



# VALLEY INVICTA ACADEMIES TRUST

## Health and Safety Policy

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### Key document details

Policy number:  
TL1

Policy type  
Trust

Colleague responsible:  
VIAT Health and  
Safety Officer

Date:  
September 2020

Next review:  
September 2021

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## Health and Safety Policy

### Statement of Intent

The Chief Executive is committed to establishing and implementing arrangements which will ensure that staff and students will be safeguarded when on all Trust premises, or engaged in off-site activities, and that all Trust premises are safe and healthy environments for all staff, students and visitors. This is achieved by establishing and maintaining safe working practices amongst staff, pupils and all visitors. The Trust ensures that all of its premises and equipment is maintained safely and inspected regularly. Robust procedures are in place in case of emergencies. The Trust will comply to all legal requirements as a minimum standard and will strive towards continual improvement as best practice. The Trust will strive to reduce the risk of any hazard that could cause injury to any user.

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](#)
- [The Management of Health and Safety at Work Regulations 1992](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Gas Safety \(Installation and Use\) Regulations 1998](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Work at Height Regulations 2005](#)

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

This policy complies with the Trust's Funding Agreement, Articles of Association and Delegated Authority Framework. It clearly sets out general principles for protecting the health and safety of employees and others. It explains the management organisation and arrangements for securing the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health;
- Arrangements for the safe use, handling, storage and transport of articles and substances;
- Information, instruction, training and supervision that enables all employees to avoid risks and contribute to their own safety and health at work;
- A safe place of work with safe access and egress;
- A healthy working environment;
- Adequate welfare facilities.

Individuals have a responsibility for their own health and safety and that of others who could be affected by what they do or fail to do at work. A school is considered to be a workplace like any other, and *ignorance is no defence in the eyes of the law*. Neglect of safety precautions is a criminal offence; The Trust have to put in place control measures - 'so far as is reasonably practicable'.

## Health and Safety Policy

### Roles and responsibilities

#### The Governing Board

The Trust board has ultimate responsibility for health and safety matters across the Trust schools, but will delegate day-to-day responsibility to the Head Teachers in each School who are also accountable and monitored by their individual local school boards.

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

The Trust Board, 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;
- A Trust Board Governor is assigned to oversee health and safety.

#### Headteachers

The headteachers are responsible for health and safety day-to-day within their schools. This involves:

- Implementing the health and safety policy;
- Ensuring there is enough staff to safely supervise pupils;
- Ensuring that the school building and premises are safe and regularly inspected;
- Providing adequate training for school staff on any necessary Health and Safety situation required or requested;
- Reporting to the Local School Governing Board on health and safety matters;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed;
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary, (day-to-day actions overseen by Estates Director).

In the headteacher's absence the next senior member of staff assumes the above day-to-day health and safety responsibilities.

#### Health and safety lead

The nominated health and safety lead within the Trust is the Trust Health and Safety Officer.

#### Staff

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

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Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the Trust on health and safety matters;
- Work in accordance with training and instructions and request training where required;
- Model safe and hygienic practice for pupils;
- Check all equipment is safe before use;
- Ensure protective equipment is used whenever necessary;
- Ensure that all accidents are reported and recorded;
- Ensure that all Health and safety concerns are reported so can be actioned;
- Understand emergency evacuation procedures and feel confident in implementing them.

### **Pupils, parents and visitors**

- Pupils, parents and visitors 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;
- To be aware of the Academy's surroundings and to act on instructions from staff members in the event of an emergency;
- To exercise personal precautions to mitigate any possible injury to themselves and others around them.

### **Contractors**

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

### **Site security**

The site teams and caretakers are responsible for the security of the school sites in and out of school hours. They are responsible for visual inspections of the sites, and for the intruder and fire alarm systems.

Members of the site teams and caretakers are principal key holders and will respond to an emergency.

If called out in response to an alarm, a key holder should:

- Tell someone where they are going;
- Carry a torch and mobile phone;
- If possible, wait for police to arrive before entering site;
- Not enter or approach a building if they are concerned for their safety;
- Check if there are any unexpected vehicles in the vicinity;
- Check from outside of the school at a safe distance to see if there are signs of an intrusion;
- Never confront an intruder, or approach or enter a building if it is thought that there is an intruder present.

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All staff must sign in and out at reception, or if applicable using the other biometric facilities around the sites. This enables the school to have an accurate check on who is on site in an emergency situation.

All staff should sign in if visiting one of the sites during the school holidays.

Members of staff may not bring their own children, who are not students on the school roll, on to any school premises when the school is in session. This regulation will prevent a conflict of interest arising in the event of an emergency. If members of staff intend to take their own children on school activities, they must consult their Head teacher or deputy.

Members of staff should not bring their own children in to school during the school holidays without prior permission from the head teacher or deputy.

All students must sign in when they arrive on the premises if they have not been registered for any reason. They must sign out if leaving the premises at any time other than the end of the school day.

Visitors must report to reception where appropriate arrangements for signing in will be undertaken, this will include the issuing of identifying badges and recording of information including vehicle registration numbers.

Visitors who have not undergone DBS checks must not be left alone with students.

### Fire

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

Emergency evacuations are practised at least three times per year.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk;
- Staff and pupils will congregate at the assembly points. These are clearly written on the assembly point instruction notices by all call points and fire exits;
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day;
- The responsible person will take a register of all staff and visitors, which will be checked against that day's electronic sign in information;
- Staff and pupils will remain outside at the assembly point until the emergency services say it is safe to re-enter the buildings;
- Each school will have special arrangements (PEEPS) in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## Health and Safety Policy

### COSHH

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed when required 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. Only the smallest quantities practicable will be brought on to site and will be stored securely under the personal responsibility of a member of staff or contractor. If substances have been brought on site for a one-of purpose, any remaining quantities will be removed from site promptly and disposed of safely. Every attempt will be made to use the least harmful substance.

Products used by science are stored and kept in accordance with CLEAPPS instructions and the hazards system is employed for laboratory usage.

Products used in Design Technology are stored in accordance with instructions and cosh information is available for viewing before usage.

Products used by the site teams and cleaners are stored appropriately in locked cupboards.

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.

### 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.

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### **Legionella**

A specialist external company visit and carry out water testing at all sites on a monthly basis. Any issues are reported to the care takers, recorded, and acted on immediately.

This will be reviewed annually and following any significant changes that have occurred to the water system and/or building footprint

The risks from legionella are mitigated by monthly temperature checks, heating of water, disinfection of sinks, etc.

### **Asbestos**

Staff are briefed on the hazards of asbestos, the location of any asbestos if present in their 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 they are to visit 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 report the find and not work on area until it is declared safe

A record is kept at reception of the location of any asbestos that has been found on the school site. There is also a web site for all contractors to access with information about and location of any asbestos on site prior to their visit.

### **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 portable electrical appliances undergo an annual test (PAT)

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

All equipment will be stored and stacked tidily to a height that does not constitute a hazard and in such a way as to not impede the safe movement of staff students or visitors.

Items should not be stored on top of lockers or in stairwells.

Pedestrian routes around the site including stairs corridors cloakrooms and exits should remain clear of obstructions including electric cables.

### **Electrical equipment and safety**

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 and according to risk assessments.

Any potential hazards including damage to wiring, plugs or equipment will be reported to Site team, Technicians, Care takers or 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 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.

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Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Personal mains powered electrical equipment must not be brought in to school, unless it has been subject to the same tests as school equipment.

Obsolete electrical equipment is removed from site by specialist contractors.

The major fixed wiring circuits will be checked by a specialist company every five years.

### 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 and arrange annual external inspections.

Any concerns about the condition of the gym floor or other apparatus will be reported to the lead teacher of PE and then the care taker.

### Display screen equipment

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 use at their work station, daily.

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 a contribution towards corrective glasses is provided if required specifically for DSE use).

### Specialist equipment

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

### 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 or using dangerous machinery, 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;

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- The site entrances are secure;
- They are alert when leaving the site.

### 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 team/caretakers retain ladders for working at height;
- Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders;
- Contractors are expected to provide their own ladders for working at height;
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons;
- PASMA training is organised for staff requiring working at height ability.

### 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. Generic risk assessments are undertaken and staff engaged in these activities will be required to adopt these safe working practices outlined after appropriate training. Staff and pupils are expected to use the following basic manual handling procedure:

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

### 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;
- All trips and activities involving students being taken off site require the completion of the electronic system- EVOLVE.

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### Schools with Early Years Foundation Stage provision

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

### Home visits

Home visits to students shall be made only after consultation with the head teacher or deputy.

### 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.

### 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 teacher immediately. This applies to violence from pupils, visitors or other staff.

Visitors, to the school, are expected to treat all school users with utmost respect at all times.

See behavioural Policy and anti-Bullying Policy for in depth information.

### Smoking and Drug use

Smoking or vaping is not permitted anywhere on any Trust premises. The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, student or visitor is intoxicated, or in possession of, this fact must be reported to the Headteacher or deputy.

### Infection prevention and control

The Trust 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.

#### Handwashing

- Wash hands with liquid soap and warm water, and dry with hot hand driers or 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

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

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### 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;
- Wear goggles if there is a risk of splashing to the face;
- Use the correct personal protective equipment when handling cleaning chemicals.

### Cleaning of the environment

- The environment both buildings and grounds will be cleaned by staff and contractors frequently and thoroughly;
- Cleaning associated with the provision of school meals will be undertaken by the catering contractors, as specified in the appropriate contracts. Deep cleaning and high level cleaning carried out as a minimum annually.

### Primary schools

- Cleaning the environment, includes toys and equipment, frequently and thoroughly.

### 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.

### Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy;
- Used nappies/pads, sanitary towels, gloves, aprons and soiled dressings are stored in the correct clinical waste container, or bags in foot-operated bins;
- Clinical waste is removed from site using a specialist registered waste contractor;
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection;
- Items such as hypodermic needles and scalpel blades used on site will be disposed of in 'sharps' containers.

### Animals

Staff, students or visitors may not bring animals other than guide dogs on to Trust premises without prior permission from the relevant head teacher or deputy. This regulation will avoid the possible spread of infection, the sustainment of injuries and the issue of allergies. It will also prevent a conflict of interest

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arising in the event of an emergency.

- 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.

### **Pupils vulnerable to infection**

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

### **Exclusion periods for infectious diseases**

The Trust will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

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

### **Allergic Reactions**

Some people are at risk from severe allergic reactions when they come in to contact with specific allergens. The schools plan to reduce the likelihood of the risk of allergic reactions by ensuring that people do not come in to contact with materials or foodstuffs which may cause a reaction.

- Where allergies are known to be food related, risks can be minimised by not allowing anyone to eat in specific areas around the schools, such as classrooms;
- No food should be consumed whilst on school minibuses;
- When on school trips, eating should be restricted on coaches if a student with an intolerance is aboard.

Most allergic reactions are mild, but occasionally a severe reaction called anaphylaxis or anaphylactic shock can occur. Students with severe allergies will have an individual health care plan in place (see Supporting Pupils with Medical Conditions Policy).

### **New and expectant mothers**

The Trust's Human Resources Department have a pack containing all relevant information to be made available whenever any employee or pupil notifies the school that they are pregnant. Risk assessments will be carried out as a matter of course.

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

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- 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.

### Occupational stress

The Trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing potential triggers of workplace stressors through risk assessment.

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

### Accident reporting

#### Accident record book

- An HS157 accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident;
- Information about injuries will also be kept in the pupil's educational record;
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of;
- Reporting to the Health and Safety Executive.

Each school 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 Head teacher or Health and Safety Officer will report these incidents to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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);

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- 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.

### Schools with Early Years Foundation Stage provision

#### Notifying parents

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

#### Reporting to Ofsted and child protection agencies

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

The Head teacher will also notify the Area Education Officer and KCC Communications office of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### Training

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

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

#### Vehicles

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Anyone who parks a vehicle on a school site must give the registration number to the school office. Any accidents that occur on site must be reported to the school office.

The Trust is unable to guarantee the security of any vehicle or its contents. If a vehicle is left for an extended period whilst a member of staff is away on an out-of-school activity, the site staff should be informed of this fact.

Staff wishing to use the Trust minibuses must undertake relevant training before driving the vehicles. Once trained the drivers must adhere to trust rules when using the vehicles.

### Monitoring

This policy will be reviewed by the Health and Safety Officer annually.  
At every review, the policy will be approved by the Trust Governing Board.

### Links with other policies and documents

This health and safety policy links to the following policies:

- First Aid Policy;
- Safeguarding Policy;
- Accessibility Policy and Plans;
- Supporting Pupils with Medical Conditions Policy;
- Looking After Yourself and Other Students Policy;
- Behaviour Policy;
- Anti-bullying Policy;
- Allergens and Anaphylaxis Policy;
- COVID-19 Risk Assessment document.

### Appendix 1

#### Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from 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
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	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.



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	<p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	<p>None.</p>
<b>Rubella (German measles)</b>	<p>5 days from appearance of the rash.</p>
<b>Hand, foot and mouth</b>	<p>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.</p>
<b>Impetigo</b>	<p>Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.</p>
<b>Measles</b>	<p>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.</p>
<b>Ringworm</b>	<p>Exclusion not needed once treatment has started.</p>
<b>Scabies</b>	<p>The infected child or staff member should be excluded until after the first treatment has been carried out.</p>
<b>Scarlet fever</b>	<p>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.</p>
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	<p>None (not infectious by the time the rash has developed).</p>
<b>Bacillary Dysentery (Shigella)</b>	<p>Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.</p>
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain</p>

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	<p>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>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).



## Health and Safety Policy

<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.