



Better Together
LEARNING TRUST

BETTER TOGETHER LEARNING TRUST

HEALTH AND SAFETY POLICY

STATUTORY POLICY

Document Reference:	S18
Date of Approval:	April 2025
Approved by:	Board of Directors
Version No:	V. 3
Last Review Date	February 2025
Next Review Date:	February 2026
Policy Owner:	Chief Operating Officer
Document History:	Version 1: February 2022 Version 2: March 2023 Version 3: March 2024 Version 4: February 2025

Glossary

The term '**School**' is used as standard to mean the educational establishment that is adopting this policy.

The term '**Headteacher**' is used to refer to the person with overall day-to-day responsibility of the **school**.

Directors are the Trustees of the Board.

LGB is the Local Governing Body.

Contents

Introduction.....	3
2. Legislation.....	3
Section 1	5
3. General Statement	5
Section 2	6
4. Health and Safety Organisational Chart	6
5. Roles and responsibilities	7
Section 3	12
Arrangements.....	12
6.1. Site Security	12
5. Fire.....	12
7. Equipment	14
8. Lone Working.....	15
9. Working at Height.....	15
10. Manual Handling	15
11. Off-Site Visits	16
12. Lettings	16
13. Violence at Work	16
14. Smoking	17
15. Infection Prevention and Control	17
16. New and Expectant Mothers.....	18
17. Occupational Stress	19
18. Accident Reporting	19
19. Training.....	20
20. Links with Other Policies.....	20
Work Related Driving	24
Appendix - Recommended absence period for preventing the spread of infection....	Error! Bookmark not defined.

Introduction

This Policy statement relates to Better Together Learning Trusts overall approach and policy to the management of health and safety at work.

Better Together Learning Trust aims to provide a safe and healthy work environment for all its pupils, employees, visitors and contractors. To achieve this aim, it is necessary that the full support and co-operation of all users of the premises be willingly given. Health and Safety is the responsibility of all individuals, and their recognition of this responsibility is crucial.

The Trust objectives are to prevent all injuries wherever possible and to establish safe working practices throughout all areas.

The Trust acknowledges that it is their duty to take reasonable steps to ensure that all plant and equipment is maintained in a safe condition and that all premises are, where practical, free of defects that may affect the health of those using them.

It is therefore the Trust policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees, pupils and other users of our premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions, and everyone is to abstain from any act of endangering others.

1. Aims of the Policy

The aims of this policy statement are to set down the broad approach which Better Together Learning Trust will take towards the management of health and safety in the workplace.

These include:

- Reinforcing the Trusts commitment to the provision of a healthy and safe environment for all its pupils, employees, visitors and contractors,
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to our sites.
- Setting down a framework for risk assessment,
- Have robust procedures in place in case of emergencies,
- Ensure that the premises and equipment are maintained safely and are regularly inspected,
- Reminding all pupils, employees, visitors, contractors and other people acting on behalf of the Trust of their responsibilities in terms of health and safety at work issues,
- Providing advice, information and training relating to all aspects of health and safety to all pupils, employees, visitors and contractors, as necessary.

2. Legislation

This policy is based on advice from the Department for Education on [Health & Safety in Trusts](#) and the following legislation:

[The Health & 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 & Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the Health & Safety of their employees

[The Management of Health & Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training

[The Workplace \(Health, Safety and Welfare\) Regulations 1992](#), cover a wide range of basic health, safety and welfare issues and apply to most workplaces

[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 & Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

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

Section 1

3. General Statement

Better Together Learning Trust is fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated protective legislation, both as an employer and as a company.

The main responsibility for health and safety lies with the Board of Directors.

To comply with its statutory and common law duties, the Trust has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Trust.

Better Together Learning Trust employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 and will co-operate with the Trust to enable it to fulfil its health and safety duties under the Act.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Trust has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in addition to its statutory duty to provide an Accident Book.

The Trust will comply with its duties towards employees under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work,
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees,
- Make regular risk assessments available to employees,
- Take appropriate preventive/protective measures,
- Provide employees with health surveillance where necessary,
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and binds all Governors, Managers and Employees, in the interests of employees, contractors and visitors. We request that all our contractors and visitors respect this Policy, a copy of which can be obtained on request.

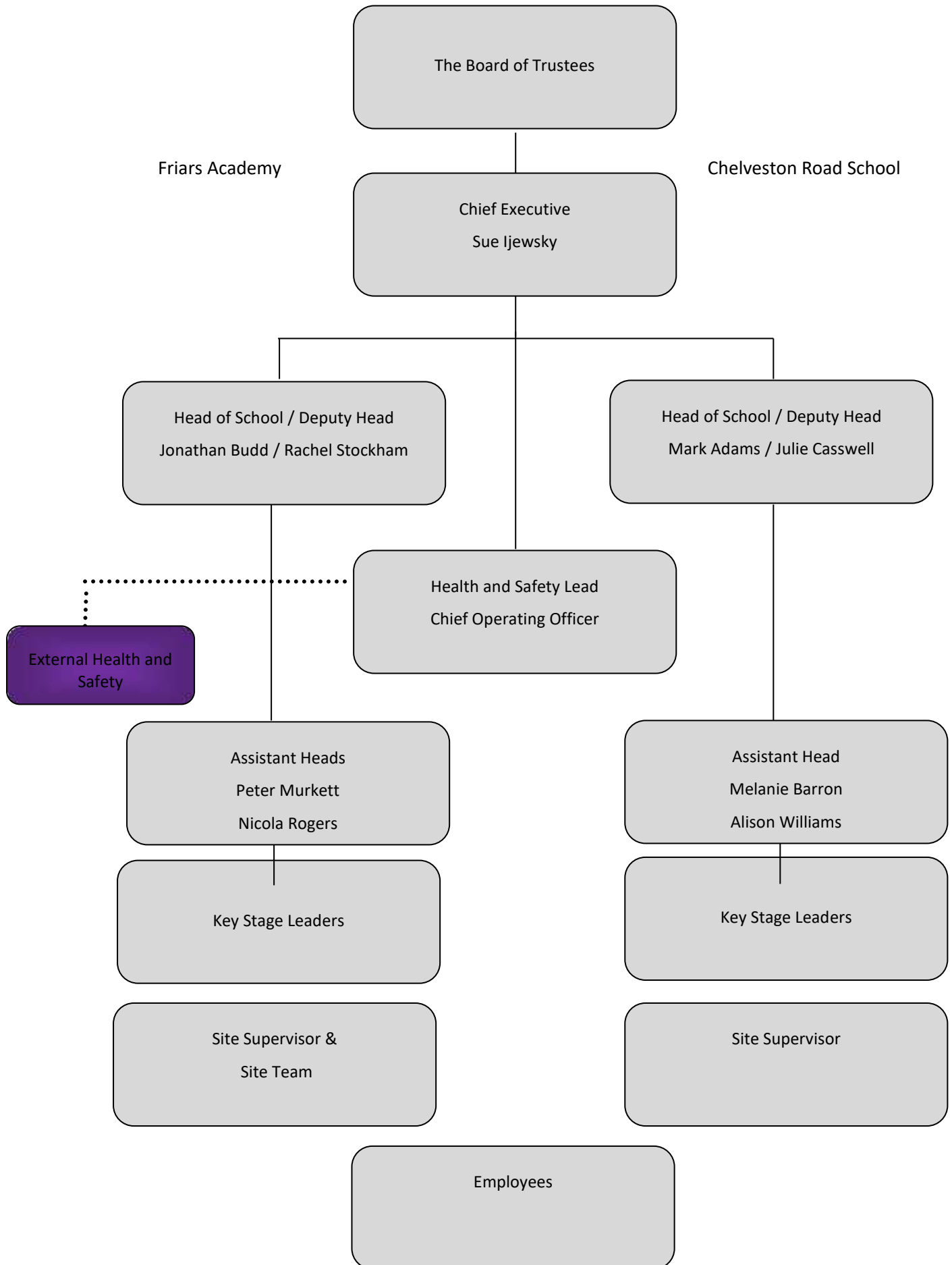
Signed:

Date:

Chair of the Governing Body

Section 2

4. Health and Safety Organisational Chart



5. Roles and responsibilities

5.1 The Board of Directors

The Trust Board of Directors have ultimate responsibility for Health & Safety matters across the Trust and to ensure that each School fulfils their legal responsibilities, that policy objectives are achieved, and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. The Trust Board of Directors will however, delegate responsibility to the Executive Headteacher who on a day-to-day basis delegates responsibility to each individual Head of School.

The Board of Directors has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their Health & Safety. This applies to activities on or off the Trust premises.

The Trust, as the employer, also has a duty to:

Assess the risks to staff and others affected by Trust activities to identify and introduce the Health & Safety measures necessary to manage those risks.

Inform employees about risks and the measures in place to manage them.

Ensure that adequate Health & Safety training is provided.

Ensure that Trust policies are reviewed as appropriate to ensure continuing compliance with current legislation and any changes in the law. To these ends, the Chair of the Board of Directors will ensure the allocation of the resources necessary to maintain sound and efficient Health & Safety arrangements.

The Board of Directors will ensure the appointment of one or more Health & Safety advisors to assist the Trust in undertaking the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

5.2 Executive Headteacher / Head of School

The Head of School is responsible for overseeing and monitoring Health & Safety procedures day-to-day. This involves:

- Implementing the Health & Safety policy
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the Trust building and premises are safe and regularly inspected.
- Providing adequate training for Trust staff
- Reporting to the Trust on Health & Safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, Health & Safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed and that safe methods of working are developed and implemented.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- All hazardous substances are identified, assessed and the appropriate precautions implemented,
- All new equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed,
- All necessary personal protective equipment is provided, maintained and replaced as necessary,
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities,

Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of pupils, employees, visitors, clients, contractors, and other persons who may be affected by the Trust's activities,

- Adequate first aid arrangements, training and equipment are in place,
- All accidents and dangerous occurrences are reported in accordance with statutory requirements & Trust policy, and are fully investigated,
- Adequate welfare facilities are provided, maintained and cleaned.

In the Head of School's absence, the Deputy Head assumes the above day-to-day Health & Safety responsibilities.

5.3 Health & Safety Lead (Chief Operating Officer)

The Chief Operating Officer will be responsible for monitoring the Health & Safety Policy on behalf of the Board of Directors and Heads of School and, in consultation with the Trusts Health & Safety Advisors, advising the Board of Directors and Heads of School regarding any proposed revisions or amendments.

The Chief Operating Officer will be responsible for the development and co-ordination of the health and safety programme.

They will:

- Ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Board of Directors and Heads of School,
- Develop and agree with the Board of Directors and Heads of School, the health and safety programme and advise on, co-ordinate, conduct and monitor health and safety training as required,
- Identify health and safety policies, practices and procedures in consultation with the Board of Directors and Heads of School, and communicate with other staff, pupils, visitors and contractors,
- Keep a watching brief on any changes to relevant legislation and will inform the Board of Directors and Heads of School of those changes,
- Provide guidance, advice and support to all staff, pupils, visitors and contractors regarding their Health & Safety responsibilities and duties,
- Ensure that all statutory tests, inspection and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained,
- Ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for all premises occupied by, or under the control of the Trust and that those risk assessments are reviewed periodically or when circumstances change,
- Ensure that adequate emergency procedures are developed and maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training,
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary,
- To ensure that adequate first aid arrangements, training and equipment are in place,
- Report all accidents to the Trust.
- Report all accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR),
- Promote responsible attitudes towards Health & Safety throughout the Trust,
- Ensure that an effective Health & Safety System of working is actioned/recorded and maintained throughout the Trust.

5.4 Key Stage Leaders

Senior Staff will ensure that arrangements for the Health & Safety of employees and pupils within their area of responsibility are made known, maintained and reviewed whenever there is a change of operation or location,

Senior Staff are accountable to the Heads of School for implementing the Trust Health & Safety Policy, encouraging the development of safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility,

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties,

Senior Staff are responsible for implementing and monitoring Health & Safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel,
- Suitable and sufficient risk assessments are carried out for all tasks and activities including trips and those risk assessments are reviewed periodically or when circumstances change,
- Safe methods of working are developed and implemented,
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel,
- All hazardous substances are identified, assessed and the appropriate precautions implemented,
- All work equipment is fit for purpose and all risks associated with new equipment, activities and processes have been assessed,
- Induction training is provided to all employees upon commencing work for the Trust,
- All necessary personal protective equipment is provided, maintained and replaced as necessary,
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities,
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of pupils, employees, employees, visitors, clients, contractors, and other people who may be affected by the Trust's activities,
- All accidents and dangerous occurrences are recorded and reported to the Chief Operating Officer
- Carrying out inspections, checks and monitoring as necessary to ensure that this Health & Safety Policy and all applicable safe working practices are being complied with,
- Where appropriate, accidents, incidents and near misses are investigated, and reasonably practicable arrangements are implemented to prevent re-occurrence.

All Staff are responsible for co-operating with the Trust and assisting the Trust to meet its Health & Safety objectives.

5.5 Employees

All employees are responsible for ensuring that:

- They are aware of this Safety Policy and their responsibilities within it,
- They cooperate with the Trust in meeting its statutory duties,
- At all times, they take reasonable care of themselves and others who may be affected by their acts or omissions,
- They use any equipment, substance or safety device provided by the Trust in accordance with any training or instruction provided,
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of Health & Safety,
- They attend, and take note of any Health & Safety training required including induction training,
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management,
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager,
- They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working,
- Where an employee identifies any condition, which in his or her opinion is hazardous, the situation is immediately reported to their Chief Operating Officer,
- Bringing any matters of concern to the attention of their Chief Operating Officer as soon as practicable, and assisting with the resolution of those concerns,
- Assisting their colleagues with the recording, reporting and investigation of accidents, incidents and near misses within their area of responsibility.

5.6 Facilities Supervisors

The Facilities Supervisors will be responsible for bringing to the attention of the Chief Operating Officer any defects in the Trust buildings, grounds or plant and equipment.

The Facilities Supervisors will:

- Carry out inspections of the schools with specific regard to processes, working practices and personal protection,
- Carry out additional inspections where practices have changed following new information, or where new regulations have come into operation e.g. COSHH,
- Investigate and record potential hazards, and investigations of any complaints by staff within the Trust.

5.7 Students & Parents

Students and parents have a duty to take care of their own health and safety, and that of others who may be affected by their actions. All students and parents are responsible for co-operating with the Trust and assisting the Trust to meet its Health & Safety objectives.

All students and parents are responsible for ensuring that:

- They observe standards of dress consistent with safety and hygiene,
- They observe safety rules of the Trust and in particular the instructions of Staff given in an emergency,
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- They observe and note exit signs in all rooms for evacuations procedures and routes,
- They move around the building in an orderly manner, especially at break or lunchtimes,
- They follow instructions from staff in practical lessons, use the safety equipment that has been provided and take part in relevant training. Students are not permitted to enter practical areas without the permission of teaching staff.

5.8 Health & Safety Advisors

The Trust will appoint one or more Health & Safety advisors to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health & Safety advisors will advise the Board of Directors, Heads of School, and Chief Operating Officer regarding:

- Ensuring the Trust is aware of statutory obligations and recommended Codes of Practice,
- Formulating, developing and maintaining Health & Safety policies, both for existing activities and new activities,
- How the Trust can promote a positive Health & Safety culture and secure the effective implementation of this Health & Safety policy,
- Advising management of their responsibilities for accident prevention and avoidance of health hazards,
- Review of performance and audit of the Health & Safety programme.

5.9 Visitors

Visitors and other users of the premises are required to observe the Trust Health & Safety Policy, including the appropriate fire, emergency and first aid procedures, along with any specific instructions from duly authorised representatives of the Trust.

All visitors to the Trust premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the Health & Safety of employees, visitors and contractors.

In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the Trust.

5.10 Hirers

When the premises are used for purposes not under the direction of the Head of School, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Facilities Supervisor will seek to ensure that hirers and others who use the Trust premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are always met.

When the Trust premises or facilities are being used outside normal Trust hours for a Trust-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired by persons outside the employment of the Trust, it will be a condition for all hirers and others using the Trust premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Directors and that they will not without the prior consent of the Board of Directors.

- Introduce equipment for use on the Trust premises,
- Alter fixed installations,
- Obscure or otherwise hinder fire and safety notices or equipment,
- Take any action that may create hazards for people using the premises or the employees or pupils of the Trust.

The Board of Directors draws the attention of all users of the Trust premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

5.11 Contractors

Contractors are responsible for complying with the relevant statutory duties placed upon them by the **Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2007** and other applicable Regulations.

This responsibility includes ensuring that all employees and subcontractors are competent to carry out their work safely, and in accordance with the relevant standards and statutory requirements.

Contractors are also responsible for complying with the Trust's contractor's rules and any instructions regarding Health & Safety from duly authorised representatives of the Trust.

Contractors are responsible for assessing the risks associated with their work on behalf of the Trust, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable. Contractors should provide adequate information to the Trust regarding these risks and the methods used to control them.

Section 3

Arrangements

6. Site Security

Heads of School/Chief Operating Officer/ Facilities Supervisor, whichever are applicable, are responsible for the security of the school sites in and out of School hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Executive Headteacher / Heads of School / SLT / Chief Operating Officer/ Facilities Supervisor are key holders and will respond to an emergency.

5. Fire

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

Emergency evacuations are practised at least once a term.

Fire alarm testing will take place weekly.

New staff will be trained in fire safety, and all staff and students will be made aware of any new fire risks. In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted.

Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk

Staff and pupils will congregate at the assembly point on the school Field.

Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.

The Administration Staff will take a register of all staff and visitors.

Staff and pupils will remain outside the building until the Head of School or emergency services say it is safe to re-enter.

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

6. Snow Contingency Plan

The Heads of School to liaise with the Chair of Governors to discuss Trust closure (06.00-06.30)

The Chair of Directors will be responsible for making the final decision.

The Heads of School will inform the Network Manager who will post the closure on the Trust website and send an "all staff" email. Staff are expected to attend work if it is safe to do so, the staff absence line will be available for staff to contact.

The Office Administrator will send a group text to parents.

7. COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Trust's Health & Safety advisors and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

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

6.1 Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.2 Legionella

A water risk assessment has been completed by a competent contractor. The Facilities Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded on the school's compliance portal

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

The risks from legionella are mitigated by the following:

- Temperature checks
- Disinfection of Showers
- Weekly flushing of little used outlets
- Weekly flushing during School Closures
- Cleaning of TMV

6.3 Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on the school sites.

7. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

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

7.1 Electrical equipment

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

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to The Facilities Supervisor immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person

All 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.

7.2 PE Equipment

Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus should be reported using the online ticket system.

7.3 Display Screen Equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and contribution towards corrective glasses provided if required specifically for DSE use)

7.4 Specialist Equipment

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

8. Lone Working

Lone working may include:

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

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

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

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

9. Working at Height

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

In addition:

The Site Supervisor retains ladders for working at height.

Students are prohibited from using ladders.

Staff will wear appropriate footwear and clothing when using ladders.

Contractors are expected to provide their own ladders for working at height.

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.

Access to high levels, such as roofs, is only permitted by trained persons.

10. Manual Handling

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

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

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

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

Take the more direct route that is clear from obstruction and is as flat as possible.

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

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

11. Off-Site Visits

Each School has an Educational Visits Coordinator (EVC) who oversees the planning and management of educational visits, including adventure activities led by school staff. The Trust will ensure that adequate insurance covers visits.

Any Trust visit must be approved in principle whilst it is still in the planning stages. The EVC will be informed at every step of the planning to ensure that all requirements are met.

Detailed instructions are issued to all staff taking students on residential visits, foreign visits or activities of a hazardous or strenuous nature. Staff are required to indicate formally their compliance with all regulations and requirements. Risk assessments must be carried out prior and during all visits or activities and, also, updated following the event.

Written approval of the parent/carer for each student going on a visit is sought, in addition to any advice on special risks pertaining to individual students and contacts details of parents/carers. A letter is sent to parents/carers about the trip/visit and, where necessary, further information and contact details.

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

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a School mobile phone, information about the specific medical needs of pupils.

12. Lettings

This policy applies to lettings. Those who hire any aspect of the Trust site or any facilities will be made aware of the content of the Trust's Health & Safety policy and will have responsibility for complying with it.

13. Violence at Work

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

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

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection Prevention and Control

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

15.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels.

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings.

15.2 Coughing and sneezing

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

Spitting is unacceptable.

15.3 Personal Protective Equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

15.4 Cleaning of the Environment

Clean the environment frequently and thoroughly.

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

15.5 Cleaning of Blood and Body Fluid Spillages

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

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

15.6 Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag student's soiled clothing to be sent home, never rinse by hand.

15.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15.8 Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

15.9 Pupils Vulnerable to Infection

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

15.10 Exclusion Periods for Infectious Diseases

The Trust will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

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

16. New and Expectant Mothers

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

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

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman encounters measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17. Occupational Stress

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

Systems are in place within the Trust for responding to individual concerns and monitoring staff workloads.

18. Accident Reporting

18.1 Accident Record Book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident

Information about injuries will also be kept in the pupil's educational record.

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

18.2 Reporting to the Health & Safety Executive

The Chief Operating Officer 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 Chief Operating Officer will report these to the Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding)
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury but could have done.

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to Schools include, but are not limited to:

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

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

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

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

18.3 Notifying Parents

A qualified First Aider will inform parents of any accident or injury sustained by a student and any first aid treatment given on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and Child Protection Agencies

The Heads of School will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the Trust's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Heads of School will also notify The Local child protection agency of any serious accident or injury to, or the death of, a student while in the Trust's care.

19. Training

Our staff are provided with Health & Safety training as part of their induction process.

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

20. Links with Other Policies

This Health & Safety policy links to the following policies:

- First aid
- Risk assessment.
- Supporting pupils with medical conditions Accessibility plan

Risk Assessments

The Head of School will ensure that all suitable and sufficient risk assessments for all areas and tasks within the Trust are completed. Where appropriate, the Chief Operating Officer and Health & Safety Advisors will aid and support in the carrying out of these risk assessments.

Copies of risk assessments will be held centrally and periodically audited for their adequacy.

Such risk assessments will be reviewed periodically, or where there are significant changes in circumstances.

Appropriate safe systems of work, including method statements, will be developed based upon the findings of their risk assessments, and communicated to all necessary employees, contractors & visitors.

Confined Spaces

A confined space is any enclosed space, above or below ground, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Examples of confined spaces include:

- Ducts, vessels, culverts, tunnels, boreholes,
- Manholes, shafts, excavations, sumps,
- Inspection pits, cofferdams,
- Buildings, building voids, enclosed rooms (plant rooms),
- Compartments within rooms, cellars,
- Enclosures for the purposes of asbestos removal,
- Interiors of machines, plant or vehicles.

CONFINED SPACES MUST NOT BE ENTERED WITHOUT THE WRITTEN CONSENT OF THE HEALTH & SAFETY OFFICER.

Wherever reasonably practicable, entry into confined spaces will be avoided by carrying out the work from outside the confined space, or by using remote equipment.

If entry into a confined space is unavoidable, the relevant manager must ensure that a suitable and sufficient risk assessment is carried out; that a safe system of work is developed and communicated to all necessary personnel; that adequate training, instruction and supervision is provided to all necessary personnel; and that adequate emergency procedures are in place before the work commences.

Consultation

The Governing Body, through the Head of School, will plan for the establishment of a Health & Safety Committee. Representation on this Committee will cover all appropriate areas of work or special hazards and all departments will have a representative. The Facilities Manager will plan for regular meetings or other necessary means to facilitate consultation with employees at all levels regarding Health & Safety.

This consultation will involve a combination of formal and informal consultation, such as safety meetings, departmental meetings and discussion groups, as well as encouraging individual consultation between the Trust and employees where appropriate.

Contractor Competence and Control

The Trust will seek to identify suitable contractors through competence checks and selection procedures.

The Trust will ensure that any health & safety hazards within the area of work are communicated to contractors.

First Aid

The Trust will carry out a First Aid Needs Risk Assessment and ensure that adequate first aid personnel and equipment are provided for all activities.

First Aiders and Appointed Persons will be provided with the relevant first aid qualifications through suitably accredited first aid training organisations and will be provided with refresher training as necessary.

First Aiders and Appointed Persons will be responsible for the maintenance of the First-Aid boxes monthly and their replenishment as necessary.

First Aiders and Appointed Persons will be responsible for ensuring that accidents and incidents they are aware of are recorded within the Academy Accident Book.

Home Working

The Trust will assess the risks of employees working from home and take measures to eliminate or reduce those risks.

The Trust will provide information and training to home workers regarding the hazards associated with working from home.

The Trust will consider the specific risks to New and Expectant Mothers working from home and implement the appropriate controls.

Induction

The Trust will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role.

Induction training will include:

- Overview of the Trust Health & Safety Policy,
- Responsibilities and lines of reporting relating to Health & Safety,
- Information regarding the hazards and risks associated with the role,
- Procedures for serious and imminent danger e.g. fire,
- Safe systems of work such as Permits to Work and Method Statements,
- Accident reporting procedures and First Aid arrangements,
- Procedures for consultation in matters of Health & Safety.

Lifting Operations & Lifting Equipment

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment will be subject to a planned preventative maintenance programme. The Trust will ensure that arrangements are in place for the carrying out of Statutory Inspections by a suitably competent person and that copies of the necessary thorough test / examination certificates are retained.

Noise

The Trust will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005, and to prevent or reduce risks to health and safety from exposure to noise at work.

The Trust will assess the risks to your employees from noise at work and, where applicable:

- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods.
- Make sure the legal limits on noise exposure are not exceeded.

- Provide employees with information, instruction and training.
- Carry out health surveillance where there is a risk to health.

Where possible, noise will be reduced at source using noise-efficient equipment, or through enclosure or other noise-reducing measures.

Where necessary, employees will be provided with hearing protection along with training and information on how to use and care for it.

Pressure Systems

The Trust will ensure that all pressure systems are operated, maintained and examined in accordance with the Pressure Systems Safety Regulations 2000. In particular, the Trust will ensure that:

- A suitable written scheme of examination is in place before the system is operated,
- The system is examined in accordance with the written scheme of examination,
- The system is operated within its safe operating limits,
- All staff operating pressure systems are provided with adequate information, instruction, training & supervision.

Safety Inspections

The Trust will arrange for active monitoring of health & safety standards to be carried out at regular intervals.

The Trust will ensure that premises and equipment are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, pupils, visitors and contractors are not exposed to risks arising from those defects.

Slips & Trips

The Trust will ensure that floors and walkways are suitable for their purpose, in good condition and free from obstructions.

The Trust will arrange periodic visual inspections of workplaces and take appropriate remedial action to reduce the risks.

Staff and pupils should not create any slip or trip hazards; should clear any spillage that they make; and should wear suitable footwear while at work.

- Welfare
- Work Related Driving
- Young Workers
- Health and Safety Review/ Audits

The Health & Safety Policy should be reviewed and updated at least annually, or where there are any significant changes to circumstances or activities.

Welfare

The Trust will provide adequate welfare facilities for people at work in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical,
- Adequate working temperatures, or the provision of suitable clothing and PPE,
- Sufficient lighting to enable people to work and move about safely,
- Appropriate cleaning of the workplace, furniture, furnishings and finishes,
- Appropriate storage and removal of waste,

- Adequate room dimensions and space to allow people to move about with ease,
- Suitable and ergonomically efficient workstations and seating,
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease,
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people encountering it,
- Windows and skylights that can be cleaned safely and, where required, are openable,
- Doors and gates that are suitably constructed and fitted with safety devices, if necessary,
- Suitable and sufficient sanitary conveniences and washing facilities,
- An adequate supply of drinking water,
- Adequate, suitable and secure space to store employees' own clothing and special clothing,
- Suitable and sufficient, readily available rest facilities,
- Maintenance of the above.

Work Related Driving

Work related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- Driving to meetings/seminars,
- Visiting clients/customers,
- Travelling to airports etc. as part of a longer trip.
- Authorised Trips/Activities

The Trust will assess the risks of work-related driving activities and will take measures to reduce the risks. Where necessary, employees will be provided with training, information and instruction regarding work-related driving, and the procedures to be followed (see Trust Minibus Procedure)

Employees who drive on behalf of the Trust must not:

- Drive under the influence of alcohol or drugs,
- Carry hitchhikers or unauthorised people,
- Use a handheld phone whilst driving,
- Drive in a manner that places themselves, other road users or pedestrians at risk,
- Drive whilst fatigued.

The Trust will implement procedures to ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle has a valid MOT certificate; and that they hold insurance for the use of their vehicle for business purposes.

Emergency Procedures

The school will develop, maintain and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to students, staff, contractors, visitors and other persons affected by its activities.

Transport (School Minibuses/Minivans)

It is the policy of the school that minibuses/minivans are only operated by authorised drivers.

Authorised drivers must be at least 21 years of age and hold the appropriate D1 Driving License. All authorised drivers will have completed MIDAS minibus training.

Authorised drivers will be required to complete a short medical questionnaire, confirming that they are medically fit to drive minibuses and that they are not taking any medication or undergoing any medical treatment that might affect their ability to drive. Authorised drivers will, also, be required to undergo a simple eyesight test.

All authorised drivers will be issued with a copy of the school's Minibus Operating Instructions and will be responsible for complying with all applicable instructions within the manual and ensuring that the minibus is operated in a safe manner.

Authorised drivers will be responsible for ensuring that:

- They are sufficiently rested and fit to drive.
- They comply with current government legislation and must use the minibus in line with procedures set out during their training. Any driver who does not follow correct safety procedures will not be allowed further use of the minibus.
- All journeys are planned in a safe manner and, when necessary, a competent second driver or escort accompanies them.
- Use of the minibus is restricted to the driver and 16 passengers – this number must not be exceeded in any circumstances.
- The minibus is in a safe condition to drive, all pre-journey inspections are carried out and a pre-journey checklist is completed.
- They do not use mobile devices whilst driving.
- All passengers always wear seatbelts during the journey.
- Appropriate arrangements are made for pick-up and drop-off points for students.
- The journey log is completed for each journey and any faults recorded.
- Any personal possessions and small items of equipment must be stored safely in the racks provided. Any large items of equipment should be stowed safely and legally.
- All possessions and equipment must be removed from the minibus after each journey and the minibus must be left in a clean and tidy state.
- Any circumstances which may affect suitability to drive the minibus, i.e. illness, medication, points on driving licence, etc., must be reported immediately.

Minibuses should not be used outside the UK without the prior consent of the school.

The school is not licensed to carry passengers for hire or reward and minibuses must only be used for authorised journeys.

Health and Safety Reviews

The school will arrange health and safety reviews as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy
- Organisation
- Arrangements
- Implementation and Monitoring.

Hand Arm Vibration (HAV)

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders.

The school will:

- Assess risks to the health of employees.
- Adequately control and manage these risks.
- Provide suitable equipment for employees' use.

- Maintain equipment correctly; and
- Give employees information and training on health risks and safe use of equipment.

Construction (Design & Management) Regulations 2015

The school aims to ensure, so far as is reasonably practicable the health, safety and welfare of all its staff, students' contractors, visitors and others who may be affected by our undertakings.

Therefore, we seek to provide:

- A safe working environment with access to adequate welfare facilities.
- Work equipment, plant and systems of work which are without risk to health, are suitable, safe and maintained in good working order.
- Arrangements for ensuring safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances.
- Such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and others on the premises.

The school will act in accordance with its duties under the Construction (Design and Management) Regulations 2015 (CDM 2015) as Client, Designer, Principal Designer and Principal Contractor as necessary. The school will carry out reasonable checks to ensure, so far as is reasonably practicable, that all appointees are able to demonstrate that they have the health and safety skills, knowledge and experience to carry out the work for which they are seeking appointment.

Young Persons – Risk Assessment Requirements

The Trust will assess the risks to any young person (under 18 years old) before they commence work, considering their lack of experience and training. These assessments should also take account of any specific restrictions (use of dangerous machinery, etc.). The findings of the risk assessments should be provided to the young person's Trust and guardians if they are below the minimum Trust leaving age (16 years). Adequate supervision and training must be provided.

The Trust will satisfy itself that, prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that the placement provider (employer) has taken all reasonable steps to ensure the health, safety and welfare of the student, considering their lack of experience, absence of awareness of potential risks and their relative immaturity.

Health and Safety Audits

The Trust will arrange health and safety audits as necessary, which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy
- Organisation
- Arrangements
- Implementation and Monitoring.

Guidance on infection control in schools and other childcare settings

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency **Health Protection Duty Room (Duty Room) on 0300 555 0119** or

visit www.publichealth.hscni.net or www.gov.uk/government/organisations/Public-health-england if you would like any further advice or information, including the latest guidance. Children with rashes should be considered infectious and assessed by their doctor.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Until all vesicles have crusted over	See: Vulnerable children and female staff – pregnancy
Cold sores, (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Four days from onset of rash (as per "Green Book")	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Scarlet fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child. If more than one child has scarlet fever contact PHA Duty Room for further advice
Slapped cheek (fifth disease or parvovirus B19)	None once rash has developed	See: Vulnerable children and female staff – pregnancy
Shingles	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact the Duty Room. See: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

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

Respiratory infections	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	48 hours from commencing antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria *	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Glandular fever	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	The duty room will advise on any vaccination or other control measure that are needed for close contacts of a single case of hepatitis A and for suspected outbreaks.
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. See: Good Hygiene Practice
Meningococcal meningitis*/septicaemia*	Until recovered	Some forms of meningococcal disease are preventable by vaccination (see immunisation schedule). There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close contacts. The Duty Room will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic

* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the Director of Public Health via the Duty Room.

Outbreaks: if a school, nursery or childminder suspects an outbreak of infectious disease, they should inform the Duty Room.

Good hygiene practice

Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

Personal protective equipment (PPE). Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

Cleaning of the environment, including toys and equipment, should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, follow Control of Substances Hazardous to Health (COSHH) regulations and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

Cleaning of blood and body fluid spillages. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste. Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Sharps, eg needles, should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

Sharps injuries and bites

If skin is broken as a result of a used needle injury or bite, encourage the wound to bleed/wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact the Duty Room for advice, if unsure.

Animals

Animals may carry infections, so wash hands after handling animals. Health and Safety Executive for Northern Ireland (HSENI) guidelines for protecting the health and safety of children should be followed.

Animals in school (permanent or visiting). Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Hand-hygiene should be supervised after contact with animals and the area where visiting animals have been kept should be thoroughly cleaned after use. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

Visits to farms. For more information see <https://www.hseni.gov.uk/publications/preventing-or-controlling-ill-health-animal-contact-visitor-attractions>

Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox, measles and parvovirus B19 and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza. This guidance is designed to give general advice to schools and childcare settings. Some vulnerable children may need further precautions to be taken, which should be discussed with the parent or carer in conjunction with their medical team and school health.

Female staff* – pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor who can contact the duty room for further advice. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal care will arrange a blood test to check for immunity. 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.
- German measles (rubella). If a pregnant woman comes into contact with german measles she should inform her GP and antenatal care immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
- All female staff born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

*The above advice also applies to pregnant students.

Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

For the most up-to-date immunisation advice and current schedule visit www.publichealth.hscni.net or the school health service can advise on the latest national immunisation schedule.

When to immunise	Diseases vaccine protects against	How it is given
2 months old	Diphtheria, tetanus, pertussis (whooping cough), polio and Hib	One injection
	Pneumococcal infection	One injection
	Rotavirus	Orally
3 months old	Meningococcal B infection	One injection
	Diphtheria, tetanus, pertussis, polio and Hib	One injection
4 months old	Rotavirus	Orally
	Diphtheria, tetanus, pertussis, polio and Hib	One injection
Just after the first birthday	Pneumococcal infection	One injection
	Meningococcal B infection	One injection
Every year from 2 years old up to P7	Measles, mumps and rubella	One injection
	Pneumococcal infection	One injection
3 years and 4 months old	Hib and meningococcal C infection	One injection
	Meningococcal B infection	One injection
Girls 12 to 13 years old	Influenza	Nasal spray or injection
	Diphtheria, tetanus, pertussis and polio	One injection
14 to 18 years old	Measles, mumps and rubella	One injection
	Cervical cancer caused by human papillomavirus types 16 and 18 and genital warts caused by types 6 and 11	Two injections over six months
14 to 18 years old	Tetanus, diphtheria and polio	One injection
	Meningococcal infection ACWY	One injection

This is the Immunisation Schedule as of July 2016. Children who present with certain risk factors may require additional immunisations. Always consult the most updated version of the "Green Book" for the latest immunisation schedule on www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book-the-green-book

From October 2017 children will receive hepatitis B vaccine at 2, 3, and 4 months of age in combination with the diphtheria, tetanus, pertussis, polio and Hib vaccine.

Staff immunisations. All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations, including two doses of MMR.

Original material was produced by the Health Protection Agency and this version adapted by the Public Health Agency, 12-22 Linenhall Street, Belfast, BT2 8BS.

Tel: 0300 555 0114.

www.publichealth.hscni.net

Information produced with the assistance of the Royal College of Paediatrics and Child Health and Public Health England.

