



Health and Safety Policy
Darrington CE Primary School

Introduction

The Governors of the school attach the greatest importance to health and safety considering this to be a management responsibility ranking equally with other management functions within the school. The Governors recognise their corporate responsibility as an employer to provide a safe and healthy environment for all stakeholders who come onto the premises. They will take all reasonably practical steps within their power to fulfil this responsibility.

Aim

This PREMISES SAFETY POLICY (PSP) has been written to reflect our particular situation. This PSP demonstrates to staff, pupils, parents and visitors that we are concerned about the health, safety and welfare of all who use our facilities.

The Headteacher intends to provide safe and healthy working conditions for all stakeholders on the premises and to ensure work carried out by employees does not adversely affect the health and safety of others. Where any risk arises the Headteacher will, as soon as is reasonably practicable, install a system to reduce or eliminate that risk and will call upon the help of specialist Health and Safety adviser where necessary.

It is the policy of Darrington C.E. Primary School to take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences and the creation of conditions, which safeguard employees. To this end, the Governors will allocate the necessary resources and enlist the active support and co-operation all employees, upon whom duties are also imposed by the Health and Safety at Work Act 1974.

Darrington C.E. Primary School regards the standards set by relevant statutory provisions as the minimum standard, which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

Objectives

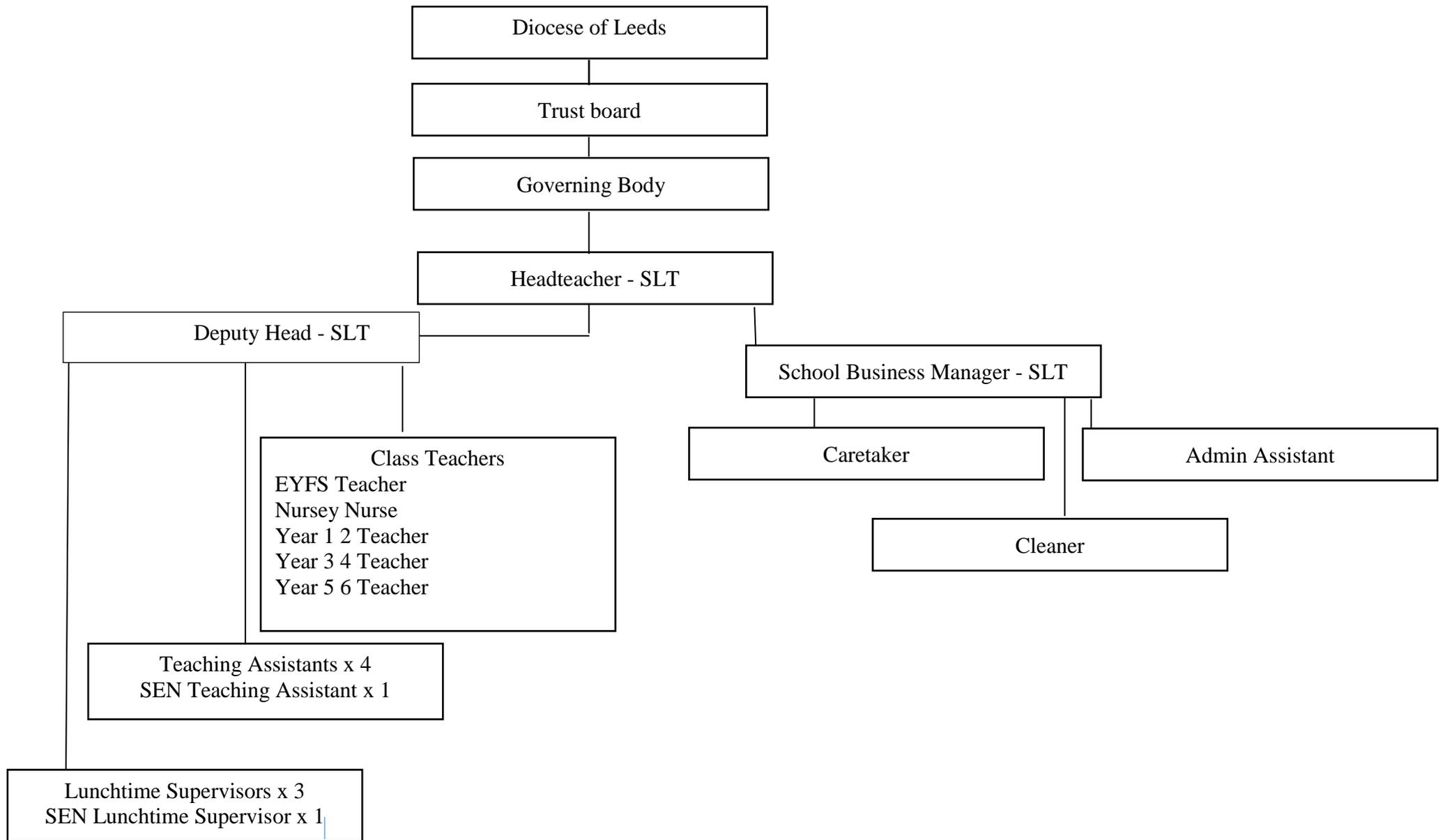
It is the policy of Darrington C.E. Primary School, as far as is reasonably practicable, to:

- Provide safe systems of work
- Provide and maintain safe equipment
- Provide a safe place of work with safe access and egress
- Provide for the safe use, handling, storage and transport of all articles and substances used
- Provide a safe working environment
- Provide adequate and sufficient information, instruction, training and supervision to employees and others such as visitors and contractors.

Signature



Position Head teacher



3.1 Head Teacher

The Governing Body has overall responsibility for protecting the Health and Safety of staff, pupils, parents and visitors to the school the board of Governors has a governor appointed to deal with health and safety issues.

The Head Teacher is responsible for:

- 3.1.1 Managing the day-to-day requirements of the school.
- 3.1.2 Producing a written statement on Health and Safety issues relevant to the school premises, bringing this to the attention of all staff and monitoring its implementation.
- 3.1.3 The Head teacher will attempt to resolve any Health and Safety related problems and will report any matters, which cannot be resolved at school level, to the Governors.
- 3.1.4 The Head teacher will liaise with staff and the Governor's Resources Committee to monitor, maintain and improve health and safety standards on a regular basis.
- 3.1.5 Organising safety procedures and reporting, recording and investigating systems e.g. fire, electrical, evacuations, educational visits, medicines etc.
- 3.1.6 Assessing substances hazardous to health, under the COSHH legislation.
- 3.1.7 Ensuring staff access appropriate training for Health and Safety procedures e.g. induction procedures for new staff, Team teach, Emergency Aid, EpiPen.
- 3.1.8 Keeping pupil contact details securely at a safe location, for emergency use.

3.2 School Business Manager

The School Business Manager is to report on health & safety matters to the **Head Teacher and Governors** having responsibility for:

- 3.2.1 Planning and organising people and resources so as to effectively implement the health & safety management system and support the school's Health & Safety Policy.
- 3.2.2 Communicating health and safety information to staff within the school as appropriate, to promote commitment to the Health & Safety Policy throughout the school.
- 3.2.3 For ensuring that sufficient resources are made available to the caretaker so that that person can adequately undertake the task required of them.
- 3.2.4 In conjunction with the Head Teacher will undertake the following:
 - Assessing and monitoring the PSP and reporting findings to governors
 - Completing section policies and keeping up to date with changes in legislation
 - Carrying out regular safety audits (termly) and classroom hazard checks with staff.
 - Checking new equipment for safety standards.

- Organising fire evacuation procedures, conducting weekly alarm testing and termly fire drills.
- Completing documentation and keeping this up to date e.g. the fire register
- Completing and storing risk assessments with staff, parents and pupils
- Filing maintenance check sheets of equipment checks e.g. fire equipment, lighting, PE equipment checks
- Ensuring the school has an effective system for reporting, recording and investigating accidents on the premises and that all reasonable steps are taken to prevent these from re-occurring.
- Assessing substances hazardous to health, under the COSHH legislation
- Ensuring staff access appropriate training for Health and Safety issues.
- Reporting defective equipment to the Head teacher.
- Filing manufacturer's instructions / guarantees.
- Ensuring that legal notices are displayed.

3.2.5 Ensuring that the staff to whom duties have been delegated within the health & safety management system have been made aware of their duties, have accepted their duties and are competent to undertake them. Where the necessary competence is not available within the organisation, assistance will be sought from outside the company.

3.3 Teaching and Administration Staff

The Teaching Staff report on health & safety matters to Head Teacher and have responsibility for:

- 3.3.1 The care and control of pupils as set out in current teacher's pay and conditions of service document.
- 3.3.2 Complying with relevant school policies and procedures e.g. Safeguarding and Child Protection, Administering Medication Policy and risk assessment procedures.
- 3.3.3 Ensuring their classroom is secure e.g. closing doors, windows, not hanging displays near to alarm sensors
- 3.3.4 Completing half termly classroom hazard checks.
- 3.3.5 Checking to ensure materials are stored correctly and safely e.g. not placing heavy boxes on high shelves.
- 3.3.6 Reporting defective equipment to the Head teacher or School Business Manager and entering into the caretakers' action book.
- 3.3.7 Administration staff will ensure contractors sign in and are given all appropriate safety information e.g. asbestos information plan
- 3.3.8 Administration staff will ensure that contact details for all pupils are completed and filed (paper and electronically).
- 3.3.9 Administration staff to create and update termly an emergency contact tree for all teaching staff to have a copy for use in an emergency situation
- 3.3.10 As required by Section 7 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of himself and of other persons who may be affected by their acts or omissions at work.

- 3.3.11 To co-operate with their employer, to enable the employer to comply with any duties or requirements imposed on the them.
- 3.3.12 Section 8 – Health and Safety at Work etc. Act 1974 requires No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.
- 3.3.13 Regulation 14 of the Management of Health & Safety at Work Regulations places specific duties on employees to use any, equipment, dangerous substances or safety devices provided to them by their employer in accordance with any training or instructions provided by the employer in compliance with any statutory provisions.
- 3.5.4 Inform their employer of any work situation which may represent a serious and imminent danger to health and safety.
- 3.3.14 Inform their employer of any matter, which may represent a shortcoming in the employer’s arrangements for health and safety.
- 3.3.15 Trainees are to ensure that they collect all safety information from the school office e.g. work experience flyers, induction packs

3.4 Caretaker and Cleaning Staff

Responsibilities include:

- 3.4.1 Maintaining the premises in safe, clean conditions, according to their job description details.
- 3.4.2 Checking the handling and storage of all materials including hazardous materials safely
- 3.4.3 Reporting defective equipment to the Head teacher or School Business Manager
- 3.4.4 Locking storeroom doors during school hours when pupils will be on the premises.
- 3.4.5 Displaying legal notices e.g. wet floor signage

3.5 Parents and Carers

Responsibilities Include:

- 3.5.1 Complying with displayed health and safety procedures e.g. closing school gates, not playing on equipment.
- 3.5.2 Complying with school policies e.g. administering medications, informing us of up to date pupil information/contact details.
- 3.5.3 Complying with the home school agreement.
- 3.5.4 Complying with school and class safety rules and procedures.

3.5.5 Informing the Head teacher of any health and safety issues e.g. dogs tied up at the school gate, damaged fencing on pathways, cracked paving, obstructions such as overgrown bushes, litter, dog fouling.

3.6 Contractors and Visitors

Contractors

- 3.6.1 All Contractors attending the school premises are to provide suitable identification, sign in on arrival and out as they depart.
- 3.6.2 Collecting safety information from the school office e.g. asbestos plan along with any other information connected with the work they have come to undertake.
- 3.6.3 Complying with displayed health and safety procedures e.g. closing school gates.
- 3.6.4 Following correct safety procedures to ensure everyone is kept safe whilst they complete their work e.g. tools and equipment stored safely, the area is cordoned off until work is finished, area left clean and safe, complying with fire drills.
- 3.6.5 Providing prior to commencement of any work Risk assessments and method statements.

Visitors

- 3.6.6 All Visitors attending the school premises are to provide suitable identification, sign in on arrival and out as they depart Signing in and out.
- 3.6.7 Visitors are to remain at the reception area until met by the person that they have come to see.
- 3.6.8 Visitors are to remain in with the person they have come to see and enter any areas of the school unless accompanied.
- 3.6.9 Visitors are asked to comply with displayed health and safety procedures e.g. closing school gates.
- 3.6.10 Complying with school and class safety rules and procedures.

Responsible Person Summary

Sect No	Health & Safety Arrangement	Responsible Person
4.1	Accident, Incident Investigation & Reporting	All staff
4.2	Administering medication, including inhalers	Appropriately designated staff
4.3	Asbestos at Work	Caretaker
4.4	Buildings and grounds	Caretaker
4.5	Boiler room/cellar	Caretaker
4.6	Bomb alerts	Head teacher

Sect No	Health & Safety Arrangement	Responsible Person
4.7	Children left on the premises at the end of the day	Head teacher
4.8	Classroom hazard checklist	Teachers/Support Staff
4.9	Consultation with Employees	Head teacher/Business Manager
4.10	Contractors working on-site	Business Manager
4.11	Curriculum	Head teacher
4.12	Alcohol and Drugs	Head teacher
4.13	Educational Visits	Head teacher
4.14	Display Screen Equipment	Business Manager
4.15	Electrical safety	Caretaker
4.16	Emergency Aid/First Aid	Headteacher
4.17	Fire	Business Manager/Headteacher/Caretaker
4.18	Hazardous Substances (CoSHH)	Caretaker
4.19	Legionnaires Disease	Caretaker
4.20	Lone Working	Business Manager
4.21	Manual Handling	Headteacher
4.22	Safety Signs & Signals	Business Manager
4.23	Smoking	Business Manager
4.24	New and Expectant Mothers	Headteacher
4.25	Physical restraint	Headteacher
4.26	Playtime	Headteacher
4.27	Personal Protective Equipment	Business Manager
4.28	Risk Assessments of Hazards	Headteacher
4.29	Stress at Work	Headteacher
4.30	Serving Kitchen	Business Manager
4.31	Security	Headteacher
4.32	Training on Health and Safety	Business Manager
4.33	Violence and Bullying	Headteacher
4.34	Equipment	Business Manager
4.35	Working at Height	Caretaker

General Arrangements for Managing Health and Safety

4.1 Accident/Incident Reporting, Recording and Investigation.

Notes:

- *An accident is an incident which has given rise to injury or ill health or fatality.*
 - *An incident where no injury, ill health or fatality occurs may be referred to as a near miss or near hit.*
- 4.1.1 All incidents involving staff, contractors, visitors and children must be reported, recorded and investigated. Members of staff must complete the accident book if they are injured on school premises or on an educational visit. Admin staff will advise on the correct forms needed.
- 4.1.2 Any accident or injury to a pupil during the school day must be recorded as soon as possible after the event on the *school's accident form*, from the school office. A copy is kept in school and one is sent home with the pupil. The *accident book* in the school office may also need to be completed for more serious injuries if the pupil has needed hospital care. Admin staff will complete these on behalf of the Head teacher.
- 4.1.3 Every effort will be made to inform parents if their child is injured. The Head teacher will call an ambulance if necessary, and an adult will accompany the child to hospital if the parent cannot be located. Emergency contact details will be used if necessary. The Head teacher will assume full responsibility until the parent is located.
- 4.1.4 Staff must seek adult help so pupils are not left unsupervised whilst they give emergency aid to an injured child or adult.
- 4.1.5 Minor injuries can be dealt with by any member of staff but more serious injuries should be dealt with by staff trained in Emergency Aid. If treating a bleeding injury, plastic gloves **are available to be worn** to avoid spreading infectious diseases.
- 4.1.6 Some accidents to employees, contractors and visitors (including members of the public) must be reported as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). See Guidance Document for details. Where applicable, the Responsible Person will complete the relevant Form F2508 using the on-line reporting procedure at www.riddor.gov.uk only in cases of fatality should you call 0845 300 99 23.
- 4.1.7 Detailed information and definitions on the types of accidents that must be reported and the timescales for reporting can be found in the Guide to Accidents.
- 4.1.8 Should a fatal accident occur on the premises, the Head teacher must inform the Health and Safety Executive and follow set procedures. **In such cases, NOTHING AT THE SITE MUST BE MOVED UNTIL ANY NECESSARY EXAMINATIONS HAVE TAKEN PLACE.** The Chair of Governors must also to be informed.
- 4.2 Administering medication, including inhalers
- 4.2.1 Parents must sign an 'administering medication' form, requesting school staff to administer medication on their behalf. There are exclusions to this policy. (*see policy details in procedures section*).

- 4.2.2 A delegated person will administer medication to the pupil, in accordance with the instructions left by the parent on the 'administering medication' form.
- 4.2.3 Medication is stored in the Head teacher's Office in the medical cabinet, except inhalers which are stored for immediate access in class.
- 4.2.4 Medication must be named, dated and in the container it was dispensed in from the chemist.
- 4.2.5 Staff will follow the asthma care policy (*see policy details in procedures section*)
- 4.2.6 Lunchtime supervisors know where they are kept in case they are needed at lunchtimes.
- 4.2.7 Medical information is recorded on pupil's records. Non confidential information is displayed in the staffroom plus the pupil's photograph so that everyone is aware and can support as required.

For **Anaphylaxis care** (*see policy details in procedures section*)
 Asthma care (*see policy details in procedures section*)
 Behaviour (*see policy details in procedures section*)

4.3 Asbestos at Work

- 4.3.1 We recognise that we have a duty under the Control of Asbestos Regulations to protect employees, contractors and visitors from exposure to asbestos fibres.
- 4.3.2 Where employees or any person working on our behalf has reason to work on asbestos containing materials (ACMs) or suspect ACMs, whether on our own premises or at another employer's premises, then we will ensure that they have been properly trained, on asbestos awareness as a minimum, and that they have access to the asbestos management plan before any work starts so as to avoid the likelihood of exposure or inadvertent exposure.
- 4.4 Buildings and grounds
 - 4.4.1 All rooms will be kept tidy so that staff and pupils actively support the cleaning staff in their work.
 - 4.4.2 Bins will be provided and emptied at the end of each day.
 - 4.4.3 Defects in heating, lighting, plaster work, masonry, doors, windows, playground surfaces, paths, steps, fences etc. must be reported to the Head teacher or School Business Manager.
 - 4.4.4 Cleaning staff must ensure the storeroom door is locked when not in use.
 - 4.4.5 All staff will maintain agreed gate safety procedures.
 - 4.4.6 All staff and pupils are made aware of safety rules to adhere to inside the building and on the playground.
 - 4.4.7 All staff are aware that we must keep well away from the church wall, the boundary with our playing field.

- 4.4.8 All dense bushes and ivy have been trimmed on the playing field, the remaining trees and scrubs in the conservation area are out of bounds at playtimes but can be used during outdoor lessons e.g. science.
- 4.4.9 Wasps nests are to be immediately reported to the Head teacher and action taken for these to be removed if necessary
- 4.5 Boiler room/cellar
 - 4.5.1 Access to these areas is limited to authorised persons only. Keys available in the caretaker's office.
 - 4.5.2 The Head teacher will have direct responsibility for the upkeep and maintenance of these areas, which should be kept locked at all times when unattended.
 - 4.5.3 The Head teacher will ensure clear access to these areas and that they are kept clean and tidy.
 - 4.5.4 The main boiler room will not be used for storage purposes.
 - 4.5.5 Senior staff will be aware of the operating procedures for the heating system.
- 4.6 Bomb alerts
 - 4.6.1 Anyone receiving the threat should take careful details of the message and note the exact time.
 - 4.6.2 The school will be evacuated
 - 4.6.3 The police and the chair of governors will be informed.
 - 4.6.4 School will re-open at the discretion of the Head teacher, after consultation with the emergency services.
- 4.7 Children left on the premises at the end of the day
 - 4.7.1 Every effort will be made to contact the parents or the pupil's emergency contact person. The Head teacher or Deputy Head teacher will remain with the pupil. If a parent or contact cannot be found by 4.45pm the Head teacher will inform the EWO / Social Services.
 - 4.7.2 Pupils will be supervised in the main entrance and the person collecting will collect from there.
 - 4.7.3 Pupils who take part in after school clubs will be supervised at the end of the activity by either their own teacher or another member of staff, to ensure they have been collected by the appropriate adult.
- 4.8 Classroom hazard checklist
 - 4.8.1 As an employer we recognise that we have a duty to provide a safe and suitable working environment and an environment to encourage learning, as well as welfare facilities, as required by the Workplace (Health, Safety and Welfare) Regulations (WHSW) and that those facilities shall be maintained.

- 4.8.2 Each term the class teacher is to undertake an inspection of the classroom and complete the hazard checklist (*see policy details in procedures section*).
- 4.9 Consultation with Employees
- 4.9.1 The school will consult with the staff on matters relating to health and safety in the school and grounds.
- 4.9.2 The school will ensure that periodic safety meetings takes place and that minutes of these meetings are made available for all personnel to view and comment upon.
- 4.10 Contractors working on-site
- 4.10.1 The school recognise our general duty under the Management of Health and Safety at Work Regulations (MHSW) and additional duties as defined in the Construction (Design and Management) Regulations (CDM) to ensure that contractors carrying out any work on our premises are competent and that they carry out the work safely
- 4.10.2 The Responsible Person(s) as identified in the Responsibilities section will ensure that all contractors are subject to checks on their competency to carry out the work safely and will monitor their working methods to ensure they follow a safe system of work or method statement.
- 4.10.3 When engaging contractors, we will give preference to those with CHAS accreditation or any similar accreditation recognised under the SSIP Scheme.
- 4.10.4 Site meetings will be held with contractors as necessary and working practices will be agreed prior to any work being undertaken.
- 4.10.5 They must report to the office to collect safety information e.g. asbestos plan.
- 4.10.6 All Contractors are required to sign in and out.
- 4.10.7 All Contractors are required to comply with displayed health and safety procedures.
- 4.10.8 They must follow correct safety procedures to ensure everyone is kept safe whilst they complete their work e.g. equipment stored safely, the area is cordoned off until work is finished, area left clean and safe.
- 4.10.9 Contractors are to report to the caretaker during holiday periods.
- 4.10.10 The Head teacher will make periodic checks on contractor's activities.
- 4.10.11 Where practices or work is not satisfactory the Head teacher will request that correct procedures are followed. If this cannot be agreed, the contractors will be told to leave the site. The Chair of Governors will be informed of actions taken.
- 4.10.12 As deemed appropriate the school may require a permit to be granted to the contractor should any HOT work be required.
- 4.10.13 Particular attention is to be paid to the identification of potential hazards within the work area and the precautions that are to be applied to ensure that the work is undertaken safely.

4.11 Curriculum

4.11.1 Animals

Animals must not be brought onto the premises without the permission of the Head teacher.

Staff wishing to foster 'care for animals' through the introduction of a class pet, must seek the approval of the Head teacher. Only suitable animals will be allowed.

Dangerous animals must not be brought into school. Specialist animal groups e.g. Zoolab are able to attend school provided they submit risk assessments and give the highest priority to animal welfare and the safety of staff and pupils

4.11.2 Art, Design and Technology

Staff must ensure that pupils are supervised at all times.

Appropriate protective clothing should be worn.

Sharp tools should be stored safely.

Tools must only be used for their intended purpose.

Glue guns should only be used by an adult

4.11.2 Equipment and Materials

Correction fluid must not be used by pupils

Marker pens should be water based

Pen tops should have ventilation holes

Polystyrene from packaging will not be used by pupils

Materials should be stored and labelled carefully and appropriately

4.11.3 Food Technology

Pupils should be supervised at all times.

The floor, work surfaces and utensils must be clean.

Food used should be within the 'use by' date.

Waste should be disposed of correctly.

Pupils should wear aprons and wash their hands

Staff must wash aprons after use or use disposable aprons that can be thrown away after use

Pupils should not carry hot food or liquids themselves

Pupils must not put items into a hot oven or take them out, an adult should do this for them

Oven gloves are available for adults to use

4.11.4 Physical Education

Staff must complete safety checks each lesson and notify the Headteacher of any concerns.

Contractors check the large PE equipment annually

Pupils are taught safe storage and handling techniques

All staff are responsible for the correct storage of P.E. equipment and every effort must be made to return the equipment to the appropriate place within the P.E. store at the end of each lesson.

All teachers are responsible for helping to maintain the tidiness of the P.E. store weekly f) Study Support

Written parental consent must be obtained if a pupil is to take part in after school activities.

Parents will be informed as soon as possible if activities have had to be cancelled at short notice. Pupils who cannot be collected by parents must be kept in school until the time the activity would normally have ended.

Afterschool club PE leaders must maintain an attendance register

The Head teacher or a member of staff designated in her absence will remain on the school premises until the study support activity has ended to ensure all pupils have been collected.

If a pupil is not collected, every effort will be made to contact the parents or the pupil's emergency contact person. If a parent or contact cannot be found by 4.45pm the Head teacher will inform the EWO / Social Services.

4.12 Alcohol and Drugs

4.2.1 The use of alcoholic beverages and/or drugs is absolutely prohibited on school property by any member of staff unless it has been authorised for special company events.

4.2.2 Any member of staff identified using alcohol or drugs on the school premises may be dismissed immediately.

4.2.3 Staff should not permit any person who is, or appears to be, intoxicated or under the influence of drugs to enter or remain on the school premises.

4.2.4 Administration of medication and Discarded needles (see policy details in procedures section).

4.13 Educational Visits

- 4.13.1 The Head teacher must be informed of all planned visits and will seek the Governing Body's approval.
- 4.13.2 A risk assessment must be carried out prior to the visit (see policy details in procedures section)
- 4.13.3 The relevant staff must have previewed all planned visits whenever possible.
- 4.13.4 Letters should be sent to parents giving details of the visit, contribution costs, dates, times, spending money, special clothing etc.
- 4.13.5 Parents must complete a consent form before their child will be taken on the visit. The adult to pupil ratio will vary according to the nature of the event. A simple guide would be 1 adult to 8 pupils on an indoor visit e.g. to the theatre or 1 adult to 4 pupils if walking in the locality. Preferably more adult help would be used whenever possible.
- 4.13.6 Staff with a current emergency aid/first aid certificate must attend.
- 4.13.7 Pupils may walk to certain venues. Coaches will be used for transporting pupils to distant venues. A member of staff will be present on each coach. Each child will have their own seat, with a seat belt.
- 4.13.8 The leader should carry a list of all pupils, including pupil's medical condition, medication, etc.
- 4.13.9 The leader should inform all helpers of any medical conditions of pupils on the visit, including information on how to deal with any condition which may prevail. The Head teacher should have a list of all the pupils taken on the visit.
- 4.13.10 First Aid equipment must be taken.
- 4.13.11 If a serious accident / emergency situation occurs, similar procedures should be adopted to those required within school. The Head teacher should be notified as soon as possible. Pupils should not be left unsupervised.
- 4.13.12 All pupils should be given clear instructions regarding behaviour and safety rules.
- 4.13.13 Staff should carry out regular headcounts and have an agreed procedure if groups become separated from the main party.

4.14 Electrical safety

- 4.14.1 The ICT technician and Health and Safety representative will co-ordinate the registration, inspection and annual Portable Appliance Testing of all electrical equipment.
- 4.14.2 All portable electrical appliances will be listed in the inventory and records kept of inspections and repair.
- 4.14.3 Faults in electrical devices will be reported immediately to the Health and Safety representative.
- 4.14.4 Faulty devices should be taken out of use until they have been checked and repaired.
- 4.14.5 Emergency lighting checks are carried out annually by LA contractors

4.15 Emergency Aid/First Aid

- 4.15.1 There are specified adults who have been trained to administer First Aid and lists of these members of staff are displayed in the school office and various areas within school.
- 4.15.2 First Aid boxes are located in the following areas:- School office KS2 Toilet Area Baking Area
- 4.15.3 Teaching assistants/lunchtime supervisors will check the stock weekly and replenish as necessary.
- 4.15.4 The lead teacher of an educational visit will ensure a first aider also attends.
- 4.15.5 The first aider will make up a first aid travel kit to take with them.
- 4.15.6 Creams, lotions, cotton wool etc., will not be used.
- 4.15.7 Plastic gloves must be worn when treating bleeding injuries and waste should be disposed of correctly
- 4.15.8 Surfaces contaminated with blood should be washed with disinfectant.
- 4.15.9 If a pupil vomits, this should be covered with sawdust and then cleaned away.
- 4.15.10 Parents of a pupil who is ill at school will be contacted to collect them as soon as possible.
- 4.15.11 Parents are asked not to send their child back to school until they have had 48 hours without sickness.

Epileptic care (see policy details in procedures section)

Infectious diseases

A list of diseases in the office gives guidance, including when pupils can return to school

Parents will be contact to collect their child

If an outbreak occurs the Head teacher will inform the Environmental Health Medical Officer as required.

Parents and the school nurse will also be notified.

Policy title	Health and Safety Policy
Monitoring and review	Reviewed February 2018
Links	Safeguarding and Child Protection Policy Administering Medication Policy
Staff responsible	Headteacher/School Business Manager
Committee responsible	Full Governing Body
Date approved	May 2018
Review date	February 2019