



Health & Safety Policy

Approved by:	Mohammed Ummar Azam -Chair of Governors
Reviewed by:	Laura Webb - Governor
Last reviewed:	August 2023
Next review:	August 2024

Contents

1. Aims.....	3
2. Legislation.....	3
3. Roles and responsibilities.....	3
4. Site security.....	5
5. Movement around school.....	5
6. Fire safety.....	6
7. Emergency lockdown.....	8
8. COSHH.....	11
9. Equipment.....	14
10. Lone working.....	15
11. Working at height.....	16
12. Manual handling.....	16
13. Off-site visits.....	16
14. Lettings.....	16
15. Violence at work.....	16
16. Smoking.....	17
17. Infection prevention and control.....	17
18. New and expectant mothers.....	19
19. Occupational stress.....	19
20. First aid and accident reporting.....	19
21. Training.....	19
22. Monitoring arrangements.....	19
23. Links with other policies.....	20
Appendix 1: Evacuation Plan/Map.....	21
Appendix 2: Pre-arranged alternative place of safety in the event that it is considered necessary to leave the school grounds.....	22
Appendix 3: Summary of our emergency lockdown procedure.....	22
Appendix 4: Summary of our COSHH procedure.....	23
Appendix 5: Recommended absence period for preventing the spread of infection.....	24

1. Aims

Excellence Girls Academy aims to:

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

Safety and preservation of life will be our first priority and will override all other considerations.

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff. The principle objectives are to reduce death, injury and damage caused by fire, place emphasis on fire prevention and the development of proactive systems and place fire safety responsibilities on the landlord and/or employer (as the responsible person) to develop systems that are effective.
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

All employers that employ 5 or more employees must have a documented Health and Safety Policy in place.

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

3. Roles and responsibilities

3.1 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The Governing Body 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 Directorial Chair of Excellence Academy Girls School Ltd., as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Ensure arrangements are in place to monitor and check those individual persons responsible for fire safety are meeting the requirements of fire safety law.

3.2 Headteacher

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

- Implementing the health and safety policy
- Ensuring all staff, pupils, parents, visitors and volunteers are aware of our Health and Safety procedures
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected, including that the fire and security alarm systems in place are well maintained and in operation.
- Providing adequate training for school staff, including covering COSHH
- Reporting to the Governing Body on health and safety matters
- Ensuring appropriate evacuation procedures are in place, fire action notices are kept up to date 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 persons booking the school for a letting will be sent a copy of the Health and Safety Policy

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

3.3 Health and Safety Lead

The nominated health and safety lead is Rosina Khan.

They will:

- Ensure that they is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the SLT and Governing Body.
- Conduct a half-termly site check with the SLT.
- Meet with the SLT and Admin staff on a weekly basis to manage site issues.
- Report to the SLT and Governing Body finance team on any financial implications for health and safety issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the SLT and Admin Staff any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the SLT whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Ensure they understand how and where they fit into this policy and what their health and safety responsibilities are
- 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
- Any medication carried by staff will need to be administered and stored in the staff room. No medication will be allowed to be brought into the room where children will be present.

3.5 Pupils and parents

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

3.6 Contractors

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

4. Site security

The Caretaker 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.

Site Inspections:

- The Caretaker inspects the site as part of their daily routine.
- Urgent matters are referred to the SLT or Administration Officer and actioned ASAP.
- More routine matters are discussed at the weekly premises meeting between the SLT, Caretaker and Administration Officer and actioned accordingly.
- The SLT and Caretaker inspect the site on a half-termly basis.
- The SLT and Caretaker conduct a termly health and safety survey and report back to the Governing Body
- The Headteacher and Governing Body conduct risk assessments on an annual basis or as and when necessary (please refer to our Risk Assessment Policy for further details)
- All significant matters are reported to the Governing Body.

Members of the Governing Body and SLT are key holders and will respond to an emergency.

Bearing in mind the need to ensure that the school building is secure from strangers who may wander in at any time, we need also to ensure that there are sufficient entrances/exits which may be used in the event of an emergency.

Our entrances/exits are as follows:

- The main student entrance onto the school playground.
- The visitor entrance at the school reception.
- The emergency exit onto the Thomas Boughey car park.
- The emergency exit next to the ICT/Computer room.
- The emergency exit next to room 6.

Staff out on duty at any given time will keep an eye on those entrances/exits.

All Staff must ensure that the main gate is shut always except for when it is manned by the Caretaker at school opening and closing times, between 8:45-9:15 and 16:15-16:45.

All staff must ensure that the internal door from reception leading to the school and the offices is closed at all times.

The Caretaker must change the lock pin twice a year.

Visitors and parents must report to the reception. Admin staff will deal with their query as necessary. If access onto the premises is required, a member of staff will accompany them at all times.

5. Movement around school

5.1 Slips, Trips and fall

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g., uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the SLT, Admin or Caretaker.

Classrooms are equipped with cable mats wherever additional cables are required for electronic equipment, to prevent trips.

Pupils should walk around school in single file and stand in single file when waiting.

No pupils should remain unsupervised in classrooms.

5.2 Hot Drinks

Staff should ensure that they only transport hot drinks around school in a covered cup (with a lid) and when it is quiet in the corridor areas - Hot drinks should not be transported when large numbers of pupils are moving around school.

If a member of staff has a hot drink in the classroom, they should ensure that a pupil cannot reach it and that it is in a safe position.

5.3 On Site Vehicle Movements

Staff Car parking is separate to the school grounds.

Contractors come onto the premises when loading/unloading equipment and park outside the main entrance.

They can only gain access inside the playground by contacting a member of staff to open the gate for them.

5.4 Playground

Staffs actively encourage pupils to play safely and discourage fighting or other rough games.

A member of staff supervises the playground during playtime.

5.5 Supervision of Pupils

Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety always.

No pupil should be left unsupervised.

Staff should be in class when pupils come into class in the morning.

The same duty of care applies when staff supervises pupils in after school/lunchtime clubs.

If a member of staff knows that they are unable to undertake a duty, they should organise cover. Other staff on duty should inform cover teachers of their duties regarding supervision.

If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent or emergency contact person cannot be contacted, the Designated Safeguarding Lead will need to be notified.

6. Fire safety

Excellence Girls Academy is committed to fire safety and has fire safety risk assessments in place to complement this policy.

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 practiced at least once a term (The Fire Marshall or Health & Safety Officer will record date, time, duration of drill and sign off).

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week by the Health and Safety Officer:

- A fire bell test shall be carried out once a week on every Monday at 16:30.
- The alarm will sound for approximately 5 seconds.
- Each week a different call point shall be activated.
- Findings are recorded at the end of the test.
- If the bell malfunctions or a fault light appears on the panel, it will be reported immediately for repair. If a member of staff notices this, they should contact Rosina Khan immediately.

Fire doors, fire extinguishers and other fire equipment will also be checked weekly (and recorded in log) by the Health and Safety Officer and are serviced annually.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Systems are in place for the inspection, maintenance and servicing of electrical equipment in line with statutory requirements (See section 9.2). Internally, users of equipment should be carrying out pre-use visual inspections of equipment. Systems are also in place to remove, isolate and report faulty equipment to prevent further use. This supports our fire safety management system and assists with reducing the likelihood of faulty equipment setting on fire.

This policy and the following procedures will be monitored through both proactive and reactive systems (see section 22, 'Monitoring arrangements').

6.1 Standard fire safety procedure:

- Each morning and afternoon the attendance register shall be taken.
- Each day staff will sign-in when they arrive and sign-out when they leave the premises.
- Any pupil leaving the premises shall be signed out; the sign out log will be kept with the register in the 'Grab Box'.
- All visitors shall sign the visitors' book on entry and sign-out when leaving.
- All staff, pupils and visitors should be familiar with the fire and evacuation procedures and ensure the safe evacuation of all pupils for whom they are responsible for. Evacuation plans/fire action notices are displayed throughout the school, in classrooms, corridors and offices. A copy of this can be found in appendix 1.
- All staff, pupils and visitors should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut.

6.2 In the event of a fire (Fire action plan/emergency evacuation procedure):

- The alarm will be raised immediately by whoever discovers the fire. The named person responsible for calling the emergency services is the Headteacher, Samia Haroon, or Health and Safety Officer, Rosina Khan, in her absence. Evacuation procedures will also begin immediately (see below).
- 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.
- When the fire bell rings, all staff should immediately get all pupils in their charge to quickly line up and take them out of the building from the nearest fire exit and check immediate area is free of pupils. Whilst staff are leaving through the back (Thomas Boughy) fire exit, they are expected to check the toilets as they pass. Under no circumstances, should pupils or staff collect belongings.
- Staff should close all windows, doors and switch off electrical items, if safe to do so.
- Staff and pupils will congregate at the assembly point. This is the school playground. Each year group should line up on their allocated line.
- The Headteacher (or Health and Safety Officer in their absence) will act as the Fire Marshall and will call the Fire and Rescue service from the school mobile and will ensure this is taken outside.
- Office administrator(s) will be responsible for ensuring the office and staff room is evacuated and taking outside the visitors sign in/out book and the 'Grab bag' containing the student register and sign in/out record, staff sign in/out record. They will go directly to the assembly point where they will give the registers to the Fire Marshall.
- The Fire Marshall will conduct a roll call to see if all staff, pupils and visitors are present. In the event of a missing person, it should be reported immediately to the Fire Marshall. They will also verify that the Fire and Rescue service has been called.
- No-one must attempt to re-enter the building. In the event of a missing person thought to be still in the building, the building should not be re-entered but the Fire Marshall will aim to locate their whereabouts from outside the building in order to inform the Fire and Rescue service for them to make a search.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

- If it is necessary to evacuate the school grounds, staff will assist moving pupils to the secondary assembly point or the pre-arranged alternative place of safety – the details of which can be found in appendix 2.

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. These will be outlined in their personal emergency evacuation plans (PEEPs).

7. Emergency lockdown

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. It aims to minimise any disruption to the learning environment whilst ensuring the safety of all pupils and staff.

It is vital that the procedure and its implementation does not lead to a panic mentality - Pupils should be encouraged to treat any emergency with the utmost calm and follow the guidelines with common sense. They are taught how to respond through practice as well as through talk.

This procedure sets out the school's response to such an emergency and applies at all times of the day and is shared with all members of staff. However, we recognise that it is impossible to legislate for every possible scenario so as to protect 100% of the time and therefore our procedure will be kept under constant review to reflect changing circumstances and experience.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school
- A visitor to the school site who becomes abusive, making threats with the potential to pose a risk to pupils, staff or parents/carers
- An intruder on the school site with the potential to pose a risk to staff and pupils
- A serious or emergency accident or incident requiring the emergency services at the school
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)
- Dense fog where pollution could cause breathing difficulties
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose
- Wild animals on site e.g., foxes
- A swarm of bees or wasps

The procedure will be established and the following actions for its deployment taken:

- Undertake a lockdown drill at least once per year - Staff will be alerted to the activation of the planned lockdown drill through phone and/or verbal instruction. The Headteacher will record date, time, duration of drill and sign off.
- Lockdown procedure is shared with all staff, volunteers, pupils, parents/carers and visitors on the school's website and available from the school office. A summary of this procedure can be found in appendix 3.
- Details of the procedure to be covered in new staff/volunteer induction programmes.
- Student briefing of the lockdown procedure to be carried out during their induction in September of each year and when a new student joins.
- Visitors will be informed of our lockdown procedures upon their visit and required to sign to confirm they have understood and will adhere to our procedure. Visitors are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.
- It is important to make sure that items that could be used as weapons, i.e. kitchen implements, sports equipment, tools, cleaning products are securely locked away when not in use.

- Staff will receive training on our procedures which will include the practice use of the portable door lockers. These are hung up next to the door jamb on the hinge side of the door. Instructions for use are also printed on the back of the door which staff should familiarise themselves with.

7.1 Full Lockdown

Signals for lockdown:

- A pulsing ring on the school bell (3 times consecutively)
- Communication by telephones and by verbal communication
- Lockdown setting initiated on the burglar alarm
- Activation of the panic alarm (situated in the school office)

Signals for all clear:

- Verbally from designated person, via telephones
- Email/Text message from designated person
- Walk round by designated person

Upon hearing the alert for a lockdown (as above):

- The procedures for a full lockdown will be implemented (worst case scenario). This signifies an immediate threat to the school and may be an escalation of a partial lockdown. As soon as possible, staff will be informed if this can be de-escalated to a partial lockdown where a full lockdown is not required.
- Staff will always have advance notice of a lockdown drill, therefore if the signal occurs without warning staff must assume it is not a drill.
- During the lockdown, staff will keep agreed lines of communication open, via phone/school email via classroom computers but will not make unnecessary calls to the school office as this could delay more important communication. Personal mobile phones should be switched on ready to receive or send text messages and instructions.
- At any point, it may be necessary to evacuate the building in which case the fire alarm will be sounded or a message received, and the usual evacuation procedure (see section 6) will then take place. If someone is taken hostage on the premises, the school should seek to evacuate. However, It is important to remember that it is very much the exception to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.
- If it is necessary to evacuate the school grounds, staff will assist moving pupils to the secondary assembly point or the pre-arranged alternative place of safety – the details of which can be found in appendix 2.

Full lockdown procedure:

- Alert to staff: 'Full lockdown'
- All pupils go to their allocated classrooms if not already in them. Teaching staff should stay with their current class. In the event of a lockdown, classrooms are allocated as follows:
 - Years 7 and 8 – Science Room
 - Years 5, 6, 9 and 10 – Room 2 (Library room)
 - Year 11 – Room 5

This is due to these rooms containing the portable door lockers which are unable to be used on other classroom doors. It is therefore vital both pupils and staff make their way to these classrooms as quickly but calmly as possible.

- Pupils who are outside of the school buildings are brought inside as quickly as possible by the member of staff on duty blowing their whistle continually until all the pupils are inside via the main student entrance, unless this endangers them and others. If pupils remain outside, they should hide with staff as instructed. All other staff to escort the pupils into their classrooms, calmly and without panicking them – pupils inside the school should return/remain in their classrooms.

- All external doors are locked/entrance points should be secured/blocked.
- Staff will be responsible for using the portable door lockers. If anyone find themselves unable to leave a room which does not have a portable door locker, the classroom doors should be blocked as best as possible (e.g. move furniture to obstruct doorways).
- Windows are locked, blinds drawn, and pupils sit quietly out of sight (e.g. under tables or against a wall).
- Staff in the Staffroom or office should stay in the room and lock the doors.
- If the lockdown occurs at break or lunchtime, as long as safe to do so, teaching staff should return to their classroom to support their pupils - Teachers will be responsible for the pupils they are teaching when a lockdown is announced.
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via phone and instigate an immediate search for anyone missing - corridors and toilets should be checked for pupils or staff.
- Staff should encourage the pupils to keep calm and wait for further instructions – they will either be visited by a member of staff or via phone.
- Register taken/head count - the Headteacher or person in charge will contact each class in turn for an attendance report via phone or email.
- The school will remain in lockdown until it has been lifted by a senior member of staff or the Emergency Services.
- During the lockdown staff will keep agreed lines of communication open, via phone/school email via classroom computers but will not make unnecessary calls to the school office as this could delay more important communication. Personal mobile phones should be switched on ready to receive or send text messages and instructions.
- Once the incident has been assessed as safe all classrooms will be either visited by a member of staff or via phone and told the situation is under control and the class can resume activities as normal.
- Actions will be taken where possible to ensure that the incident does not re-occur.

7.2 Partial Lockdown

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate. It may be as a result of a reported incident/civil disturbance or warning received regarding the risk of air pollution in the local community with the potential to pose a risk to staff and pupils in the school or in case of a stranger or stray animal (i.e. dog or fox) on the playground. It may also be as a result of a major incident occurring in the school which it may not be appropriate for pupils to witness, for example a first aid emergency.

Partial lockdown procedure:

- Alert to staff: 'Partial lockdown'
- All outside activity to cease immediately, pupils and staff return to building as per the full lockdown procedure.
- All staff and pupils will remain in the building and external doors and windows will be locked.
- Pupils will need to stay in their classroom and not wander around the school site. Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff.
- All situations are different. As appropriate, the school office will establish communication with the Emergency Services. Once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.
- In the event of an unfamiliar person/animal, two members of staff may confront them – however, if person/animal is hostile, they should not put themselves in danger and call the Emergency Services.
- In the event of an air pollution issue, air vents should be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the

prevailing threat.

- Staff should wait for the all clear to be given by the Headteacher or person in charge - No-one should go back outside until the danger has disappeared and are authorised to do so.

7.3 Outside communication

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decisions of the Headteacher regarding the timing of any communication to parents. Parents will be told: '...the school is in a full lockdown situation. During this period the office and entrances will be un-manned, external doors locked and nobody will be allowed in or out...'

Parents will be given enough information about what will happen so that:

- They are reassured that the school understands their concern for their child's welfare and that it is doing everything possible to ensure their safety.
- They do not contact the school during a lockdown or immediately afterwards - calling the school could put pupil's safety at risk as lines of communication are needed for contacting Emergency Services, outside agencies, parents or the Local Authority.
- They do not come to the school - this could interfere with Emergency Services' access to the school and may even put themselves and others in danger.
- They wait for the school to contact them about when it is safe for them to come to get their child/ren, and where this will be from.

In the event of a prolonged lockdown or more severe scenario, the Local Authority has the capacity to provide humanitarian assistance by establishing a Reception Centre for friends and family outside of the cordoned area.

7.4 Invacuation situations when away from school

If a Invacuation situation occurs when a group of staff and pupils are away from the school (e.g. on an educational visit) then the trip leader will be contacted by the Headteacher or another member of SLT to explain the situation and if necessary, delay the return to the academy until the situation has been resolved.

The trip leader will always carry out a risk assessment prior to such visits and will consider what would happen if an emergency situation arose that was out of the control of the staff who are supervising the pupils on the trip. Appropriate guidance will be given to pupils prior to the trip and will be reinforced during the trip itself. Parents and carers will also be provided with information about the procedures that would be followed.

It is almost impossible to predict the circumstances where an emergency situation might arise in a way that specific planning can be undertaken. However, as a minimum it will be prudent to show pupils an emergency meeting point if the party gets separated and remind them to follow instructions from the Emergency Services. If the trip involves staying in a hotel or hostel, the staff leading the trip should identify areas of the building where they are most likely to be able to protect the safety of the children in their care. Pupils will be asked to disperse or hide if this will aid their safety.

8. COSHH

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

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

The school accepts that the procedure for the Control of Substances Hazardous to Health (COSHH) requires a high level of management commitment, professional competence and adequate resources.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Officer who will act as the COSHH Coordinator and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

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

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used and if needed, spill kits will be made available in case of an accident.

8.1 Roles and Responsibilities

The Headteacher, in liaison with the COSHH Coordinator, will ensure that:

- Exposure of employees to hazardous substances will be suitably monitored as required under the COSHH Regulations, meaning it is prevented or where it is not reasonably practicable to do so, then it is adequately controlled.
- Checks are made to see whether, by varying the work routine, the substance used, or by using the substance in a less hazardous form, the risk level can be reduced.
- So far as is reasonably practicable control is provided by measures other than the provision of personal protective equipment.
- Where measures taken to prevent or control exposure, do not prevent, or provide adequate control, employees will be provided with suitable personal protective equipment.
- Employees are aware that they have a duty to make full and proper use of any control measures provided/in place, and that they must report any defects, or necessary changes, immediately to a senior member of staff.
- There is a system for removing hazardous substances deemed to be out of date or no longer required, from the site in a safe and legal manner.
- Emergency procedures including procedures for dealing with spillages are in place.

The COSHH Coordinator is responsible for the range of duties towards employees that exist under the COSHH Regulations 2002. The main duties include:

- To carry out (and review) a formal assessment of health risks to employees.
- To prevent/control exposure (and monitor any exposure) of employees to health risks.
- To institute proper use of controls and Personal Protective Equipment (PPE).
- To ensure that controls are appropriate and tested and keep records as necessary.
- To ensure that appropriate health surveillance for employees is provided, where necessary.
- To provide information, instruction and training, as appropriate/necessary, regarding all hazardous substances.

These duties also apply to other persons, so far as it is reasonably practicable, who may be affected by the work. Our COSHH procedures applies to all staff working on the premises, and to all agency and supply staff, contractors, volunteers and work placement students.

8.2 Training requirements

Staff who may be exposed to hazardous substances will be provided with suitable and sufficient information, instruction and training so that they are aware of the risks to their health created by such exposure and the precautions which should be taken to minimize the risks.

They will also receive training to a safe level in the handling of hazardous substances, procedures, the use of control measures and in emergency procedures. Staff training must include accident and defect reporting procedures.

Staff issued with PPE should be trained in its use, limitations, storage, cleaning and maintenance.

8.3 Procedure

The COSHH Regulations require employers to undertake a number of evaluation and control measures. These evaluations must be recorded, together with the precautions taken to control or prevent exposure of employees and others to the substance(s). This procedure is carried out by our COSHH coordinator.

There are seven key elements of COSHH:

1. Assessment

2. Control Measures
3. Maintenance of Control Measures
4. Monitoring of Exposure
5. Health Surveillance
6. Provision of Information
7. Record Keeping

A significant undertaking is required to determine and record the following:

- What substances are present?
- What activities use, store or transport such substances?
- What hazards are associated with these substances?

The Headteacher, in liaison with the COSHH coordinator, will ensure that no work is carried out that is liable to expose employees, or others to substances hazardous to health, unless a suitable and sufficient assessment, in writing, of those risks has been carried out.

Before carrying out any full risk assessments, the COSHH coordinators will compile an initial inventory of substances kept in school and will identify the level of hazard. This initial inventory will be kept updated as new substances are brought onto the premises.

Before any substance is brought into the workplace, the COSHH Coordinators will check whether it is classified as hazardous. In each case, where the substance is recognised as hazardous, Safety Data Sheet/s (SDS) will be obtained from the supplier in order to gain information on how to manage the substance. The SDS give details of the health effects of exposure. The COSHH Co-coordinators will then complete a full COSHH risk assessment and store this, together with the Safety Data Sheets, in the school COSHH file. Staff using the substance will be fully informed of the precautions and control measures they need to take.

When it has been identified that a substance is classified as hazardous, the COSHH Coordinator will obtain Safety Data Sheets and then complete a full COSHH risk assessment. The full risk assessment will be stored together with any relevant/available Safety Data Sheets, in the school COSHH file.

All persons in the area to be assessed should be included. All persons affected by the work, including pupils, visitors and staff, should be considered.

The COSHH coordinators will ensure that the risk assessments are made available to all members of staff likely to be affected by the substance. This is normally done by giving a copy to the relevant member of staff and by notifying all staff that a copy is in the main COSHH file. These documents are also referred to as part of the induction programme for all new staff at Excellence Girls Academy.

COSHH risk assessments will be carried out for exposures to biological agents i.e., blood, vomit and human faeces.

Anything that is done to eliminate or reduce exposure is known as a control measure. When the COSHH coordinators are considering their preliminary assessment, their first consideration in control is to eliminate the hazardous substance if reasonably practicable. If this cannot be done, then substitution with a less hazardous alternative or the substance in a less hazardous form may reduce the risk potential. So far as is reasonably practicable, control should be provided by measures other than the provision of personal protective equipment. Only where measures taken to prevent, or control exposure, do not prevent, or provide adequate control, should personal protective equipment be considered. Once it is established by the COSHH coordinators that the substance in question is the best alternative (so far as is reasonably practicable) they will complete the necessary COSHH risk assessment.

The assessment must be reviewed if there is reason to suspect that it is no longer valid, or there has been a significant change in the matters to which the assessment relates, and in any case at least every five years. Where a review indicates changes in the assessment are required, these changes must be made.

A summary of this procedure is shown as a flowchart in appendix 4.

8.4 Audit

At least once per year, an audit will be carried out by the COSHH Coordinator. Their remit will be to check the following:

- All hazardous substances being used, stored or transported in school are included on the COSHH register and have been assessed.
- The COSHH register does not contain substances that are no longer to be used, stored or transported in school.

- All hazardous substances are under the day-to-day supervision of suitably trained staff.
- The storage of the hazardous substance is safe and meets any legal requirements.
- All flammable liquids should be kept in approved flammable liquid cabinets which should have a catchment pan at the bottom to collect any drips or spills. Material safety data sheets can also be kept in these cabinets which provide anyone using the substances with the procedures for handling the substance safely.
- The quantity of hazardous substances held is minimized, in order that proper procedural duties can be affected.
- That staff training and training records are being updated, and that so far as can be ascertained, staff are using the hazardous substances properly so that the risks are minimized.
- Emergency procedures are in place and functional e.g., spillage kits, PPE etc.
- Health surveillance is being carried out where necessary and records of exposure to hazardous substances are kept up to date where applicable.

8.5 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.

8.6 Legionella

- A water risk assessment has been completed. The Health and Safety Officer 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 at least every 2 years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by temperature checks, heating of water and the disinfection of showers.

8.7 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

9. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas, away from heat, sunlight, food and people. All containers are labelled with the correct hazard sign and contents.
- Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

9.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Health and Safety Officer 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 items of portable electrical apparatus and equipment in use at the school are inspected and checked annually and will be marked to show the date of the test. This should include equipment brought in to school by staff.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

9.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the hall floor or other apparatus will be reported to the Caretaker.
- All PE equipment is checked annually by the Caretaker and repaired or removed as appropriate.

9.3 Display screen equipment (DSE)

- 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. This will confirm their workstation is suitable for them and identify any additional needs.
- All identified users of DSE will be provided with additional training to enable them to adjust their own workstations to fit their personal needs.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

9.4 Cleaning equipment

- Dedicated cleaning equipment must be colour coded according to area of use. Colour-coded equipment should be used in different areas with separate equipment for kitchen, toilet, classroom and office areas (e.g. red for toilets and wash rooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens). Cloths should be disposable (or if reusable, disinfected after use).
- Cleaning solutions should be stored in accordance with Control of Substances of Hazardous to Health (COSHH) (see Section 8, 'COSHH'), and cleaning equipment changed and decontaminated regularly.
- Cleaning staff should avoid pouring from and using bulk containers as these can be heavy and hard to hold. Minimize handling by using appropriate syphons, pumps etc. smaller containers and lidded containers when carrying solutions, especially if floors are wet and slippery.
- Substances should be kept in their original labelled containers where possible. If decanting, containers must be made of a suitable material, are clean and clearly marked with the manufacturer's instructions for use. The label should clearly identify the hazards of the substance. This will prevent any confusion about the contents.
- Faulty cleaning equipment or low stock levels should be reported to the Health and Safety Officer.

10. Lone working

Lone working may include:

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

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

Staff sometimes stay late at school. Staff should alert the Caretaker that they are staying late (after 6pm) and are not allowed to stay on the premises on their own.

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.

11. 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 Caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Contractors are expected to provide their own ladders for working at height
- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Staff will wear appropriate footwear and clothing when using ladders
- 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

12. Manual handling

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

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

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

- Plan the lift and assess the load. They should only lift equipment and furniture within their own individual capability. 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.

13. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- Parental consent will be sought before transporting any pupils and staff to any school visits or off-site activities.

14. 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.

15. Violence at work

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

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

16. Smoking

Smoking (including vaping) is not permitted anywhere on the school premises.

Appropriate 'No Smoking/Vaping' signs are displayed at all the entrances to the school premises.

Smoking/vaping is also prohibited in any company vehicle, whether owned or on hire, when used by more than one person, and in a private vehicle if a passenger is carried.

This applies to all Excellence Girls Academy pupils, parents/carers, visitors and to employees whether employed directly by Excellence Girls Academy, through an agency, by a contractor or any other organisation.

Employees are not permitted to smoke/vape whilst carrying out their duties and responsibilities for Excellence Girls Academy.

Employees who wish to smoke/vape may do so away from the school premises, in their own time during designated breaks.

16.1 Third party premises

Employees required to visit other premises not covered by smoke free legislation as part of their duties (i.e., domestic premises) should advise the visitor when arranging a visit, of Excellence Girls Academy smoking/vaping policy.

Although Excellence Girls Academy has a duty of care to protect its employees, it cannot control the smoking policy on these premises. Employees should agree that the visitor arrange for a non-smoking/vaping area to be provided for the duration of the visit.

Where this is not possible, employees should ask the visitor to refrain from smoking/vaping inside the premises or in the meeting area for one hour before the visit and that the visitor not smoke/vape for the duration of the visit.

16.2 Compliance

The Headteacher is responsible for ensuring that all staff, pupils, visitors and contractors are made aware of this policy and that they comply with its requirements.

People smoking/vaping in prohibited areas, should be asked politely to stop and advised that they are breaching the school policy.

Refusal to stop is unacceptable and should be reported to the Headteacher or a member of the SLT.

Failure to conform to the requirements of the policy by smoking/vaping on school premises or refusing to stop when requested constitutes a disciplinary offence.

Contractors or visitors breaching the policy should be requested to cease smoking/vaping on the premises. A contractor or visitor who refuses to stop smoking/vaping should be required to leave the premises.

16.3 Support for those that smoke

Help and advice on how to stop smoking can be found on the following websites:

www.quit.org.uk

www.quitnow.smokefree.nhs.uk/

17. Infection prevention and control

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

17.1 Handwashing

- Wash hands with liquid soap and warm water for at least 20 seconds, and dry with paper towels or hand dryer
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

17.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Dispose of tissues in the nearest bin
- Wash hands after using or disposing of tissues
- Spitting is discouraged

17.3 Personal Protective Equipment (PPE)

- 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
- Wear goggles if there is a risk of splashing to the face
- Use the correct Personal Protective Equipment when handling cleaning chemicals

17.4 Cleaning of the environment

We follow the guidance published by [Public Health England](#):

- Clean the environment frequently and thoroughly.
- Daily, weekly and periodic cleaning schedules are in place, based on [national guidance](#).
- Consideration will be given to situations where additional cleaning will be required including during term time (for example in the event of an outbreak).
- The Health and Safety Officer will monitor cleaning standards and discuss any issues with cleaning staff.

17.5 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

17.6 Laundry

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

17.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used 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

17.8 Pupils vulnerable to infection

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

17.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 5.

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

18. New and expectant mothers

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

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

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

19. 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 school for responding to individual concerns and monitoring staff workloads.

20. First aid and accident reporting

Please refer to our first aid policy which outlines the school's first aid and accident reporting procedures, including how we retain first aid and accident records.

21. Training

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

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with Special Educational Needs and Disabilities (SEND), are given additional health and safety training.

22. Monitoring arrangements

Proactive monitoring systems include:

- Audit reports and action plan development
- Quarter end or termly reports
- Action plan progress
- Policy reviews
- Risk assessment reviews
- System updates
- Training information
- Emergency evacuations
- Information dissemination update
- Risk register and Key Performance Indicator (KPI) update
- Inspection and maintenance reports
- Workplace inspections

Reactive monitoring should be in place with the development of systems to analyse data in order to identify trends and review systems in line with lessons learnt. These systems include:

- Accident, incident, assault and near miss reporting, recording and investigation (system review to follow)
- Analysing statistical information
- RIDDOR reports
- Analysing sickness absence reports
- Defect reports

This document will be reviewed every year but may be reviewed and updated more frequently if necessary. It will be reviewed by the Governing Body and approved by the Chair of Governors at every review. Upon approval, this policy will be made visible and brought to the attention of all employees.

23. Links with other policies

This health and safety policy links to the following:

- Accessibility Plan
- Child Protection and Safeguarding Policy
- First Aid Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1: Evacuation Plan/Map

EVACUATION PLAN					
	FIRE ACTION NOTICE				
ON DISCOVERING A FIRE					
	Raise the alarm by using the nearest call point.				
	Leave by the nearest exit.				
	Proceed directly to your assembly point.				
ON HEARING THE ALARM					
	Leave by the nearest exit.				
	Proceed directly to your assembly point.				
	DO NOT stop to collect personal belongings. DO NOT re-enter the building.				
ASSEMBLY POINT					
	Your assembly point is located at: SCHOOL PLAYGROUND				
 EXCELLENCE GIRLS ACADEMY <small>LEARNERS TODAY - LEADERS TOMORROW</small>					
					
LEGEND					
	Call point		Fire exit		Zone 1
	Extinguisher		Assembly point		Zone 2
	Fire blanket		Escape route		Zone 3
	You are here				Zone 4

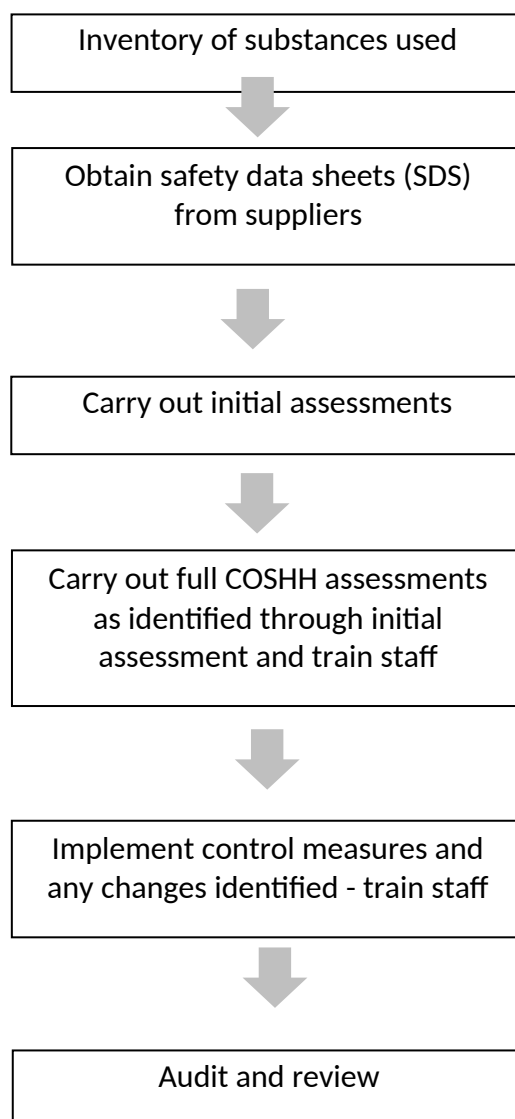
Appendix 2: Pre-arranged alternative place of safety in the event that it is considered necessary to leave the school grounds

Name of venue	Makki Masjid
Type of venue	Mosque
Contact name	Mr Abdul Gafoor Salloo
Contact telephone number	01782 414150
Useful info such as distance from school, directions, capacity, opening hours	Head to Stoke Road (in front of Thomas Boughey Nursery behind the school) and cross opposite Zagros shop – Makki Masjid is to right on the corner of Beresford Street.

Appendix 3: Summary of our emergency lockdown procedure

Emergency Team	Samia Haroon - Headteacher	
	Rosina Khan – Health & Safety Officer	
Signals for lockdown:	<ul style="list-style-type: none"> • A pulsing ring on the school bell (3 times consecutively) • Communication by telephones and by verbal communication • Lockdown setting initiated on the burglar alarm • Activation of the panic alarm (situated in the school office) 	
Signals for all clear:	<ul style="list-style-type: none"> • Verbally from designated person, via telephones • Email/Text message from designated person • Walk round by designated person 	
Rooms most suitable for lockdown:	All pupils and teachers to remain in own classrooms. Other staff to remain in staffroom/office or nearest classroom.	
Entrance points (e.g., doors, windows) which should be secured:	<ul style="list-style-type: none"> • External doors • Fire Doors • Internal doors • All windows 	
Communication arrangements:	In person School email Mobiles	Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Appendix 4: Summary of our COSHH procedure



Appendix 5: Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting	Children and adults with diarrhoea or vomiting should be excluded until 48

(Gastroenteritis)	<p>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 advisor 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>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	If live lice are noticed in a pupil's hair, the parents are contacted by telephone and asked to collect them from school to treat. If eggs are noticed in a pupil's hair, a letter is sent home informing the pupil's parents and a general letter is sent to the parents of all pupils.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors

	will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.
Coronavirus (COVID-19)	Follow current Government guidelines: People with symptoms of a respiratory infection including COVID-19