

# St Vincent's Catholic Primary School



## Health and Safety Policy

<b>Approved by:</b>	Governing Body	<b>Date:</b> 19 <sup>th</sup> September 2019
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Links with other policies – This policy should be read in conjunction with:

- First Aid and Medical Needs
- Child Protection and Safeguarding
- Accessibility plan
- Risk Assessment
- Visitors Policy

## Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils. We consider the health and safety of pupils, employees and

visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment both physical and mental
- 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.

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the head teacher, Juliana Gonzalez.

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 and off the school premises.

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

- Assess the risks to staff and others affected by school activities, in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

### **3.2 Head teacher**

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

- Implementing the health and safety policy
- Ensuring there are enough members of 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 her 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 head teacher's absence, the deputy head teacher, Jennifer Clark assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is Juliana Gonzalez.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do. This includes ensuring pupils are mentally well looked after. Any concern about the mental wellbeing of a pupil should be reported to the head teacher, who will seek advice.

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 head teacher 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 – Risk Assessment

Juliana Gonzalez, Head Teacher and Christopher Wynn, Site Superintendent, are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Risk Management and risk assessments are carried out annually, or sooner if something changes. The Head Teacher and the Site Superintendent are trained to perform risk assessments and work together to ensure these are carried out rigorously. Where significant risks are identified, appropriate measures and/or safe working practices will be introduced to reduce/eliminate such hazards. Risk assessments are carried out for each class, subject and activity as well as risk assessment for both in and out of the school. The risk assessment folder is kept in the head teacher's office and in the superintendent's room. Risk assessments are shared with the staff.

Juliana Gonzalez, Christopher Wynn and Ward Security are key holders and will respond to an emergency.

## 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. The Head Teacher and Site Superintendent carry out internal fire risk assessments annually, which are reported to the governing body.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell. As soon as it sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

Fire alarm testing will take place once a week on a rotational basis.

Fire exits are checked daily.

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 then emergency services will be contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. This is in the front playground.
- The Fire Warden will issue the registers and check the attendance against the registers. A high visibility jacket is worn to identify the warden.
- Form class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The children will assemble in silence. If a child is missing it will be reported immediately.
- The Head Teacher, Juliana Gonzalez will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

There is a fire emergency procedure check list for staff to follow. Escape routes and fire exits are displayed in every classroom.

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 Christopher Wynn, Site Superintendent 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. These are kept in the art cupboard in a locked and safe storage.

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. The Site Superintendent has undergone COSHH training.

### 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 10<sup>th</sup> August 2016 by Stonegrove FM Ltd. Christopher Wynn, Site Superintendent is responsible for ensuring that the identified operational controls are conducted and recorded in the school's records.
- This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: no water tanks in the school and regular checks of the water.

### 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 and St Vincent's has an asbestos risk action plan.

## 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 Juliana Gonzalez Head Teacher and/or Christopher Wynn, Site Superintendent immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

### 7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff checks that equipment is set up safely.
- Any concerns about the condition of the hall floor or other apparatus will be reported to Christopher Wynn, Site Superintendent.

### 7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have 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)

### 7.4 Specialist equipment

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

## 8. Lone working

Lone working may include:

- Late working
- Home or site visits

- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- School holiday working

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

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

The lone worker will ensure that he/she 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:

- Christopher Wynn, Site Superintendent, 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. 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 are undertaken
- All teachers carry out a risk assessment, which is given to the head teacher prior to the visit
- Pre risk assessment visits to off-site locations are undertaken by staff



- All off-site visits are appropriately staffed, including 1:1 where the risk requires it
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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

## **14. Smoking**

Smoking is not permitted anywhere on the school premises. This includes the use of e cigarettes.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England (PHE) 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 use the air dryers/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 not allowed.

### **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. Wear goggles 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.

### **15.7 Clinical waste**

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

### **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 some pupils vulnerable to infections that would rarely be serious in most other children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal infections 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. See appendix 6 for Covid-19 instructions.

## **16. 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 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. At St Vincent's we support staff through a positive ethos of caring and acknowledging each other's needs. Staff are free to talk and seek further support if needed. Any member of staff, who feels they may be suffering from stress should discuss their concerns with the head teacher or senior staff as soon as possible. The head teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

## 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. A record of first aid applied is kept with details of treatment and any follow up actions needed. If a child receives a bump to the head, a bump note will be sent home for the parent and a copy given to the class teacher. A record of the date and initials of first aider are kept. An accident form template can be found in appendix 2. The head teacher analyses patterns of illness and locations and reports these to the Site superintendent and governors.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the first aid and accident books 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 head teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The head teacher 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:
  - a) Fractures, other than to fingers, thumbs and toes
  - b) Amputations
  - c) Any injury likely to lead to permanent loss of sight or reduction in sight
  - d) Any crush injury to the head or torso causing damage to the brain or internal organs
  - e) Serious burns (including scalding)
  - f) Any scalping requiring hospital treatment
  - g) Any loss of consciousness caused by head injury or asphyxia
  - h) 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
- 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**

Miss Georgia Smith, EYFS manager, head teacher or Christine Webb, Administration Officer, 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 head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The head teacher will also notify Bromley Safeguarding of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **19. Training**

Our staff are provided with health and safety training as part of their induction process. The majority of our staff are trained paediatric first aiders – currently Christine Webb & Juliana Gonzalez are trained First Aiders at Work.

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

## **20. Monitoring**

This policy will be reviewed by the head teacher every year. At every review, the policy will be approved by Juliana Gonzalez, Head Teacher, Chair of Premises Committee and full Governing Body.

## 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. Accident report

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>			
<b>Name of person attending the incident</b>			

Signature

Date

### Appendix 3. Asbestos record

Asbestos checks – visual check for damage to be carried out 6-monthly

No asbestos is reported in SEN, IT Suite, Offices, Upper Corridor and Toilets.

Area	Date/comment	Date/comment	Date/comment	Date/comment	Date/comment	Date/comment	Date/comment
Ground floor corridor							
Hall floor							
Year 2 floor							
Year 1 floor							
Reception Class floor							
Year 4 floor							
Year 6 floor							

Year 3 floor							
Year 5 floor							

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

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

### Rashes and skin infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Athlete's foot</b>	None	Athlete's foot is not a serious condition. Treatment is recommended.
<b>Chickenpox</b>	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
<b>Cold sores (herpes simplex)</b>	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.



<b>German measles (rubella)*</b>	Four days from onset of rash (as per " <a href="#">Green Book</a> ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
<b>Hand, foot and mouth</b>	None	
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
<b>Measles*</b>	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.
<b>Molluscum contagiosum</b>	None	A self-limiting condition.
<b>Ringworm</b>	Exclusion not usually required	Treatment is required.
<b>Roseola (infantum)</b>	None	
<b>Scabies</b>	Child can return after first treatment	Household and close contacts require treatment.
<b>Scarlet fever*</b>	Child can return 24 hours after starting appropriate	Antibiotic treatment is recommended for the affected child.

	antibiotic treatment	
<b>Slapped cheek syndrome/fifth disease (parvovirus B19)</b>	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
<b>Warts and verrucae</b>	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

### Diarrhoea and vomiting illness

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode of diarrhoea or vomiting	

<b>E. coli O157 VTEC</b> <b>Typhoid* [and paratyphoid*]</b> <b>(enteric fever) Shigella</b> <b>(dysentery)</b>	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
<b>Cryptosporidiosis</b>	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

### Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Flu (influenza)</b>	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Tuberculosis*</b>	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Whooping cough*</b>	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre

		will organise any contact tracing necessary.
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## Other infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Conjunctivitis</b>	None	If an outbreak/cluster occurs, consult your local PHE centre.
<b>Diphtheria*</b>	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
<b>Glandular fever</b>	None	
<b>Head lice</b>	None	Treatment is recommended only in cases where live lice have been seen.
<b>Hepatitis A*</b>	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.
<b>Hepatitis B*, C*, HIV/AIDS</b>	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent

		and a disinfectant. Use as per manufacturer's instructions and 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. A spillage kit should be available for blood spills.
<b>Meningococcal meningitis*/ septicaemia*</b>	Until recovered	Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.
<b>Meningitis* due to other bacteria</b>	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.
<b>Meningitis viral*</b>	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.
<b>MRSA</b>	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.
<b>Mumps*</b>	Exclude child for five days after onset of swelling	Preventable by vaccination
<b>Threadworms</b>	None	Treatment is recommended for the child and household contacts.

<b>Tonsillitis</b>	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.
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\* denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.

## **Appendix 5. Fire Policy Statement**

St Vincent's will provide a safe and healthy working environment with respect to fire safety.

Christopher Wynn, Site Superintendent is responsible for:

- Checking that all fire doors are free from obstructions and slip/trip hazards.
- Checking that all escape routes are clear.
- Checking that all fire doors can be opened quickly and easily.
- Checking that all fire- resistant doors close properly.
- Checking that no fire- resistant doors are wedged or propped open.
- Ensuring that general housekeeping standards are adequate.
- Ensuring that the building is generally tidy.
- Ensuring that rubbish and waste materials are not allowed to accumulate.
- Ensuring that there is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).

The Head Teacher, or in his/her absence, the Deputy Head teacher is the named Fire Safety Co-ordinator. The Health & Safety Representative is the Deputy Head Teacher.

**Responsibilities:**

Checking all areas: Site Superintendent

Junior toilets (downstairs) – *morning* - TAs Y4 & Y6 *afternoon* TA Y4

Junior toilets (upstairs) – *morning* – TAs Y3 & Y5 *afternoon* TA Y3

Infant toilets – *morning* TAs Rec, Y1, & Y2 *afternoon* TAs Reception, Y1 Y2

Classrooms – Teacher to lead class

Closing windows – class teachers and/or TAs

Staff toilets – Head Teacher / Deputy Head Teacher

Office area – School Business Manager

Learning resource room – anyone using the room at the time

Ringling fire bell - person finding the fire.

Phoning fire service – person finding the fire, School Business Manager to check fire service has been called.

Unlocking gates to allow access – School Business Manager or Head Teacher.

Registers and visitors book – School Business Manager.

All staff have copies of evacuation plans which are displayed in all areas of the school.

## Appendix 6. COVID 19

### COVID-19 Related Pupil Absence a Quick Reference Guide for Parents

What to do if...	Action Needed	Return to School When...
<p>My child has COVID-19 Symptoms:</p> <ul style="list-style-type: none"> <li>• <b>HIGH TEMPERATURE</b> – this means you feel hot to touch on your chest or back.</li> <li>• <b><u>A NEW CONTINUOUS COUGH</u></b> – this mean coughing a lot more than an hour, or 3 or more coughing episodes in 24hrs.</li> <li>• <b>A LOSS OR CHANGE TO YOUR SENSE OF SMELL OR TASTE</b> – this means you've noticed you cannot smell or taste anything.</li> </ul>	<p><b>DO NOT COME TO SCHOOL.</b>            Contact school to inform us.            Self-isolate the whole household for 14 days. Get a test.  <b>INFORM SCHOOL IMMEDIATELY ABOUT TEST RESULT.</b></p>	<p>The test comes back negative.</p>
<p>My Child tests positive for COVID-19...</p>	<p><b>DO NOT COME TO SCHOOL</b>            Contact school to inform us.            Agree an earliest date for possible return.  <b>Minimum of 10 days.</b>            self-isolate the whole household for 14 days.            Bubble isolates/remote learning.</p>	<p>They feel better. <b>They can return after 10 days</b> even if they have a cough or loss of taste/smell. These symptoms can last for several weeks.</p>
<p>My Child tests negative...</p>	<p><b>CONTACT THE SCHOOL</b>            discuss when your child can come back to school (same day/next day).</p>	<p>The test comes back negative.</p>
<p>My Child is ill with symptoms not linked to COVID-19...</p>	<p><b>FOLLOW USUAL SCHOOL ABSENCE POLICY PROCEDURE</b></p>	<p>After 48hrs following the last bout of sickness if this is the cause of absence.</p>
<p>Someone in my household has COVID-19 symptoms...</p>	<p><b>DO NOT COME TO SCHOOL</b>            Contact school to inform us.            Agree an earliest date for possible return.  <b>Minimum of 14 days.</b>  <b>INFORM SCHOOL IMMEDIATELY ABOUT TEST RESULTS.</b></p>	<p>The test comes back negative.</p>



What to do if...	Action Needed	Return to School When...
Someone in my household tests positive for COVID-19...	<p><b>DO NOT COME TO SCHOOL CONTACT SCHOOL</b></p> <p>Agree an earliest date for possible return.  <b>Minimum of 14 days.</b></p>	The child has completed <b>14 days of isolation.</b>
NHS test & trace has identified my child has been in close contact of someone with symptoms of confirmed COVID-19...	<p><b>DO NOT COME TO SCHOOL CONTACT SCHOOL</b></p> <p>Agree an earliest date for possible return.  <b>Minimum of 14 days.</b></p>	The child has completed <b>14 days of isolation.</b>
We/my child has travelled and has to self- isolate as a period of quarantine...	<p>Do not take unauthorised leave in term time. consider quarantine requirements and FCO advice when booking travel/returning from a destination where quarantine is needed. Agree an earliest date for possible return.  <b>Minimum of 14 days from return date.</b>  Self-isolate the whole household.</p>	The quarantine period of <b>14 days has been completed.</b>
We have received medical advice that my child must resume shielding...	<p><b>DO NOT COME TO SCHOOL CONTACT SCHOOL</b></p> <p>Shield until you are informed that restrictions are lifted and shielding is paused again.</p>	School informs you that restrictions have been lifted and your child can return to school.
My child's bubble is closed due to a COVID-19 outbreak in school...	<p><b>DO NOT COME TO SCHOOL</b></p> <p>At home, support your child with remote learning provided by school.  Your child will need to <b>isolate for 14 days.</b></p>	School will inform you when the bubble will be re-opened.