

Health and Safety Policy



Approved by:

To be approved by
Susan Blair- Chair of
Governors]

Date: 20.6.2022

**To be reviewed by
Health and Safety
Committee on:**

20.6.2022

Next review due by:

June 2023

This policy applies to the whole school including the EYFS.

COVID-19

Specific guidance relating to the COVID-19 pandemic is dealt with in the Year Group Operational Plans and COVID-19 Risk Assessment. The guidance details measures taken and procedures to be followed in order to reduce the likelihood of infection.

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
- Ensure that safety topics are embedded within the curriculum at appropriate levels for all children

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 UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates the operational arrangements for the Management of Health & Safety to the Headteacher.

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

The governing board, as the employer, also has a duty to:

- Ensure there is an effective and enforceable Health & Safety policy which is reviewed annually
- Review the effectiveness of this Policy and ensure that necessary changes are made
- Ensure that health and safety is embedded and has high priority for the governing board and school through it being a standing item at board meetings.
- 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 for staff and to undertake annual training as a governing board.

The governor who oversees health and safety is Jessey Bal

3.2 The Head Teacher

The Headteacher has responsibility for all Health & Safety matters at the School, but delegates the day-to-day maintenance and development of safe working practices and conditions for staff, pupils and other using the School premises to the Bursar.

The Headteacher ensures that all staff are made aware of this Policy and are given appropriate time for training and support

The Head Teacher is a member of the Health & Safety Committee and takes an active part in discussion at the termly meetings.

As part of the School's desire for continuous improvement in Health & Safety members of the Health and Safety Committee, including the Head Teacher receive completed Health and Safety checklists from all class teachers and specialist teachers to ensure that any action required is taken.

3.3 The Bursar

- Implementing the health and safety policy
- Ensuring that the health and safety policy is available on the school website and that paper copies are also available in the main office.
- Providing adequate training for school staff
- Ensuring that in the absence of the Bursar, health and safety responsibilities are delegated to the Head Teacher
- Ensuring that the school building and premises are safe and regularly inspected through a monitoring schedule.
- Reporting to the governing board on health and safety matters including an annual health and safety action plan and actions resulting from annual external audits.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- 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 absence of both the Headteacher and Bursar, the Deputy Headteacher has the overall responsibility for the above day-to-day health and safety responsibilities
- Chairing the Health & Safety committee and informing all staff of the dates of the meetings so that there is an opportunity for everyone to bring forward matters of concern.
- Preparing and disseminating minutes of the Health and Safety Committee.

3.4 The Health and Safety Committee

A Health and Safety Committee meets each term to ensure that appropriate standards of safety are being monitored, reviewed and reached.

The Health and Safety Committee members are:

Head Teacher	Ms F Coleman
Deputy Head teacher	Miss G Strong
Bursar	Mrs S Easton
Teacher	Mr J Stirk
Caretaker	Mr Henderson
Head of Early Years	Mrs Breakey
Governor	Mr Bal

3.5 The 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
- Annually sign a declaration to verify that they have read and understood the health and safety policy.
- To be aware that the health and safety policy is available on Teams/Staff information/General Policies. To also know that a paper copy is available in the main office.

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 depending on the age of the child, for reporting any health and safety incidents to a member of staff.

3.7 Contractors

Contractors will agree health and safety practices with the Bursar 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 and Safety

4.1 Security

The Bursar and Caretakers have been given delegated responsibility for the security and safety 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 Head Teacher, Deputy Head Teacher, Bursar and Caretakers are key holders and will respond to an emergency.

4.2 Safety of Premises

The Bursar has the day to day delegated responsibility of ensuring that the necessary safety checks and monitoring processes are in place so that the school buildings are safe for all children, staff and visitors within school. The Bursar delegates the responsibilities below to the following members of staff:

Caretakers- to carry out a schedule of risk assessment checks regularly to ensure for example that- doors, finguerguards and door closing mechanisms in all areas of school are well maintained and functioning. Doors that are accessed by pupils are fitted with finger guards and soft close mechanisms. Some doors in high transit, supervised areas are also fitted with hooks which may be used at certain supervised periods of the day. Hooks are positioned so that they are out of reach of the children. The hooks **MUST** be released during a fire evacuation situation.

EYFS Co-ordinator, Class teachers and specialist teachers- to complete annual standard H&S checklists for classrooms and specialist areas- Appendix 2 -checklist

The EYFS Co-ordinator completes a twice weekly check of the Reception Areas and a daily check of the Nursery areas, - Appendix 3.

A risk assessment will be carried out for any proposed changes of use of premises for any age group of children within school to determine whether these changes can be agreed and are safe.

The Bursar has the delegated responsibility of ensuring that the above actions have taken place and to feedback to the headteacher and Health and Safety committee.

4.3 Split Site

The following safety measures have been put in place to ensure effective communication across the two school sites:

Mobile phones available for duty staff to contact main school in case of an emergency.

A Landline is also available in Sports' hall in addition to mobile phones to contact the main school or call an ambulance in case of an emergency.

5. Fire

The School has a separate Fire Safety Policy. Independent Fire Risk Assessments are undertaken regularly.

Relevant Guidance:

- The Health and Safety at Work Act 1974
- ISI Handbook (September 2019)
- DfE Guidance 2013 *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies*

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 Bursar 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.

All potentially hazardous substances are kept in a locked store. Staff should order only chemicals covered by the COSHH (Control of substances Hazardous to Health) Register.

Any member of staff using chemicals should check the substance against the COSH Register and follow procedures laid down for its use, control and exposure to it. Staff should review the risk assessment in the light of the particular class and/or the specific equipment/accommodation in use. Any difficulties should be brought to the attention of the Bursar or Science Co-coordinator.

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 they have adequate ventilation

6.2 Legionella

- A water risk assessment has been completed on 28/07/2021 by the Bursar. The Caretaker 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, removal of 'dead legs' within water pipes, flushing of pipework

6.3 Asbestos

The School has had an asbestos survey carried out. All asbestos is sealed and regular checks are carried out.

- Caretaking 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 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

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 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 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 Bursar 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
- 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 gym floor or other apparatus will be reported to the caretaker.

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

The school has a separate Lone Working Policy for staff.

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

10. Slips and trips

We will ensure that floors are free from slip and trip hazards. Cleaners use yellow signage to indicate where they have been cleaning. Staff take great care to ensure that the school environment is safe for all children and adults and that any potential hazards are minimised and reported as soon as seen.

11. Manual handling

All are reminded to avoid lifting heavy objects as much as possible. Caretaker assistance is available if notice is given of the requirement.

In other circumstances staff are reminded to:

- Plan the route, propping doors when possible, and ensuring stairs or narrow doorways are taken into consideration, enlisting help where possible
- Split the load if possible into smaller amounts
- Test the load prior to lifting by taking an amount of strain to gauge the true weight.
- Position feet either side of the load, with the weight across the body as much as possible, not just in front
- Grasp the load at the far side of the box, ensuring the box is able to take the load, and holding the box underneath to help support it if possible, with attention paid to trapping fingers
- Not to bend the back, but to bend the knees when addressing the load

Lift with a straight back at all times

11.1 Children Moving Equipment

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – i.e. chairs/tables, sports equipment or other small pieces of equipment.

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

Chairs and benches should be moved one at a time and children are taught how to carry them correctly. They may carry a single classroom-style chair on their own. If a large number of chairs are needed, then Caretaker assistance should be sought. Tables always need one child at each end, never being moved alone.

The PA system should be moved and set up only under adult supervision.

Small items of equipment, eg tape players, CD players, PE trolleys can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult will nominate a child to open and close doors.

Items Children Should Not Move

- Computers – wires can get caught and monitors can easily fall off trolleys
- Televisions
- Piano – although on castors, it can tip and trap feet or fingers
- Cooker – too heavy and awkward, and risks burns
- Paper cutters – dangerously sharp blade
- Laminators

Also, children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

12. Off-site visits

Staff arranging activities outside school must follow all NPS procedures for approval of trips, including: risk assessments, medical consent forms, trip management and insurance. Where a third party provides activities, staff must ensure that the provider is appropriate and competent to provide the activity, holding the required licences. When children are off the school premises, we will ensure that:

- 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

Further details are contained within the separate Educational Visits Policy.

13. 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.

14. 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 a member of the senior team or headteacher immediately. This applies to violence from pupils, visitors or other staff.

15. Smoking

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

16. First Aid and supporting medical needs

There is a separate First Aid Policy.

17. 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.

17.1 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

17.2 Coughing and sneezing

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

17.3 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
- 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 infectious diseases where required or recommended by government guidance and/or a risk assessment

17.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

17.5 Cleaning of blood and body fluid spillages

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

17.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen

- Bag children's soiled clothing to be sent home, never rinse by hand

17.7 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

17.8 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 regularly.

17.9 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 1.

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

18. 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

19. Occupational Health Services and managing work- related stress

Adjustments are made for staff when needs arise. For example, the school will purchase chairs tailored to the needs of individuals.

Stress is recognised as a Health and Safety issue. Our 'Open Door' policy enables staff to approach the Head Teacher, Deputy Head Teacher or Bursar to discuss any concerns. These are then addressed in a sensitive manner appropriate to the circumstances of the individual concerned. Counselling services are available through the school's insurers

20. Accident reporting

20.1 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. An accident form template can be found in the main office.
- As much detail as possible will be supplied when reporting an accident
- 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

20.2 Reporting to the Health and Safety Executive

The Bursar 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 Bursar 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
 - 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 scalding 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 – <http://www.hse.gov.uk/riddor/report.htm>

20.3 Notifying parents

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

The Headteacher will inform the chair of governors and the governor responsible for health and Safety of any accident deemed serious on the same day, or as soon as reasonably practicable.

21. Car Parking

There is regular liaison with Traffic Police and the Road Safety Officer, who will work with children and provide literature to display and send out.

Regular letters to parents emphasise:

- our neighbours: consideration for those who live and work in the vicinity of the school
- not parking on yellow lines or in bus lanes

following the one-way system

22. Training

Our staff are provided with health and safety training as part of induction, during CPD sessions and on professional development days. Regular updates are given within staff briefings

23. Consultation Arrangements with employees

Staff are able to contribute to the development of Health and Safety Procedures by contacting a member of the Health and Safety Committee via email or person.

24. Monitoring

This policy is to be reviewed by the Health and Safety Committee annually

The policy will be approved by the full governing board annually.

An external company undertakes an annual Health and Safety Audit which feeds into the school's internal annual audit which is presented to the governing body annually.

The Governor responsible for Health and Safety undertakes termly Health and Safety monitoring exercises, including the monitoring of EYFS premises and reports back to governors at each termly board meeting.

An annual Health and Safety report, prepared by the Bursar is presented during the final full governing board meeting of the year.

An external health and safety consultancy will be used to support leadership in the effective implementation of the health and safety policy.

25. Contractors

If possible, contractors work during school holidays so as to minimise the disruption to school.

Where possible NPS uses contractors already known to the school or recommended by other schools in the area.

All contractors should report to the Caretaker. Contractors work under the close supervision of the Caretaker so that there is no danger to the health and safety of children or adults in school. Contractors are not left unsupervised at any time.

When not in use, any equipment that contractors bring into school should be stored in a safe place.

No repairs or maintenance can be carried out in areas that children or adults are occupying including the playground and sports field.

26. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supervision
- Remote Learning
- Major Incident Policy
- Risky Areas Policy
- Educational Visits Policy
- Transport Policy

Appendix 1. Recommended absence period for preventing the spread of infection

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

In confirmed cases of infectious disease, including 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 to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.



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 a 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 adviser 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 2 Health and Safety checklists

HEALTH AND SAFETY CHECKLIST FOR CLASSROOMS

Classroom:

Teacher:

		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Is there sufficient storage to store items ?			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			



Further action needed

Hazards noted:	Action taken and when:	
Name (and position):	Signature:	Date:

HEALTH AND SAFETY CHECKLIST FOR ART AND DESIGN TECHNOLOGY

Teacher:

		Further action		
		Yes	needed	N/A
Hazardous Materials	Are hazardous substances stored safely, in compliance with the Control of Substances Hazardous to Health (COSHH) regulations?			
	Is the COSHH 'Dos and Don'ts' poster displayed where hazardous substances are stored?			
	Is all specialist equipment, including electrical equipment, in good condition and has faulty equipment been reported and removed or replaced?			
	Can pupils be adequately monitored while using hazardous equipment?			
	Is hazardous waste, including sharps, disposed of safely?			
	Are procedures in place for the distribution, use and collection of hazardous materials and equipment, and are these procedures on display and followed at all times?			
	Are procedures in place for the distribution, use and collection of hazardous materials and equipment, and are these procedures on display and followed at all times?			
	Are checks made to ensure that all hazardous materials and equipment have been returned at the end of each lesson?			
	Is sufficient personal protective equipment (PPE), such as lab coats, goggles and gloves, available for staff and pupils, and is it in good condition?			

Movement around the classroom (slips and trips)	Are the floors clear of debris and other trip/slip hazards?			
	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Is lighting bright enough to allow safe access and exit?			
	Is there sufficient storage to store items ?			
Pupils	Do pupils receive a safety briefing when applicable?			
Furniture and fixtures	Is an area away from desks kept clear for pupils to safely store personal items such as bags and coats?			
	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
	Is there an 'eyewash station' and is it in good condition?			
Manual Handling	Have trolleys been provided for moving heavy objects, eg computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable			

	intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
	Can you hear the fire alarm clearly in the classroom?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with the Bursar or Head Teacher.

Additional issues		Further action	
		Yes	needed N/A



Further action needed

Hazards noted:	Action taken and when:	
Name (and position):	Signature:	Date:



HEALTH AND SAFETY CHECKLIST FOR FOREST SCHOOL

Teacher:

		Yes	Further action needed	N/A
Movement around the Forest school (slips and trips)	Is the surface in good condition e.g. moss and pot-hole free.			
	Are there any changes in ground level or type of ground covering that needs to be highlighted?			
	Are surfaces cleared of trip hazards i.e., logs and twigs after each lesson.			
	Is a safety talk given to children at the beginning of each lesson to discuss potential hazards and how to keep safe?			
	Is there sufficient storage to store items?			
	Is the Forest School kept tidy and well organised?			
Hygiene	Is there access to hand washing and toilet facilities?			
	Is there hand sanitation gel or wet wipes available?			
	Is there adequate supervision when children are visiting the toilet facilities?			
Training	Has the Forest School teacher been fully Forest School Trained including Paediatric First Aid training.			
Furniture, fixtures and equipment	Are permanent fixtures, such as climbing frames, fences or wooden Tpees in good condition?			
	Are all tools safely stored and locked away when not in use.			
	Are children closely supervised when using tools?			
	Are all door hooks out of reach of children?			
	Is the Forest School secured by a gate and the bolt out of reach to EYFS children?			
	Have trees been well maintained?			
	Do children have access to appropriate clothing and footwear?			
Manual handling	Are children and adults instructed as to the best way to lift and move different materials.			



Further action needed

Hazards noted:	Action taken and when:	
	Signature:	Date:
Location/name of classroom:		



HEALTH AND SAFETY CHECKLIST FOR SCIENCE LABORATORY

Teacher:

		Further action		
		Yes	needed	N/A
Hazardous Materials	Are hazardous substances stored safely, in compliance with the Control of Substances Hazardous to Health (COSHH) regulations?			
	Is the COSHH 'Dos and Don'ts' poster displayed where hazardous substances are stored?			
	Is all specialist equipment, including electrical equipment, in good condition and has faulty equipment been reported and removed or replaced?			
	Can pupils be adequately monitored while using hazardous equipment?			
	Is hazardous waste, including sharps, disposed of safely?			
	Are procedures in place for the distribution, use and collection of hazardous materials and equipment, and are these procedures on display and followed at all times?			
	Are procedures in place for the distribution, use and collection of hazardous materials and equipment, and are these procedures on display and followed at all times?			
	Are checks made to ensure that all hazardous materials and equipment have been returned at the end of each lesson?			
	Is sufficient personal protective equipment (PPE), such as lab coats, goggles and gloves, available for staff and pupils, and is it in good condition?			



Movement around the classroom (slips and trips)	Are the floors clear of debris and other trip/slip hazards?			
	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Is lighting bright enough to allow safe access and exit?			
	Is there sufficient storage to store items ?			
Pupils	Do pupils receive a safety briefing when applicable?			
Furniture and fixtures	Is an area away from desks kept clear for pupils to safely store personal items such as bags and coats?			
	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
	Is there an 'eyewash station' and is it in good condition?			
	Manual Handling	Have trolleys been provided for moving heavy objects, eg computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable			

	intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
	Can you hear the fire alarm clearly in the classroom?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with the Bursar or Head Teacher.

Additional issues		Further action	
		Yes	needed N/A



Further action needed

Hazards noted:	Action taken and when:	
Name (and position):	Signature:	Date:

Appendix 3 EYFS Higher level of Frequency Health and Safety Checklist

Risk Assessment – for Reception Children and Staff (Twice Weekly) Date..... Staff.....

Classrooms	Checked and sign	Issues	Reported/Action taken
Reception door to library			
Radiators/Heating			
Carpet/flooring			
Lights/switches/sockets			
White board/computers			
Windows/blind			

Reception Landing, art/craft area, toilets			
Door to stairs			
Tables and chairs			
Shelves Resources on landing			
Carpets/flooring			
Windows/blinds			
Lights/switches/sockets			
Radiator/heating			
Art and craft area			
Resources			
Hooks/coats area			
Staff Toilet area and door			



Door to children's toilets			
Children's toilets Supplies			
Children's Sinks/slucice Supplies			
Lights/switches/sockets/			
First Aid boxes Stock etc			

Other locations used by Reception			
Stairs to dining room			
Bottom corridor			
Door to main entrance			
First Door to playground			
Second door to Playground			
Lights/switches/plugs enroute to playground and front door			
Early Years Playground – checked daily by Nursery staff but any issues noted by Reception reported to SB			

Newcastle Preparatory School – EYFS - First Steps Nursery: Daily Risk Assessment: Week beginning:

(Check and sign all areas)	Monday	Tuesday	Wednesday	Thursday	Friday	Issues to be reported
Front gate, path, and gardens						
Carpet room - windows						
“ - lights						
“ - heating						
“ - carpet						
Kitchen room - windows						
“ - lights						
“ - heating						
“ - flooring						
Heating on / off						
Hot water on / off						
Hallway / corridor – lights						
“ - flooring						
Front security door						
Back security door						
Toilet & sink – staff						
Toilets – children's x4						
Children's sinks x4						
Cleaner's cupboards x2 - locked						
Outside area - surface						



Back gates x2						
Wooden gates x2						
Shed / cupboards						
Climbing frame / castle						
Dustbins – removed after collection						
General check of indoor resources						
General check of outdoor resources						
Signature						

Please highlight - high, medium, or low risk.