



# Elmhurst School

## Health and Safety Policy

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## 1 Aims

Our trust aims to:

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

## 2 Links to statutory legislation and guidance

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

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

## 3 Roles and responsibilities

### 3.1 The Trust

The Great Learners Trust has ultimate responsibility for health and safety matters in each of its schools. The board of trustees will oversee health and safety but will delegate day-to-day responsibility in each school to the Local Governing Board, in accordance with the trust scheme of delegation.

### 3.2 Local governing board (LGB)

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

The LGB has a duty to:

- Ensure that this policy is implemented and communicated to promote a positive attitude towards health and safety for all staff and children
- Ensure responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- A lead governor for health and safety is nominated
- Ensure staff have sufficient experience, knowledge and training to perform the tasks required of them
- Ensure health and safety performance is monitored and targets for improvement are set
- Ensuring that the site and premises is maintained in a safe condition and that sufficient funding is appropriately allocated
- Ensure that the school's health and safety policy is reviewed regularly (at least once annually)
- Ensure that risks to staff and others affected by school activities are assessed appropriately and risks are acted on accordingly
- Ensure that employees are informed about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Ensure that any identified health and safety hazards are progressed to guarantee these are actioned and made safe

Each school has a named local governor who oversees health and safety. This person reports to the board of Trustees and helps to monitor health and safety with the headteacher.

### 3.3 The Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the local 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
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
- Ensure that risk assessments are undertaken in relation to staff, for example, job based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans

- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are put in place to manage the risks to staff, users and visitors of the school

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

### **3.4 Health and Safety Coordinator**

The appointed health and safety coordinator will be the Deputy Headteacher, Site Manager and School Business Manager. It is recommended that this role is given to a member of the schools SLT team.

The health and safety coordinator will be responsible for:

- Leading on all health and safety matters for the school
- Undertaking risk assessments for staff as well as school related risks as required
- Ensuring accident, incident and near misses are reported, investigated and documented appropriately
- Assisting the headteacher in their role and responsibilities
- Acting as the school's responsible person under the reporting of injuries, diseases and dangerous occurrences (RIDDOR) regulations 2013
- Implementing, monitoring and reviewing the school's staff training matrix
- Arranging termly health and safety inspections and ensuring follow up action is completed and records kept available for audits
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept
- Ensuring that the health and safety notice board is kept up to date
- Informing the headteacher of any health and safety issues that will affect the school or its users

### **3.5 Staff**

All school staff have a duty of care for its users, visitors and colleagues. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces.

Staff will:

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

### **3.6 Pupils, parents/carers and visitors**

Pupils, parents/carers and visitors are responsible for following the trust'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 Contractors**

Contractors will agree health and safety practices with the school's Site Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and supplied method statements.

For further advice and guidance on contractor responsibilities and contractor management, please refer to the GLT contractor management policy.

## **4. The school's premises arrangements for Health and Safety**

### **3.8 Site security**

The school's Site Manager is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. The Co-Head Teachers and Deputy Head Teacher are key holders and will respond to an emergency.

### **3.9 Fire**

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

False alarms will be recorded as a fire drill evacuation.

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 or on hearing the alarm:**
- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted
- Immediately evacuate the premises by the nearest available exit, ensuring that all windows and doors are closed behind you
- Do not re-enter the building to collect personal belongings
- Do not use lifts
- 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, pupils and visitors will congregate at the designated assembly points. These are located in the Key Stage 1 and Key Stage 2 playgrounds.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The School Business Manager will take a register of all staff and visitors that have signed into the school premises
- Staff, pupils and visitors will remain outside the building until the emergency services or the fire safety coordinator state it is safe to re-enter

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

### **Liaising with Emergency Services**

The fire evacuation responsible person will meet and liaise with the emergency services and any other interested parties, giving them all relevant information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count and any other information that may be required by the emergency services.

**For further information and guidance on fire safety or on personal evacuation and emergency plans (PEEPs), please refer to the school's Fire Safety policy.**

### **3.10 Asbestos**

The school will take all reasonable steps to manage asbestos safely in line with its asbestos policy and management plan.

Any and all works with or adjacent to Asbestos Containing Materials (ACM's) are subject to a permit to work, which must be completed and signed in full. No works with or near an ACM are authorised to proceed without the prior written consent of a Permit to Work. Please refer to the Contractor Management Policy or the Asbestos Policy and Management Plan for further guidance on Permits to Work and for the relevant templates.

This management plan includes the school's latest asbestos management survey, risk assessment and location register of all known asbestos containing materials ACM's across the school. It also contains important information on what to do in the event of an asbestos incident.

The school's asbestos policy and management plan will be kept on file within the school. You can request a copy or view the plan by contacting the school's asbestos coordinator.

For further information and guidance on how the school should manage asbestos and roles and responsibilities, please refer to the school's asbestos policy and management plan.

### **3.11 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 they have adequate ventilation
- All gas safety certifications and documentation to be retained by each individual school

Further information and guidance can be found within the schools premises management policy and the schools managing contractors policy.

### **3.12 Legionella**

The school will ensure that a water risk assessment is completed for its buildings. The school's site manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

This risk assessment will be reviewed annually and a new risk assessment will be undertaken when significant changes have occurred to the water system and/or building.

For further information and guidance on how to manage the legionella risk, please refer to the school's legionella policy.

### **3.13 Electrical Safety**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported immediately to the school's site manager.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Annually, the school will ensure that a portable appliance test (PAT), carried out by a competent person, will be conducted on all portable electrical appliances within the school



- All isolator 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

### **Visual Checks on Electrical Equipment**

Before using any electrical equipment, it is the member of staff's responsibility to ensure that they have visually checked the equipment, as follows:

- Damage to the cable covering, such as cuts and abrasions, or non-standard repairs, e.g. cable wrapped with electrical tape
- Check where the cables enter the plug head for any exposed or loose cables
- Other damage to the plug, such as cracked casing, bent pins, evidence of overheating, i.e., burn marks or discolouration
- For damage to the sockets, switches, etc – cracked or broken casing, or coming away from the wall

### **3.14 Working from Height - Ladders and Stepladders**

The school will ensure that where any working from height is required, it will be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work and have completed the appropriate 'working at heights' safety training.

Where working at height is identified, it should be appropriately and adequately risk assessed and a Permit to Work is required to be authorised as a safe system of work. Further information, guidance and templates for working at height, please refer to the contractor management policy.

In addition:

- The site manager and/or caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Ladders will be inspected and maintained regularly
- Access to high levels, such as roofs, is only permitted by trained persons

### **3.15 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.

Schools will ensure that proper mechanical aids and lifting equipment are available, as and where required, and that staff are trained in how to use them safely.

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

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

### **3.16 Catering**

The headteacher will be responsible for ensuring that the school is registered as a food premises with the local council.

The School Business Manager will be responsible for overseeing the day to day operations of the food service, to ensure a good quality of service food. They will also act as the liaison for the catering contractor . Any concerns or issues will be raised to the headteacher.

### **3.17 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 an 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 carer and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

### **3.18 Display Screen Equipment (Computers)**

All reasonable steps will be taken by the school to secure the health and safety of staff who work with display screen equipment. These steps will be aimed at those who regularly use DSE, known as 'Users'.

Users are defined as persons who use DSE:

- For continuous periods of more than one hour; and
- For more than 2.5 hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. You will be advised if your job role allows you to be classed as a 'User'.

An assessment of each user's workstation will be carried out and any actions required will be remedied as a result of the assessment.

### **Eye Tests and Corrective Appliances**

Staff identified as DSE users are entitled to an eyesight test for DSE use by a qualified optician, and at regular intervals or where a visual problem is experienced. Identified DSE staff may book an eye test, up to a value of £50 and by agreement from their line manager and will be authorised to recoup the cost incurred for the eyesight test via the expenses process.

Where an eyesight test shows that an employee requires a prescription of special glasses for the distance a screen is viewed at, the cost for this prescription will be reimbursed by the school (or by the Trust for a GLT central team employee). The school and trust will not be responsible for reimbursing employees for standard or ordinary prescriptions.

## Health

Staff should inform their line manager or headteacher of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition, they should also report any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

### 3.19 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Staff will ensure that they visually inspect equipment prior to use
- Any concerns about the condition of the gym floor or other apparatus/equipment will be reported to the schools site manager

### 3.20 Chemicals and Other Substances Hazardous to Health (COSHH)

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

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

The school has a duty to ensure that all COSHH items are risk assessed appropriately and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

School staff will 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 and in locked rooms – authorized personnel access only.

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.

For further information and guidance on COSHH, please refer to the schools COSHH policy.

### 3.21 Blood and Body Fluid Spillages including Chemicals

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood born viruses and diarrhoeal and vomiting illnesses, such as norovirus.

Spillage kits are available in school to deal with blood and body fluid spillages. These are located **in the hall, Medical Room and Reception Kitchen**. Please contact **the Site Manager** who can provide further guidance.

#### Spillage Procedure

All spillages should be dealt with as soon as possible. Anyone not involved with the cleaning of the spillage should be kept away from the area and in the case of body fluid, protective clothing should be worn such as gloves and apron.

In the event of spillage, cordon the area where the spillage has occurred. Contact The Site Manager to arrange cleaning of the spillage.

All staff should wash their hands after taking part in any of the above procedures.

As with other hazardous substances used in school, they must be stored, handled and used in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the manufacturer's instruction.

### **3.22 Lettings**

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

### **3.23 Workplace Transport**

The school will take steps to control and manage the risks from the use of workplace transport. Pedestrian and vehicle traffic will be prevented from coming into contact wherever possible, and vehicles will be controlled on site so as to pose minimal risk to each other and to those persons present on site.

Staff are required to:

- Obey all instructions regarding designated traffic routes and restricted areas whether on foot or in a vehicle
- Refrain from entering or directing others into restricted areas
- Adhere to company procedures and the directions of designated site personnel (such as a banksperson) when carrying out reversing, loading and unloading, parking or similar vehicle based activities
- Complete any required competency assessments for driving
- Comply with all vehicle operating procedures
- Adhere to the site's speed limits at all times

## **4 Accident reporting and RIDDOR**

### **4.1 Accident, Incident and Ill-Health Recording, Reporting and Investigation**

If you have an accident whilst in the course of carrying out your work, you must report the accident, however small, to a first aider. This list of first aiders is held in the medical room, staff room and office.

First aid boxes are sited around the school. The locations of first aid boxes are **medical room, staff room and office**.

You must ensure details of the accident are recorded in the online accident book 'Assessnet' by the first aider or your line manager which can be located via the Site Manager.

You must make yourself familiar with the location of the nearest first aid points, the names of the first aiders and how to record an accident on the online accident log.

Records held 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

For further guidance on first aid procedures, please refer to the schools First Aid policy.

**All near misses must also be reported using the on line reporting system soon as possible so that action can be taken to investigate the causes and to prevent recurrence.**

## **4.2 RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**

Under RIDDOR 2013 employers have responsibilities to ensure that specific serious workplace accidents, occupational diseases and dangerous occurrences are reported to the HSE.

RIDDOR reporting is required when the accident is work-related and results in an injury and incapacitation of the employee for longer than 7 days excluding the day of the injury but including weekends/non-working days. Reporting is also required for any injury sustained that is listed under reportable injuries by the HSE. There may also be instances where injury to members of the public (not employed at the premises) and School users (Including pupils) could potentially be reportable. For further guidance on this please refer to the HSE guidance provided at the end of this section.

The Schools RIDDOR Responsible Person will be the health and safety coordinator.

To ensure that each school meets the required criteria, any injury, occupational disease and dangerous occurrence (near miss) should be reported to the schools health and safety coordinator for the School.

The health and safety coordinator 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 health and safety coordinator will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

[How to make a RIDDOR report - RIDDOR - HSE](#)

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

<https://www.hse.gov.uk/riddor/key-definitions.htm#work-related>

## **4.3 Notifying parents/carers**

The office team will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## **4.4 Reporting to child protection agencies**

The Assistant Headteacher for Early Years or a Senior Leader will notify Buckinghamshire Council Child Protection Services of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

## **4.5 Reporting to Ofsted**

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

## **5 Smoking**

Smoking is prohibited across all of the GLT schools and premises. This includes all vehicles on the school's premises, and applies to all staff, parents, contractors and visitors.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises.

## **6 Disabled Persons including pupils with Special Educational Needs (SEND)**

The school will give full and proper consideration to the needs of disabled staff, pupils and visitors. To achieve this the school will:

- Treat all disabled staff, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the school's facilities
- Ensure that risk assessments are undertaken of the special needs of disabled persons and carry out reasonable adjustments to the premises and/or employment arrangements
- Encourage staff with special needs to suggest any premises or task improvements to their line managers or headteacher
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

## **7 Violence to Staff**

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

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

## **8 Training**

All staff are provided with health and safety training as part of their induction process and records of training will be kept for all staff.

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.

Staff must:

- Participate in the induction training and renew this training as and when required
- Work according to the contents of any training they receive
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

## **9 Lone Workers**

Lone working may include the following:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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.

Rules for lone working:

- Anyone working alone must have access to a telephone and ensure that a relative, colleague or friend is made aware of your location whilst lone working and an expected time of return
- Your line manager must be informed if you're intending to work outside of your normal hours of working and the school's opening times

- Staff working late must not place themselves in danger by challenging intruders or authorised persons but should call the Police for assistance
- Staff working alone have a responsibility for making themselves familiar with the school's lone working risk assessment and adhering to the control measures the school has put in place for their personal safety
- If staff rely on mobiles phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, they should keep each other informed about their movements or activities
- Lone workers will ensure that they are medically fit to work alone. If an employee is aware of a medical condition that places them at potential risk of harm, lone working will not be permitted

### **Lone Working Emergency Considerations**

Lone workers should be capable of responding correctly to emergencies. The school's lone working risk assessment, therefore, should identify all foreseeable events. Emergency procedures should be established and the people concerned trained in using these procedures.

Emergency procedures may need to cover:

- Fire resulting from the activity or work being undertaken
- If a person has an accident what needs to be done to recover them
- How communication will be initiated and maintained throughout the lone working period
- Actions to be taken in the event of a power failure
- How building evacuation will work in practice
- Whether high risk activities will be carried out during periods of lone working and whether it's safe to do so, i.e., working at height, working with chemicals, using power tools etc

## **10 Monitoring**

This policy will be reviewed by the GLT's Estates and Facilities Director annually and shared with the board of trustees for approval.

## **11 Links with other policies**

This health and safety policy links to the following policies:

- Asbestos
- Water Hygiene
- Fire Safety
- Contractor Management
- Premises Management
- COSHH
- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- Emergency or critical incident plan

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

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For

each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>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.</p> <p>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.</p>
<b>Cold sores</b>	None.
<b>Respiratory infections including coronavirus (COVID-19)</b>	<p>Children and young people should not attend if they have a high temperature and are unwell.</p> <p>Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.</p>
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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 a factsheet to send to parents or carers and staff.



<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	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.
<b>Whooping cough (pertussis)</b>	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.

<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	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.
<b>Hepatitis B</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.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.