

Health and Safety Policy



Approved by:	Local Governing Body	Date: November 2025
Last reviewed on:	November 2025	
Next review due by:	November 2026	

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1. Aims

Our school 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**.

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 (COSHH)**, which require employers to control substances that are hazardous to health.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- **The Health and Safety (Display Screen Equipment) Regulations 1992**, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- **The Gas Safety (Installation and Use) Regulations 1998**, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- **The Regulatory Reform (Fire Safety) Order 2005**, which requires employers to take general fire precautions to ensure the safety of their staff.
- **The Work at Height Regulations 2005**, which requires employers to protect their staff from falls from height.

The school follows national guidance published by **UK Health Security Agency** (formerly Public Health England) when responding to infection control issues, and *Actions for schools during the coronavirus outbreak*, which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the statutory framework for the **Early Years Foundation Stage**. This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 The Trust Board

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

The Trust 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.

RAY Academy Trust 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.

3.2 Headteacher

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

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the governing board (Trust Board and Local Governing Body) 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.

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 **Sarah Smith**.

3.4 Education Staff

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

3.5 Site Staff

In addition to the above for education staff, site staff will ensure the school is up to date with all scheduled maintenance and carry out the checks in the table below:

Daily	Weekly	Monthly
Site security and safety	Sanitary product re-stock	Toilet cubicles
Emergency lighting	Fire extinguishers	Fire alarm test
Taps/water flow	Recycling bins	Car park
Sanitary bins	Outbuildings & roof coverings	Entrances: doors, windows & gates
Fire escapes and signage	General lighting, sockets & hand dryers	Grounds maintenance and fencing
Ladders	Mezzanine in infant hall	Boilers/boiler room/radiators
Medical room		

3.6 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.

3.7 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. Arrangements for Health and Safety

4.1 Access to the School

Parents are not allowed to enter school buildings with their children as a health and safety measure. School gates are open between 8.40 am and shortly after 8.45am and again between 3.10pm and shortly after 3.20pm. At all other times parents and visitors are able to access the school office through the front door entry system but are not able to go beyond the school office area unless accompanied by a member of school staff.

4.1.1 Visitors to the school while pupils are onsite

- All visitors to the site must **sign in** at the school office.

- They will be given a visitor's leaflet to read, outlining key safeguarding and health & safety information.
- Visitors will be asked if they would require assistance in the event of an evacuation.
- All visitors will be given a visitor's badge to wear and must be **accompanied** by a member of school staff at all times.

4.1.2 Agency staff and visiting professionals

Agency staff and visiting professionals must sign in as above. Agencies should have sent a vetting form for their staff upon booking. They should present photo ID and their DBS certificate on arrival. The Designated Safeguarding Lead (or deputies) will provide a safeguarding induction prior to them starting to work unaccompanied with children.

4.1.3 Contractors

Contractors are required to sign in at the office. They should access the school site **outside of working hours** as far as possible. If work is to be carried out while children are on site, a **risk assessment** will be undertaken, taking account of factors such as the control of noise and proximity to children. The Site Service Officer, or another designated member of staff, will be responsible for the **supervision of contractors** throughout their time on site.

4.2 Supervision of pupils

Pupils must **not be left unsupervised** in classrooms, on the playground or field.

4.2.1 Arriving at school

Also see *Collection and Drop Off Policy*.

Teachers and support staff are "on duty" from **8.40am**. From this time there must be an adult present in each classroom for supervision. At least one member of staff will be on duty next to each playground gate (Wigton Road and Williams Ave) to welcome children and parents and to ensure children cannot leave the school site.

Once gates are open at 8.40am allowing children and adults onto the site, the school must take all reasonable precautions to ensure their safety. Once the gates are open, teaching and support staff are on duty in all classrooms and at both gates.

Between 8.40am and 8.45am adults ensure that children enter their classrooms calmly and safely. There is **no playtime before school** and all children go directly into their classroom, entering through the doors leading directly into their classrooms. Parents are not permitted to enter the building at this time unless they are coming to Reading Morning.

Parents bringing their children to school are asked to leave the premises once the children have gone into the building. As soon as the site is clear after 8.45am, staff at the gates lock them. Children arriving after this time must go to the school office to be recorded as late. Registers are taken just after 8.45am.

The doors to the nursery are opened at 8.45am for the morning session and again at 12.00pm for the afternoon session. Parents enter the nursery with their children. After approximately 5 minutes, the parents leave and the nursery gate is locked.

4.2.2 During the school day

The class teacher exercises control and discipline of pupils in their classes at all times.

Any member of staff must intervene immediately at any time if they witness a situation that contravenes the school's ethos or behaviour code, or jeopardises the health, safety or welfare of any pupil or member of the school community. All members of staff share a joint responsibility for the behaviour and the safety of all pupils, in all areas of the school at all times. This includes all times when staff are on site, even if they are not on duty.

When groups of children move around the school site together, they will do so **accompanied and supervised** by their teacher, or the member of staff acting in the teacher's absence.

When individual classes move through either building, they should do so calmly and quietly so as not to disturb others.

Children moving around school unaccompanied:

Children must never go anywhere alone. They must always move in pairs or threes. They must always walk sensibly and quietly. They should not go in groups larger than pairs or threes unless they are going to or returning from a specific class (e.g to re-join their class after getting changed for PE in KS2). At these times they are expected to - and must be instructed to - walk quietly and in a sensible manner. It is expected that an adult would have sight of them at this time.

4.2.3 Playtimes and lunchtimes

During break times at least **one teacher in the infant playground and two in the junior playground should be on duty**. All TAs, Learning Support Assistants and Learning Mentors are also on duty leading play. When letting their class out to playtime and lunchtime teachers are to stand at the door to ensure safe and calm transition. They are to remain at the door, watching their children at play until they can see at least one of the teachers out on duty. Teachers on duty (and all support staff) must arrive on the playground promptly. If a teacher on duty requires a brief comfort break then they must arrange for cover before leaving the playground. Teachers not on duty must be in place at the doors to their classrooms when playtime and lunchtime end to ensure safe and calm transition. Staff on duty are **not to group together** during play times. They are to spread out in order to:

- **Teachers** – supervise and monitor all areas, particularly the climbing areas and area by the library (where there are not clean lines of sight); maximise the opportunity to interact with and guide pupils' play and behaviour.
- **Support staff** – as above and directly lead/participate with children at play.

Children do **not play football** at any time (during playtime or lunchtime) unless they are taking part in a game organised and directly supervised by a member of staff.

The grass area is used as an extension to the junior playground when the weather and the condition of the ground mean it is safe and reasonable to do so. Children are allowed to play on the grass **only when there is a member of staff there to supervise them**. Older infant children join the juniors on the grass towards the end of the school year.

Directly supervising children using the climbing equipment in the juniors could inhibit free play. However, during playtimes and lunchtimes **one member of staff on duty must keep the climbing equipment in their direct eye line at all times**. They must know when it is their responsibility. They should regularly visit the climbing equipment area during their duty. They should remain reasonably close to the climbing equipment at all times.

In addition, children using the climbing equipment must know to:

- Check the climbing equipment before use so they know it is safe (not too slippy, no loose fittings).
- Never stand or walk on top of the equipment.
- Never push or pull anyone on the equipment.
- Never hang upside down from the monkey bars suspended only by their knees.

In the infants the use of climbing equipment must be supervised by an adult whenever it is in use.

When the weather is bad, it is the responsibility of classroom teachers to send children out to play wearing appropriate clothing: a fleece or coat in the cold, a coat in the rain, a hat in the summer sun. It is the responsibility of adults on duty to send them in again to put them on if they have forgotten to do so. On very wet days at playtimes teachers remain on duty to oversee the children in their rooms.

During the lunch break supervision of children in the dining room, the playground and (if wet) the classrooms is carried out by TAs and Midday Assistants working under the direction of the Headteacher who also has overall responsibility for children staying to school for dinner. Midday Assistants will follow the same supervision procedures and share the same responsibilities as have been described above.

4.2.4 At home time

Also see *Collection and Drop Off Policy*.

At the end of school, children will remain in class with their teacher until they are collected by their parent or minder from the doors leading directly into the classrooms.

Children younger than 10:

Children younger than 10 are not allowed to go home alone. All children must be collected from the school by their parents unless permission is given by the parent for them to be collected by a family member, minder or friend. This permission must be recorded in writing. Children who are not collected on time will be taken to the office where they will be supervised. The names of all pupils not picked up on time are recorded and their parents/carers telephoned. After 20 minutes, any child still not picked up is taken into 'After School Club' and the parents charged for their care. Refer to 'Procedure for children being collected late'.

Children aged 10 or above:

The same procedure applies apart for those children who have permission to go home unaccompanied. This permission must come in writing from the parents. A written record of children allowed to go home alone is kept in each classroom and the school office. These children are not allowed to take responsibility for younger siblings who still need to be collected and dropped off by parents.

Children collected during the school day must be collected by an adult.

4.2.5 Vehicles on site

It is unusual for vehicles to enter the site other than into the car park. Should any vehicle be let onto either playground by the SSO while children are present, from the emergency services or for grounds' maintenance, it is the duty of all staff to ensure pupils are safe. PE activities should stop and children either stand still or calmly move out of the vehicle's way. During playtime or lunch time the adult supervising should blow a whistle to signal for all

children to stop, move away from the vehicle and not resume playing until the vehicle has come to a complete halt. Vehicles on the school grounds must be led by a **'banksman'**.

4.2.6 Off-site

When off-site on educational visits, children will be supervised in line with our **Educational Visits policy** and event specific risk assessments. Policy and procedures are informed by government guidelines and specialist advice.

4.3 Provision of First-Aid

Our primary system for recording and managing all accident and incident reports is **Medical Tracker**. Medical Tracker is an online software application to report first aid incidents, track medications and student care plans.

The school designated Paediatric First Aiders are:

- Lynn Bain (Learning Mentor)
- Donna Johnson (Office)
- Cathy William (Teaching Assistant)
- Claire Ali (Nursery - Paediatric First Aider)
- Muni Oyak (Teaching Assistant)
- Louise George (Teaching Assistant)
- Farzana Khan (Midday Assistant)
- Lindsey Scott (Sports Coach)
- Paul Towell (Teacher - Level 3 Outdoor First Aid)

All staff complete emergency first aid at work training at least every three years.

First aid boxes are provided in:

- School Office, Medical Room, Nursery Office, D&T Room

The persons responsible for checking and maintaining the contents of first aid boxes are:

- Donna Johnson, Lynn Bain, Laura Alexander and Clare Ali

In addition to the first aid boxes all support staff who go out on duty carry their own first aid pouch. Each individual is responsible for keeping and maintaining their own pouch.

Children with serious medical needs are identified and key information displayed in staffrooms, halls and each child's classroom.

Children with medicine in school: Each classroom has a box containing GP prescribed medicines such as inhalers, epipens, epilepsy treatment – labelled with its contents and prescription label with child's name. The location of the box needs to be clearly signposted in the classroom. The box should not be accessible to children if it contains anything other than asthma inhalers. If it contains only asthma inhalers it should be accessible only if all children in the class are judged sensible enough to safely manage their own use of asthma inhalers.

Insulin is stored in the Junior Medical Room fridge.

Antibiotics are kept in both the Junior Medical Room fridge and lockable Infant Staffroom Fridge and administered only if a consent form has been completed by the child's parent. A copy of the consent form is to be attached to the medicine. Only prescribed medicines will be administered at school – see school's *Administration of Medicines Policy*.

4.4 Site security

The Site Service Officer is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Service Officer is a key holder and will respond to an emergency.

All staff should remain vigilant whenever on site and report any concerns immediately to the Headteacher, office or member of SLT.

External doors should remain closed when not in use or the room they lead to unoccupied. All staff should ensure that.

4.5 Fire

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

Emergency evacuations are practised **at least once a term**. The fire alarm is a loud continuous siren.

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 risks. In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are on the junior playground.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Office manager will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

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

Full fire evacuation procedures are published in the school's **Fire Emergency Plan**. This plan and our fire risk assessment are attached as an appendix to this policy. (See Appendix 1)

4.6 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 by the school's Premises Support Officer and Site Service Officer and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. In the case of products used by the contracted cleaners, the company will be responsible for completing the necessary risk assessments and ensuring their safe use and storage.

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.

Hazardous products are stored:

- Cleaning products in specified locked cupboards in infant and junior buildings.
- Flammable products in locked metal cupboard in a locked external garage.

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.

4.7 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent **Gas Safe registered engineer**.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.
- All maintenance records are kept by the Office Manager.

4.8 Legionella

- A water risk assessment has been completed in August 2025 by Pristine Water. The Headteacher 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 every **2 years** and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: monthly temperature checks by Atlas Maintenance.

4.9 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.
- A refurbishment and demolition survey will be commissioned prior to any works that could disturb Asbestos Containing Materials (ACMs).
- Contractors will be advised that if they discover material that 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.
- An **Asbestos Management Plan** is in place and regularly reviewed.
- An Asbestos Management Survey was carried out by Spectra Analysis Services Ltd in October 2021.

4.10 Electrical Safety

The school commissions a **fixed wire inspection every 5 years**. This was last carried out in Summer 2025 by SMS Electrical Services.

4.11 Maintenance

All staff are responsible identifying and reporting maintenance issues or health & safety concerns. All concerns must be reported via the **Site Manger Maintenance Log**, located on all computer desktops. The Site Service Officer checks the log daily and updates it with actions taken.

4.12 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 it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

4.12.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the Headteacher or Office Manager 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. The school employs EPS Ltd to carry out annual tests.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

4.12.2 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 either hall floor or other apparatus will be reported to the PE co-ordinator or Office manager.
- The PE co-ordinator undertakes regular subject specific professional development that includes appropriate health and safety matters.
- All PE equipment is examined annually by: Playdowns.

4.12.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have received a display screen equipment (**DSE**) self-assessment and are carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an **eyesight test** for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

4.12.4 Specialist equipment

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

4.13 Lone working

Lone working may include:

- Late working
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning
- Off site visits (eg other nursery settings)

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

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

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

Home visits are **never to be conducted by staff working alone** – always in pairs.

4.14 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 Service Officer retains ladders for working at height.
- Site Service Officers have been appropriately trained to work safely at heights.
- **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.
- Lone working at height will **never be approved** and the Site Service Officer is aware that all working at height must be carried out in the attendance of a competent colleague.

4.15 Manual handling

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

4.16 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 mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details.
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.
- For other trips, there will always be at least one first aider on school trips and visits.

4.17 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.

4.18 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 the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

4.19 Smoking

Smoking and the use of e-cigarettes/vapes are not permitted anywhere on the school premises.

4.20 Infection prevention and control

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

4.20.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with warm air 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.

4.20.2 Coughing and sneezing

- Cover mouth and nose with a tissue the crook of your elbow.
- Wash hands after using or disposing of tissues in a lidded bin.
- Spitting is not allowed on site.

4.20.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infection where required or recommended by government guidance and/or a risk assessment.

4.20.4 Cleaning of the environment

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

4.20.5 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.

4.20.6 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.

4.20.7 Clinical waste

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

4.20.8 Animals

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

4.20.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

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

- **Following good hygiene practices:** We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).
- **Implementing an appropriate cleaning regime:** We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned.
- **Keeping rooms well ventilated:** We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

4.20.10 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 any 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.

4.21 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in **Appendix 4**.

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

4.22 New and expectant mothers

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

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

- **Chickenpox** can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with **measles or German measles (rubella)**, she should inform her antenatal carer and GP immediately to ensure investigation.
- **Slapped cheek disease (parvovirus B19)** can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- Some pregnant women will be at greater risk of severe illness from **COVID-19**.

4.23 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. The management of work-related stress is described in **RAY policy: Sickness Absence Management**.

4.24 Accident reporting

All accidents, incidents, and near-misses, regardless of how minor, must be reported immediately to the appropriate First Aider and the designated H&S Officer or line manager. Prompt and accurate reporting is crucial for investigating causes, implementing corrective actions, and preventing recurrence.

4.24.1 Reporting via Medical Tracker

Our primary system for recording and managing all accident and incident reports is **Medical Tracker**. Medical Tracker is an online software application to report first aid incidents, track medications and student care plans.

- **Immediate Action:** Following an incident, the member of staff or First Aider attending the injured person must complete an accident report as soon as possible via the Medical Tracker platform. A notification should be sent to the class teacher and parent on completion. If a child has sustained a head injury parents will be called and signs and action to take will be explained.
- The report must include all required details, such as:
 - The full name of the injured person (student, staff, or visitor).
 - The exact location and time of the incident.
 - A clear description of how the incident occurred.
 - Details of any injuries sustained.
 - The immediate action taken, including first aid administered.
 - The names of any witnesses.
- All accident data recorded in Medical Tracker will be regularly reviewed by the H&S Officer to identify trends, hazards, and areas requiring further attention. Investigations will be launched for serious or repeat incidents to establish root causes and implement effective control measures.
- Reports logged in Medical Tracker serve as the official record for internal review, parental notification, and compliance with statutory reporting duties (e.g., RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). The

online forms are built to comply with Department for Education (DfE), OFSTED and RIDDOR guidelines. Medical Tracker allows Roger Ascham Primary School to comply with DfE Guidelines to accurately store records, notify parents of incidents and report serious incidents and near misses.

- Access to accident records in Medical Tracker is strictly controlled and maintained in accordance with data protection policies.
- Records held in the first aid and accident book will be retained by the school for a period of time as specified in the school's data retention schedule (**3 years**), in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Records RIDDOR reportable accidents should be kept for **7 years** in the case of an adult and **25 years from Date of Birth** for a child.

4.25 Reporting to the Health and Safety Executive

The Office Manager will keep a record of any accident that results in a **reportable injury, disease, or dangerous occurrence** as defined in the **RIDDOR 2013** legislation (regulations 4, 5, 6 and 7).

The Headteacher or Office Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within **10 days** of the incident. This will be done with reference to HSE information sheet: *Incident Reporting in Schools (accidents, diseases and dangerous occurrences) Guidance for Employers*.

Reportable injuries, diseases or dangerous occurrences include:

- Death.
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for **more than 7 consecutive days**.
- Where an accident leads to someone being **treated in 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.

The above shall be reported to RIDDOR if the affected person is an **employee** and the injury has occurred out of or in connection with work. If the affected person is a **pupil or other**

person not at work the incident shall be reported if the injury has occurred as a result of any failure in the way an activity was supervised; the way equipment or substances were used or the condition of the premises.

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report – http://www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

4.26 Notifying parents

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

4.27 Reporting to child protection agencies

The Designated Safeguarding Lead will notify LBWF of any serious accident or injury to, or the death of, a pupil in the **Early Years Foundation Stage** while in the school's care.

4.28 Reporting to Ofsted

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

5. Training

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

Staff who work with pupils with special educational needs (SEN), are given additional health and safety training.

6. Monitoring

This policy will be reviewed by the **Local Governing Body every year**.

At every review, the policy will be approved by the Chair of the Local Governing Body.

7. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plan
- Remote learning
- School's Emergency Plan
- Personal Emergency Evacuation Plan Policy (PEEP)
- Fire Risk Assessment
- Safeguarding & Child Protection
- Administering Medicine in School
- Collection and Drop Off Policy

Appendix 1. Fire Emergency Plan

General Information

Action on discovering a fire

In the event of fire the first duty of all concerned is to evacuate the building to prevent injury or loss of life.

Immediately a fire is discovered or one is reported, the alarm must be raised by actuating the buildings fire alarm.

The Fire Brigade will then be called (dial 999) giving the full postal address of the building. Reliance will not be placed on any automatic warning system i.e. Scancom.

Immediately the fire alarm is sounded, staff escort pupils, and any visitors that they are responsible for, to the fire assembly point, via the nearest exit. A roll call will then be carried out.

Fire extinguishers should only be used once the safety of all present has been ensured. Do not take any risks. The evacuation of people takes precedence over fire fighting.

Note in the case of evacuation -

- the evacuation of the building will not be halted once it has commenced.
- all alarms will be assumed the real thing.
- the building will always be evacuated and the fire brigade called to every fire however small.
- the fire brigade take the responsibility for the following:
 - that the fire is fully out, and has not spread.
 - that all harmful smoke has been cleared.
 - that the fire alarm is properly reset.
 - that it is safe for staff and pupils to go back into building.

IF THERE IS A FIRE – OUR PROCEDURE

Building	Evacuation Trigger	Assembly Point
Juniors	Alarm sounds in the Junior Buildings	Junior Playground
Infants + Early Years	Alarm sounds in the Infant Buildings	Junior Field

- LEAVE THE BUILDING THROUGH THE NEAREST EXIT **NEVER** ENTER THE BUILDING IF THE ALARM IS SOUNDING.
- IF THE INFANT ALARM SOUNDS DURING PLAYTIME OR LUNCHTIME INFANTS ARE BROUGHT TO THE JUNIOR FIELD AND JUNIOR CHILDREN WILL BE TAKEN IN TO THEIR CLASSROOMS AS IF IT WERE WET PLAY.

EVACUATION OF THE JUNIOR BUILDING

Role	Responsibilities
Headteacher (or Deputy)	Proceed to the fire alarm control panel, note location of fire. Instruct office staff to call 999 (unless sure it's a false alarm). Ensure all rooms are searched and roll-call is complete. Await and liaise with the Fire Brigade.
Site Services Officer (Senior Fire Marshal)	Meet Headteacher, note location, investigate (if safe). Report findings. Ensure buildings are clear (if safe). Have keys to hand. Unlock fire access gates. Await the Fire Brigade at the Wigton Road gate.
DHT/AHT/ Learning Mentor	Phone office – inform them that the alarm is sounding. Search toilets, hall, library, meeting room, storage rooms and art therapy room if safe to do so. Contribute to assembly process on junior playground.
Office staff	Prepared to call 999 upon instructions (ensuring correct building/gate: Williams Avenue Gate). If SSO is off site, Office Manager assumes SSO's role. Collect visitors book and registers, check toilets/other rooms. Deliver registers to roll call points.
Teaching staff	Stop work. Evacuate pupils by the nearest escape route. Proceed to the assembly point (playground; normal lining up positions away from the building). Stay with children, take a roll call, hold register aloft when complete, report any deficiencies.
Learning Support Assistants	Special Needs Assistant staff to evacuate pupils who are at particular risk, those with disability. Be prepared to ask for help. Class Assistant staff check toilets and any other rooms where people might be (if it is safe to do so) before leaving the building.

EVACUATION OF THE INFANT BUILDING

Role	Responsibilities
Headteacher (or Deputy)	Proceed to the fire alarm control panel, note location of fire. Instruct office staff to call 999 (unless sure it's a false alarm). Ensure all rooms are searched and roll-call is complete. Await and liaise with the Fire Brigade.
Site Services Officer (Senior Fire Marshal)	Meet Headteacher, note location, investigate (if safe). Report findings. Ensure buildings are clear (if safe). Have keys to hand. Unlock fire access gates. Await the Fire Brigade at the Williams Avenue gate .
DHT/AHT/ Learning Mentor	Contribute to assembly process on junior playground.
Office staff	Call 999 upon instructions (ensuring correct building/gate: Infants Williams Avenue). If SSO is off site, Office Manager assumes SSO's role. Search toilets, hall, meeting room (if safe). Collect visitors book and registers. Deliver registers to roll call points.
Teaching staff	Stop work. Evacuate pupils by the nearest escape route. Proceed to the assembly point (junior field; normal lining up positions away from the building). Stay with children, take a roll call, hold register aloft when complete, report any deficiencies.
Learning Support Assistants	Special Needs Assistant staff to evacuate pupils who are at particular risk including those with disability (following PEEP). Be prepared to ask for help. Do not walk towards the assembly point inside the building. Class Assistants staff check toilets and any other rooms where people might be (if it is safe to do so) before leaving the building.

EVACUATION OF THE BUILDINGS AT LUNCHTIME

- **Midday Assistants (MDAs):** On hearing the alarm, pupils stand still, then exit through the nearest doors. Lead pupils to assembly points (Junior Playground/Junior Field). Do a pupil count, retrieve registers, and undertake a roll call. Each MDA should assume responsibility for the supervision of their 'wet play' class until relieved by the class teacher.
- **Headteacher, Office Staff and teaching staff on site:** Carry out normal fire procedures.

SUMMARY/NOTES

- On discovering a fire raise the alarm by breaking the nearest fire alarm box.
- When leaving or escorting pupils from a room, **close the door**.
- Leave by the nearest direct exit and assemble pupils in their usual class lines away from the building.
- Only consider using a fire extinguisher if you can do so without taking personal risks.

Calling the Fire Brigade

- Call **999** and give the school name and address clearly.
- State clearly the location of the fire if known (Junior building Wigton Road – Infant Building Williams Avenue).

Evacuation of Those Particularly at Risk

- Staff or pupils with disabilities – must have a **personal evacuation plan (PEEP)**.
- Staff or pupils with impaired hearing -Flashing beacons are part of our alarm system.

Power/Process Isolation (Locations of utility cut off points)

Utility	Junior Building	Infant Building
Electricity	In hall corridor	In corridor by the hall
Water	Car park	Playground by the office
Gas	In hall corridor	Playground by the office

FIRE EXTINGUISHERS ADVICE

- **Water [RED]:** For carbonaceous materials (wood, paper, furnishings).
- **CO2 [BLACK]:** For fires involving live electrical equipment and flammable liquids.
- **Fire blankets:** For flammable liquids (except deep fat fryers) and also for fires involving clothing or costumes.
- **Foam F type [CREAM]:** Only in catering areas, for deep fat fryers.

To operate all extinguishers: pull out the safety pin, aim the nozzle at the fire, depress the operating lever.

To use a fire blanket: pull on the black tabs, shield your face/body/hands, lay the blanket over the fire, turn off the source of heat, and **DO NOT LIFT BLANKET UP UNTIL HEAT HAS FULLY DIED DOWN**. On burning clothing, wrap blanket around the person and drop them to the ground.

Appendix 2. Emergency evacuation of the site

Event	Signal	Assembly Point A	Assembly Point B
Fire Evacuation	Fire alarm	Junior Playground	Field
Bomb Evacuation	Fire Alarm	Walthamstow Academy	Winns Primary School/Lloyds Park
All-Clear	Headteacher's Instruction		

If the school has been evacuated and pupils are not able to return to school (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school or place of safety).

Pre-identified buddy school / place of safety / rest centre

Detail	Walthamstow Academy
Type of premise	School
Address	Billet Road
Facilities / resources	Hall, canteen, toilets IT access
Notes	The police may have blocked at least one adjacent road. Choice of shelter site may depend on this.

Appendix 3. Lockdown Procedure

Signal	Action
Signal for lockdown	Emergency Page call to all school phones and speakers 'Lockdown, lockdown, lockdown'.
Signal for all-clear	Phone call to all classrooms 'All clear'.

Lockdown

Ref'	Initial response - lockdown
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
L3	Dial 999 . Dial once for each emergency service that you require.
L4	Ensure people take action to increase protection from attack: Block access points (e.g. lock doors; move furniture to obstruct doorways). Sit on the floor, under tables or against a wall. Keep out of sight . Draw curtains / blinds. Turn off lights. Stay away from windows and doors.
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
L6	If possible, check for missing / injured pupils, staff and visitors.
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

- **Rooms most suitable for lockdown:** Classrooms - halls for wraparound care.
- **Entrance points (e.g. doors, windows) which should be secured:** Kitchen, Junior hall – car park and playground, Main Entrance, All external classroom doors, Entrance doors to corridors.
- **Communication arrangements:** Two-way radios, Classroom telephones, Mobile phones, Instant messaging / email, Other.

- **Notes:** All staff to be aware that whatever plans the school has in place will be overridden by Police presence and their plans.

Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. In confirmed cases of COVID-19, we will follow the recommended self-isolation period based on government guidance.

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. Shingles exclusion: if 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 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.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.

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

MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.