

“Together in Achievement”



HEALTH AND SAFETY POLICY

incl. First Aid and Educational Visits

Approved by Board of Directors:

Revision date:

Lead author: Martyn Skinner, CEO

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1. Context and Aims

This policy has been designed to promote consistently high standards of health and safety across all academies within Aspire Multi-Academy Trust. All Aspire academies are required to implement this policy in full, with any additional, academy-specific processes or protocols – as agreed at Local Governing Body level – detailed in Appendix 3.

The Board of Trustees maintains an oversight of health and safety practices within the Trust, with the CEO responsible for ensuring the Board is kept fully up-to-date with Trust-wide or academy-specific developments, as well as any issues pertaining to compliance. The CEO chairs half-termly meetings with academy headteachers and health and safety is a standing item on every agenda. Headteachers use the 'Compliance Tracker' resource from The Key for School Leaders, which provides both academy and MAT leaders with a clear overview of ongoing compliance. In addition, contracted health and safety support for Aspire academies – in terms of advice and inspections – is provided by Nottinghamshire County Council.

Each Aspire academy aims to:

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

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

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

This policy complies with our Funding Agreement and Articles of Association.

3. Roles and responsibilities

3.1 The MAT and the Local Governing Body

Aspire Multi-Academy Trust has ultimate responsibility for health and safety matters in each academy, but delegates responsibility for the strategic management of such matters to the school's local governing body [LGB]. The LGB delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.1 The Local Governing Body

The local governing body [LGB] has responsibility for health and safety matters in each academy, but will delegate day-to-day responsibility to the headteacher.

The LGB 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 academy premises.

The LGB 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

3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring there are enough staff members 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

NB The headteacher may wish to appoint a Health and Safety co-ordinator to assist with the above, although ultimate operational Health and Safety responsibility will always rest with the headteacher.

3.3 Staff

Academy 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 academy on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.4 Pupils and parents

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

3.5 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.

4. Site security [+ see Appendix 3]

Academy headteachers have overall responsibility for the security of the academy site in and out of school hours. Headteachers will delegate specific security-related responsibilities - i.e. for visual inspections of the site, and for the intruder and fire alarm systems – to staff members identified in Appendix 3.

See Appendix 3 for a list key holders able to respond to an emergency.

5. Fire [+ see Appendix 3]

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be conducted annually as a responsibility of the LGB. These annual fire risk assessments will be forwarded to the Trust Board via the CEO.

Emergency evacuations are practised at least once a term.

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 detailed in Appendix 3.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The School Office Manager or Headteacher 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 academy 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.

A fire safety checklist can be found in Appendix 1.

6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

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

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

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

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

6.1 Gas safety

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

6.2 Legionella

- Water risk assessments are conducted at least annually. The site manager/caretaker is responsible for ensuring that the identified operational controls are conducted and recorded in the academy's water log book
- Additional water risk assessments will be conducted when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the actions outlined in each academy's water risk assessment – e.g. regularly running taps, disinfecting showers etc.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the academy 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 academy site

7. Equipment

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

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. As an additional precaution, pupils will not plug in or unplug appliances from sockets.
- Any potential hazards will be reported to the headteacher immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Portable appliance tests (PAT testing) will be carried out annually by a competent person
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 P.E. equipment

- Pupils are taught how to carry out and set up P.E. equipment safely and efficiently. Staff check that equipment is set up safely
- Risk assessments for P.E. lessons involving apparatus will be conducted at each academy
- Any concerns about the condition of the gym floor or other apparatus will be reported to the headteacher

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)

8. Lone working

Lone working may include:

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

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

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

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

9. Working at height

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

In addition:

- The site manager/caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Staff will not climb on equipment – such as classroom tables and chairs – which has not been designed for that purpose.
- 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

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

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

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

11. Off-site visits

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

- Risk assessments will be completed for all off-site visits and activities.

- These risk assessments will be submitted to the academy's Educational Visits Co-ordinator for comment and then submitted to the headteacher for approval. Some will require input from the LA Healthy and Safety team, as explained below.
- Category A [local visit] risk assessments will generally start with a generic risk assessment from the Evolve Establishment Library, which is then adapted and submitted to the EVC and headteacher for approval before being securely stored at the academy.
- Category B [beyond local, but not 'adventurous'] risk assessments will be recorded using the Evolve system, but will not require LA input. They will be authorised at academy level.
- Category C risk assessments for residential visits and all visits including 'adventurous' or high risk activities will be sent for feedback from the Notts LA Outdoor Activities Adviser via the Evolve system in accordance with our current contract with Notts.
- All off-site visits will be appropriately staffed.
- Pupil to staff ratios for off-site visits are not prescribed in law. Whilst staffing ratios for visits will vary according to the requirements of each risk assessment, the following supervisory ratios are a minimum requirement for all Aspire academy off-site visits: 1 adult for every 8 children in Early Years, 1 adult for every 10 children in school years 1 to 3 and 1 adult for every 15 children in school years 4 to 6.
- 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 emergency paediatric first aider on school trips and visits.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits involving Early Years children, as required by the statutory framework for the Early Years Foundation Stage.

12. Lettings

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

13. Violence at work

- We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
- All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the headteacher immediately.
- Headteachers will, if necessary, exercise their right to ban aggressive parents, carers or other visitors from site.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 Handwashing

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

15.2 Coughing and sneezing

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

15.3 Personal protective equipment

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

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

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

15.6 Laundry

- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

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

15.8 Animals

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

15.9 Pupils vulnerable to infection

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

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2.

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

16. New and expectant mothers

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

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

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

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stress through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. If an individual staff member feels that they are experiencing unreasonable levels of stress, they are encouraged, in the first instance, to share their concerns with their line manager, who will seek advice from the headteacher.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record

- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

18.2 Reporting to the Health and Safety Executive

The headteacher 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 headteacher 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 involving workers include:

- Death
- Specified injuries. These are:
 - o Fractures, other than to fingers, thumbs and toes
 - o Amputations
 - o Any injury likely to lead to permanent loss of sight or reduction in sight
 - o Any crush injury to the head or torso causing damage to the brain or internal organs
 - o Serious burns (including scalding) o Any scalping requiring hospital treatment
 - o Any loss of consciousness caused by head injury or asphyxia
 - o 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 from the academy site. Pupils are defined by the Health and Safety as “not at work”, which means that the reporting to the HSE requirements only apply to them if they have been taken to hospital from the place of work – i.e. the academy or educational visit location.
- 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:
 - o The collapse or failure of load-bearing parts of lifts and lifting equipment o The accidental release of a biological agent likely to cause severe human illness o The accidental release or escape of any substance that may cause a serious injury or damage to health
 - o 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](#)

18.3 Notifying parents

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

18.4 Reporting to Ofsted and child protection agencies

The 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 Notts Child Protection of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Training

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

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

20. First Aid [+ see Appendix 3]

- Aspire academies will ensure that there is always a qualified paediatric first aider present when there are EYFS children on site or on an off-site educational visit
- Each headteacher will conduct a First Aid risk assessment to determine numbers of first aiders required – see Appendix 3
- As a minimum, all academies will ensure that 50% of employed staff are qualified in Level 3 Emergency Paediatric First Aid [1-day course]
- In addition, academies with an EYFS setting will ensure that at least 3 members of staff are qualified in Level 3 Paediatric First Aid [2-day course]
- In accordance with HSE non-statutory advice, academies with 25-50 adult employees will ensure that at least 1 member of staff is qualified in Level 3 Emergency First Aid at Work [1-day course]
- In accordance with HSE non-statutory advice, academies with 50+ adult employees will ensure that at least 1 member of staff is qualified in Level 3 First Aid at Work [3-day course]
- Each academy headteacher will appoint one of the qualified first aiders to take responsibility for ensuring that first aid kits are kept fully stocked
- Each academy will keep spare adrenaline auto injectors [AAIs] and spare asthma reliever inhalers, which, at the headteacher's discretion, may be taken off site for educational visits

21. Monitoring

This policy will be reviewed by the CEO in discussion with academy headteachers every 3 years.

At every review, the policy will be approved by the MAT Board.

Academy-specific Appendix 3 will be reviewed and approved by the LGB, following consultation with the CEO.

22. Links with other policies

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions [MAT-wide]
- Accessibility plan [Academy-specific]

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. 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.



Appendix 3: Winthorpe Primary School

Health and Safety Lead – Rob Cook – Headteacher

Educational Visits Coordinator – Rob Cook - Headteacher

Health and Safety Governor – Gary Lambert

1) Site Security

The Headteacher has overall responsibility for the security of the academy site in and out of school hours. The Headteacher will ensure that the school site is always safe and secure, and is responsible for overseeing any required works in order to maintain the safety and security of the site and the people who use it. The Headteacher delegates specific security-related responsibilities - i.e. for visual inspections of the site, and for the intruder and fire alarm systems – to Mr Gary Esam (Caretaker, Nottinghamshire County Council CFM)

In the case of an emergency, we will adopt our Emergency Plan which can be found online at GovernorHub and on the S: drive

In addition to the Caretaker and Headteacher, all teaching staff are also key holders to the grounds and buildings.

2) Fire Safety

- Emergency evacuations are practised at least once a term, these are the responsibility of the Headteacher.
- Fire alarm testing will take place once a week, this is the responsibility of the Caretaker.
- New staff will be trained in fire safety as part of their induction and all staff and pupils will be updated and made aware of any new fire risks. This is the responsibility of the Headteacher.

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. Our Assembly Point is on the playground, and if this is not safe, on the playing field.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. A copy of the register is available in the Emergency Grab bag and the daily registers can be accessed online via ScholarPack.
- The Headteacher or Office Manager 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

3) COSHH

All hazardous substances used by the Caretaker are securely stored in the Caretaker's cupboard and shed, both of which are continually locked when not in use. Control of substances hazardous to health (COSHH) risk assessments are completed by the Caretaker in line with Nottinghamshire County Council CFM training and guidance.

All hazardous substances used by the Mid-Day Supervisors are securely stored in the Catering cupboard.

COSHH documents are available and circulated to all employees who work with hazardous substances.

All staff are provided with protective equipment as necessary.

4) First Aid

- There will always be a qualified paediatric first aider present when there are EYFS children on site or on an off-site educational visit
- We will always have at least one Level 3 Paediatric (2-day course) First Aider at Breakfast Club, within Class 1, on Lunchtime duty and at After -School Club.
- We will always have 1 member of staff who is qualified as a Level 3 First Aid at Work (3-day course)
- We will offer first aid training to all staff and encourage everyone to be trained at Level 3 Paediatric.

5) External Health and Safety Monitoring

Legionella - Weekly flushing will be carried out by the Caretaker. Monthly tests will be carried out by 2nd Element. Annual risk assessment carried out by Arc Partnership

Fire Safety - Weekly fire alarm tested will be carried out by the Caretaker. Annual Fire Equipment checks carried out by Nottinghamshire Fire and Safety. Bi-Annual Fire Risk Assessment carried out by Arc Partnership and Nottinghamshire Fire and Rescue. 6 Monthly fire alarm and emergency lighting check carried out by Freedom FSM.

Asbestos – Annual check carried out by Arc Partnership

Gas Safety – Annual check and safety certificate carried out by 1st Gas

Electric – Annual PAT testing and Five year electrical check carried out by JES Electrical Services

Playground Equipment – Annual Check by Sportsafe.

Trees – Bi-annual survey carried out by Via East Midlands.

6) Lockdown Procedures

In the event of there being need for a lockdown (e.g. intruder on site, dog on the loose, helicopter needing to land), it may be necessary for all children and staff to congregate safely in one area of school. Our area of school is Class 1.

A lockdown is signalled by a continuous whistle. If this is heard, all staff, pupils and visitors should make their way to Class 1 and await further instructions.

Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. A copy of the register is available in the Emergency Grab bag and the daily registers can be accessed online via ScholarPack. The Headteacher or Office Manager will take a register of all staff. Staff and pupils will remain inside Class 1 until the threat has passed and the Headteacher has given the all clear.

7) Visitors and Contractors

All visitors and contractors will be welcomed to the school by the Headteacher or Office Manager. They will be asked to sign in and wear a Visitor Lanyard at all times whilst on site. DBS certificates will be requested if appropriate and depending on the nature of the visit. The Headteacher will explain procedures to them using the school information poster as a prompt:

7) Physical Handling

All of our classroom staff have attended CRB Physical Handling training. Please see our policy on this for more information

8) Lanyards

To aid identification, all members of staff will wear a Winthorpe Primary School lanyard and identification photo OR Winthorpe Primary School branded PE kit / staff uniform at all times

School Information

Teaching Staff

- Rob Cook: Headteacher
- Emma Devanish: Class 1 Teacher
- Kelly Beazland: Class 2 Teacher
- Rosanna Thompson-Hogyard: Class 2 Student Teacher
- Ryan Smith: Class 3 Teacher
- Chloe Palmer: Class 4 Teacher
- Sally Edmunds: Class Teacher, SENDCo
- George Stanton: Music Teacher
- Natalie Stanton: MFL Teacher

Support Staff

- Ruth Wright: Teaching Assistant, Class 1
- Kat Alexander: Teaching Assistant, Class 2
- Lottie Robbison: Supportive Teaching Assistant, Class 2
- Roshal Palmer: Teaching Assistant, Class 3
- Chelley Elberton: Teaching Assistant, Class 4
- Sandra Cobb: Teaching Assistant, Class 4
- Emma Watt: Office Manager
- Gary Essex: Site Manager

Kitchen & Lunchtime Staff

- Carol Wright: Lunchtime, Breakfast Club & After School Club Lead Supervisor
- Charli Wheeler: Lunchtime & After School Club Supervisor
- Jessica O'Dwyer: Lunchtime & Breakfast Club Supervisor
- Julie Pughatt: Lunchtime Supervisor
- Ruth Wright: Lunchtime Supervisor

First Aid

The following staff have enhanced First Aid training:

- Breakfast Club – Ms Carol Wright, Mrs Janice O'Dwyer
- School Day – Miss Kelly Beazland, Miss Chloe Palmer, Mr Ryan Smith, Mrs Ruth Wright, Mrs Chelley Elberton, Mrs Roshal Palmer
- After School Club – Ms Carol Wright, Mrs Janice O'Dwyer

Our main First Aid supplies are located in the kitchen area, next to the staff room.

If you suffer an injury or feel unwell whilst at Winthorpe School, please ensure that you let a member of staff know.

Safeguarding

- Designated Safeguarding Lead – Mr Rob Cook
- Deputy Designated Safeguarding Lead – Mrs Sally Edmunds
- If you have any concern that a child has been harmed, is at risk of harm or you receive a disclosure, contact our Designated Safeguarding Lead immediately.
- We are committed to the Prevent strategy to safeguard children from radicalisation and extremism. If you have any concerns related to this strategy, please pass them onto our Designated Safeguarding Lead as quickly as possible.

Visitor Information

- All visitors should sign in at the School Office on arrival and sign out on departure. Visitor lanyards should be worn at all times.
- Photography is not allowed on site without permission of the Headteacher.
- Mobile phones should be switched to silent and should not be used by visitors on site.
- If the fire alarm sounds, leave the building immediately by the nearest exit and proceed to the assembly point on the playground.
- If you hear a continuous whistle, it is our lockdown signal. Proceed to Class 1 immediately and follow instructions.

