NEW SILKSWORTH ACADEMY

ALLIANCE • AMBITION • ACHIEVEMENT

Health and Safety Policy

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1. Statement of Intent

New Silksworth Academy recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by New Silksworth Academy's activities.

New Silksworth Academy's commitments are:

- To prevent injury and ill health associated with school activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To have robust procedures in place to deal with emergency situations
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the school's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement.

The Senior Leadership Team are committed to integrating health and safety into decision making and risk management processes within New Silksworth Academy. Extol Academy Trust will support us in this role and together with the Leadership Team, will ensure the effective leadership of health and safety for New Silksworth Academy and others affected by the school's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. New Silksworth Academy will regularly review these assessments to ensure we comply with legal requirements and strive to achieve best practice.

New Silksworth Academy will maintain arrangements to consult employees, HR representatives, trade union representatives and others who may be affected by the

school's activities, to encourage a joint approach to the management of health, safety and welfare.

New Silksworth Academy expects all employees and those undertaking work on behalf of, or in partnership with the school, to take reasonable care of their own health and safety, for the health and safety of others and to co-operate with New Silksworth Academy in the performance of its moral and statutory duties.

New Silksworth Academy will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

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 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Workplace (Health, Safety and Welfare) Regulations 1992, which require employers to provide and maintain a safe working environment, including suitable welfare facilities, ventilation, lighting, cleanliness and maintenance.
- The Health and Safety (First-Aid) Regulations 1981, which require employers to provide adequate and appropriate first aid equipment, facilities and trained personnel.
- 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 Personal Protective Equipment at Work Regulations 1992 (as amended), which require employers to provide suitable personal protective equipment where risks cannot be adequately controlled by other means.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER), which require work equipment to be suitable, maintained in a safe condition, inspected where necessary and used only by competent persons

- The Manual Handling Operations Regulations 1992, which require employers to avoid hazardous manual handling where reasonably practicable, assess unavoidable manual handling tasks and reduce the risk of injury.
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable, which require lifting equipment to be thoroughly examined, maintained and used safely.
- 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 Electricity at Work Regulations 1989, which require electrical systems and equipment to be constructed, maintained and used in a manner that prevents danger.
- 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
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The school follows current guidance issued by the UK Health Security Agency (UKHSA), the Department for Education and the local Health Protection Team regarding infection prevention and control.

3. Roles and responsibilities

The Health and Safety at Work Act 1974 makes it the legal duty of both the employer and the employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

3.1 Extol Academy Trust

All Trustees ensure that all the decisions they make are in line with Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all Trust committees and during all contact with employees and members of the public.
Reference should be made to the Trust's Health and Safety Policy for specific Trust and CEO responsibilities.

3.2 Local Governing Body

Extol Academy Trust, as the employer, has statutory duties under:

- **The Health and Safety at Work Act 1974**
- **The Management of Health and Safety at Work Regulations 1999**
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- **The Health and Safety (Display Screen Equipment) Regulations 1992**
- **The Gas Safety (Installation and Use) Regulations 1998**
- **The Regulatory Reform (Fire Safety) Order 2005**
- **The Working at Height Regulations 2005**
- **The Control of Substances Hazardous to Health Regulations 2002**

Members of the Local Governing Body have ultimate responsibility for the operational management of health and safety matters in school but delegates operational matters and day to day tasks to the Headteacher and staff members. The Local Governing Body has a duty to take reasonable steps to ensure that staff, pupils and visitors are not exposed to risk their health and safety. This applies to activities on or off the school premises.

The Local Governing Body 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 the risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Adopt and ensure the implementation of the Health and Safety Policy which will encourage high standards of performance by individuals at all levels and the developments of a culture of health and safety throughout the school's operations
- Allocate at the strategic level, sufficient human and financial resources to permit the school's Health and Safety Policy to be fully implemented
- Co-operate fully with school's Health and Safety Unit in carrying out inspections, audits, providing advice and guidance to staff and in other activities connected with safety
- Receive reports, recommendations and other communications from the Health and Safety Unit and ensure that appropriate action is taken on these
- Receive a termly report from the Headteacher and School Business Manager on health and safety issues
- Nominate a member of the Local Governing Body for health and safety or to incorporate health and safety within the remit of an existing standing committee
- Review the school's safety performance, consider reports concerning safety and ensure that appropriate action is taken to achieve and maintain high standards of safety at the school

The governor who oversees health and safety is Mr Phil Tye.

3.3 Headteacher

The Headteacher is responsible to the Local Governing Body for the management of all day to day aspects of health and safety in school. In carrying out these responsibilities, the Headteacher has the assistance and support of the school's nominated Health and Safety Unit.

Reference should be made to the Trust's Health and Safety Policy for specific Headteacher responsibilities.

3.4 Health and Safety Risk Manager

New Silksworth Academy commissions an appropriate Health and Safety Team as their competent person in accordance with the Management of Health and Safety Work Regulations 1999. Their Health and Safety Risk Manager provides strategic health and safety advice and support to the school, managers and employees. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the Health and Safety Risk Manager relieve either managers of their operational health and safety responsibilities.

Reference should be made to the Trust's Health and Safety Policy for specific Health and Safety Risk Manager responsibilities.

3.5 Estates Manager

Managers nominated to fulfil a premises management role are responsible for overseeing building related health and safety issues in all schools within the Trust.

Reference should be made to the Trust's Health and Safety Policy for specific Estate Manager responsibilities.

3.6 School Business Manager

The School Business manager has some premises responsibilities with regard to overseeing relevant health and safety issues in school. They carry out, or support in, the following duties in consultation where appropriate, the Headteacher, the Estates Manager, the Health and Safety Risk Manager and other appropriate personnel.

- Work in liaison with the Trust's Estates Manager for ensuring all school Health and Safety documentation is kept up to date and accessible for any relevant inspections.
- Assist in the arrangements for the safe reception of visitors and to liaise with contractors, agencies and service providers (caretaking, catering, cleaning etc), as required.
- Take responsibility for specific areas of premises activity as requested by the school. This may include supporting the organisation of whole-school function events and activities e.g. Parents Evenings, PD Days, Social Events etc
- Monitoring of relevant service contracts
- Contribute to developing school procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards
- Ensure appropriate risk management arrangements for the school are in place

3.7 Site Supervisors

Under the guidance and direction of the Headteacher, School Business Manager and/or senior colleagues:

- Ensure that the buildings and site are secure, including during out of school hours and take remedial action if required
- Act as the designated key holder for the school premises
- Operate and regularly check systems such as heating, lighting and security (including alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site in a safe manner and in accordance with relevant guidance
- Arrange emergency repairs using authorised and reputable contractors
- Arrange and carry out regular maintenance and safety checks following agreed school schedules
- Responsible for the operation of a planned preventative maintenance programme
- Oversee and monitor the electrical testing of portable electrical appliances and update site records
- Oversee onsite maintenance contractors, checking that work is carried out in a safe manner, in accordance with relevant guidance, is completed to required standards and within required timescales

- Maintain site records relating to the maintenance of the school site
- Monitor fire safety equipment and support in carrying out fire drills
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Assist with safety audits of the premises and contribute to risk assessment activity
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules
- Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction and that they are appropriately treated during wintry/icy conditions
- Support with and monitor the work of cleaning and any other site staff
- Operation and maintenance of specialised equipment, following training e.g. sports equipment
- Promote and ensure the health and safety of staff, pupils and visitors at all times

3.8 All Employees, Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and Safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures.

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

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Reference should be made to the Trust's Health and Safety Policy for specific responsibilities for all the above personnel.

3.9 Pupils, Parents/Carers and Other Visitors

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

3.10 Contractors

Contractors will agree health and safety practices with the Headteacher, Estates Manager, School Business Manager, Site Supervisors before commencing any works on the school buildings or premises. All necessary Authorisation to Work paperwork and/or files (Asbestos Register) should be completed or reviewed before commencing any work and the contractor will provide all the necessary evidence that they have completed adequate risk assessments of all their planned work. They are also responsible for providing all other necessary evidence as required by the school

(CHAS accreditation, DBS certificate, public liability insurance etc). Contractors are responsible for the health and safety of their own employees and for ensuring they comply with the safe working practices.

4. Site security

The Headteacher and the Site Supervisors 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.

Complete Security Europe Limited are key holders and will initially respond to an out of hours call out in the event of the alarm being triggered. Additionally, the Site Supervisor, Headteacher and School Business Manager are key holders and will respond to an out of hours emergency if deemed necessary.

5. Risk assessments

It is accepted that some school activities may, unless properly controlled, create risks to staff, pupils or visitors. We will take all reasonable measures to reduce risks to an acceptable level. Risk Assessments will be undertaken and recorded for all tasks/activities/visits with a possibility of significant risk.

An additional risk assessment can be requested by any member of staff if they are concerned about an activity. Requests should be made to the Headteacher, Deputy Headteacher, Assistant Headteachers or School Business Manager. Guidance on undertaking risk assessments will be provided by the school's Health and Safety Unit.

We also aim to ensure that all risk assessments will be:

- Available at all times
- Made available to all new employees
- Provided to young or inexperienced students on work experience placements

Risk assessments are reviewed annually or:

- After accidents
- Following significant changes
- Where concerns are raised

6. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The Headteacher (or nominated Responsible Person) will ensure the Fire Risk Assessment is reviewed regularly and whenever significant alterations to the premises or use occur.
Emergency evacuations are practised at least once a term.
The fire alarm is a loud two tone high pitch siren.
Fire alarm testing will take place once a week.
New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are Infant Playground for the Infant Academy staff and pupils and Junior Playground for Junior staff and pupils.
- Fire Wardens have responsibility for the zones outlined in appendix 2. Fire Wardens will check their respective zones to ensure these areas are clear and will report to Emma Robins/John Peters to confirm that their zone is clear.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Emma Robins (Headteacher) will take a register of all staff/visitors in the Junior Academy, John Peters (administration assistant) will take a register of all staff/visitors in Infant Academy.
- Staff and pupils will remain outside the building until the emergency services or designated staff say it is safe to re-enter

The school will have Personal Emergency Evacuation Plans (PEEPs) in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

7. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Supervisor and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. All hazardous products will be stored in a secure and lockable facility to which pupils

do not have access.
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.

8. 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

9. Legionella

- A water risk assessment has been completed on 06/03/2025 by Kevin Graham (Hartlepool Borough Council). The Site Supervisor is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: Weekly flushing, monthly recorded water temperature checks by Hartlepool Borough Council, use of Thermostatic Mixer Valves on point of use boilers to maintain correct temperatures.

10. 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.

11. 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

11.1 Electrical equipment

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

11.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Supervisor.

11.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Any issues arising from the completion of an assessment should be raised with the Headteacher and any actions required be implemented where possible

Reference should be made to the Extol DSE Policy.

12. Lone working

Lone workers are defined as those who work alone without close or direct supervision. Examples of lone working can include the following activities:

- Persons who work outside normal hours, eg evenings, weekends, holiday periods
- Persons conducting home or site visits;
- Persons travelling to or from other sites in the Trust
- Site Supervisor duties;
- Site cleaning duties;
- Persons working in a single occupancy office;
- Whole time staff working throughout school holiday periods.

Where reasonably practicable, measures will be taken to avoid Lone Working through the organisation of work routines and practices. However, where it is not possible to avoid lone working, risk assessments will be carried out for circumstances where employees are required to work alone, and arrangements will be put in place to minimise the risks.

Lone working risk reduction measures include:

- Risk assessments completed
- Emergency contact arrangements
- Training and instructions for staff who are likely to work alone;
- Periodic visits and/or contact by telephone with persons working alone;
- Signing in/out procedures
- Checks that lone workers have returned to their base or home at the end of a task.

It is not permitted for anyone to work with dangerous machinery or at height without recourse to assistance in school during periods of lone working. All applicable staff complete lone working training on a 3 yearly basis.

Reference should be made to the school's Lone Working Policy and risk assessment. These documents are shared with staff via Every and updated as necessary.

13. Working at height

Working at a height can present a significant risk. A place is 'At height' if a person could be injured falling from it, even if it is at or below ground level. "Work" includes moving around at a place of work but not travel to or from a place of work.

School will take measures to avoid work at height where possible. Where it is not possible to avoid, school will provide the necessary equipment or other measures to prevent or minimise falls.

Any work at height must be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the job. They must also use the right type of equipment and clothing/footwear for working at height. All ladders should comply with BS EN 131 standards.

Staff should ensure that every time a ladder is used, a pre-use check is carried out beforehand to

make sure that it is safe for use. A pre-use check should be carried out:

- by the user
- before using the ladder for a work task
- after something has changed, ie a ladder dropped or moved from a dirty area to a clean area (check state or condition of feet)

Staff should take a sensible, pragmatic approach when considering precautions for working at height. Lowrisk, relatively straightforward tasks will require less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

All ladders are safety checked on a regular basis by the Site Supervisor and records kept. Any ladders not deemed to be safe should be disposed of immediately.

Staff will receive appropriate training at intervals determined by risk assessment and Trust requirements.
Staff should refer to the working at height risk assessment and also putting up displays risk assessment prior to completing such tasks. These documents are shared with staff via Every and updated as necessary.

Control Measures

Firstly, assess the risks. Factors to weigh up include the height of the task, the duration, frequency, weather conditions and condition of the surface being worked on. Before working at height work through these simple steps:

- Avoid work at height where it is reasonably practicable. This means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds.

Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos and Don’ts of Working at Height

Do….

- as much work as possible from the ground

- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't…

- use any other items to work at height – staff should never use chairs or tables etc to access items
- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, eg. glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height
- allow pregnant employees to work at height

14. 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

15. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed

- Staff will take a mobile phone, 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 (with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage).

16. 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.

17. Violence at work

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

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

18. Smoking

Smoking is not permitted anywhere on the school premises, this applies to all buildings, areas and grounds. The same rules apply to electronic or e-cigarettes.

19. Infection prevention and control

We follow current guidance issued by the UK Health Security Agency (UKHSA), the Department for Education and the local Health Protection Team regarding infection and prevention and control. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

19.1 Handwashing

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

19.2 Coughing and sneezing

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

19.3 Personal protective equipment

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

19.4 Cleaning of the environment

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

19.5 Cleaning of blood and body fluid spillages

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

19.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

19.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor

19.8 Animals

- Wash hands before and after handling any animals
- Supervise pupils when playing with animals

19.9 Pupils vulnerable to infection

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

19.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by UK Health Security Agency (UKHSA), summarised in appendix 4.

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

20. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

21. Occupational stress

Staff well-being is important and the Headteacher is responsible for ensuring that staff are not working at undue stress levels.
Staff or line management with any concerns about a member of staff should report them to the Headteacher. Staff should be encouraged to seek medical advice if they are experiencing symptoms of stress. The school will also offer support where possible and necessary advice

sought from our HR provider and/or occupational health services.
The school's absence insurance policy provides additional free employee benefits with regards to telephone services for stress, weight management, debt counselling and much more. Staff are informed of how to access these services.

In addition, the Headteacher ensures the wellbeing of staff is considered through an annual staff survey. Any actions to be addressed are considered and a wellbeing team is in place to follow these up. Termly meetings are held for staff to have opportunities to discuss wellbeing.

22. First Aid

22.1 Key Staff

The school maintains a First Aid Needs Assessment which determines the number and location of trained first aid personnel. A list of first aid trained staff is displayed in each staffroom and each school entrance in addition to offices in schools. This includes details of Emergency First Aiders, First Aid at Work and Paediatric First Aid trained.
The School Business Manager ensures appointed first aiders check the first aid boxes on a half termly basis. This includes replenishing stock and ensuring relevant stock is in date. Records of checks are evidenced. There are 3 mobile first aid kits in the Junior staffroom available for use on educational visits off site.

22.2 Location of First Aid Boxes

- Portable kits (x3) in Junior staffroom
- 2YO Provision
- Nursery
- Infant Corridor (by the playground exit)
- Infant Medical Room
- BC/ASC
- Reception Corridor
- Junior shared areas (in each year group, 4 in total)
- Junior First Aid Room
- Main Hall (Between two halls by Kitchen Hatch)

22.3 Transport to Hospital

If it is considered necessary for a seriously ill or injured person to go to hospital a member of staff will call an ambulance and notify the parent/carer. The Headteacher (senior member of staff in the absence of the Headteacher) will also be notified.
If it is considered necessary for an injured person to receive urgent medical attention and parent/carer (in the case of a pupil) or next of kin cannot attend the emergency quickly, a member of staff with business insurance will be nominated to take the injured person to an urgent care facility and arrangements will be made to meet parents/carers/next of kin if applicable.

23. Allergens

New Silksworth Academy aims for a whole school approach to the health care and management of those members of our school suffering from specific allergies. We are aware that our pupils and staff may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way. Our position is not to guarantee a completely allergen free environment but rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

To support this:

- We are committed to ensuring no food and drink sharing between pupils.
- Parents/carers are asked to provide details of allergies in the child's school admissions forms, which are submitted before starting school.
- It is our aim to minimise the risk of a child suffering allergy-induced anaphylaxis whilst at school.
- An allergic reaction to nuts is the most common high-risk allergy, and as such demands more rigorous controls.

The underlying principles of this policy include;

- The establishment of effective risk management practices to minimise the child, staff, family member and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

23.1 Definitions

Allergy - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.
Allergen - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.
Anaphylaxis - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines.
EpiPen - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.
Minimized Risk Environment- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure.
Individual Health Care Plan (IHCP)- A detailed document outlining an individual child's condition treatment, and action plan for location of EpiPen.

23.2 Procedures and Responsibilities for Allergy Management

General

- The involvement of parents/carers and staff in establishing an IHCP.
- The establishment and maintenance of practices for effectively communicating a child's IHCP to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid

procedures to be followed in the event of an emergency.
- Age appropriate education of the children with severe food allergies.

Medical Information

- The school will seek updated medical forms for pupils at the start of each academic year.
- Any change in a child's medical condition during the year must be reported to the school by parents/carers as soon as possible.
- For children with an allergic condition, the school requires parents/carers to provide written advice from a doctor (GP), which explains the condition, defines the allergy triggers and any required medication.
- The Headteacher will ensure that an IHCP is established and updated for each child with a known allergy.
- All appropriate members of staff are required to review and familiarise themselves with the medical information.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.

23.3 Medical Information (EpiPens)

Where EpiPens (Adrenalin) are required in the IHCP:

- Parents/carers are responsible for the provision and timely replacement (and disposal) of the EpiPens.
- The EpiPens are located securely in relevant locations approved by the Headteacher.
- The location of EpiPens will be notified to all adults involved with the child's care.
- EpiPens will be taken by the responsible adult for the child on any activity which is off the school premises.

23.4 The Role of Parents/Carers

Parents/carers are responsible for providing, in writing, on-going accurate and current medical information to the school.

Parents/carers should provide information and meet with the school to confirm and detail the nature of the allergy; including:

- The allergen (the substance the child is allergic to).
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock).
- What to do in case of allergic reaction, including any medication to be used and how it is to be used.
- Control measures – such as how the child can be prevented from getting into contact with the allergen.
- Completing and signing a IHCP if a child has an allergy requiring an EpiPen.
- Providing the school with up to date medication / equipment clearly labelled in the original packaging.
- Where a child requires lifesaving medication such as an EpiPen, the child will not be

allowed to attend school without it on site.

- Providing up to date emergency contact information.
- Provide snacks and lunches for their child and ensure the contents are safe for the child to consume.
- Liaising with school staff about appropriateness of snacks and any food-related activities (e.g. cooking) their child may or may not participate in.
- Supporting the school in the management of allergen exposure by providing safe snacks to their child.

23.5 The Role of Staff (Roles and Responsibilities)

Staff are responsible for familiarising themselves with this policy and adhering to health & safety regulations regarding food and drink.

Staff with responsibility will also ensure that:

- The IHCP is actioned where a child's admissions form states they have an allergy or where they are informed personally by a parent/carer. A risk assessment will be carried out and any actions identified put in place. The risk assessment will remain with the IHCP.
- Upon determining that a child attending school has a severe allergy, a team meeting will take place as soon as possible involving all staff concerned to update knowledge and awareness of child's needs.
- All staff who come into contact with the child will be made aware of what treatment/medication is required by the member of staff with responsibility and where any medication is stored.
- hand washing before and after eating is promoted.
- Snack time foods are monitored by staff and are peanut, nut free and other allergens depending on the children attending. All staff should know the procedures at snack and lunch time to ensure the safety of children with allergies. However, staff cannot guarantee that foods will not contain traces of nuts.
- All tables are cleaned with an approved solution.
- Children do not share food.
- Staff attend EpiPen use training.
- We may ask parents/care givers for a list of food products and food derivatives the child must not come into contact with.
- Emergency medication is easily accessible, especially at times of high risk.
- Parents/carers are contacted about snacks and any food-related activities.
- Regular communication and reminders are issued to parents/carers regarding providing safe snacks for their child due to the possible allergies of other pupils in school.

23.6 Actions

In the event of a child suffering an allergic reaction:

- In the case of a child with an IHCP, follow the IHCP action plan.
- A nominated person will immediately contact the child's parent/carer.
- If a child becomes distressed or symptoms become more serious, call 999.

- Remain calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training.
- If parent/carer have not arrived by the time an ambulance arrives, a member of staff will accompany the child to hospital.
- If a child is taken to hospital by car, two members of staff will accompany the child.

23.7 Catering

Our current school lunch provider has their own policy for managing food allergies. The parent/carers are required to make an appointment with the School Cook and Hutchisons Catering to discuss the implementation of an Individual Food Allergen Plan. Ideally, the parent/carers should provide a current medical letter stating the nature of their child's allergy where possible. Parents/carers can find contact information on the school website or they can contact school directly to make arrangements.

23.8 School Nurses and Other Healthcare Professionals

- Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHCP.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

23.9 Equal Opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so wherever possible. The school will consider what reasonable adjustments need to be made to enable pupils with medical conditions to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

24. Sun Safety

To protect children from skin damage caused by over exposure to the sun the school will

- Educate pupils about the damage and effects from over exposure to the sun
- Encourage pupils to wear clothes that provide good sun protection
- Encourage pupils to use shaded areas during breaks
- Reduce prolonged periods of outdoor play on particularly hot days as deemed necessary and make alternative arrangements
- Encourage staff to act as good role models by practising good sun safety
- Actively discourage sun bathing and not allowing the removal of t-shirts

- Remind parents/carers to ensure pupils have adequate sun cream protection applied before attending school. Upon parent/carers request, individual pupils may bring in and apply their own sun cream under supervision. School may also, where it is deemed necessary, apply their own sun cream to pupils (where consent has been provided).
- Regularly remind staff/pupils and parents/carers about sun safety during the school months

25. Accident reporting

Staff must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses. Accidents/incidents to pupils, will be reported in the school's accident book located:

- Infants – Exit to infant playground
- Juniors – Junior first aid room

Accidents involving staff or visitors should be recorded in the Accident/Injury book located in School Business Managers office or the Main Office.

These should be recorded as soon as possible after the accident/incident occurs by the member of staff or First Aider who dealt with the accident/incident. All sections of the accident form must be completed and as much detail as possible should be provided when reporting an accident/incident. Parents/carers of any pupil receiving an injury to the head/face will be contacted by a member of staff by telephone to inform them of the situation. In instances where parents/carers are unobtainable, a bumped head letter will be sent home with the child for their information.

Where the accident/incident is more serious (staff, pupil or visitor attended an urgent care facility or hospital), these must be reported via the B-Safe reporting tool and must be completed by the member of staff that witnessed or dealt with the accident/incident. Details must be completed in full providing as much information as possible. If necessary, further information can be added after the event when the outcome of any urgent care or hospital visit is known.

The Headteacher will implement any recommendations provided by the Health and Safety Team where appropriate.

All pupils are informed to report to the nearest responsible adult in the event of an accident.

School accident reports will be monitored for trends and a report made to the Governors by the School Business Manager on a termly basis.

Any faulty equipment or damage to premises, buildings etc must be reported to the Headteacher and/or Site Supervisor immediately.

Dangerous occurrences/near misses will also be recorded and reported to the Headteacher to consider if any safety arrangements need to be reconsidered.

25.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 3 for pupils or recorded in the Accident Book located in the Main Office or School Business Managers office.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained at the close of the academic year plus 12 years, then securely disposed of

25.2 Reporting to the Health and Safety Executive

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

25.3 Notifying parents

The school 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.

25.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
The Headteacher will also notify Together 4 Children of any serious accident or injury to, or the death of, a pupil while in the school's care.

26. Training

Our staff are provided with health and safety training as part of their induction process.
Staff who work in high risk environments or work with pupils with special educational needs (SEN), are given additional health and safety training where appropriate.

27. Monitoring

This policy will be reviewed by the Headteacher every year.
At every review, the policy will be approved by the full governing body.

28. Links with other policies

This health and safety policy links to the following policies:

- Supporting pupils with medical conditions
- Accessibility plan
- Lone Working Policy
- Extol DSE Policy



Signed

Mr Phil Tye

Chair of Governors

Appendix 1. Fire safety checklist

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

Appendix 2. Fire Warden Zones/Assembly Points

Emergency Evacuation

The following Fire Wardens have responsibility for the zones identified on the attached plan:

Zone 1	Melissa Hordon
Zone 2	Nicola Potts
Zone 3	Steve Meldrum/James Blackwell
Zone 4	Dionne Simpson/Julie Cave
Zone 5	Kirsty Brierley
Zone 6	Val Flynn
Zone 7	Leanne Baker
Zone 8	Lauren Hay/Teresa Scrimshire

The above Wardens should check their area and report to John Peters for KS1 and Emma Robins for KS2 who will be on the respective playgrounds.

Emma Robins and John Peters will ensure all visitors are accounted for.

John Peters will bring paper registers to KS1 staff.

Zoe Atherton will bring paper registers to KS2 staff.
Val Flynn will liaise with control room as to whether we need Fire

Brigade attendance - Emma Robins to cover in her absence.

CONTROL ROOM No. 5531999/5531998.

NB - Fire Brigade will no longer attend automatically.

PLEASE BE AWARE OF YOUR NEAREST EMERGENCY EXIT AT ALL TIMES

Year Group	Staff	Class	Exit	Meeting place
Early Learners	Julie Cave	2YO	Own Fire Exit	KS1 Yard Assembly Point 1
Nursery	Emma Seaman	Nursery	Own Fire Exit	KS1 Yard Assembly Point 2
Reception	Jill Myers	Class 1	Reception Door	KS1 Yard Assembly Point 8
	Ellie Richards	Class 2	Reception Door	KS1 Yard Assembly Point 7
Year 1	Poppy Wilson	Class 3	Key Stage 1 Door	KS1 Yard Assembly Point 3
	Kimberley Thornton	Class 4	Key Stage 1 Door	KS1 Yard Assembly Point 4
Year 2	Peter Harding	Class 5	Key Stage 1 Door	KS1 Yard Assembly Point 5
	Deb Fildes	Class 6	Key Stage 1 Door	KS1 Yard Assembly Point 6
Infant Academy Hub	Awaiting appointment	Spare Reception Class	Reception Door	KS1 Yard Assembly Point 9
Junior Academy Hub	Danielle Wiscombe	Breakfast & After School Club	Own Fire Exit	KS1 Yard Assembly Point 10
Year 3	Ashleigh Blake	Class 7	Year 3/4 Entrance	KS2 Yard Assembly Point 3
	Emilie Crawford	Class 8	Own Fire Exit	KS2 Yard Assembly Point 4
Year 4	Kristie Robinson	Class 9	Year 4 Spare Classroom	KS2 Yard Assembly Point 1
	Rachel Harding	Class 10	Year 4 Spare Classroom	KS2 Yard Assembly Point 2
Year 5	Sarah Taylor	Class 11	Year 5 Spare Classroom	KS2 Yard Assembly Point 7
	Kirsty Green	Class 12	Year 5 Spare Classroom	KS2 Yard Assembly Point 8
Year 6	Abigail Lee	Class 13	Class 14 Fire Exit	KS2 Yard Assembly Point 5
	Elizabeth Arkle	Class 14	Class 14 Fire Exit	KS2 Yard Assembly Point 6

Appendix 3. Accident report

NEW SILKSWORTH ACADEMY
ALLIANCE · AMBITION · ACHIEVEMENT

EXTOL TRUST

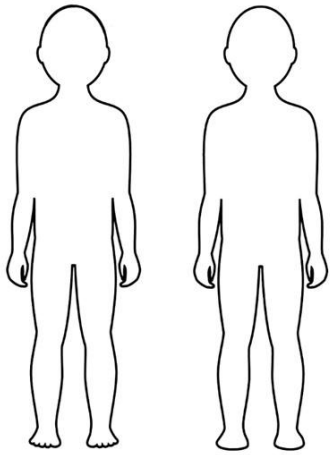
ACCIDENT/INCIDENT REPORT SLIP

Date: / /	Time: :	Child's Class	
Child's Name:			
Incident details and location (Please specify exact location)			

Bump/Bruise	Vomiting/Nausea	Nosebleed	Headache/Feeling Hot	Head Injury	Cut/Graze	Asthma	EPI Pen	Parent/Carer Contacted	Method of contact: Phone Call ☐ Dojo ☐ Note Home ☐	Following First Aid, Child was well enough to remain in school	Child was collected from school	Parent advised to seek medical advice

Where on the body was injured?

Please circle the area of injury



Treatment Administered:	
First Aider:	Name of Parent/Carer Contacted:
Witness:	Child collected by:
Slip completed by:	Signature:

Appendix 4. Recommended Exclusion Periods for Infectious Illnesses

The school follows the current non-statutory guidance published by the UK Health Security Agency (UKHSA) on managing infectious diseases in schools and childcare settings.
The recommended exclusion periods in this appendix are intended to reduce the spread of infection while supporting pupils and staff to return to school as soon as it is safe to do so.
Decisions regarding exclusion will be made in accordance with the latest UKHSA guidance and, where appropriate, advice from the local Health Protection Team.
Parents and carers are asked to inform the school promptly if their child has been diagnosed with an infectious illness.

1 Recommended Exclusion Periods

Infection or Illness	Recommended Exclusion Period
Athlete's foot	No exclusion required.
Campylobacter	Exclude until 48 hours after diarrhoea and/or vomiting has stopped.
Chickenpox (Varicella)	Exclude until at least 5 days after the onset of the rash and until all lesions have crusted over.
Shingles	Exclude only if the rash is weeping and cannot be covered. Return when lesions are dry and crusted over.
Cold sores	No exclusion required.
Rubella (German Measles)	Exclude for 5 days from the onset of the rash.
Hand, Foot and Mouth Disease	Return when the child is well enough to attend. Blisters do not need to have healed fully.
Impetigo	Return when lesions are crusted and healed, or 48 hours after starting appropriate antibiotic treatment.
Measles	Exclude for 4 days after the onset of the rash.
Ringworm	Return once treatment has started.
Scabies	Return after the first treatment has been completed.
Scarlet Fever	Return 24 hours after starting appropriate antibiotics, provided the child is well enough.
Slapped Cheek Syndrome (Parvovirus B19)	No exclusion required, as the individual is no longer infectious once the rash appears.
Diarrhoea and/or Vomiting (Gastroenteritis)	Exclude until 48 hours after the last episode of diarrhoea or vomiting.
Cryptosporidium	Exclude until 48 hours after symptoms have stopped. Avoid swimming for 2 weeks after the last episode of diarrhoea.
E. coli (STEC/VTEC)	Exclude until 48 hours after symptoms have stopped. The Health Protection Team may require microbiological clearance before return.
Food Poisoning	Exclude until 48 hours after symptoms have stopped. Some infections require longer exclusion periods.
Salmonella	Exclude until 48 hours after symptoms have stopped.
Shigella	Exclusion period and possible microbiological clearance as

	advised by the Health Protection Team.
Typhoid and Paratyphoid Fever	Return only following advice from the Health Protection Team.
Influenza (Flu)	Return when fully recovered and well enough to attend.
Tuberculosis (TB)	Return only when advised by the treating clinician or Health Protection Team.
Whooping Cough (Pertussis)	Return 48 hours after starting appropriate antibiotics or 21 days after the onset of symptoms if untreated.
Conjunctivitis	No exclusion required unless the child is too unwell to attend.
Giardia	Exclude until 48 hours after symptoms have stopped.
Glandular Fever	Return when well enough to attend.
Head Lice	No exclusion required. Treatment should be started promptly.
Hepatitis A	Exclude for 7 days after the onset of jaundice (or onset of symptoms if there is no jaundice).
Hepatitis B	Acute cases should follow medical advice. No exclusion is required for chronic infection.
Hepatitis C	No exclusion required.
Meningococcal Meningitis/Septicaemia	Return when fully recovered and medically fit to attend.
Viral or Bacterial Meningitis	Return when recovered and medically fit to attend.
MRSA	No exclusion required unless advised by a healthcare professional.
Mumps	Exclude for 5 days after the onset of swelling.
Threadworm	No exclusion required once treatment has started.
Rotavirus	Exclude until 48 hours after diarrhoea and/or vomiting has stopped.

2 Additional Information

3

Where there is an outbreak of an infectious disease, or where additional public health measures are required, the school will work closely with the UK Health Security Agency (UKHSA), the Local Authority and the local Health Protection Team to implement appropriate control measures and communicate with parents, carers and staff. UKHSA Health Protection in Education and Childcare Settings guidance. - Search

- This appendix reflects current UKHSA guidance at the time of publication. Where national guidance changes, the school will follow the most recent UKHSA advice, which will take precedence over this appendix.

Appendix 5. Roles & Responsibilities defined

Extol Academy Trust	https://www.extoltrust.co.uk/trustees/
Local Governing Body	https://www.newsilksworthacademy.co.uk/governance-local-governing-body/
Headteacher	Mrs Emma Robins
Health and Safety Risk Manager	NYES North Yorkshire Council Ms Beverley Payne
Estates Manager	Mr Darron Pearson
School Business Manager	Mrs Valerie Flynn
Site Supervisors	Mr Steven Meldrum/TBC
All Employees, Trainees, Temporary Workers and Volunteers	https://www.newsilksworthacademy.co.uk/meet-our-people/