



Date Adopted: Autumn 2025

Date to be reviewed: Autumn 2026

Quadring Cowley and Brown's Primary School

Health and Safety Policy

At Quadring Cowley & Brown's Primary School we strive 'to nurture and inspire all children to be well-rounded, confident and resilient individuals who love learning and are ready for life beyond school.'

Article 3: the best interests of the child must be the top priority in all actions regarding children.

Article 36: children must be protected from things that could harm them.

Policy Statement and Rationale

Quadring Cowley and Brown's Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Good health and safety management is an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered. Therefore we constantly seek the co-operation of staff, pupils, parents, Governors and contractors to achieve our Health and Safety standards in order to minimise injuries and work related ill health.

We strive to meet and adhere to all Health and Safety legislation. Although we know that it is impossible to list every hazard likely to be present at any time, we are continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

Risk control arrangements are constantly reviewed and set out in the risk assessments which are recorded separately. If in doubt about anything to do with health and safety, we will always stop and ask and where necessary seek specialist advice.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

It is a requirement of Quadring Primary School that this policy and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Outlined within it is information regarding the organisational arrangements and procedures by which we will ensure that the policy is implemented.

Aims of the Policy

At Quadring Primary School we aim to be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, Governors, partners and others who may be affected by our work activities.

Objectives

- To establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- to conduct all our activities safely and in compliance with legislative standards
- to provide a safe and healthy working and learning environment
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- have robust procedures in place in case of emergencies
- to ensure that the premises and equipment are maintained safely and are regularly inspected.

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- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of suitable and sufficient risk management which enables innovation and learning.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept (Revised April 2017)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff (revised October 2023)
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#).

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#). (Updated September 2025)

Organisation

Roles and Responsibilities

Lincolnshire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

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

The Governing Board as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Ensure that a Health and Safety Policy is prepared, implemented and reviewed to ensure it remains valid;
- Ensure health and safety standards are monitored;
- Identify actions are prioritised where resources are required;
- Ensure that health and safety is an agenda item at Governors' meetings
- Identify a Governor who has specific responsibility for health and safety;
- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training;
- Ensure that assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

Head Teacher

The Head Teacher is responsible for day-to-day health and safety in the school.

This involves:

- Implementing the Health and Safety policy on a day to day basis;
- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the Governing Board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills and lockdown drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another senior member of staff
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- Risk assessments are carried out and measures are implemented to control the significant risks and comply with Health and Safety legislation;
- Ensuring all risk assessments are completed and reviewed
- The significant findings of the risk assessments are recorded;
- Health and Safety standards are monitored informally on a day to day basis keeping records of the findings and any actions required;
- Staff are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work;

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- Any problems with implementing and maintaining appropriate Health and Safety standards are reported to the Governing Board along with details of significant injuries to staff, pupils and visitors;
- Specialist help and assistance is obtained where necessary.
- Complete the annual Lincolnshire Health and Safety audit and report outcome to the full governing board.

Health and Safety Lead

The nominated Health and Safety Lead is the Headteacher.

All Staff (including agency, peripatetic and contractors)

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

All staff are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- Cooperate with senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site
- Complete any training required to maintain health and safety in the school
- using any work equipment in accordance with the training and instructions provided; co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- completing risk assessments where relevant and sharing these with the Head teacher.
- reporting to the Headteacher any health and safety matters, hazardous condition or defect in the health and safety arrangements and any matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements so that remedial action can be taken immediately.

Pupils

All pupils are expected to behave in a manner that reflects the school's positive behaviour management policy and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with and follow the instructions of teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- Report to a teacher or other member of school staff any health and safety concerns that they may have.

Parents/Carers

Parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Procedures

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

Fire Safety

In accordance with our Fire Management Plans, Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices, all exits are kept free from obstructions. Fire extinguishers and fire blankets are placed around the school in appropriate places. Safety equipment is checked regularly and records of their visits are kept. The Site Supervisor checks the alarm on a weekly basis. Fire practices are held termly and recorded on the fire practice sheet. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once per short term.

The fire alarm is a loud bell.

Fire alarm testing takes place weekly to ensure all systems are in working order.

The school has trained Fire Marshalls to assist with fire prevention, communication and evacuation. 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.
 - Staff and children in EYFS and Key Stage 1 congregate on the playground at the back of the school, facing away from the school with a clear exit route through the church lane gate if required.
 - Key Stage 2 children congregate on the main playground, as far away from the school building with a clear exit route through the main school gates.
 - Lead staff will take emergency register located in red folders at emergency exit doors in classrooms to conduct a roll call.
 - The office staff and Headteacher will take the daily register overview/staff log in/visitors log out so that necessary attendance checks can be made.

- The Office staff and Head teacher have a clear plan of exiting the building to ensure that all children and staff are safely out of the building.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

At the start or end of the school day, when office staff may not be available yet there are children on site for out of school activities, or Wraparound Care Provision, the club leaders or staff are responsible for registering the children in the event of an evacuation whilst staff registers should be removed from the front foyer.

Quadring Primary will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Staff and/or pupils with identified specific mobility needs will be taken to the nearest exit as per the evacuation procedures, supported by an identified member of staff responsible for ensuring their safety during an evacuation.

Any child or staff member with specific needs e.g mobility, visually impaired, hearing difficulties, will have an individual risk assessment that highlights persons responsible and also measures to be taken specific to the child/adult.

Children with Special Educational Needs/Disabilities or who are neuro diverse, that require additional support e.g sensory needs, anxiety etc will be supported by staff during any evacuation as and when required. This information will be accessible by all staff via pupil's individual personal plans.

Accidents and Injury

It is the policy of the school to train as many members of staff as possible in emergency first aid and pediatric emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. Training will include any specialist training needed to treat pupils who require special treatment such as food allergies or who have specific illnesses.

All staff are trained in First Aid and the majority of staff are trained in Pediatric First Aid Training.

All staff are trained to deal with Diabetes, Epilepsy and to use an EpiPen and emergency inhalers.

There are emergency inhalers stocked in the school office and relevant recording sheets are completed in the event that these are required to be used. Parental permission is always gained for the use of an emergency inhaler. Emergency inhalers are always taken on any school trip or outing and recorded in associated risk assessments.

There is an emergency EPIPEN located in the school staff room (being a central point for access) with relevant recording sheets located in a file with the EpiPen.

First aid cabinets stocked with the recommended contents are located in the main school office and mobile classroom. The Office Administrator and Finance Administrator are responsible for

checking the contents on a monthly basis and replacing any items used. All staff must familiarize themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Each class has its own 'green medical bag' with relevant pupils' prescribed and labelled emergency medication needed for ongoing complaints (eg inhalers, epipens). These are always taken with the child on any out of school activity or outdoor learning. Records of any medication taken are always completed for individual children.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention.

Parents/Carers are to be contacted for any head injury and informed of how the head injury occurred and the medical status of the child. For minor head injuries this enables the parent/carer to make an informed decision as to whether they want to come to school to check their child or are happy for the school to monitor the child. In the event of a more serious head injury or the school having concerns about the health of the child, the parent/carer will be contacted and asked to come to school to collect their child and seek medical advice.

All head injuries are recorded and parents/carers informed via the standard first aid slip of any head injury/head bumps. All injuries are recorded with the date, time and action taken in a first aid book (located in the main office, school kitchen and in each class).

Staff record any head injury on a head injury form and report this to the Headteacher, who in turn reports to the LCC via PO3/Riddor.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Health Protection Agency's poster 'Guidance on infection control in schools and other child care settings' should be followed to prevent the spread of infection. This poster is displayed in the School Office. This guidance is followed for all named childhood and other diseases and infections.

Notifiable accidents and incidents are recorded and passed to the LA as appropriate (PO3), keeping a copy in school. In the event of fatal, major or over 7 day absences, reportable diseases and dangerous occurrences RIDDOR must be informed.

PPE including plastic, disposable gloves, plastic disposable aprons and face masks are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent/carer should accompany their child. If this is not possible, the child is accompanied by two members of staff.

Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a first aid book. A copy of this is to be given to parents/carers and a copy kept in the child's personal school folder kept in the locked filing cabinet in the main school office.

All employee injuries and significant injuries to pupils will be recorded on report form PO3 by the Headteacher or a senior leader and a copy being kept on file and a copy sent to the Health and Safety Team.

The Headteacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care.

Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence injuries to staff; do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis.

The Health and Safety Protection Team (01522 552993) shall be contacted for further details if there is any suspicion of a reportable disease.

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

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- 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

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The Health and Safety Team (01522 550485) shall be contacted if in doubt about reporting procedures.

All staff are responsible for reporting hazards. It is then the Headteacher's responsibility to follow up this report and inform the Governing Board of the hazard and the actions taken to prevent this hazard from reoccurrence.

Reporting to Ofsted

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

Electrical Safety

All staff are expected to visually check equipment before use, report damage, and remove from the area. In addition, electrical appliances are tested by Local Authority maintenance team annually which lists all tested and serviceable equipment.

Staff should note particular care needs to be taken with extension leads, to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the Headteacher. They should also refrain from leaving I-pad/phone chargers plugged in.

Control of Substances Hazardous to Health Regulations

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

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

Control of substances hazardous to health (COSHH) risk assessments are completed by the Bursar and Headteacher 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.

Any hazardous products are disposed of in accordance with specific disposal procedures

Any substances marked as dangerous are not left in classrooms. Staff should check that instructions are followed when using any such substances. The cleaning cupboards are locked during the day and there is a key kept in the main school office. There is a COSHH folder in the office containing safety data sheets. Only chemicals purchased through the school accounting system should be used on the school site.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Legionella

A legionella testing is completed monthly during water monitoring visits, undertaken by LCC Vinci services. The Site Supervisor complete weekly running of taps where they have not been in regular use. Taps are run for 5 minutes before use whilst the area is being well ventilated or for 20 minutes during holiday periods. This prevents the growth of legionella bacteria which can then be expelled through the tap and inhaled by staff or children. These systems that are in place reduce the risks of Legionella.

Symptoms of legionella are:

- Headache
- Body ache
- Chills

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- Fever
- Cough
- Shortness of breath
- Chest pain
- Gastrointestinal symptoms, such as nausea, vomiting and diarrhea

Water risk assessment will be reviewed monthly and when significant changes have occurred to the water system and/or building footprint.

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 that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site
- All contractors are required to read and sign the Asbestos report and register prior to conducting any works in and around the school site.

Gas Safety

Installation, maintenance and repair of any gas appliances and fittings will be carried out by a competent Gas Safe registered engineers.

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure they have adequate ventilation.

Annual inspections of the boiler and any gas appliances are conducted by LCC property services.

Equipment

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Headteacher, with a note saying Fault Do Not Use.

The following points about equipment should be noted:

Staple Guns: These are not to be used by children and must always be stored in a drawer when not in use.

Science and DT Equipment: Children are instructed in the correct use of this equipment and fully supervised when using tools.

Ladders: Working at height should only be undertaken when it is unavoidable, suitable equipment for working at height should be used and adequate training should have been undertaken. Several pairs of ladders are kept in school. These are checked by the site supervisor and records kept. Teachers and helpers are advised to use step stools when displaying work. Health and Safety Executive safe working guidance for anyone requiring to work at height is available from the office.

PE and outdoor Equipment: PE equipment and outdoor equipment is inspected annually by an outside contractor. Records are kept of these inspections.

Cookers/microwaves/air fryers/hot plates: Children are fully supervised by an adult when using cookers. Staff are informed that nothing should be left on top of any cooker.

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to Headteacher or Site Supervisor immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

All isolator switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

Annual safety checks and PAT tests of all electrical appliances is completed by an LCC external contractor. Any item that does not pass the electrical test is removed immediately from use and either repaired and retested or disposed off appropriately.

PE and Sports 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 hall floor or other apparatus will be reported to the Sports Lead and Headteacher.

Display Screen Equipment

All staff who use computers daily as a significant part of their normal work are expected to complete DSE training and also have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

Lone Working & Violence and Aggression

Any staff member who spends some or all of their working hours working alone must adhere to the Lone Worker Policy. This may occur during normal working hours at an isolated location within the school, or working outside normal school hours.

Lone working is deemed to be working in a situation where there are no other people who could reasonably be expected to give immediate assistance in the event of an accident or emergency.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

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

Staff are always encouraged not to work alone on the school site and to always have an additional staff member present. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone. The Lone Worker Policy will be adhered to at all times.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

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

All staff who may be required to use ladders have completed 'Working at Heights' training.

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.

All staff required to use Manual handling receive 'Manual Handling' training.

Health and Hygiene

Infectious diseases

Quadring Primary School will take all reasonable measures to ensure that children and staff are safe from infectious disease whilst in school. Government guidance will be followed to prevent the spread of any infection which could be harmful, with relevant risk assessments being completed to

monitor the levels and establish suitable control measures to reduce identified risks. Where identified infections in school may affect pregnant staff or people with pre-existing medical conditions their risk assessment will be reviewed and recorded if the risk is sufficient. Risk assessments and health and safety procedures will be reviewed regularly.

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Notifiable diseases

Details of notifiable diseases and periods of exclusion are kept on the wall in the main school office. The correct practice should be followed by using current government Health and Safety Executive guidance.

Due to the harm to pregnant women, all staff should inform the Headteacher if they or anyone entering school is reported to have:

- Chicken Pox/ Shingles
- CMV (Cytomegalovirus)
- Group B streptococcus
- Parvovirus (slapped Cheek Syndrome)
- German measles/ rubella
- Covid

Staff should inform the Headteacher in writing of any pregnancy or if they are breast feeding to ensure relevant precautions to protect mother and child can be made and a risk assessment can be completed.

Infection Prevention and Control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Staff must adhere to the following:

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

Coughing and sneezing

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

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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the Environment

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

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

Laundry

- Wear personal protective clothing when handling soiled linen/clothing
- Bag children's soiled clothing to be sent home, never rinse by hand or attempt to clean

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 clinical waste bin in staff toilets
- Remove clinical waste with a registered waste contractor

Medicines

Any medication will be administered/supervised by a trained first aider, who is either a senior leader or the school office administrator. School will only administer medication following receipt of a parent consent form being completed and signed. (see Medical Conditions policy). For any more complex medical needs a medical care plan will be drawn up.

Smoking/Vaping

The Governing Board has adopted a no smoking/no vaping policy within the school building and grounds.

Animals in School

No animals are to be kept in school unless approved by the Headteacher and following a thorough Risk Assessment. Occasionally, visits to the school may include bringing the animals in if so, appropriate safety measures are put in place and risk assessments completed.

No dogs are allowed in the school grounds.

In the event of animals being in school the following health and safety procedures must be followed:

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

Outdoor Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched, and preliminary visit made by the teacher. Appropriate risk assessment forms must be completed and uploaded to EVOLVE. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the EVC and Headteacher. It is the responsibility of the Headteacher to ensure that any risk assessments are shared with the governors and a governor with responsibility for safeguarding, health and safety, or GDPR has read, commented on and signed each risk assessment.

In the case of residential visits appropriate paperwork and compliance assurances are sought from the provider and in addition to the EVC and Headteacher, consent is sought from the Governors and LA. When residential visits are organised parents are invited into school where appropriate, to discuss the visit in detail.

All off-site visits are appropriately staffed.

Staff will take a school mobile phone, an appropriate portable first aid kit, and information about the specific medical needs of pupils.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.

For other trips, there will always be at least one first aider on school trips and visits.

Hygiene

Initial responsibility for the monitoring of cleanliness of the building lies with the Headteacher and the Site Supervisor and cleaning staff.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis should be placed on hand-washing and correct use and disposal of tissues and paper towels.

Good personal and hand hygiene will be encouraged throughout the school day to ensure a reduction in all infections, as well as good ventilation around school.

Occupational Stress

We are committed to promoting high levels of health and mental wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Any staff requiring additional support above and beyond in school support can access the Lincolnshire Occupational Therapy Services if required.

The wellbeing of staff within school is paramount and senior staff and line managers should respond to any concerns raised by staff. Support can be gained from HR department, Head teacher and also NHS (www.nhs.uk)

School Site Security

The Head teacher and Site Supervisor 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.

The Headteacher/Site Supervisor/Senior Leader are key holders and will respond to an emergency.

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front office door. Secure access doors prevent entry. All external doors are either fitted with secure access controlled by staff fobs or have additional bolt locks to provide security.

Staff who remain in school late are advised to ensure that the front door is secure, yet accessible in event of a fire and they have a mobile phone available for emergencies. In the event of a child or a teacher being at risk of injury then a staff name badge will be sent to the Headteacher /Senior Leader or office and they will act appropriately. Any act of violence or abuse towards a member of staff must be reported to the Headteacher, who will take the appropriate action.

Contractors

All contractors are expected to report their arrival and departure to the office staff before commencing work. If they are working in an unsafe manner they are requested to stop work by the Headteacher. Contractors should read and sign the asbestos book and fire evacuation information sheet before starting work. The school should receive assurance regarding competence of contractors. Additional advice is available from Vinci.

All contractors and visitors are checked for DBS and identification is required to be shown before entering the school building. Contractors and Visitors who are not DBS cleared will be given a red lanyard and must be accompanied by a school member of staff at all times. Any contractors or visitors who have DBS clearance will be given a yellow lanyard which means they can complete their work unaccompanied. However, at Quadring Primary School, any contractor or visitor who is not a regular visitor or well known to school staff will always be accompanied by a school staff member or if working with children, will always be supervised by a staff member.

Staff and the Health and Safety Policy

All staff, teaching and non-teaching, have access to the policy and are required to confirm that they have read and understood this. New staff are given a copy of the policy during Induction and are required to confirm they have read it.

A signed paper copy of the policy is kept in the school office and Headteacher's office, a digital copy is kept on the W drive and also on the school website.

Staff are encouraged to attend health and safety courses as appropriate.

Management Practice

- Records are kept of acts of vandalism, theft.
- Any damage is quickly repaired where able
- Incidents are reported to the police and LA as appropriate
- Advice from appropriate sources will be sought when required.
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- A record is kept of all keyholders
- Computer back-up records are kept in a safe
- Evacuation Plans are in place around the school
- Termly fire practices are held
- The fire alarm is tested regularly
- Emergency lighting is checked regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Headteacher or Senior Leader in the Headteacher's absence is responsible for telephoning the police and/or fire service.

General Building Security

- The boundary of the school is clearly defined
- The school has an intruder alarm
- The alarm system is regularly maintained by LCC Contractors.
- The keyholders for the school are controlled (see keyholder list)
- Access to the building during school hours is restricted by the use of secure access doors and padlocks on gates
- Security lights are fitted at strategic points around the outside of the school building.
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- In the instance of any approved external persons/companies being hirers of the school the Head teacher will advise on security and health and safety protocols and procedures.

Equipment/Money

- Computer equipment is security marked and records are kept of serial numbers
- Laptops/Ipads are kept in designated locked offices covered by the school alarm system
- Cash holdings are kept to a minimum and in a safe
- We are a cashless school however at times monies are received into school and this is never left unattended in the office and is placed in the school safe.

Statutory Notices

'Health and Safety Law' poster displayed in main staff corridor outside staff kitchen area.
Employers Liability insurance Certificate displayed in main school office.

Health and Safety Representatives and Consultation

The employee health and safety representative is the Headteacher. The representative will be consulted during the preparation and review of the school's health and safety procedures.

Facilities and time off from normal duties will be provided so that s/he can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors' meetings.

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts.

Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded and kept in a clearly labelled file which can be located in the main school office and Headteacher's office.

Risk assessments will be reviewed as and when required and regularly.

The school completes a Health and Safety Checklist Assessment annually.

Health and Safety Assistance

HBS Corporate Health and Safety Team are available to provide health and safety assistance.

The Team can be contacted on 01522 552993 or via helathprotectionteam@lincolnshire.gov.uk

This policy should be read in conjunction with the following:

- Child Protection and Safeguarding Policy
- Supporting Pupils with medical Needs Policy
- Fire Safety Policy
- COSHH Risk Assessment
- Critical Management Plan
- Accessibility plan
- Emergency or critical incident plan
- Lone Worker Policy
- SEND Policy
- Attendance Policy

Appendix 1 – School Emergency Evacuation Plan

Quadring Cowley & Brown's Primary School

SCHOOL FIRE PLAN – September 2025

SOUND ALARM

Evacuation of Premises

Groups of pupils must be led to the evacuation assembly area by a member of staff.

Mrs Jeanette Jameson responsible for all Health and Safety (Mrs Anneka Luffman/Mrs Wood in her absence)

Assembly Point 1: car park/KS2 playground

Member of staff in charge: Mrs Lucy Wood/Mrs Melissa Stuart or Senior Lunchtime Supervisor if at lunch break. Mrs Rycroft-Jones/Mrs Bray/Mrs Wilson/Mrs Campbell if during PPA time or Class Teacher absence.

All pupils and staff working in the entrance corridor/library area to leave via main entrance doors and proceed to the main green gate, where entry will be accessed into the playground by key staff from Barn Owls Class opening both gates exiting the entrance area and into the playground.

All pupils and staff working in Barn Owls Class (Y5/6) including the 'Nest' if appropriate, to leave via the Barn Owls emergency exit door, and convene at the 'Fire Assembly Point' at the farthest end of the main KS2 playground. Key Staff to take emergency key to unlock green gate to allow access to main gates and also to green gate to allow access to playground.

All pupils and staff working in Golden Eagles Class (Y3/4) to exit, including the 'Nest' if appropriate, to leave via the Golden Eagles emergency exit door straight onto the KS2 playground and convene at the 'Fire Assembly Point' at the farthest end of the KS2 playground.

All pupils and staff working in the KS2 intervention are, including those in the KS2 toilets, to leave via the nearest emergency exit through either KS2 classroom. All children must be accompanied by adults.

All children to line up as far away from the main building as possible.

Mrs Donna Armstrong-Taylor or Mrs Jameson to check Key Stage 2 toilets and corridors, and exit following Key Stage 2 children onto Key Stage 2 playground, also responsible for taking Key Stage 2 attendance registers, mobile phone and main gate keys.

Key staff in charge of classes must take their fire register located in a red folder, near the emergency exit to check all children are present and accounted for as soon as they have exited the building.

All staff to take mobile walkie talkies for communication.

School Hall

Pupils and staff working in the school hall will exit via either set of double doors, depending on the safest route. Those exiting through the main fire exit doors, near to the mobile classroom, will convene on the KS1 playground fire assembly point with the other staff and children. Those exiting through the main corridor double doors will then exit via the main corridor exit doors and along the path, convening at the fire assembly point on the KS2 playground. Staff members in charge to use their professional judgment for the safest exit route and this may include using the single door leading to KS1 cloakroom for children and staff at the end of the of the hall and exit through this door onto the KS1 playground.

Any pupils or staff on errands or working away from their usual working area/classroom, to follow others leaving via the nearest fire exit and assemble at the nearest fire assembly point.

Assembly Point 2: EYFS/KS1 playground next to the Church Exit gate.

Member of staff in charge: Mrs Anneka Luffman, Mr Luke Hornsey (Mrs Emma Bray, Mrs Jane Devine or Mrs Carlene Ulyatt/Mrs Samantha Doughty), or the Key Lunchtime Supervisor if at lunch break.

All Reception pupils and staff working in Orchard Class leave via patio doors and line up next to fence between playground and Robins outdoor area, and as far away from the school building as possible.

All Year 1 and 2 pupils and staff working in Robins Class leave via side fire exit door and directly onto Key Stage One Playground, lining up at the far green fence, as far away from the main school building as possible. Key member of staff to take key for church gate in the event that evacuation has to be made outside of the school premises. In this instance, all children and staff located in this area will evacuate to the churchyard and as far away as possible from the main school building.

All pupils and staff working in the EYFS cloakroom or outside the KS1 toilets intervention, including those in the KS1 toilets, to leave via the nearest emergency exit, either through the classroom or via the KS1 corridor exit door, and convene with the remainder of the adults and children in the KS1 playground. All children must be accompanied by adults.

Mrs Jeanette Jameson or Mrs Armstrong-Taylor to check main office corridor and Key Stage 1 toilets, and school hall, also responsible for taking Reception and Year 1/2 attendance registers.

Key staff in charge of classes must take their fire register located in a red folder, near the emergency exit to check all children are present and accounted for as soon as they have exited the building.

All staff to take mobile walkie talkies for communication.

Mobile Classroom

Staff and pupils working in the mobile classroom to exit via either single door in the building depending on the safest route. If exiting via the door leading to the ramp staff and pupils must assemble at the fire assembly point in the main KS2 playground. If exiting via the single door leading to the steps, pupils and staff to assemble in the KS1 playground Fire Assembly Point.

Nurture Room

All children and staff working in the staff room to exit via the staff door located in the corridor between Orchard Class and the staff room, and make your way along the path to the main KS2 playground to assemble with all other children and staff. If this pathway is not accessible then exit must be made towards the church lane to assemble with those in the KS1 playground, via the church gate. If this emergency exit is not accessible then exit should be made through the nearest safety exit, including the main office door and all other procedures followed.

Playtime/Lunchtime/Outdoor Learning

During any outdoor play/learning all children and staff should assemble in the nearest fire assembly point and remain there until further notice, if safe to do so.

In these events, the Headteacher and office staff will check the school for any other staff and children and follow all other procedures.

During lunchtime, if the children and staff are in the hall, they must exit via the nearest emergency doors and convene on the main KS2 playground. Members of staff in charge must use their professional

QCB Health and Safety Policy

judgement as to which is the safest exit route and fire assembly point. If required pupils and staff to assemble in both KS1 and KS2 playgrounds dependant on quickest and safest route. Key Midday Supervisor to take lunchtime fire register in red folder located in the school hall.

Staff in charge at both Assembly Points to complete a roll call to ensure all pupils are accounted for and submit registers to Headteacher and Office Administrator. Fire Registers to be checked against main school attendance registers for any pupils who are absent.

Office staff to ensure that visitor and staff logs are taken to the fire assembly points.

All other adults on site e.g visitors, to leave via nearest exit and assemble at nearest assembly point, Office Administrator and Head teacher to complete a staff and visitor check to ensure all staff are accounted for.

Head teacher to liaise with Administrator through mobile walkie talkies to ensure that everyone is accounted for. When the building has been declared safe, the alarm will be deactivated and the Head teacher give instructions to re-enter the building.

Mrs J Jameson (Headteacher)

Appendix 2: Lock Down Plan

Management and Control

Nominated person

Responsibility

Headteacher

Initial contact with the emergency services

Office Staff

Liaison with parents/carers

Teachers/TA's (on a rotating basis)

Pupil support and management

Signals

Signal for lockdown

3 repeated rings on the identified button on mobile walkie talkies accessed by all staff in all rooms.

Signal for all-clear

Verbal 'All Clear' from Headteacher/Lead staff member via mobile walkie talkies.

Lockdown

Specified assembly points

Classrooms, Office, School Hall, Nurture Room

Entrance points

Main School Entrance

Communication arrangements

- Telephone System
- Mobile phones
- School Email

Appendix 2: Lockdown Plan Reporting and Recording

Lock Down Report

Step	Initial response	Check by who	Time	Signed
1.	Ensure all pupils are safe			
2.	Secure all entrance points to the school			
3.	Dial 999 for each emergency service that the incident requires.			
4.	Ensure that staff members take action to increase protection from further danger: <ul style="list-style-type: none">• Block access points• Sit on the floor, under tables or against the wall• Keep out of sight and draw blinds to avoid detection.• Put mobile phones on silent.• Turn off lights, whiteboards and computers.• Stay away from windows and doors.			
5.	Ensure that all pupils and staff are aware of an exit point in case an intruder manages to gain access and the room becomes unsafe.			
6.	Check for missing or injured staff members and pupils if it is safe to do so.			
7.	Remain inside the classroom until the all clear signal has been given or unless told to evacuate by the emergency services			

Appendix 3: Manual Handling

When lifting think about:

- If you should be carrying the load on your own.
- Removing any obstacles or obstructions.
- Keeping the load close to your waist while lifting.
- Keeping the heaviest side of the load next to your body.
- Adopting a stable position when preparing to lift.
- Getting a good hold.
- Starting with a good posture - slightly bending your back, hips and knees.
- Avoiding twisting your back or leaning sideways.
- Keeping your head up once the load has been gripped securely.
- Moving smoothly - do not jerk the package up.
- Only handling as much as you can sensibly do.

Appendix 4: Portable Electrical Equipment – Pre-Use Checklist

All portable electrical equipment should carry an up to date PAT test label.

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition.

Pre-use checks should be carried out as follows:

1. Switch off and unplug the equipment before you start any checks.
2. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
3. Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
4. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
5. Check for burn marks or staining that suggests the equipment is overheating.
6. Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
7. If you are concerned about the safety of the equipment you should stop it from being used and report it to your manager or supervisor.
8. A RCD adaptor is used with outdoor electrical equipment.

Appendix 5: Fire safety checklist

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

Appendix 6: Accident report (Report to be completed prior to PO3/RIDDOR)

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

Appendix 7: Head Injury Record Form

**Quadring Cowley and Brown's Primary School
Incident Report for Head Injuries
2025-2026**

Name of pupil:

Year group:

Class:

Date of incident/injury:

Time of incident/injury:

Place of incident/injury:

Details of incident leading to head injury: (please include as much detail as possible)

First Aid administered: (please include person name administering first aid, what first aid was given and time)

Any concerns for person's health?

Parents/Carers/relatives contacted: (please include date/time/and outcomes of contact and which staff member made contact)

Outcome following first aid:

Child/adult well enough to remain in school and being monitored

Child/adult been taken home for monitoring

Child/Adult requires further medical assistance e.g GP or hospital visit

**First Aid slip completed and given to parent/carer/relative. (date and time and to whom)
(All head injury first aid slips must be given to parents/carers direct)**

**Incident/injury reported to Headteacher or Senior Leader in Headteacher's absence
(please include date/time and to whom this was reported to)**

Person completing this form:

Printed name:

Role in school:

Date:

Signature:

For completion by the Headteacher (Senior Leader in the Headteacher's absence)

If child/adult requires additional medical attention please provide details of any follow up conversations with parents/carers/relatives, including dates/times and any additional medical treatment given or follow up actions to be completed.

Has this incident/injury been reported via EVOSAFE?

Is this RIDDOR reportable?

Any further actions:

Checked by:

Headteacher:

Date:

Signature:

Senior Leader:

Date:

Signature:

Appendix 8: Asbestos record

Below are examples of how to record the location of any Asbestos - this is not relevant to our specific school.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
e.g Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
e.g Store room	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

Appendix 9: Recommended absence period for preventing the spread of infection

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

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government and NHS guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.

Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.

Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.

Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.