



NESTON HIGH SCHOOL

Health & Safety Policy

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1. POLICY AIMS

Our school aims to:

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

2. LEGISLATION

- 2.1 [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- 2.2 [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
- 2.3 [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
- 2.4 [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- 2.5 [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
- 2.6 [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
- 2.7 [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
- 2.8 [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- 2.9 [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- 2.10 The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

3. ROLES AND RESPONSIBILITIES

3.1 The Board of Trustees

- 3.1.1 The Board of Trustees has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.
- 3.1.2 The Board of Trustees has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- 3.1.3 The Board of Trustees will ensure that:

- 3.1.3.1 it develops and regularly updates an appropriate health and safety policy which promotes the correct attitude towards the safety of its employees and pupils;
- 3.1.3.2 responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of their responsibilities;
- 3.1.3.3 persons have sufficient experience, knowledge and training to perform the tasks required of them;
- 3.1.3.4 clear procedures are created which assess the risk from hazards and produce safe systems of work;
- 3.1.3.5 sufficient funds and resources are set aside with which to operate safe systems of work;
- 3.1.3.6 health and safety performance is appropriately measured; and,
- 3.1.3.7 this policy and related performance is reviewed annually.
- 3.1.4 The Board of Trustees, as the employer, also has a duty to:
 - 3.1.4.1 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
 - 3.1.4.2 Inform employees about risks and the measures in place to manage them
 - 3.1.4.3 Ensure that adequate health and safety training is provided
 - 3.1.4.4 The Trustee who oversees health and safety is **Mr C Randerson**.

3.2 Headteacher

- 3.2.1 The Headteacher is responsible for health and safety day-to-day. In the Headteacher's absence, The Senior Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

This involves ensuring that:

 - 3.2.1.1 the health and safety policy is implemented;
 - 3.2.1.2 this policy is communicated adequately to all relevant persons;
 - 3.2.1.3 appropriate information on significant risks is given to visitors and contractors;
 - 3.2.1.4 appropriate consultation arrangements are in place for employees and their Trade Union Safety Representatives;
 - 3.2.1.5 all employees are provided with adequate information, instruction and training on health and safety issues;
 - 3.2.1.6 risk assessments of the premises and work practices are undertaken;
 - 3.2.1.7 safe systems of work are in place and identified from risk assessments;
 - 3.2.1.8 appropriate health and safety notices are displayed on site;
 - 3.2.1.9 emergency procedures are in place;
 - 3.2.1.10 machinery and equipment is inspected and tested to ensure it remains in safe condition;
 - 3.2.1.11 records are kept of all relevant health and safety activities such as assessments, inspections and accidents;
 - 3.2.1.12 appropriate arrangements are in place to monitor the health and safety on the premises and performance of health and safety responsibilities;

- 3.2.1.13 reported accidents are investigated and any remedial actions required are taken or requested;
- 3.2.1.14 a report to the Board of Trustees on the health and safety of the school is completed annually.
- 3.2.1.15 there are enough staff to safely supervise students
- 3.2.1.16 the school building and premises are safe and regularly inspected
- 3.2.1.17 adequate training is provided for school staff
- 3.2.1.18 appropriate evacuation procedures are in place and regular fire drills are held
- 3.2.1.19 in their absence, health and safety responsibilities are delegated to another member of staff
- 3.2.1.20 all risk assessments are completed and reviewed
- 3.2.1.21 cleaning contracts are monitored, and cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.3 Health and safety lead

- 3.3.1 The nominated health and safety lead is Tina Phillips, Business Manager.
- 3.3.2 The nominated health and safety lead is responsible for:
 - 3.3.2.1 co-ordinating and managing the risk assessment process for the school;
 - 3.3.2.2 co-ordinating the termly general workplace monitoring inspections and performance monitoring process;
 - 3.3.2.3 making provision for the inspection and maintenance of work equipment on site;
 - 3.3.2.4 advising the Headteacher of the school of situations or activities which are potentially hazardous to the health and safety of employees, pupils and visitors;
 - 3.3.2.5 ensuring that all managers and supervisors have a thorough understanding of health and safety and how to maintain control measures in their work area;
 - 3.3.2.6 ensuring that all employees are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally;
 - 3.3.2.7 carrying out any other function devolved to him/her by the Headteacher or the Board of Trustees; and,
 - 3.3.2.8 unsafe conditions being reported and dealt with to agreed timetables.

3.4 Staff with special responsibility

- 3.4.1 Teaching/Non-Teaching employees holding posts of special responsibility (this includes the Deputy Headteacher, Assistant Headteacher, Heads of Department/Curriculum Leaders, Phase Leaders, Office and Finance Managers and Site Agents) are required to:
 - 3.4.1.1 apply this Health and Safety Policy to their own phase/department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
 - 3.4.1.2 carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or health and safety lead any problems to which they cannot achieve a satisfactory solution within the resources available to them;

- 3.4.1.3 ensure that all employees under their management are familiar with the health and safety procedures for their area of work;
- 3.4.1.4 resolve health, safety and welfare problems that members of employees refer to them, or refer to the Headteacher or health and safety lead any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- 3.4.1.5 carry out regular inspections of their area of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as required;
- 3.4.1.6 ensure, as far as reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- 3.4.1.7 ensure all accidents are investigated in an appropriate manner;
- 3.4.1.8 on request contribute information for the annual health and safety report to Board of Trustees.

3.5 Classroom teachers

The nature of the role of classroom teachers is such that classroom teachers are expected to:

- 3.5.1 exercise effective supervision of the pupils for whom they are responsible and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out as and when required;
- 3.5.2 follow the health and safety procedures applicable to their work;
- 3.5.3 give clear oral and written health and safety instructions and warnings to pupils as often as necessary;
- 3.5.4 ensure the use of personal protective equipment and guards where necessary;
- 3.5.5 make recommendations to their Headteacher or health and safety lead on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- 3.5.6 integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;
- 3.5.7 ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought on site without prior authorisation; and,
- 3.5.8 report all accidents, defects and dangerous occurrences to their Headteacher or health and safety lead.

3.6 Staff

- 3.6.1 Apart from any specific responsibilities that may be delegated to an individual employee, all employees must:
 - 3.6.1.1 act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and other persons;
 - 3.6.1.2 observe all instructions on health and safety issued by the school, the Headteacher or any other person with delegated responsibility for health and safety matters;
 - 3.6.1.3 act in accordance with health and safety training received;
 - 3.6.1.4 report all accidents and near misses in accordance with current procedures;

- 3.6.1.5 inform their line manager of all potential hazards to health and safety and of any other potential health and safety issues they identify;
 - 3.6.1.6 exercise good standards of housekeeping and cleanliness; and;
 - 3.6.1.7 know and apply the procedures in respect of fire, first aid and other emergencies.
- 3.6.2 All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure the health and safety implications of such work or purchases are considered and relevant standards met.
- 3.6.3 Employees entrusted with responsibilities for specific aspects of health and safety or welfare must satisfy themselves that those responsibilities are re-assigned in an appropriate manner in their absence. Such re-assignments must be approved by the health and safety lead.

3.7 STUDENTS AND PARENTS

- 3.7.1 Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- 3.7.2 Pupils in accordance with their age and aptitude, are expected to:
- 3.7.2.1 exercise personal responsibility for the health and safety of themselves and others;
 - 3.7.2.2 observe standards of dress consistent with safety and/or hygiene;
 - 3.7.2.3 observe all of the health and safety rules of the school; and in particular comply with the instructions provided to them by employees in the event of an emergency; and,
 - 3.7.2.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.8 Contractors

- 3.8.1 Contractors will agree health and safety practices with the Site Manager on behalf of the Headteacher before starting work
- 3.8.2 Contractors are selected following effective procurement and tendering with due regard to Health and Safety. The Health & Safety Officer and Business Manager are responsible for liaison with contractors to exchange health and safety information, agree safe working practices and exchange risk assessments.
- 3.8.3 All contractors must sign in and out using the sign in book and review the contractor hazard information.
- 3.8.4 Employees must report any concerns regarding contractors to the health and safety lead or Headteacher immediately.
- 3.9 Failure to comply with this policy may be treated as misconduct and dealt with under the school's Disciplinary Procedure (or Behaviour Policy for pupils).
- 3.10 The Board of Trustees and the Headteacher recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives are permitted by law to investigate accidents and potential hazards, pursue employee complaints and carry out inspections when directed wherever practicable. However, they are not part of the management of the trust and are not carrying out health and safety duties on behalf of the Board of Trustees or the headteacher.

4. SITE SECURITY

- 4.1 The school is open to employees from 06:00 – 21:00 Monday to Friday during term time.
- 4.2 Gates are opened to allow student access to the site between 8:00 – 08:40 and 15:00 – 15:30. Outside these times gates to the site are locked and access is via the main entrance. It is the responsibility of the Site Manager to ensure gates are locked.
- 4.3 The Site Manager and duty caretakers are responsible for the security of the school site in and out of school hours, including for securing the school site at the end of each school day, at weekends or during the end of term holidays. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- 4.4 The school building is alarmed.
- 4.5 The school's site team are key holders and will respond to an emergency.

5. SITE MAINTENANCE

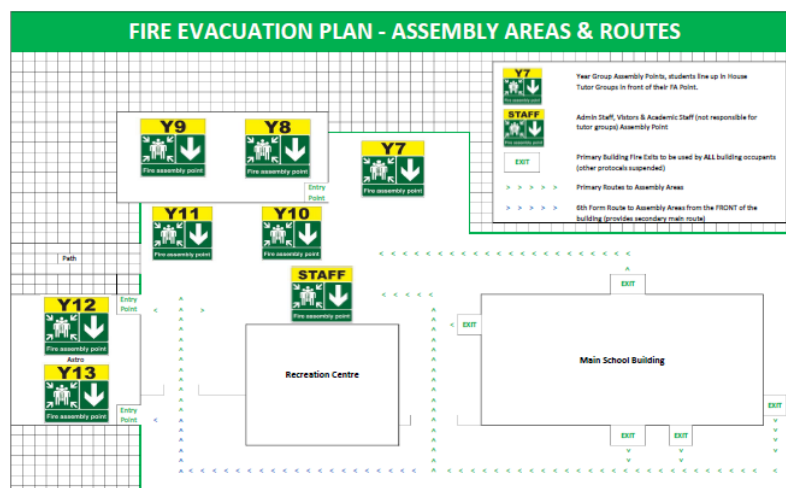
- 5.1 The Site Manager is responsible for ensuring the day-to-day maintenance of the school buildings and site.
- 5.2 A planned preventative maintenance schedule is in place for all sites. It is the responsibility of the Site Manager to ensure that the schedule is adhered to and to inform the Headteacher of any delays or issues.
- 5.3 All employees are responsible for reporting hazards or maintenance issues to the Site Manager or health and safety lead. Any issues of significant concern/danger should be reported to the Site Manager, health and safety lead or other member of the SLT immediately.
- 5.4 Safety signage is used on site in line with statutory requirements. All employees have responsibility for reporting any missing signage or any concerns about the signage to the Site Manager or health and safety lead.

6. VISITORS, VOLUNTEERS AND WORK EXPERIENCE

- 6.1 All visitors, volunteers and work experience students are required to sign in on arrival. Visitors and volunteers will be given a badge which they must wear/display at all times whilst on school premises.
- 6.2 On a first visit to the school volunteers are given a copy of the school's safeguarding information and made aware of the fire evacuation arrangements. Visitors to the school are allowed to park in the car park. It is the responsibility of the employee who is supervising the visitor to ensure that they are aware of any particular health and safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.
- 6.3 Volunteers are subject to enhanced DBS checks. It is the responsibility of the class teacher to ensure that the Headteacher's PA is given details of all volunteers in order that the checks can be carried out.
- 6.4 Volunteers and work experience students are inducted in line with the school's induction arrangements.

7. FIRE

- 7.1 All employees and pupils must familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in classrooms and offices as appropriate. All fire exits have appropriate signage.
- 7.2 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.
- 7.3 Emergency evacuations are practised at least once a term.
- 7.4 The fire alarm is a loud continuous sounding of the alarm.
- 7.5 Fire alarm testing will take place once per week.
- 7.6 New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.
- 7.7 In the event of a fire:
 - 7.7.1 The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
 - 7.7.2 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
 - 7.7.3 Nominated individuals will be trained in the correct use of fire extinguishers. Fire extinguishers are checked annually by Integral FM – caretakers / science technicians / DT tech / HE Tech
 - 7.7.4 Upon hearing the fire alarm;
 - 7.7.4.1 the building must be immediately evacuated by the nearest fire exit
 - 7.7.4.2 everybody in the building must go to the fire assembly points indicated on the plan below.
 - 7.7.4.3 belongings should not be collected during an evacuation.
 - 7.7.4.4 lifts must not be used during this time
 - 7.7.4.5 Fire Marshalls will assist in the evacuation of the building and their instructions must be followed.
 - 7.7.4.6 The building should not be re-entered until clearance has been given.



- 7.7.5 Form tutors/class teachers will take a register of students, which will then be checked against the attendance register of that day
- 7.7.6 Staff and students will remain outside the building until the emergency services say it is safe to re-enter
- 7.7.7 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.
- 7.7.7.1 On activation of the fire alarm the lift will immediately descend to the ground floor.
- 7.7.7.2 Students with mobility issues will remain in Fire Refuge areas on the stairwells, these areas are equipped with a telephone linked directly to a telephone adjacent to the fire panel.
- 7.7.7.3 A member of the IT team is allocated to this telephone point to take note of refuge areas in use.
- 7.7.8 The Business Manger should be notified if there is anything (for example, impaired mobility) that might impede the evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in the vicinity.
- 7.8 Fire drills will be held at least every term and must be taken seriously. Evacuation times and any issues which arise are reported to the Board of Trustees.
- 7.9 The fire alarm is tested weekly by site team.
- 7.10 The Health & Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting, using the fire safety checklist (Appendix 1)

8. COSHH

- 8.1 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
- 8.2 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available.
- 8.3 Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 8.4 The Business Manager is responsible for ensuring that hazard data sheets are completed and retained on site.

- 8.5 With reference to cleaning products the Site Manager should undertake the necessary risk assessments and ensure employees are properly trained in the use and storage of hazardous substances and on the use of protective equipment.
- 8.6 Control of substances hazardous to health (COSHH) risk assessments are completed by Science Technicians, Catering Manager, Site Manager and Cleaning Supervisor and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- 8.7 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.
- 8.8 Hazardous products are stored in locked storerooms, students have access to hazardous substances under the supervision of teachers only.
- 8.9 Any hazardous products are disposed of in accordance with specific disposal procedures.
- 8.10 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

9. GAS SAFETY

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

10. LEGIONELLA

- 10.1 A water risk assessment has been completed on 29.11.2023 by Compliant Water Solutions Ltd on behalf of Integral UK
- 10.2 (Integral Facilities Management) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book
- 10.3 This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- 10.4 The risks from legionella are mitigated by the following:
 - 10.4.1 Weekly flushing of low used outlets
 - 10.4.2 Weekly shower outlet disinfection and flush through
 - 10.4.3 Monthly hot and cold temperature checks at Sentinel outlets
 - 10.4.4 Quarterly water sampling, including drinking outlets
 - 10.4.5 Six monthly tank inspections and Termly temperature testing
 - 10.4.6 Annual calorifier internal inspection and termly failsafe test

11. ASBESTOS

- 11.1 The school building does not contain asbestos.

12. EQUIPMENT

- 12.1 Employees must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to the relevant line manager.
- 12.2 No employee should attempt to repair equipment unless trained to do so.
- 12.3 The health and safety lead is responsible for ensuring equipment safety and maintenance.
- 12.4 Pupils must also be given guidance on safely using any equipment used during their time at the school.
- 12.5 All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- 12.6 When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- 12.7 All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

13. ELECTRICAL EQUIPMENT

- 13.1 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- 13.2 Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- 13.3 Any potential hazards or defective equipment will be reported on service desk and if immediate risk, to the Business Manager in person.
- 13.4 Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- 13.5 Only trained staff members can check plugs
- 13.6 Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- 13.7 All isolators' switches are clearly marked to identify their machine
- 13.8 Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- 13.9 Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- 13.10 Personal electrical equipment should not be used in school.

14. PE EQUIPMENT

- 14.1 PE equipment is checked annually.
- 14.2 It is the responsibility of the PE employees to undertake risk assessments and visual checks on such equipment. PE employees are also responsible for reporting any concerns about the equipment, items for repair, or potential hazards to the Site Manager or health and safety lead.
- 14.3 Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- 14.4 Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

15. DISPLAY SCREEN EQUIPMENT

- 15.1 If an employee uses a computer screen or other display screen equipment (DSE) habitually as a significant part of his/her work he/she should:
- 15.1.1 try to organise his/her activity so that he/she takes frequent short breaks from looking at the screen;
 - 15.1.2 be entitled to a workstation assessment;
- 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- 15.2 Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals as advised by the optician thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

16. SPECIALIST EQUIPMENT

- 16.1 Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.
- 16.2 Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

17. LONE WORKING

- 17.1 Lone working may include:
- Late working
 - Home or site visits
 - Weekend working
 - Site manager duties
 - Site cleaning duties
 - Working in a single occupancy office
- 17.2 When working alone in the premises, a suitable lone working risk assessment should be carried out for the task being undertaken. This assessment should give particular attention to contact information and how to deal with emergency situations.
- 17.3 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.
- 17.4 If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- 17.5 The lone worker will ensure that they are medically fit to work alone.

18. WORKING AT HEIGHT

- 18.1 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.
- 18.2 Employees undertaking work at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to such work being carried out.

- 18.3 All employees should use the appropriate equipment eg kickstools to affix displays etc above head height and have due regard to their own health and safety and that of others. Employees should never use chairs or tables in place of the appropriate equipment.
- 18.4 In addition:
- 18.4.1 The Site Manager retains ladders for working at height
 - 18.4.2 Students are prohibited from using ladders
 - 18.4.3 Staff will wear appropriate footwear and clothing when using ladders
 - 18.4.4 Contractors are expected to provide their own ladders for working at height
 - 18.4.5 Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
 - 18.4.6 Access to high levels, such as roofs, is only permitted by trained persons
- 18.5 Contractors working at height are required to complete appropriate paperwork and are dealt with under the school's contractor management arrangements.

19. MANUAL HANDLING

- 19.1 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 19.2 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.
- 19.3 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.
- 19.4 Staff and students are expected to use the following basic manual handling procedure:
- 19.4.1 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
 - 19.4.2 Take the more direct route that is clear from obstruction and is as flat as possible
 - 19.4.3 Ensure the area where you plan to offload the load is clear
 - 19.4.4 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

20. OFF-SITE VISITS

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

- 20.1 Risk assessments will be completed
- 20.2 All off-site visits are appropriately staffed
- 20.3 Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents' contact details
- 20.4 There will always be at least one first aider on overnight school visits
- 20.5 Parental permission is required before pupils participate in off-site visits in most cases. A standard consent form can be found at Appendix 3.
- 20.6 During trips medication can only be administered by designated employees as identified in the risk assessment pertinent to that trip.

21. LETTINGS

- 21.1 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 ensuring that it is complied with.

22. VIOLENCE AT WORK

- 22.1 We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.
- 22.2 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 students, visitors or other staff.

23. SMOKING & VAPING

- 23.1 Smoking and vaping is not permitted anywhere on the school premises. All areas of Neston High School have been designated as No-Smoking areas.
- 23.2 All appointments to Neston High School are made on the understanding that this is a totally No Smoking site, and candidates will be made aware of this.
- 23.3 All lettings will be made on the understanding that Neston High School is a No Smoking site.
- 23.4 In the unlikely event of non-compliance, every effort will be made initially through counselling and discussion to persuade colleagues to comply. Continued non-compliance may result in disciplinary action.
- 23.5 The policy applies to all students and staff. Any student found to be smoking on or near the school premises will face disciplinary action. This also applies to e-cigarettes or vapes.

24. INFECTION PREVENTION AND CONTROL

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

24.2 Handwashing

- 24.2.1 Wash hands with liquid soap and warm water, and dry with paper towels or hot air hand dryers.
- 24.2.2 Always wash hands after using the toilet, before eating or handling food, and after handling animals
- 24.2.3 Cover all cuts and abrasions with waterproof dressings

24.3 Coughing and sneezing

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

24.4 Personal protective equipment

- 24.4.1 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)
- 24.4.2 Wear goggles if there is a risk of splashing to the face
- 24.4.3 Use the correct personal protective equipment when handling cleaning chemicals

24.5 Cleaning of the environment

- 24.5.1 Clean the environment frequently and thoroughly
- 24.5.2 Cleaning of blood and body fluid spillages
- 24.5.3 Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- 24.5.4 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
- 24.5.5 Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- 24.5.6 Make spillage kits available for blood spills

24.6 Laundry

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

24.7 Clinical waste

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

24.8 Animals

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

25. INFECTIOUS DISEASE MANAGEMENT

We will follow local and national guidance on the use of control measures including:

25.1 Following good hygiene practices:

25.1.1 We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required we will provide appropriate personal protective equipment (PPE)

25.2 Keeping rooms well ventilated:

25.2.1 We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

25.3 Pupils vulnerable to infection

25.3.1 Some medical conditions make students 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.

25.4 Exclusion periods for infectious diseases

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

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

25.5 National health alerts

25.5.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by employees, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the Headteacher.

25.5.2 It is important for the health and safety of all the school's employees and pupils that instructions issued in these circumstances are complied with.

25.5.3 The school may issue a new policy to deal with any procedures to be followed in the event of a pandemic or epidemic.

26. NEW AND EXPECTANT MOTHERS

26.1 Risk assessments will be carried out whenever any employee or student notifies the school that they are pregnant by the Business Manager.

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

26.3 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

- 26.4 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
- 26.5 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.
- 26.6 Some pregnant women will be at greater risk of severe illness from COVID-19.

27. OCCUPATIONAL STRESS

- 27.1 We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- 27.2 Systems are in place within the school for responding to individual concerns and monitoring staff workloads.
- 27.3 The school uses a professional OHU service and purchases Employee Assistance Programme which is available for all staff.

28. ACCIDENT, INJURY AND NEAR MISS REPORTING

- 28.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 28.2 All accidents, injuries and near misses, however minor, should be reported via the Service Desk (under health and safety). The Business Manager will review all Service Desk accident, near miss entries.
- 28.3 All after school clubs/activities should adhere to the accident reporting and first aid procedures in place. Any accidents, injuries or near misses that take place at such clubs or activities should be recorded on Service Desk as soon as possible on the next working day.
- 28.4 An accident report identifying trends in accidents/incidents is provided to the Board of Trustees on a termly basis.

28.5 Recording procedure:

- 28.5.1 An online accident form through the school's service desk will be completed as soon as possible after the accident, injury or near miss occurs by the member of staff concerned, or first aider who deals with it.
- 28.5.2 As much detail as possible will be supplied when reporting an incident
- 28.5.3 Information about injuries will also be kept in the student's educational record
- 28.5.4 Records held in the first aid and accident folder 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

28.6 Reporting to the Health and Safety Executive:

- 28.6.1 The Business Manager is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 28.6.2 In particular, the Business 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).

28.6.3 The Business Manager will report a reportable injury, disease or dangerous occurrence to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

28.6.4 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.

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

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

29. ADMINISTRATION OF MEDICINES

29.1 The administration of medicine must be done in accordance with the school's Medical Conditions Policy.

30. FIRST AID

- 30.1 The names of the school's first aiders are available in the staff handbook and are available in:
[MS Teams > All Staff > Health and Safety > First Aid](#)
- 30.2 First aid boxes are located in first aid room, in reception area and in each staff rooms. The first aid room coordinator is responsible for checking and restocking the boxes at required and at least once a term. In an emergency, the first aid coordinator will summon an ambulance.
- 30.3 Where a parent is unable to accompany a child to hospital, an employee, preferably one known to the child, will accompany them. In the case of an emergency in a before or after school setting the manager of the relevant club or activity will be responsible for calling an ambulance, contacting parents and arranging for someone appropriate to accompany the child.
- 30.4 Employees in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the school in the same way that parents/carers might be expected to act towards their children.
- 30.5 The school will arrange adequate and appropriate training and guidance for employees who volunteer to be first aiders. The school will ensure that there are enough trained employees to meet the statutory requirements and assessed needs.
- 30.6 All employees will be informed of the First Aid arrangements. This will include the location of the equipment facilities and first aid personnel, and the procedures for monitoring and reviewing the school's first aid needs.
- 30.7 Pupils should not help with First Aid.

30.8 First Aider's duties

the main duties of a first aider are to:

- 30.8.1 give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school;
- 30.8.2 when necessary, ensure that an ambulance or other professional medical help is called.

30.9 The School's duties

To ensure that there is:

- 30.9.1 adequate provision for lunchtimes and breaks and will encourage lunchtime supervisors to have First Aid training;
- 30.9.2 adequate provision for leave and in case of absences;
- 30.9.3 First Aid provision for off-site activities i.e. school trips;
- 30.9.4 adequate provision for practical departments, such as science, technology, home economics, physical education; and
- 30.9.5 adequate provision for out of hours activities e.g. sports activities, clubs.

30.10 First Aid boxes

The school's boxes will meet the HSE recommended standard and contain:

- 30.10.1 a leaflet giving general advice on First Aid
- 30.10.2 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 30.10.3 2 sterile eye pads

30.10.4 4 individually wrapped triangular bandages (preferably sterile)

30.10.5 6 safety pins

30.10.6 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile un medicated wound dressings

30.10.7 2 large (approximately 18cm x 18cm) sterile individually wrapped un medicated wound dressings

30.10.8 1 pair of disposable gloves

30.11 Record keeping

30.11.1 Records must be kept on the service desk and include:

30.11.1.1 name of child and class;

30.11.1.2 signature of the person reporting the accident;

30.11.1.3 date and time of the accident;

30.11.1.4 where it occurred and what happened;

30.11.1.5 the resulting injury; and,

30.11.1.6 how it was dealt with.

30.11.2 The school will maintain readily accessible accident records, either in written or electronic form. These records will be kept for a minimum of 3 years.

30.11.3 Parents will be notified of any First Aid given to a child during the school day (by letter, sticker or phone call). Any serious injuries (other than non-serious bruises, grazes etc.) will require the parents to be contacted immediately.

30.11.4 If the accident occurs due to a Health and Safety oversight, the information must be passed to the Business Manager, Mrs T Phillips.

30.12 First Aid Room

30.12.1 The school will provide an area suitable for use for medical examination, First Aid treatment and for the care of sick or injured pupils. The area will contain a washbasin and be reasonably near to a toilet.

31. CURRICULUM SAFETY

31.1 Within the school, employees are required to have appropriate training in order to teach the curriculum.

31.2 A number of generic risk assessments for routine school activities are held in

[All Staff Teams > Health & Safety > Risk Assessments](#)

Teachers are responsible for considering the risks associated with activities undertaken within the school and should complete a written risk assessment for unusual activities or those undertaken for the first time. These assessments should be submitted to the health and safety lead for inclusion in the school's risk assessment file.

31.3 Employees teaching PE are guided by the Association of Physical Education guidance.

32. OUTDOOR PLAY EQUIPMENT

- 32.1 Outdoor play equipment is checked annually. The Site Manager is responsible for undertaking additional regular visual checks. The relevant risk assessment attached to such equipment is also reviewed annually and updated as appropriate.
- 32.2 Employees on duty during breaks and when outdoor equipment is otherwise in use are responsible for ensuring pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision or if inclement weather (damp/icy conditions) means that equipment becomes unsafe to use on a particular day.
- 32.3 All employees are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Site Manager or health and safety lead.

33. SCHOOL TRANSPORT

- 33.1 Employees should not routinely transport pupils in their own vehicles. Where this has been agreed, the adult transporting a child is required to have relevant permission, to hold a current driving licence, have appropriate insurance to cover the transportation of children under business use and a roadworthy car with an appropriate MOT certificate in place.

34. TRAINING

- 34.1 The school will ensure that all employees are given adequate training and supervision to perform their work competently and safely.
- 34.2 Employees will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, gas safety, electrical safety and the use of personal protective equipment (PPE) as required depending upon the nature and requirements of their individual role.
- 34.3 Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

35. RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

- 35.1 The school carries out general workplace risk assessments periodically. It is the responsibility of the health and safety lead to ensure that risk assessments are carried out, recorded and reviewed annually. Class teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the pupils are in their care. Risk assessments linked to SEND pupils are the responsibility of the SENDCo. Risk assessments linked to pupils with individual Healthcare Plans are the responsibility of the Class teacher. Risk assessments for pregnant employees are the responsibility of the individual's line manager.
- 35.2 The purpose of risk assessments is to assess the risks to health and safety of employees, pupils, visitors and other third parties as a result of the school's activities, and to identify any measures that need to be taken to control those risks.
- 35.3 All risk assessments are reviewed on an annual basis (except risk assessments for school trips or internal event days which should be reviewed each time the trip or event takes place).
- 35.4 All lifts and hoists for use by disabled employees and/or pupils are inspected by a competent engineer on a six monthly basis. Lifting equipment not used to lift people is inspected on an annual basis.

- 35.5 Health surveillance is required for employees doing the following jobs: DT Technician.
- 35.6 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means eg gloves, goggles, ear defenders and suitable attire for working during winter. It is the responsibility of the Site Manager to ensure that there is suitable protective equipment for site employees and that it is used and the Head of Dept for PPE related to their departments. All employees have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the health and safety lead.

36. POLICY MONITORING

- 36.1 This policy will be reviewed by the Business Manager and the Health and Safety Lead every 2 years.
- 36.2 At every review, the policy will be approved by the Board of Trustees

37. LINKS WITH OTHER POLICIES

- 37.1 This health and safety policy links to the following policies:
- First aid
 - Risk assessment
 - Supporting students with medical conditions
 - Accessibility plan
 - Remote learning
 - Emergency or critical incident plan

38. APPENDIX 1: FIRE SAFETY CHECKLIST

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

39. 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.
Covid-19	Adults, children and young people should not attend if they have a high temperature and are unwell. Children with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test. Adults with a positive test result of COVID-19 should not attend the setting for 5 days after the day of the test.
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)	Students 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. Students 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.