



# Heath Mount School

## **Health and Safety Policy**

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**Heath Mount School, Hertfordshire**

**Independent Day and Boarding School for Boys  
and Girls**

February 2020

<b>1</b>	<b>Health and safety policy statement</b>	<b>3</b>
<b>2</b>	<b>Responsibilities</b>	<b>4</b>
<b>3</b>	<b>Risk assessment - health and safety</b>	<b>7</b>
<b>4</b>	<b>Risk assessment - welfare issues</b>	<b>8</b>
<b>5</b>	<b>Information, instruction and supervision</b>	<b>9</b>
<b>6</b>	<b>Competency for tasks and training</b>	<b>9</b>
<b>7</b>	<b>Workplace safety</b>	<b>9</b>
<b>8</b>	<b>Vehicle safety</b>	<b>10</b>
<b>9</b>	<b>Safe plant and equipment</b>	<b>10</b>
<b>10</b>	<b>Sports Equipment</b>	<b>11</b>
<b>11</b>	<b>Testing of electrical equipment, gas appliances etc.</b>	<b>11</b>
<b>12</b>	<b>Visual display units (VDUs) and display screen equipment</b>	<b>11</b>
<b>13</b>	<b>Manual handling</b>	<b>11</b>
<b>14</b>	<b>Safe handling and use of substances</b>	<b>12</b>
<b>15</b>	<b>Legionella</b>	<b>12</b>
<b>16</b>	<b>Asbestos</b>	<b>12</b>
<b>17</b>	<b>Emergency procedures - fire and evacuation</b>	<b>13</b>
<b>18</b>	<b>Emergency procedures – major incidents</b>	<b>14</b>
<b>19</b>	<b>Accidents, first aid and work-related ill health</b>	<b>14</b>
<b>20</b>	<b>Working at Height</b>	<b>15</b>
<b>21</b>	<b>Reporting requirements and record keeping</b>	<b>16</b>
<b>22</b>	<b>Monitoring, review and internal investigation</b>	<b>17</b>
<b>23</b>	<b>Hirers, visitors and contractors</b>	<b>17</b>
<b>24</b>	<b>Security</b>	<b>18</b>
<b>25</b>	<b>Protection from violence and harassment</b>	<b>19</b>
<b>26</b>	<b>Lone workers</b>	<b>19</b>

## **Appendices**

- Appendix 1: Guidance on risk assessment
- Appendix 2: Guidance on risk assessment of welfare issues
- Appendix 3: Guidance on Riddor Reporting
- Appendix 4: List of First Aid Boxes
- Appendix 5: Health and safety policy summary
- Appendix 6: Information for parents and families regarding Infection Control at Heath Mount School
- Appendix 7: EYFS health and safety requirements

## 1 **Health and safety policy statement**

- 1.1 This is the health and safety policy statement of Heath Mount School, ('the School').
- 1.2 The School applies high standards in the management and control of all our operations to include matters of health and safety. These are designed to ensure that staff, pupils and those who visit the School or may otherwise be affected by the School's operation, are safe.
- 1.3 This health and safety policy (the Policy) applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff and helpers), Governors, pupils and visitors at the School. This policy is a whole school policy including the Early Years Foundation Stage (EYFS). The School's health and safety arrangements, include suitable provision for the EYFS including fire safety and hygiene requirements (see Appendix 6 and 7 for further details).
- 1.4 Our statement of general policy is:
  - 1.4.1 to provide adequate control of the health and safety risks arising from our work activities;
  - 1.4.2 to consult with our employees, pupils and anyone else affected on matters affecting their health and safety;
  - 1.4.3 to provide and maintain safe plant and equipment;
  - 1.4.4 to ensure safe handling and use of substances; to ensure we have access to one or more competent persons (persons with sufficient knowledge, training and experience) to assist us in complying with our health and safety obligations;
  - 1.4.5 to provide information, instruction and supervision to employees;
  - 1.4.6 to ensure all employees are competent to do their tasks, and to give them adequate training;
  - 1.4.7 to prevent accidents and cases of work-related ill health;
  - 1.4.8 to maintain safe and healthy working conditions;
  - 1.4.9 to review and revise this Policy as necessary at regular intervals;
  - 1.4.10 to ensure that adequate resources are available for the management of health and safety issues.
- 1.5 In accordance with our obligations under the Health and Safety at Work etc. Act 1974, we have a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this policy, we recognise that it is inextricably linked with health and safety at the School.
- 1.6 We will safeguard and promote health, safety and welfare by:
  - 1.6.1 taking a proportionate and holistic approach to risk management;
  - 1.6.2 ensuring that the Governors and the Senior Management Team (SMT) are aware of and understand the School's health and safety and welfare policies and procedures and apply them sensibly and practically to the real risks in the School;

- 1.6.3 ensuring that key staff have clearly established roles and responsibilities;
  - 1.6.4 keeping paperwork to a minimum, with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;
  - 1.6.5 consulting with staff and safety representatives and pupils, where appropriate, to find practical solutions to health and safety issues;
  - 1.6.6 ensuring that practice and compliance is regularly monitored, feedback given and lessons learned.
- 1.7 Any references to legislation in this Policy include any subsequent amendments to that legislation.

## 2 Responsibilities

- 2.1 As an employer, the School has overall responsibility for health and safety at the School.
- 2.2 The Governors on behalf of the School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to its employees, pupils and visitors to the School site. The School will have due regard for the guidance published by DfE as: Health and safety: responsibilities and duties for schools (2018)
- 2.3 The Governors will seek to ensure that the Headmaster and the Bursar are competent to undertake their Health and Safety responsibilities.
- 2.4 The Governors, in consultation with the Headmaster and Bursar, will seek to ensure the adequate provision of resources to:
- 2.4.1 create and keep in place an effective and enforceable policy for the provision of health and safety throughout the school;
  - 2.4.2 assess annually the effectiveness of this policy and ensure that any necessary changes are made;
  - 2.4.3 create and monitor an appropriate management structure.
- 2.5 The Governors delegate responsibility for health and safety matters affecting the academic staff and pupils to the Head and responsibility for health and safety matters affecting the non-academic staff to the Bursar.
- 2.6 To ensure the health and safety standards are maintained / improved, the following people also have responsibility in the following areas:

Name	Responsibility
Carlton Ferret (Clerk of Works)	Buildings and Maintenance
Chris Thorpe (Head Groundsman)	Grounds and Gardens
Lee Beskeen (Director of Professional Development)	Classroom, Playground, forest school, office and Visiting Speaker

Patrick Nightingale (Educational Visits Co-ordinator)	Educational Visits
Sam Irons (Head of Boarding)	Boarding
Jonny Spowart	Safeguarding, Pastoral

## 2.7 The duties of the Head:

- 2.7.1 The Head and Bursar have day-to-day oversight of all aspects of health & safety management at the School, in order to seek to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- 2.7.2 The Head, with support from the Senior Deputy Head, Deputy Head Pastoral, Head of Pre Prep, Director of Studies, Director of Professional Development and the Health and Safety Committee, will focus on academic, pastoral and co-curricular elements of Health and Safety Management and will;
- (a) act as line manager to the Director of Professional Development and Educational Visits Co-ordinator;
  - (b) be aware of the basic requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School;
  - (c) seek to ensure that the School's policies and systems actively support the health and safety policy of the School;
  - (d) in conjunction with the Bursar, seek to ensure that sufficient resources are allocated for the School to meet its health and safety responsibilities;
  - (e) be available for consultation with all members of staff on health and safety issues;
  - (f) monitor the standard of Health and Safety throughout the School, including all School based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.

## 2.8 The duties of the Bursar:

- 2.9 The Bursar and the Head have day-to-day oversight of all aspects of health & safety management at the School, in order to seek to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Bursar, with support from the Health and Safety Committee, any external consultants and non-academic staff, will focus on premises, plant, equipment, and the facilities aspects of health and safety management at the school, in order to seek to ensure the implementation and management of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.

2.9.1 The Bursar's health and safety responsibilities include:

- (a) liaising with the Buildings and Infrastructure Committee Chairman and Health and Safety Governor, facilitating and attending committee meetings. Ensuring publication, distribution and escalation to the Head and Governors of minutes of the meetings as appropriate;
- (b) acting as line manager to the clerk of Works and the Head Groundsman;
- (c) arranging systems of risk assessment to allow the prompt identification of potential hazards;
- (d) carrying out periodic site inspections, reviews of the risk assessments, organising annual safety audits and preparing reports for consideration by the Health & Safety committee;
- (e) seeking to ensure that the Health & Safety training needs of both staff and pupils are identified and that adequate and appropriate training is provided;
- (f) encouraging staff, pupils and others to promote health & safety;
- (g) seeking to ensure the effective communication of relevant health & safety information;
- (h) seeking to ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health & safety of staff, pupils and others are made as safe as reasonably practicable without undue delay;
- (i) seeking to ensure that emergency plans are prepared to cover foreseeable major incidents which could put at risk the occupants of users of the School;
- (j) monitoring the management structure, along with the Head and Governors;
- (k) liaising with the HSE, the School's insurers and other external bodies;
- (l) identifying, with support from external advisors, the implication of health and safety;
- (m) arranging Occupational Health assessments for employees to provide the School on what reasonable adjustments could be considered to ensure a safe and healthy working environment for that employee.

2.10 This Policy relates to health and safety whilst on School premises. The School's separate policy on educational visits relates to health and safety issues relating to off site visits.

2.11 Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer in order to comply with the law. The School's Health and safety at work rules are contained within the Staff Handbook. All employees must:

- 2.11.1 co-operate with supervisors and managers on health and safety matters;
  - 2.11.2 undertake their work in accordance with training and instructions;
  - 2.11.3 not interfere with anything provided to safeguard their health and safety;
  - 2.11.4 take reasonable care of their own health and safety; and
  - 2.11.5 report all health and safety concerns to an appropriate person. Any urgent matters should be immediately reported to the Clerk of Works or the Bursar. Staff can also log health and safety issues via the email address: h&s@heathmount.org
- 2.12 In addition, teachers and other staff have a common law duty to act as any prudent parent would do when in charge of pupils.
- 2.13 All pupils and visitors must:
- 2.13.1 co-operate with the School on health and safety matters and in particular follow the instructions of staff in the event of an emergency;
  - 2.13.2 take reasonable care for their own health and safety and that of others at the School;
  - 2.13.3 observe standards of dress consistent with safety and / or hygiene;
  - 2.13.4 use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety; and
  - 2.13.5 report all health and safety concerns to a member of staff.

### **3 Risk assessment - health and safety**

- 3.1 The School promotes and safeguards the health and safety of employees, pupils and others through the systematic assessment of risks posed by its operation.
- 3.2 The School undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk to the level required by law. Control measures may include such steps as signage, physical restrictions, equipment repair and changes in working practices.
- 3.3 Risk assessments will be conducted / reviewed for new and / or expectant mothers, employees aged under 18, night and / or lone workers and, where deemed necessary by the School, those who have returned to work after injury or protracted injury.
- 3.4 Risk assessments will include key areas of risk including:
- 3.4.1 supervision arrangements, school trips, hazardous or adventure activities;
  - 3.4.2 personal protective equipment, display screen equipment, manual handling operations, substances hazardous to health, noise at work, lead at work, asbestos at work, ionising radiation and fire safety;

3.4.3 use of high risk areas, such as gymnasia, swimming pools, machinery, laboratories and workshops.

3.5 Risk assessments are the overall responsibility of the Director of Professional Development who will delegate their completion to the following people as follows:

Name	Risk assessment responsibility
Teachers	Classroom risk assessment
Office staff	Office risk assessment
Grounds and Maintenance team	Grounds and maintenance risk assessment
HR team	DSE, New and expectant mothers, Lone working, return to work after injury / illness (see 3.3 above).

3.6 The findings of the risk assessments will be reported to the Bursar.

3.7 Action required to remove / control risks will be approved by the Bursar.

3.8 The Clerk of Works will be responsible for ensuring the action required is implemented.

3.9 Risk assessments will be reviewed on an annual basis or when the activity changes, whichever is soonest.

3.10 Further guidance on risk assessment can be found at **Error! Reference source not found.** and in the School's Risk Assessment Policy.

#### 4 **Risk assessment - welfare issues**

4.1 The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in:

4.1.1 a separate Risk Assessment for Pupil Welfare policy;

4.1.2 the Child Protection and Safeguarding, anti-bullying and behaviour policies;

4.1.3 Consultation with employees.

4.2 The School will consult with employees either directly or through their elected representative(s) and / or through their union appointed safety representative(s) in good time on issues such as the introduction of measures which may affect their health and safety, the appointment of a competent person, and information provision and training on health and safety.

4.3 The School will also consult with pupils, where appropriate.

## **5 Information, instruction and supervision**

- 5.1 The Health and Safety law poster is displayed in the staff rooms and work rooms.
- 5.2 Further notices relating to first aid and fire safety will be displayed as appropriate.
- 5.3 The School will display a certificate of employers' liability insurance in all staff rooms.
- 5.4 Health and safety advice is available from the Bursar.
- 5.5 Supervision of young workers / trainees will be arranged / undertaken / monitored by the Bursar or relevant line manager.
- 5.6 The Bursar is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## **6 Competency for tasks and training**

- 6.1 All employees are provided with adequate information on risks to their health and safety at work, preventative and protective measures to control those risks, emergency procedures, and their general health and safety duties.
- 6.2 All employees are given health and safety induction training when they start work, which covers these issues and health and safety basics such as first aid and evacuation procedures. Online training is provided, along with periodic training on inset days. Specific issues and reminders are covered as and when necessary at weekly staff meetings.
- 6.3 The School will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate.
- 6.4 Job specific training will be arranged / provided by the relevant line manager.
- 6.5 The School will provide further training if risks change and refresher training when skills are not frequently used.
- 6.6 Training will be identified, arranged and monitored, and records kept by the Bursar.

## **7 Workplace safety**

- 7.1 The School will ensure that the School premises are safe, in good repair and are kept free of reasonably avoidable safety hazards and are fit for purpose and suitable for the age of pupils cared for and the activities provided on the premises.
- 7.2 Boarding facilities are appropriately lit, heated, ventilated, cleaned and maintained and reasonable adjustments are made to provide adequate accessible accommodation to pupils with restricted mobility. Boarding accommodation is suitably furnished and of sufficient size for the number, needs and ages of pupils, with appropriate protection and separation between genders, age groups and adult accommodation.
- 7.3 The School will take all reasonable steps to ensure that school premises are maintained in such a way (to include ensuring that all traffic routes are of suitable construction, free from defects and obstructions and are adequately lit) to reduce the risk of slips and trips to employees, pupils and other users of School premises and that it complies with its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004).

- 7.4 The Clerk of Works will arrange a regular survey of the School premises and the maintenance and repair of School premises.
- 7.5 The School will promote effective infection control by ensuring that the School premises are kept clean and tidy.
- 7.6 The School will ensure that access to high risk areas, including laboratories, workshops, swimming pools and gymnasias and out of bounds areas of the grounds is appropriately controlled and restricted. See the School's Control of Access to Risky Areas Policy for further information.
- 7.7 The School believes that staff should not be in any danger at work and will not tolerate violent or threatening behaviour. All staff will report any incidents of aggression or violence (or near misses) directed to themselves or their line manager / the Head immediately. This applies to violence from pupils, visitors or other staff.

## **8 Vehicle safety**

- 8.1 The School will ensure that there is adequate segregation of pedestrians and vehicular traffic on the School site, and adequate supervision of the crossing of roads.
- 8.2 The Clerk of Works will ensure that all School vehicles are maintained in a safe and roadworthy condition and that there are regular and effective maintenance and repair arrangements in place.
- 8.3 The Clerk of Works is responsible for ensuring that School vehicles are properly taxed, licensed and insured.
- 8.4 The Bursar will ensure that drivers of School vehicles are competent to drive the vehicle in question and are properly licensed and insured to do so, that School journeys are properly planned, supervised and risk assessed and that adequate records are maintained.
- 8.5 This Policy should be read in conjunction with the Minibus policy and the Vehicle Management Policy, which deal with the day to day safety of school vehicles and the management of all vehicles using the school site.

## **9 Safe plant and equipment**

- 9.1 The Clerk of Works will be responsible for identifying all equipment / plant needing maintenance.
- 9.2 The Clerk of Works will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- 9.3 Any defects or problems found with plant / equipment should be reported to the Clerk of Works and the plant / equipment should be immediately taken out of use until it has been made safe.
- 9.4 The Clerk of Works will check that new plant and equipment meets health and safety standards before it is purchased.
- 9.5 The School will ensure that employees are provided with suitable personal protective equipment where risks to their health and safety cannot be controlled in other ways.

9.6 The School will ensure that employees use personal protective equipment correctly and are provided with adequate instructions and / or training on how to use it safely.

## 10 **Sports Equipment**

10.1 Where appropriate and depending on the age of the pupils and type of equipment, pupils are taught how to carry and set up sports equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the equipment should be reported to the Bursar.

10.2 All sports equipment is subject to an annual check by an external contractor.

## 11 **Testing of electrical equipment, gas appliances etc.**

11.1 The Clerk of Works will ensure that all equipment and systems including mains and portable electrical equipment, gas appliances, local exhaust ventilation, pressure systems, lifting equipment and glazing, used at or by the School are well maintained, inspected and tested regularly by a competent and appropriately qualified person who has been authorised by the School and that records of inspection, maintenance and testing are retained.

11.2 In particular, the School will ensure that assessments are undertaken to comply with the Electricity at Work Regulations 1998 (SI 1989/635) and the Gas Safety (Installation and Use) Regulations 1998 (SI 1998/2451).

## 12 **Visual display units (VDUs) and display screen equipment**

12.1 The School will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment at in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792).

## 13 **Manual handling**

13.1 The School seeks to avoid the need for manual handling (defined for the purpose of this Policy as the transporting of loads by hand or using bodily force) wherever possible.

13.2 Where manual handling cannot be avoided, the School will seek to reduce the risks related to manual handling by providing training and guidance in manual handling techniques in accordance with the Manual Handling Operations Regulations 1992 (SI 1992/2793). It is up to an individual to determine whether they are fit to lift or move equipment or furniture. If an individual feels that to lift an item could result in an injury or exasperate an existing condition, they will ask for assistance.

13.3 Staff are expected to use lifting and moving equipment where possible. If this is not possible, staff are expected to use the following basic manual handling procedure:

13.3.1 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.

13.3.2 Take a direct route that is clear from obstructions and is as flat as possible.

13.3.3 Ensure the areas you plan to offload the load is clear.

13.3.4 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.

#### 14 **Safe handling and use of substances**

- 14.1 The School will have appropriate procedures in place to ensure that exposure to hazardous substances is minimised. In order to do so, the School will assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677) (**COSHH**) and prevent, reduce or control exposure of staff to these hazards by the institution of proper controls and protective equipment.
- 14.2 All staff, visitors and pupils will be advised of hazardous materials to be used by them and any policies or guidance relating to their use (including emergency procedures to deal with accidents / incidents) and will be given suitable information, instruction and training in their safe use, storage and handling.
- 14.3 The Heads of Art, Science and Design and Technology and the Head of Household, the Head Groundsman and the Clerk of Works will be responsible for identifying all substances within their department that need a COSHH assessment.
- 14.4 The relevant Head of Departments (HOD's) will be responsible for undertaking COSHH assessments.
- 14.5 The HOD will be responsible for ensuring that all actions identified in the assessments are implemented.
- 14.6 The HOD will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 14.7 Assessments will be reviewed on a regular basis or when the work activity changes, whichever is soonest.
- 14.8 All staff will ensure that hazardous substances are stored in appropriate lockable storage.

#### 15 **Legionella**

- 15.1 A water risk assessment is completed every three years by an external contractor. The Clerk of Works is responsible for ensuring that the identified operational controls are conducted and recorded.
- 15.2 This risk assessment is reviewed every three years and when significant changes have occurred to the water system and / or building footprint.
- 15.3 The risks from legionella are mitigated by the following; weekly water temperature checks, flushing of little used outlets and the annual disinfection of tanks.

#### 16 **Asbestos**

- 16.1 The School recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (**ACM**) or presumed ACMs on the School premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632) and in particular by:
- 16.1.1 ensuring that the School complies with its duties in relation to licensed and non-licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate.

- 16.1.2 preparing and keeping up-to-date a record of the location and condition of ACMs or presumed ACMs;
  - 16.1.3 carrying out a written assessment of the risks presented by ACMs and presumed ACMs;
  - 16.1.4 preparing and implementing a written plan of action for managing the risks posed by ACM or presumed ACMs known as an Asbestos Management Plan;
  - 16.1.5 regular inspections, reviews and / or monitoring, as appropriate;
  - 16.1.6 ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the School;
  - 16.1.7 ensuring that all employees who may come into contact with ACM or presumed ACM are adequately trained;
  - 16.1.8 ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency;
  - 16.1.9 ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Bursar and there are appropriate control measures in place to ensure that staff, pupils or any other users of the School premises are not exposed to asbestos;
  - 16.1.10 ensuring that only authorised staff and / or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.
- 16.2 If anyone disturbs or suspects that they have disturbed ACM they should:
- 16.2.1 not disturb it further under any circumstances;
  - 16.2.2 ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination";
  - 16.2.3 immediately report it to the Bursar who will take appropriate action; and
  - 16.2.4 ensure that any clothing which have been covered in dust or debris are appropriately disposed of.

## 17 **Emergency procedures - fire and evacuation**

- 17.1 The School will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005 (SI 2005/1541). This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.
- 17.2 The Bursar is responsible for ensuring the fire risk assessment is undertaken and implemented and that any recommendations made by the Fire Service are implemented.
- 17.3 Escape routes are checked by Clerk of Works weekly. Fire doors must be free of obstruction and easily opened from the inside.

- 17.4 Fire extinguishers and other firefighting equipment (such as alarms, detectors and blankets) are maintained and checked by Clerk of Works regularly in order to ensure they are in working order.
- 17.5 Alarms are tested at least once per week by the Clerk of Works.
- 17.6 The Bursar is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates.
- 17.7 In addition, the School will ensure that there are sufficient Fire Marshals (or deputies in their absence) on site at all times and that they are appropriately trained.
- 17.8 A list of Fire Marshalls is maintained by the Bursar and displayed in staff rooms, boarding houses and the Medical Centre.
- 17.9 In addition to the School's procedures regarding fire, the School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.
- 17.10 Nothing in this policy prevents anyone from dialling 999 in an emergency.
- 17.11 All health and safety emergencies should also be reported to the Bursar who can be contacted on 01920 820230.
- 17.12 Where an evacuation is considered necessary, the main School fire bell will be activated and the School's emergency routine followed.
- 17.13 The Assembly points are:
- 17.13.1 Prep and Lower School (including boys' boarding): sports pitches in front of the main school;
  - 17.13.2 Pre Prep: Pre-prep playground;
  - 17.13.3 Nursery: music block car park;
  - 17.13.4 River House (girls' boarding): Back courtyard in front of the stables.
- 17.14 Emergency evacuation and fire drills will be tested at least once a term and the results recorded.
- 17.15 Emergency evacuation and fire drills for boarders will be tested at least once a term outside of normal school hours.
- 18 **Emergency procedures – major incidents**
- 18.1 The School has procedures in place to deal with major incidents / events that are out of the normal experience of the School and in the event of the School being required to go to lockdown or a partial lockdown.
- 19 **Accidents, first aid and work-related ill health**
- 19.1 This Policy should be read in conjunction with the School's First Aid policy.

- 19.2 The School will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.
- 19.3 The School will undertake a risk assessment to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.
- 19.4 A list of appointed first aiders is maintained by the Medical Team and displayed in staff rooms, boarding houses and the Medical Centre.
- 19.5 A list of First Aid boxes can be found at Appendix 4. All accidents are to be reported to the Medical Team and recorded in the accident book (see paragraph 21, below).
- 19.6 The accident book is kept by the Medical Team in the Medical Centre.
- 19.7 The School will inform parents of any accident or injury sustained by the child, and any first aid given, on the same day or as soon as reasonably practicable.
- 19.8 The School will take reasonable care to ensure that the health of their employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff.
- 19.9 All work-related ill health, including work-related stress should be reported to the Bursar.
- 19.10 The School will endeavour to undertake informal back to work interviews with staff, particularly those that have been signed off work by their doctor.

## 20 **Working at Height**

- 20.1 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.
- 20.2 In addition, the School will ensure that:
  - 20.2.1 The Clerk of Works retains ladders and the ladder register for working at height;
  - 20.2.2 Pupils are prohibited from using ladders;
  - 20.2.3 Staff will wear appropriate footwear and clothing when using ladders;
  - 20.2.4 Contractors are expected to provide their own ladders for working at height;
  - 20.2.5 Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
  - 20.2.6 Access to high levels, such as roofs, is only permitted by trained persons.

## 21 Reporting requirements and record keeping

- 21.1 The School is legally obliged to report certain accidents, diseases, incidents, dangerous occurrences and / or near misses to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471) (**RIDDOR**). Reporting is most easily done online at [www.riddor.gov.uk](http://www.riddor.gov.uk). Fatal and 'specified' injuries can also be reported by calling 0845 300 9923. Further guidance in relation to RIDDOR reporting can be found at Appendix 3.
- 21.2 The Bursar is responsible for ensuring that the School complies with its reporting and record keeping obligations.
- 21.3 The Bursar is responsible for reporting accident, diseases and dangerous occurrences to the HSE or enforcing authority.
- 21.4 If anyone at the School is known or suspected to be suffering from disease which is classified as a notifiable disease, and / or in the opinion of a registered medical practitioner has an infection and / or is contaminated in a manner which could present significant harm to human health (as set out in the Health Protection (Notification) Regulations 2010), the School should ensure that a report is made by the proper officer at the relevant local authority. More information can be found at [www.hpa.org.uk](http://www.hpa.org.uk).
- 21.5 The Bursar will also consider whether the School is required to report the accident / incident to any other regulatory body or organisation.
- 21.6 The School will notify local child protection agencies, as appropriate, of any serious accident or injury to, or the death of, any pupil or other child whilst in their care and act on any advice given.
- 21.7 Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.
- 21.8 Following an incident or accident, the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
- 21.9 The School will not keep evidence and documentation containing personal information which has been collated as a result of an accident or incident for any longer than is reasonably necessary in compliance with the School's data protection obligations.
- 21.10 Where there is a risk of litigation, enforcement action or other proceedings, against or on behalf of the School, documents (which includes electronic documents) will generally be retained for at least six years unless:
- 21.10.1 the accident or incident involved a pupil or anyone else who was under the age of 18 at the time of the incident, in which case documentation will generally be retained at least until that person's 24th birthday, or;
- 21.10.2 the accident or incident may have resulted in exposure to a substance which may be hazardous to health, such as asbestos, and / or there is a risk that any person may develop an occupational disease or illness or work-related medical condition, in which case records should be retained for a minimum of 40 years.

## 22 **Monitoring, review and internal investigation**

- 22.1 The School monitors health and safety both actively and reactively. The Governors have overall responsibility for, monitoring health and safety performance and for ensuring that the School meets the required health and safety standards.
- 22.2 The School has in place a number of monitoring and review mechanism to ensure it meets its health and safety obligations. These include:
- 22.2.1 reporting arrangements;
  - 22.2.2 a standard list of health and safety checks detailing the frequency of and who responsibility for the checks and where the records are located;
  - 22.2.3 A review of the School's rolling health and safety action plan and control measures by the Health and Safety Committee which meets every half term;
  - 22.2.4 Oversight by the Health and Safety Governor with health and safety being a standing agenda item on the Buildings and Infrastructure Committee.
  - 22.2.5 A biannual health and safety audit by an external specialist company.
- 22.3 The above mechanisms will be used to assess and report to the Governors on the effectiveness of this policy and the health and safety procedures throughout the School.
- 22.4 At an operational level, the Bursar is responsible for: monitoring and reviewing health and safety measures and reviewing risk assessments, accident books / reports and accident investigations termly. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches.
- 22.5 The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation.
- 22.6 Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
- 22.7 The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
- 22.8 The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
- 22.9 No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.

## 23 **Hirers, visitors and contractors**

- 23.1 All hirers, visitors and other users of the School premises (to include parents, contractors, delivery people and inspectors) must:
- 23.1.1 observe the rules of the School;

- 23.1.2 ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of their host unless express permission to the contrary has been given by the School;
- 23.1.3 ensure that they are familiar with the School's fire and emergency evacuation procedures. In the event of the fire alarm sounding, they should proceed to the nearest assembly point.
- 23.2 Contractors will be selected and managed in accordance with Using contractors (HSE, INDG368 (revision 1) June 2012) and, where appropriate, in accordance with the Construction (Design and Management) Regulations 2015 (SI 2015/51).
- 23.3 All contractors who work at the School are required to comply fully with the provisions of the School's policy on the use of contractors (see: Contractor Management Policy).
- 23.4 Contractors must also ensure safe working practices by all of their employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the School premises.
- 23.5 Contractors must comply with the School's Fire Safety Policy and not undertake hot works except with written permission of the Bursar.
- 23.6 The School will ensure that all contractors are fully briefed on the safety aspects of the job in question and satisfactorily supervised.
- 24 **Security**
- 24.1 The School aims to provide a safe and secure environment for all employees, pupils and other visitors to the School premises.
- 24.2 The School has a policy of restricting access to the School buildings to members of the public in order to ensure the safety and security of employees, pupils and other visitors to the School premises and takes all reasonable measures to deter unauthorised public access to the premises (see: Security, Access Control and Lone Working Policy).
- 24.3 The School will take appropriate steps to ensure that there are adequate security arrangements for the School premises (which includes the School buildings and grounds) by ensuring that:
  - 24.3.1 there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks);
  - 24.3.2 security assessments are conducted and reviewed regularly;
  - 24.3.3 all employees and pupils are trained about the existence and operation of the School's security arrangements and that staff training is updated as required;
  - 24.3.4 visitors to the premises are appropriately identified;
  - 24.3.5 there are adequate supervision arrangements in place;

24.3.6 all security breaches or incidents are reported to the Bursar and / or to the police or other emergency services as appropriate;

24.3.7 security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

## 25 **Protection from violence and harassment**

25.1 The School will not tolerate any act of violence or harassment in which an employee or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

25.2 Incidents or acts of violence or harassment by pupils will also be dealt with in accordance with the School's Behaviour and Discipline Policy.

25.3 In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the headmaster and / or the Police as appropriate.

25.4 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the School's disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant expulsion or exclusion (See the Exclusion, Removal or Review Policy).

## 26 **Lone workers**

26.1 The School understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other School staff).

26.2 Work activities involving lone workers will be risk assessed. The School will consider the additional hazards posed by lone working and introduce adequate control measures in response (see: Security, Access Control and Lone Working Policy).

Governors' Committee normally reviewing:	Buildings and Infrastructure Committee
Effective from:	February 2020
Date last formally approved:	
Date of next review:	February 2021
Person responsible for implementation and monitoring	Bursar
Related policies and procedures:	Anti-bullying policy Behaviour and Discipline Policy Child protection and Safeguarding policy Contractor Management policy Critical Incident and Lockdown polices Educational Visits policy Fire Safety policy First Aid policy Risk Assessment Policy Risk Assessment for Pupil Welfare Policy Security, Access Control and Lone Working policy Supervision policy Minibus policy Vehicle Management Policy

## **Appendix 1      Guidance on risk assessment**

1. A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control real risks - those that are most likely and will cause the most harm.
2. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.
  - 2.1. When thinking about your risk assessment, remember:
    - a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids;
    - the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
3. **Step 1: Identify the hazards**
  - 3.1. First, you need to work out how people could be harmed.
4. **Step 2: Decide who might be harmed and how**
  - 4.1. Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.
5. **Step 3: Evaluate the risks and decide on precautions**
  - 5.1. Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.
  - 5.2. When controlling risks, apply these principles, if possible in this order:
    - try a less risky option;
    - prevent access to the hazard;
    - organise work to reduce exposure to the hazard;
    - issue personal protective equipment;
    - provide welfare facilities;
    - involving or consulting with workers.
6. **Step 4: Record your findings and implement them**
  - 6.1. Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.
  - 6.2. If you employ five or more people, the law requires you to record your findings
7. **Step 5: Review your risk assessment and update if necessary**
  - 7.1. You should review what you are doing on a regular ongoing basis. When doing so, ask yourself:
    - have there been any significant changes?
    - are there improvements you still need to make?

- have employees or pupils spotted a problem?
- have you learnt anything from accidents or near misses?

## **Appendix 2      Guidance on risk assessment of welfare issues**

1. A risk assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should do more to prevent harm. Further information is contained in the Risk Assessment for Pupil Welfare policy.
2. The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and /or will cause the most harm if they do.
3. When thinking about your risk assessment in this context, remember:
  - a welfare issue is anything that may harm a pupil, to include cyber-bullying or abuse;
  - the risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be if they are.
4. **Step 1: Identify the issue**
  - 4.1. First you need to work out how pupils could be harmed. This will generally be set out in the concern raised about a pupil's welfare.
5. **Step 2: Decide who might be harmed and how**
  - 5.1. Identify individual pupils or groups who might be harmed and how they might be harmed by the concern raised.
6. **Step 3: Evaluate the risks and decide on precautions**
  - 6.1. Decide what to do about the risks.
  - 6.2. Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the pupil's welfare.
7. **Step 4: Record your findings and implement them**
  - 7.1. Make a written record of your significant findings - the issue, how pupil(s) might be harmed and what arrangements the School has in place to control those risks.
  - 7.2. There is no prescribed format for this record, but any record produced should be simple and focussed on control measures and the steps the School proposes to take to manage the risk.
8. **Step 5: Review your risk assessment and update if necessary**
  - 8.1. Review what you are doing for the pupils identified and across the school generally and monitor the efficacy of the measures you have put in place on a regular basis, or as required.

## **Appendix 3      Guidance on RIDDOR reporting**

1. The School is obliged to report certain accidents, diseases and dangerous occurrences or near misses under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**):

### **2. Accidents involving staff**

2.1. The School will report:

- work-related accidents resulting in death or 'specified' injury (including as a result of physical violence) must be reported immediately (major injury examples include: any loss of consciousness caused by head injury or asphyxia; amputation).
- work-related accidents which prevent the injured person from continuing with his / her normal work for more than seven days.
- certain work-related diseases.
- certain dangerous occurrences or near misses (reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

### **3. Accidents involving pupils or visitors**

3.1. The School will report accidents where the pupil or visitor is killed or is taken from the scene of the accident to hospital and where the accident arises out of or in connection with a "work activity".

3.2. In determining whether the accident arose out of a "work activity", the School should consider whether the accident was caused by factors, such as:

- a failure in the way a work activity was organised e.g. inadequate supervision on an educational visit.
- the way in which equipment, machinery or substances were used
- the condition, design or maintenance of the School premises.

3.3. Further guidance can be found in Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (EDIS1 (revision 3)), and at <http://www.hse.gov.uk/riddor/resources.htm>.

#### **Appendix 4: List of First Aid Boxes**

##### **PREP**

Basement - Art Room  
Basement – DT room  
Basement – Chemistry lab + eye wash  
Basement – science Prep room + eye wash  
Basement – Food Tech  
Ground floor - Reception + Anaphylaxis /Asthma / Meds  
Ground floor - School Kitchen + eye wash  
Mezzanine – Laundry room  
Middle floor – boys boarding  
Middle floor - photocopy room  
Top floor – photocopy room

##### **OTHER**

Minibuses  
Van  
Compound + Eye wash  
Sports Hall – cupboard off main hall  
Swimming Pool  
Lower school – reception  
Performing Arts Centre – bar area  
River House – Meds cupboard

##### **PRE PREP**

Nursery – cupboard above sink  
Reception desk – and asthma / meds  
Outdoor trip cupboard  
Outdoor play bag  
Kitchen  
Forest School

## Appendix 5 Health and safety policy summary

This is the statement of general policy and arrangements for	Heath Mount School Trust Ltd
Overall and final responsibility for health and safety is that of (give name and position)	Juliette Hodson / Chair of Governors
Day-to-day responsibility for ensuring this policy is put into practice is delegated to	Bursar / Head

<b>Statement of general policy</b>	<b>Responsible person (position and name)</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Bursar
To provide adequate training to ensure employees are competent to do their work	Bursar
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Bursar
To implement emergency procedures - evacuation in case of fire or other significant incident	Bursar
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	Clerk of Works
Health and safety law poster is displayed	Bursar
First aid box and accident book are located	Medical Centre
Accidents and ill health at work reported under RIDDOR	Bursar
Signed	Date
Subject to review, monitoring and revision by	Every 12 months or sooner if work activity changes

## Appendix 6

### Information for parents and families regarding Infection Control at Heath Mount School

*Based on guidelines by GOV.UK Health protection in schools and other childcare facilities*  
All children become ill from time to time. To make sure that our pupils in all sections of the School remain as healthy as possible while at school it is sometimes necessary for us to ask you to keep your child away from school if they become ill with certain conditions. Please see the table below. The School Nurse/Occupational therapist will be happy to discuss any concerns you have.

<b>Condition</b>	<b>Recommended period to be kept away from school</b>	<b>Comments</b>
<b>Diarrhoea and Vomiting Illness</b>	<b>48 hours from last episode of diarrhoea or vomiting</b>	
<b>'Flu' (Influenza)</b>	<b>Until recovered</b>	<b>Please alert the school</b>
<b>Chicken Pox</b>	<b>Until all vesicles have crusted over</b>	<b>Please alert the school</b>
<b>Hand foot and mouth</b>	<b>None</b>	<b>If large numbers are reported, it may be necessary for those effected to stay off school</b>
<b>Impetigo</b>	<b>Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment</b>	<b>Antibiotic treatment speeds healing and reduces the infectious period</b>
<b>Molluscum Contagiosum</b>	<b>None</b>	<b>Keep areas covered with clothes as much as possible, wear a waterproof dressing for swimming</b>
<b>Slapped cheek/fifth disease. Parvovirus B19</b>	<b>None (once rash has developed)</b>	<b>Please alert the school</b>
<b>Warts and Verrucae</b>	<b>None</b>	<b>Verrucae should be covered in swimming pools, gymnasiums and changing rooms</b>
<b>Conjunctivitis</b>	<b>None</b>	

<b>Head lice</b>	<b>None</b>	<b>See separate leaflet for diagnosis and treatment details</b>
<b>Scarlet fever</b>	<b>Children can return 24 hours after starting appropriate antibiotic treatment</b>	<b>Antibiotic treatment is recommended for the affected child</b>

## **Appendix 7: EYFS health and safety requirements**

### **1. Infection prevention and control**

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

### **2. Handwashing**

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

### **3. Coughing and sneezing**

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

### **4. Personal protective equipment**

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

### **5. Cleaning of the environment**

- 5.1. Clean the environment frequently and thoroughly.

### **6. Cleaning of blood and body fluid spillages**

- 6.1. Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment;
- 6.2. 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;
- 6.3. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below;
- 6.4. Make spillage kits available for blood spills.

### **7. Laundry**

- 7.1. Wear personal protective clothing when handling soiled linen;
- 7.2. Bag children's soiled clothing to be sent home, never rinse by hand;

### **8. Clinical waste**

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

## **9. Animals**

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

## **10. Pupils vulnerable to infection**

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

## **11. Exclusion periods for infectious diseases**

- 11.1. The school will follow recommended exclusion periods outlined by Public Health England, summarised above;
- 11.2. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.