



Health & Safety Policy

(Including Premises Management Policy)

Date approved: May 2020

Date of Next Review: May 2021

This policy was updated on Friday, 17 July 2020 to reflect measures in place for the full return of all pupils from 3rd September 2020. Appendix 4 has been duly amended and updated to cover new government guidance relevant to the return of all staff and pupils to full time education.

((This policy was previously updated to include additional information related to COVID-19 (coronavirus) on 27 May 2020. See Appendix 4, page 20, to cover the period from 1 June 2020 until 17 July 2020 and reflected the Government Guidance issued during May 2020.))



Article 6

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.

This Health & Safety Policy applies to Wildmoor Heath School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Health & Safety Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Health & Safety Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict, then the GLT Health & Safety Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

Wildmoor Heath School is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

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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](#), 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 Public Health England](#) when responding to infection control issues.

3. Roles and responsibilities

3.1 The Trust

The Trust has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher. The Local Governing Body (LGB) is responsible for monitoring the application of the Health & Safety Policy.

The Trust 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, 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.

The governor who oversees health and safety is Karen Roche.

The Board of Trustees has delegated to the Local Governing Body the responsibility for overseeing health and safety in the school and ensuring that the school adheres to this policy and the Trust health and Safety Policy.

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 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(s) assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety Leader

The nominated health and safety lead is the School Business Manager (SBM).

3.4 Staff

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

Staff will:

- 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 Pupils and parents

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

3.6 Contractors

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

4. Site security

The Headteacher & SBM are responsible for the security of the school site during school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. We have an after school lock up service who check all windows and doors, lock and alarm school Monday – Friday term time. Contact Martin Webb 07876 346866. In an emergency situation, out of hours, we use Premier Services to attend the site and deal with resetting of the alarms. Contact 24hr call centre 01344 293700.

The Headteacher, Deputy Headteacher, SBM, EYFS Lead Practitioner & Martin Webb are key holders and will respond to an emergency. Other staff may temporarily be given keys to open / close up for lettings as required.

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 buzzer or bell.

Fire alarm testing will take place at 4pm on a Tuesday each 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 point on the playground.
- Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The School Secretary will take a register of all staff and visitors.
- 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.

For full fire procedures, see the School Emergency Plan, Section 4.06.

A fire safety checklist can be found in appendix 1.

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 SBM and the Cleaning Contractor 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.

Hazardous products are stored in locked cupboards. Children do not have access to these rooms and will not use hazardous substances.

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

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

6.1 Gas safety

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

6.2 Legionella

- A water risk assessment has been completed on 19/05/20 by Aquacare. The SBM 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 year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, heating of water and disinfection of showers.

6.3 Asbestos

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

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any 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 SBM at sbm@wildmoorheath.org.uk or by telephone via the office immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- 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

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

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the hall floor or other apparatus will be reported to the SBM at sbm@wildmoorheath.org.uk

7.3 Display screen equipment

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

8. Lone working

Lone working may include:

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

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

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

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

9. Working at height

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

In addition:

- The SBM retains ladders for working at height
- Pupils are prohibited from using ladders
- Only trained staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

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

The 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

11. 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 an approved mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- Where possible a member of staff trained in First Aid will form part of the trip team. In addition, as part of the trip preparation, it will be confirmed that a First Aider will be present at location.

12. 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.

13. Violence at work

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

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

14. Smoking

Smoking or vaping is not permitted anywhere on the school premises.

15. Infection prevention and control

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

15.1 Handwashing

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

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear face visor if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

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

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

15.6 Laundry

- 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

15.7 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

15.8 Animals

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

15.9 Pupils vulnerable to infection

Some medical conditions make 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.

15.10 Exclusion periods for infectious diseases

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

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

16. New and expectant mothers

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

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

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

17. Occupational stress

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

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

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the 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

18.2 Reporting to the Health and Safety Executive

The School Business Manager 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 School Business 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.

Reportable injuries, diseases or dangerous occurrences include:

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

- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

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

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

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

18.3 Notifying parents

A First Aider or the School Office 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.

18.4 Reporting to Ofsted and child protection agencies

The Headteacher 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 Headteacher will also notify Bracknell Forest Council (Children's Social Care) of any serious accident or injury to, or the death of, a pupil while in the school's care.

19. Premises Management

19.1 Premises Management

The Headteacher ensures the school's premises are safe and fit to teach in through the effective management, funding and maintenance of the building and grounds. A framework for carrying out assessments through competent persons will be established as well as a programme for carrying out inspections of the school for the control of risks.

19.2 Identifying and addressing maintenance issues

- a) The Trust identifies and prioritises need for capital expenditure on school buildings.
- b) The premises are regularly audited for condition of decoration, state of repair, suitability for purpose of use and health and safety by the local authority.
- c) Copies of reports and surveys are made available to the LGB by the headteacher at least annually and / or when they are updated.
- d) Working with the Trust, priorities are established by means of scoring the requirements and balancing them with the capital and revenue budgets for the year. A timetable of works is agreed with the headteacher.
- e) Specifications and quotations for larger works are managed in association with the Trust. Specifications and quotations for smaller works are managed by the School Business Manager with the support of the SBM. These are discussed with the Trust's Estate Manager and a programme of work is agreed. Contracts are awarded on the basis of 'best value for money' with regard to quality.
- f) Contractors are advised by the SBM of the Health and Safety Regulations operating in the school, and are required to go about their work, with due consideration and safety for the smooth operation of the school activities.
- g) If any works required exceed available funds then priorities will be determined (see below).

19.2 Prioritising maintenance issues

The school uses a variety of directly purchased SLA's from either agreed contractors or from Bracknell Forest Council for specific items where the school and / or Trust does not have the staff or the expertise. Any SLA's are reviewed periodically for cost effectiveness. The basis for priority is:

- a) Work required for urgent Health and Safety reasons, including electrical safety, heating, dangerous walls, leaking pipes etc.
- b) Serious deterioration of building or fabric where delay will lead to increased cost.
- c) All other work, including decoration.

19.3 Routine expectations

The Headteacher will ensure contracts or SLAs for the routine inspection of the school premises are in place. In most cases, routine inspections are carried out through an SLA with Bracknell Forest Council or independent contractors. Some, however, are carried out by the SBM. The arrangements for routine safety inspections are outlined in Appendix 3.

20. Training

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

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

21. Monitoring

The Headteacher and School Business Manager will review this policy annually.

At every review, the Local Governing Body (LGB) will approve the policy.

22. Links with other policies / documents

This health and safety policy links to the following policies / documents:

- School Emergency Plan
- Financial Policy and Procedures
- Risk assessments
- Supporting pupils with medical conditions
- Guidance of Educational Visits and Trips
- Accessibility plan

Appendix 1. Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Recommended absence period for preventing the spread of infection

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

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are

	excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.

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

Head lice	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.

Appendix 3. Premises Management: Routine Inspection Schedule

Activity	Service Requirement	Frequency / Who	Relevant Legislation
Asbestos Register	When circumstances dictate	When circumstances dictate SBM	Control of Asbestos at Work Regulations 2006
Car Parking	Risk Assessment	Annual or when changes occur SBM	The workplace (Health, Safety and Welfare Regulations 1992 (regulation 17)
Construction	When undertaking a construction project	When undertaking a construction project Trust or SBM	Construction (Design and Management) Regulations 2007
Contractor Qualifications	Checks made such as, NICEIC, ECA	On a appointment of a contractor Trust or SBM	Electricity at Work Regulations 1989. Gas Safety Regulations 1998
COSHH	Risk Assessment	Annual or when changes occur SBM	The Control of Substance Hazardous to Health regulations 2002
DDA	Inspection	When alterations are made to the building Disability Access Audit Trust	Disability Discrimination Act 1995, 2005 and BS8300
Duct hygiene testing	Inspection and testing	Annual SLA	Workplace (health, Safety and welfare regulations) 1992 and COSHH LEV testing
Electrical - PAT		Annual SLA	The Provision and Use of WORK Equipment Regulations 1998 (PUWER)
Electrical – Fixed	Inspection and testing	5 Years SLA	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring regulations
Emergency Lighting	Inspection and testing	6 months SLA	Electricity at Work regulations 1989 and regulatory Reform (Fire Safety) Order 2005
Fire risk Assessment	Inspection	12 months Ellis Whittam SLA	Regulatory Reform (Fire Safety) Order 2005
Fire Buildings report	Inspection	5 years Ellis Whittam SLA	Regulatory Reform (Fire Safety) Order 2005
Fire Detection and Alarm Inspection	Inspection and testing	Weekly SBM	Regulatory Reform (Fire Safety) Order 2005
Fire Doors	Inspection and testing	Weekly SBM	Regulatory Reform (Fire Safety) Order 2005
Fire Fighting Equipment	Inspection and testing	Annual Churches SLA	Regulatory Reform (Fire Safety) Order 2005
Gas Safety Inspections	Inspection and testing	Annual SLA	The Gas Safety (Installations and Use) regulations 1998
Gas Appliance Inspections	Inspection and testing	Annual SLA	The Gas Safety (Installations and Use) regulations 1998

Gas Pipework Inspections	Inspection and testing	Annual SLA	The Gas Safety (Installations and Use) regulations 1998
Playground Equipment	Inspection	Annual SportSafe SLA	BS 5696, BS 7188, BS 7044, BS 1892 part 1 2003
Gymnasium Equipment	Inspection	Annual SportSafe SLA	BS 5696, BS 7188, BS 7044, BS 1892 part 1 2003
Water Hygiene and Safety	Inspection and testing	Monthly SBM	Legionnaires Disease – The Control of Legionella Bacteria in water systems approved code of practice
Water Hygiene and Safety	Risk Assessment	Annual AquaCare SLA	Legionnaires Disease – The Control of Legionella Bacteria in water systems approved code of practice
Water Hygiene and Safety	Visual Inspection	Annual AquaCare SLA	Legionnaires Disease – The Control of Legionella Bacteria in water systems approved code of practice
Water Hygiene and Safety	Water quality checks	Monthly SBM	Legionnaires Disease – The Control of Legionella Bacteria in water systems approved code of practice
Water Surface temperature	Risk Assessment	Annual AquaCare SLA	Education (School premises Regulations) 1999

Appendix 4. ADDITIONAL ACTIONS RELATED TO COVID-19 (CORONAVIRUS) - FROM 1ST SEPTEMBER 2020

General Health & Safety

The health and safety policies detailed above continue to apply. In addition:

- Staggered arrival and departure times for all classes, using three separate school entrances to the site (see below for parental advice issued to all families on Thursday, 16th July 2020).
- Reception parents only allowed on site.
- All other parents, external visitors and contractors are asked not to come onto the school site during school hours, except in the case of an emergency/ urgent school maintenance.
- All class groups should stay in their classrooms and on their designated area of the school field at all times.
- It is acceptable for staff to crossover between groups if this is necessary for the work of the school.

Class and general building windows should be opened wherever possible.

- Doors should be closed as other classes may pass a doorway.
- Children and staff should spend as much learning time as possible outside.
- Guidance for staff is now 1m+ where possible from other adults and children.
- No whole school assemblies will be held to prevent cross-contamination and the spread of infection.
- A full curriculum will be offered, including French, brass tuition and Outdoor Learning, which are run by specialised teachers, who will work across classes.
- Interventions will be run by Mrs Leach (one half term only) in a sectioned area of the hall and/or the Inclusions Room.
- LSAs will run Phonics groups, priority readers and interventions in class where possible or in sectioned areas of the school hall.

STAGGERED DROP-OFF AND COLLECTION TIMES (issued to parents and staff Thursday, 16th July 2020)

YEAR GROUP	ENTRY POINT	DROP-OFF TIME	COLLECTION TIME
Year 2	CARPARK GATE	8:40am	3:15pm
Year 5	DRIVEWAY GATE		
Year 6	PEDESTRIAN GATE		
Year 1	CARPARK GATE	8:50am	3:05pm
Year 3	PEDESTRIAN GATE		
Year 4	DRIVEWAY GATE		
Reception Class	CARPARK GATE	9:00am	2:55pm



DRIVEWAY GATE

PEDESTRIAN GATE

CARPARK GATE

1. We will use all three entrance gates to enable children to come into the building safely and stay within their 'bubble'. Pupils should arrive and depart using their allocated gate, without exception. The Driveway Gate is located at the opposite end of the school front from the carpark and will be clearly marked and staffed.
2. Drop-off and collection points and times are staggered to avoid cross-contamination and the mixing of bubbles. We would ask that parents do not stand outside on the pavements chatting when this may block other children from entering school.
3. For Health and Safety reasons, we are minimising the number of adults on site, including parents, external visitors and contractors. We would therefore request that all parents, with the exception of Reception, ensure that their child enters the school site alone where their class teacher will meet them and take them to class. Staff will support children so that there is no need for parents to enter the school site. In this way, we will avoid cross-contamination and the spreading of germs/ infection. Please prepare your child for this by discussing the importance of this safety measure and the need to enter school responsibly.
4. At the allocated collection time for each group, the teacher will bring the class to their respective gate and release children safely and securely to their known adult. It will be vital for parents and carers to inform us if someone else is collecting your child on any given day. Staff will not release children to an adult without prior notice.
5. Please bring your child to school in a timely fashion and respect these times carefully.
6. Please be assured that we will have adequate staff on the gates to help you in the morning and afternoon.
7. If a parent is collecting more than one child, the parent can drop their child off AT THE EARLIEST TIME and collect all their children AT THE LATEST TIME. Teachers will keep your child in class and bring them to their allocated gate at the latest collection time of their sibling.
8. We recommend that our new Year 6 children walk to and from school without an adult, perhaps accompanied by a school friend. This will help to build up their independence and resilience, ready for secondary.

Fire Alarm and Drill Procedures

The procedures for fire detailed above continue to apply. In addition:

- Staff and children will familiarise themselves with their nearest escape routes and exits.
- The register should be taken on SIMS and a laminated class list should be kept beside the exit door for staff to verify their headcount.
- A fire drill will be held at least once termly.
- Children will assemble on their area of the field remaining in their class groups. They should maintain social distancing as much as possible while leaving the building and while lining up at their muster point.
- Teachers take the register then lift their arm so the HT can confirm full headcount.

Infection Control

The policies in Section 15 above continue to apply. In addition:

The key actions we will take are divided into four areas:

1. Avoiding contact with anyone with symptoms

We will tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).

If anyone becomes unwell with a new, continuous cough or a high temperature, has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

2. Frequent hand cleaning and good respiratory hygiene practices

Children and staff will be reminded to wash their hands more often than usual, including on arrival, before and after break and lunchtime, before and after eating, and after sneezing or coughing.

They will be taught to do so thoroughly for 20 seconds with running water and soap and to dry their hands using paper towels or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. They will be encouraged not to touch their mouth, eyes and nose.

Children will be taught to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Bins will be available in each classroom and these will be emptied regularly.

Help will be available for children and young people who have trouble cleaning their hands independently.

Soap, paper towels and hand sanitiser will be made available in every classroom, toilets and other key areas of the school building.

Posters promoting the 'catch it, bin it, kill it' approach and good hand hygiene will be displayed around the school.

3. Regular cleaning of settings

The cleaning contractors will ensure they follow the COVID-19: cleaning of non-healthcare settings guidance.

Frequently touched surfaces (e.g. desks, chairs, doors, sinks, toilets, light switches, bannisters) will be cleaned during and after each day.

4. Minimising contact and mixing

Staggered arrivals/ collections/ break times and lunchtimes.

Reception parents only allowed on site / all other children asked to come in alone where staff will meet and reassure them.

Class staff and year group classes will stay together, although it is acceptable for staff to cross groups, as per government guidelines, if this is necessary for the work of the school.

The children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.

The children will share a desk with one other child and will remain at that table throughout the week. The school will provide each child with their own set of key resources (e.g. pencil, pen, ruler, sharpener, eraser etc).

Break and lunchtimes will be staggered so children are not moving around the school at the same time.

Each group will use a different area of the field and playground and will have a designated area to sit in the dining room(s). The outdoor adventure play equipment will not be used.

First Aid & Intimate Care

Usual First Aid practices apply, including the use of PPE and dealing with bodily fluids. See 15.3 and 15.5 above. In addition:

Use of PPE

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1+ metres from others.

Gloves should be worn for all first aid.

A fluid-resistant surgical facemask should be worn by the supervising adult if a distance of 1+ metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult. If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

PPE should be worn by staff caring for the child while they await collection if a distance of 1+ metres cannot be maintained (such as for a very young child or a child with complex needs).

Disposable equipment should be “double bagged” and placed in external bins. Reusable equipment must be thoroughly cleaned before use by anyone else.

Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way

Coronavirus Symptoms

PLEASE READ THE SEPARATE DOCUMENT FROM PUBLIC HEALTH ENGLAND ENTITLED:

PHE South East – Thames Valley Health Protection team: Guidance for Childcare and Educational Settings in the Management of COVID-19

If anyone becomes unwell with a new, continuous cough or a high temperature, has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. While they are waiting for collection, they will sit in the Isolation Room (Library) with the door closed.

If they need to go to the toilet while waiting to be collected, they will use the right hand adult toilet.

The room and toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. We will not take them to the urgent care centre or a hospital.
