estates & IT 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 year 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 of showers, etc.

3.6.3 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

3.7 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

3.7.1 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 Estates & IT 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

3.7.2 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 Estates & IT Manager.

3.7.3 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)

3.7.4 Specialist equipment

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

3.7.5 Personal Protective Equipment

- The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.
- The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the schools. Employees must then ensure that it is worn at appropriate times.
- Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.8 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.

3.9 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 premises officers retain 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

3.10 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

3.11 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 on school trips and visits
 - For the Pre-School: 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.

3.12 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.

3.13 Violence at work

- We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.
- All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

3.14 Infection prevention and control

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

3.14.1 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

3.14.2 Coughing and sneezing

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

3.14.3 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

3.14.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

3.14.5 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

3.14.6 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

3.14.7 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

3.14.8 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

3.14.9 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. Advise these children to have additional immunisations, for example for pneumococcal and influenza.

3.14.10 Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.15 Accident reporting

3.15.1 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

3.15.2 Reporting to the Health and Safety Executive

- The Estates & IT 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 Estates & IT 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 here:
- [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

3.15.3 Notifying parents

- The headteacher will inform relevant 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.

3.15.4 Reporting to Ofsted and child protection agencies

- The headteacher 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 headteacher will also notify local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

3.16 Glass and Glazing

- Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

3.17 Inspections, Monitoring, Audit and Review of Performance

3.17.1 Inspection

- General inspections take place once per term by the Estates & IT Manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- In addition, the HODs in supervisory roles will carry out monthly checks on their area of operation and report any problems to the Estates & IT Manager.

3.17.2 Monitoring

- Health & Safety representatives will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- The SLT will monitor the schools' performance on Health & Safety issues.
- The Local Governing Body will receive a report on the review and audit of Health & Safety progress at least annually and will have a standard item on the agenda of each meeting for any Health & Safety issues arising.

3.17.3 Audit and Review of Performance

- There will be an annual external audit of all aspects of Health & Safety performance and records kept. Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Local Governing Body.

3.17.4 Performance Standards

- Trustees will receive an annual Health & Safety Report and may set performance standards for the forthcoming year. They will enable standards to be monitored and acted upon where needed.

3.18 Lifting Operations and Lifting Equipment

- Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER). (Refer to G46/00)
- The Estates & IT Manager will ensure that the statutory inspections take place when due.
- All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

3.19 Management of Health and Safety

- The Management of Health and Safety at Work Regulations and the relevant Code of Practice and Guidance will form the basis of the school's Health & Safety system.
- Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the appropriate person for the school's management team. These will be available to all employees. Training will be given where necessary in accordance with the Health & Safety Training Plan which will be revised annually.
- WAT Trustees wish to ensure that Health & Safety becomes an integral part of the daily operation of the Schools and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own Health & Safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line managers any hazards, incidents or near misses.

3.20 New Plant, Machinery and Equipment (Refer to G47/00)

- The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER) and ACOP L22 refer to G47/00. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Head Teacher. Permission will not be granted unless there is written evidence that all Health and Safety implications have been satisfied.

3.21 Noise at Work

- The Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise there is an approved code of practice (L108) on the implementation of these regulations issued by the HSE.
- In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. grounds maintenance equipment, musical instruments.
- As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

3.22 Occupational Health

3.22.1 Access to Occupational Health services

- The Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.
- Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the appropriate Head Teacher who will respect the privacy of the individual concerned.
- Where the health of an individual is causing concerns for the Health, Safety & Wellbeing of others, management reserve the right to refer that person to the occupational health service following consultation with the provider.

3.22.2 Bullying

- Bullying of any employee will not be tolerated and will be regarded by WAT Trustees as a disciplinary issue. Procedures for addressing bullying will be developed and its contents will be followed by management in dealing with such incidents.

3.22.3 Drugs and Alcohol Policy

- Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the Health, Safety & Wellbeing of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy.
- Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

3.22.4 Health Surveillance

- It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.
- There may be occasions where members of staff feel that due to prolonged exposure to fumes, noise for example they request that medical assistance is made available to them.

3.22.5 Health Promotion

- WAT Trustees recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The 3 most important factors affecting health are smoking, diet and lack of regular exercise.
- Assistance will be given wherever practicable in relation to:
 - smoking cessation courses;
 - encouraging healthy diet (healthy options available in school dining facilities);
 - encourage staff to use the sporting and exercise facilities on site (where available).

3.22.6 Water Hygiene Procedures (Legionnaires Disease)

- Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- The advice in the Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold-water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the premises officer or from a competent Property Services contractor.

3.22.7 New and Expectant Mothers

- The guidance issued by the HSE in their booklet “New and expectant mothers at work – A guide for health professionals” will be followed.

3.22.8 Education School Visits

- A good practice guide has been issued by the DfE entitled “Health and Safety on Educational Visits” which must also be followed.
- All visits to sites which involve overnight stays must be assessed and approved
- Any teacher wishing to participate in an off-site visit must follow the school’s policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Head Teacher at least 10 working days before the visit is due to take place.

3.23 Statutory Inspections and Examinations

- Statutory inspections and examinations of boilers, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Estates & IT Manager who will confirm that arrangements for inspection and examination are made by the due dates.

3.24 Supervision of Pupils

- The Head Teacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- The Head Teacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.
- All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building and site.
- Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc. will be responsible for ensuring that pupils behaviour is safe and in accordance with the behaviour policy.

Links with other policies

This health and safety policy links to the following policies:

- Premises Management Document
- Risk assessment policy
- First aid policy
- Supporting pupils with medical conditions policy
- Accessibility Plan
- Stress at Work Policy
- Smoking Policy

Appendix 1. Fire safety checklist

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

Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
Action taken			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
Follow-up action required			
<i>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</i>			
Name of person attending the incident			
Signature		Date	

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

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chickenpox	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
Hand, foot and mouth	None	
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.

Measles*	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
Molluscum contagiosum	None	A self-limiting condition.
Ringworm	Exclusion not usually required	Treatment is required.
Roseola (infantum)	None	
Scabies	Child can return after first treatment	Household and close contacts require treatment.
Scarlet fever*	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
Slapped cheek syndrome/fifth disease (parvovirus B19)	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
E. coli O157 VTEC Typhoid* [and paratyphoid*] (enteric fever) Shigella (dysentery)	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
Cryptosporidiosis	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Flu (influenza)	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Tuberculosis*	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
Whooping cough*	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local PHE centre.

Diphtheria*	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen.
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
Hepatitis B*, C*, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.

Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination
Threadworms	None	Treatment is recommended for the child and household contacts.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.