

Oakfield Lodge School



Health and Safety 2023

Written by: Staffordshire County Council

Reviewed by: SN

Last review: September 2023

Next review: September 2024

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Oakfield Lodge School.

Part E - The Key Performance Indicators.

A. Introduction Oakfield Lodge School

This policy statement complements (and should be read in conjunction with) the Manor Hall Academy Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Manor Hall Academy Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Oakfield Lodge School Governing Body/those in control of Oakfield Lodge School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above Oakfield Lodge School will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Approved at Governors 3/10/23</i>		
<i>John Edmonstone, Chair of Governors</i>		<i>Gemma Bailey, Headteacher</i>
<i>03/10/23</i>		<i>03/10/23</i>

C. Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from</i>	<i>Staffordshire County Council health, safety and wellbeing service</i>
<i>The contact details are</i>	shss@staffordshire.gov.uk 01785 355777
<i>In an emergency we contact 01785 355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Sian Nixon</i>
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report Governing Body to:</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: May 2023 By: SCC Health, safety and well-being service</i>
<i>Name of person responsible for monitoring the implementation of health and safety</i>	<i>Sian Nixon</i>

<i>policies</i>	
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	

<i>Workplace inspections</i>	<i>Name of person who carries these out</i>
<i>Communal areas</i>	<i>Emily Triner</i>
<i>Outside, car park and entrances</i>	<i>Emily Triner</i>
<i>Offices</i>	<i>Individual employees using those offices</i>
<i>Classroom</i>	<i>Teacher using that classroom</i>
<i>Outside equipment</i>	<i>Emily Triner</i>
<i>PE Equipment</i>	<i>PE department</i>

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: First Aider to record and report incident to SLT</i>
<i>staff accidents: First Aider to record and report incident to SLT</i>
<i>visitor accidents: First Aider to record and report incident to SLT</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sian Nixon</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i>
<i>Our arrangements for reviewing accidents and identifying trends are:</i>

2. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Sian Nixon</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff briefing or INSET days for substantial changes</i>	
<i>Staff can make suggestions for health and safety improvements by: Email or during staff briefings</i>	

3. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Sian Nixon</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Meetings with contractor prior to starting and regularly throughout the duration of the project.</i>	
<i>Our arrangements for the induction of contractors are:</i>	
<i>Staff should report concerns about contractors to: Sian Nixon</i>	
<i>We will review any construction activities on the site by: Face to face meetings</i>	

4. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Sian Nixon</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff briefing, emails and training days</i>	
<i>Staff can raise issues of concern by: Email, verbally through staff briefing</i>	

5. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Sian Nixon</i>
<i>Our arrangements for selecting competent contractors are: Face to face meetings. Three quotes, using a pre populated set of requirements</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Meetings with contractor prior to starting and regularly throughout the duration of the contract</i>	
<i>Our arrangements for the induction of contractors are: Meet with school site officer or bursar prior to starting contract</i>	
<i>Staff should report concerns about contractors to: Sian Nixon</i>	

6. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as</i>	<i>Science; Emma Thompson D&T; Andy Suter</i>
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<i>follows:</i>	<i>Food Technology; Andy Suter Forest School; Donna Key PE; David Sloan Outdoor Education;</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Sceince; Emma Thompson D&T; Andy Suter Food Technology; Andy Suter Forest School; Donna Key PE; David Sloan Outdoor Education; Dani Fisher-Sherrat</i>

7. Display Screen Equipment use (including PC's, laptops and tablets)

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: All new employees complete a DSE. This is reviewed if they sustain an injury or move classrooms/desks</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Sian Nixon</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Sian Nixon</i>

8. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Gemma Bailey</i>
<i>The Educational Visits Coordinator is</i>	<i>Rachael Denham</i>
<i>Our arrangements for the safe management of educational visits: Staff to complete EVOLVE, signed off by coordinator</i>	

9. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Sian Nixon</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Main Office</i>
<i>All staff visually inspect electrical equipment before use.</i>	

Our arrangements for bringing personal electrical items onto the school site are:
Equipment inspected for any faults
Not to remain on site following use

<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Sian Nixon</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Sian Nixon</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Main Office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Emily Triner</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

10. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>This is completed by an outside agency every 3 years. Annual reviews are completed by Emily Triner and Sian Nixon, unless the building changes.</i>
<i>The Fire Risk Assessment is located</i>	<i>On the shared drive. Paper copy in the Main Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Jamie Light</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Emily Triner</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Sian Nixon and Gemma Bailey</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>On the website</i>
<i>Our Fire Marshals are listed</i>	<i>All staff members</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Main Office</i>
<i>Name of person responsible for training</i>	<i>Sian Nixon</i>

<i>staff in fire procedures</i>	
<i>All staff must be aware of the Fire Procedures in school</i>	

11. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Jamie Light</i>
<i>The First Aid Assessment is located</i>	<i>Main Office</i>
<i>First Aiders are listed</i>	<i>Jamie Light David Sloan Debbie Dullek Paul Ibbotson Rachael Denham Julia Dalby</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Sian Nixon</i>
<i>Location of First Aid Box</i>	<i>Main Office Food Technology room All mini buses</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Jamie Light</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Office staff contact parents or carers First Aider to accompany pupil to hospital until parents/carers arrive</i>
<i>staff</i>	<i>Office staff to contact next of kin First Aider to accompany to hospital if needed</i>
<i>visitors</i>	<i>Office staff to contact employer/next of kin as requested by injured person. First Aider to accompany to hospital if needed.</i>
<i>Our arrangements for recording the use of First Aid are; First Aider to complete appropriate First Aid book (Staff or Pupils); Visitors to be inputted in staff book. Statements to be collected by SLT of all involved. Prime report to be completed by Sian Nixon.</i>	

12. Forest School



<i>Name of person in school who leads on Forest School activity</i>	<i>Donna Key</i>
<i>Our arrangements for developing, organising and running Forest School activity. Risk assessment completed for activities All equipment locked away when not in use Walkie Talkie's given to staff for communication while in Forest School area</i>	

13. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in 2023 and the record can be found</i>	<i>Main Office</i>

14. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Sian Nixon</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: All hazardous substances are stored in locked cupboards General cleaning is done when the pupils have finished for the day Cleaner given carriers for all bottles and handheld equipment, to ensure it is kept safe while in communal areas Risk assessments for all substances are stored in cleaning cupboard or science room. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

15. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>PPA Room</i>
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16. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: General waste collected fortnightly by Suez Recycling (Papered & Cardboard) collected fortnightly by Suez</i>	
<i>Our site housekeeping arrangements are: Bins in all classrooms, emptied every day.</i>	

<i>Large deliveries checked, put away/delivered to correct room and rubbish removed immediately.</i>	
<i>Site cleaning is provided by: In house cleaners</i>	<i>Helen Smith (check Arbor)</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste must be aware of the risk assessments and control measures in place for their role.</i>	

17. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Gemma Bailey</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Details in Appendix A</i>	

18. Lone Working

<i>Our arrangements for managing lone working are; Individual on site to contact another person when they arrive and they leave</i>	
<ul style="list-style-type: none"> - <i>Emily Triner; Sian Nixon</i> - <i>Sian Nixon; Gemma Bailey</i> 	

19. Maintenance / Inspection of Equipment (including selection of equipment)

<i>Ladders and steps; Visual check before every use, using prompt card attached to each ladder</i> <i>fume cupboards; Annual service by DCE</i> <i>PE equipment; visual check before every use. Annual service by Mercury Sports</i> <i>D&T machines; visual check before use. Annual service by DCE</i> <i>fire alarm and smoke detection; 6-month service of fire alarm system. Weekly checks by site officer</i> <i>emergency lighting; annual check by Lundie Electrical</i> <i>fire extinguishers; Daily visual check. Annual check by Fire Zone</i>	
<i>Name of person responsible for the</i>	<i>Sian Nixon</i>

<i>selection, maintenance / inspection and testing of equipment</i>	
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Emily Triner or Sian Nixon</i>
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested</i>	

20. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Emily Triner</i>
<i>Our arrangements for managing manual handling activities are: Sack trolley available</i>	
<i>Site Officer responsible for the manual handling tasks</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	

21. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Jamie Light</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>Medication locked away in the main office</i>	
<i>Pupils to come to the main office for their medication</i>	
<i>All medication administered is noted and countersigned by another employee</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Jamie Light Janette Huxley Sian Nixon</i>
<i>Medication is stored:</i>	<i>Dedicated safe in the main office</i>
<i>A record of the administration of medication is located:</i>	<i>Main office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and SLT and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service</i>	

<i>when required.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Assist pupil/staff/visitors in administering the medication. Spare asthma inhaler stored in medication safe. Parents informed of medication that is administered.</i>
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

22. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school.</i>	<i>Sian Nixon</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Emily Triner</i>
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Teachers responsible for the curriculum area Andy Suter (D&T and Food Technology) Emma Thompson (Science)</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Andy Suter (D&T and Food Technology) Emma Thompson (Science)</i>

23. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Verbal reporting to Sian Nixon or Emily Triner Emails to Sian Nixon</i>

24. Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control</i>
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measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

*Premises and grounds
 Curriculum / classrooms
 Hazardous activities or events
 Fire Risk Assessment
 Hazardous Substances
 Work Equipment
 Manual handling activities
 Risks related to individuals e.g. health issues
 Lone Working*

Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning

*Emily Triner
 Teachers responsible for their curriculum area*

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

*Saved on Staff share on the computer network
 Shared on Parago*

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

25. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.

26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff

Gemma Bailey

All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

Individual stress risk assessments take place when a member of staff requires additional individual support.

A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed

27. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Gemma Bailey</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Using National College, for up to date online training</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located on Arbor</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Sian Nixon</i>

28. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Sian Nixon</i>
<i>The school operates 3 minibus</i>	<i>MT19 CZC DS68 TJV DS69 SVT</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Sian Nixon</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Sian Nixon & West Wallasey</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Emily Triner</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Emily Triner & West Wallasey</i>

29. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Emily Triner</i>
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):</i> <i>Access to site between 9:00 – 15:00 restricted; Main Office to check car park is clear before granting access</i> <i>No Parking on pavements/pedestrian areas</i> <i>Designated parking for mini buses</i>	

30. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Line manager for staff Class teacher or form tutor for pupils</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Suzie Hoyle and Gemma Bailey</i>
<i>Name of person who has responsibility for site security:</i>	<i>Emily Triner</i>
<i>Our arrangements for site security are: Intercom and CCTV enable the office staff to communicate with visitors before they come on site.</i> <i>Main gates remain closed at all times</i> <i>Lockdown procedure in place</i>	

31. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Emily Triner</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Main Office</i>

*Our arrangements to ensure contractors have information about water systems are: Water hygiene folder can be shared with contactor
 Discussion with Site Officer for further information*

Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Training provided for all staff involved in water system safety.

32. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Emily Triner</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: To be done in pairs</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the main office (transferring to Parago)</i>	

33. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Gemma Bailey</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Instruct Safe Opportunities to arrange all work experience placements.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Safe Opportunities Rachael Denham oversees from school</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: Risk assessments produced by Safe Opportunities and shared with school before work experience starts.</i>	

34. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating</i>	<i>Gemma Bailey</i>
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<i>volunteers working within the school:</i>	
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

School/Academy KPI's may be added here – include how you evaluate your success in this area.

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Appendix A

Information on exclusion periods for infectious disease, taken from UK Health Security Agency

Infection	Exclusion Period	Comments
Athlete's foot	None	Children should not be barefoot at ehrit setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over	Pregnant staff should consult with thier GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with sores
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT), candmhpu@ukhsa.gov.uk 0344 225 0562)
Respiratory infections including coronavirus	Children, young people and staff should not attend if they have a high temperature and are unwell. Children, young people and staff who have a positive test result for Covid-19 should not attend the setting for 3 days after the test was taken	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E.coli STEC and hep A
Diphtheria	Exclusion is essential. Always consult with UKHSA HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT candmhpu@ukhsa.gov.uk 0344 225 0562)

Infection	Exclusion Period	Comments
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your local HPT will advise on control measures candmhpu@ukhsa.gov.uk 0344 225 0562)
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Meningococcal meningitis or septicaemia	Until recovered	Meningitis ACWY and B are preventable by vaccination Your local HPT will advise on any action needed. candmhpu@ukhsa.gov.uk 0344 225 0562)
Meningitis due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your local HPT will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other

Infection	Exclusion Period	Comments
		close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff.
Mumps	5 days after onset of swelling	
Ringworm	Not usually required	Treatment is needed
Rubella	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR to all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP and midwife.
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Scarlet fever	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 cases or more suspected, please contact UKHSA HPT
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult their GP or midwife
Threadworms	None	Treatment recommended for child and the household There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment
Tonsillitis	None	
Tuberculosis (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB)	

Infection	Exclusion Period	Comments
	Exclusion not required for non-pulmonary or latent TB infection. Always consult your local HPT before disseminating information to staff, parents and carers	Only pulmonary TB is infectious to others, needs close prolonged contact to spread. Your local HPT will organise any contact tracing.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.