



Health and Safety Policy

Aims and Purpose

The purpose of this policy is to ensure a safe environment for our students, staff, and visitors.

Overview

As a school we are committed to:

- Providing a safe and healthy working and learning environment on and off site for our students, staff, and visitors
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), facilities, and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff) and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation, of articles and substances
- Having robust procedures in place in the case of civil or other health related emergency
- Having procedures in place to deal with medical related situations, including pandemics
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils, and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Responsibilities

It is the responsibility of all staff members to reflect on this aspect of school life and ensure the best possible experience for our pupils, visitors, and staff. All teachers and adults in the school must be aware of health and safety procedures and must act accordingly to provide a safe environment for the children, staff, and visitors.

The Senior Leadership Team has ultimate responsibility for health and safety matters in school. It has a duty to ensure that staff, pupils, and visitors are not exposed to risks to their health and safety. The Health and Safety Coordinators in each school (Head of Primary and Secondary) will work in close relation with the School Leadership Team and Middle Management Team to ensure all policies are applied accordingly.

The Heads of Primary and Secondary School are responsible for the day to day health and safety management at the school. They will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

The Heads of School will ensure:

- Review the Health and Safety Policy on an annual basis, updating the procedures and protocols as required so to be in accordance with best practice within the context of IBSB



- That the Health and Safety Policy is communicated to all stakeholders within the IBSB community and implemented effectively and in accordance with national legal obligations and ISI guidelines
- The promotion of a health and safety culture within the school and during offsite visits to prevent accidents, work-related ill health, and damage to property
- The effective management of the health, safety, and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable
- Adequate management of health and safety risks arising out of the school's activities
- Ensuring that the school building and premises are safe and regularly inspected, including an annual audit, plus any additional audits following changes / updates to school premises and buildings
- Responsibilities for health, safety, and welfare are allocated to specific people and those persons are formally informed of these responsibilities
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role
- The provision of adequate information, instruction, supervision, and training for staff and pupils
- That arrangements are in place for the effective consultation with staff, regarding health and safety matters
- Clear procedures and protocols are created for risk assessment, the development of safe working practices and reporting of accidents/incidents
- That effective evacuation procedures are in place and regular fire/earthquake drills are held and recorded
- An appropriate level of investigation into accidents, incidents, absence and complaints pertaining to matters of health and safety
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks
- Health and Safety Policy and performance is reviewed at least annually and changes and improvements are part of the annual development plan.

The Middle Management Team (Heads of Departments/Key Stage Coordinators) will:

- Develop and disseminate a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this
- Ensure they are familiar with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this policy (this may require reading trade journals, CLEAPSS)
- Ensure that risk assessments of the activities for which they are responsible are conducted and reviewed at least annually
- Ensure that all staff under their control (to include supply teachers) receive adequate information, supervision, and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area
- Ensure that all statutory notices and appropriate safety signs are displayed in their specialist area
- Ensure that adequate first aid provision, protective clothing and equipment, registers, and log books are available for use in their specialist area



- Ensure that machinery, equipment, and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety
- Evaluate promptly and, where appropriate, take action regarding criticism of health, safety and welfare arrangements reported to them, or refer them to the Head of School
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Investigate any accidents which occur within their sphere of responsibility
- Include information about Health and Safety in the annual development plan and SEF for his/her department or area of responsibility
- Review health and safety at departmental/team meetings and refer any concerns to SLT

The Class Teacher will:

- Take reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision
- Ensure they are familiar with this policy and the procedures in respect of fire, earthquake, lockdown, first aid, and other emergencies, and to carry them out as required
- Read all school policies as relating to Health and Safety and follow the procedures outlined
- Exercise effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary
- Follow any safe working procedures issued for their subject area and generally
- Provide and require the use of appropriate protective equipment, clothing, and guards where necessary and ensure they are used as required
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Integrate all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation

Non - teaching staff will:

- Co-operate with the Head of School, their Head of Department and their Line Manager on health and safety matters
- Act with due care for the health, safety and welfare of themselves, other staff and other persons at the School
- Exercise effective supervision over those for whom they are responsible
- Ensure they are familiar with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies
- Implement safe working practices which comply with the approved school policies and procedures and set a good example personally
- Act in accordance with any specific health and safety training received
- Exercise good standards of housekeeping and cleanliness
- Ensure that offices, general accommodation and vehicles are kept tidy and report any defects to their Line Manager
- Ensure that tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided



- Report any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head of School, in particular those, which are of a serious or imminent danger, and introduce procedures to minimise the possibility of accidents
- Use protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition
- Provide instructions, warning notices, and signs as appropriate
- Report all accidents in accordance with current procedure
- Ensure that any accidents or incidents which **resulted or** could have resulted in personal injury are reported to the Head of School
- Assist in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Ensure that if authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered
- Ensure that if entrusted with responsibilities for specific aspects of health, safety, and welfare, they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence
- Minimise the occasions when an individual is required to work or study in isolation
- Not interfere with or misuse anything provided to safeguard their health and safety
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

Pupils (in accordance with their age and aptitude) will:

- Co-operate with the Head of School and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency
- Take reasonable care for their own health and safety and that of others at the school
- Observe standards of dress consistent with safety and/or hygiene
- Use and not wilfully misuse, neglect, or interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to the Head of School
- Children should wear appropriate clothing to school. There is a school uniform which all students in Years 1 to 11 are expected to wear. There is a dress code for Sixth Form students which they are expected to follow. Students should also wear the school PE uniform and proper trainers for PE lessons. (See School Uniform Policy)
- Children should also have suitable clothing for outdoors at playtimes – in winter they should have warm clothing and in summer it is advisable they have a cap. Students should not wear excessive jewellery to school.

Visitors/Parents on campus will:

All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:

- Ensure that they have consulted with the Head of School or Executive Director regarding the appropriate means of their access to and egress from the site
- Ensure that they are familiar with the school's fire and earthquake emergency evacuation procedures
- Ensure that they have adequate information about premises, plant, and equipment (if appropriate).
- Provide evidence that they have completed an adequate risk assessment of all their planned work
- Present ID at the gate and leave this with the guard whilst on campus



- Wear a visitors badge at all times whilst on campus
- Comply with all directives as outlined in the Visitors Policy
- Comply with all other relevant policies, including the Medical Policy, including completing a declaration and undertaking a temperature check prior to entry during times of pandemic.

Medical (Refer Medical and First Aid Policies)

Children should not attend school unless they are physically fit to do so – if children are in school then they will be expected to join in with all school activities (including PE and playtime). Any exceptions to this should be arranged through the Head of School.

Allergic reactions or special medical conditions will come to the attention of the teaching staff through the medical form which parents fill in on applying for admission to the school. These should be noted on the appropriate form and kept in a prominent place in order for all staff to have easy access to it.

Parents are informed on admission of the medical insurance arrangement with the designated school medical clinic that enables sick children to be visited by the doctor at school. Parents are encouraged to take up this option. ²

Medicines may only be administered to children by the office or medical staff if there is permission from parents or guardians in writing. ² (See School Medical Policy)

All students are required to present a medical certificate to confirm they are able to participate in PE lessons and activities.

All students must present an AVIZ prior to start school, and will be required to present an AVIZ following a period of sickness or any absence exceeding 3 days.

Student Supervision

Students are permitted to be on the school site from 8.00am and should leave the campus at 4.00pm unless they are involved in an after school activity and are supervised by a member a staff. (See School Attendance Policy)

A member of staff will be on duty every morning between 8.00 – 8.15 am.

There will a Secondary School teacher and a Primary School teacher on duty between 8.15 – 8.30am every morning and 3.50 – 4.15pm every afternoon.

All break times are supervised by at least two teachers in both schools. At all break times students are expected to stay outside except when a bad weather break is called (see Playground and Lunch Duty Policy).

Teaching and support staff are expected to be in school at 8:15 each morning and have a duty of care to ensure student safety during school hours and on educational visits. ³

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents as needed.

Control of Hazardous Substances

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 Head of Science in Secondary School and circulated to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where appropriate.

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.

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

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Heads of School immediately
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- In the case of fire or earthquake, all digital equipment should be turned off and unplugged

PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely



- Any concerns about the condition of the gym floor, heating in the hall or other apparatus will be reported to the site manager or Heads of School

Display Screen Equipment

- The Head of School is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.
- Staff are reminded that laptops should not be used on laps, chair arms, and other unsuitable surfaces.

Site Security

The school has 24 hour security staff at the gates and CCTV. The site manager and guards 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.

Smoke free Campus

The school is a No Smoking area. Smoking is not permitted anywhere on the school premises. Staff are also not permitted to smoke directly in front of the school campus or in view of the school campus where students arriving and leaving can see them smoking.

Fire and Earthquake/Evacuation Procedures (Refer Fire and Earthquake Risk Policies)

There are procedures drawn up for action in the event of fire or earthquake. These are displayed in each classroom- it is the responsibility of all staff to read these, to go over them with the students, and to be aware of the correct course of action in the event of these disasters. There are regular fire alarm checks and there is a fire/earthquake drill once a half term which is logged.

Lockdown Procedure (Refer Lockdown Policy)

There are procedures drawn up for action in the event of a terrorist attack. The procedures are outlined in the Lockdown Policy- it is the responsibility of all staff to read this policy, to go over the procedures with the students, and to be aware of the correct course of action in the event of a lockdown. There is a lockdown drill each year to help familiarise students and staff with the procedure, which is followed by reflection and feedback- noted in the SLT meeting minutes tracking table.

Movement around Campus

On entering the primary school, children are expected to hang up their coats on the pegs provided in the corridors. All corridors, in primary and secondary, should be left looking neat and tidy (while children are expected to leave the corridor tidy, it is the teachers' responsibility to ensure they do so). Lunchboxes, bags, and PE kit should be stored in the classroom in the places provided and should also be left in a tidy and responsible way.

Children are expected to move around the school in an orderly fashion. There should be no running or pushing. When moving as a class, children should move in single file. When using the staircases we should all keep to the right hand side and it is expected that all users of the building will respond courteously to others when passing through doors.

Students in years 7 to 11 who have lessons in the College Campus should be collected by a member of staff from main campus and accompanied to the college campus. The same will apply



when returning from the College Campus to the main campus. Students in years 12 to 13 are deemed responsible enough to be able to move between both campuses unaccompanied.

Students in years 12 and 13 are allowed to leave the campus unaccompanied at both breaks and lunch breaks, provided parental permission has been completed on the online form for the full academic year. Students in years 12 and 13 are also allowed to leave the school campus unaccompanied if they do not have a final lesson on their timetable if parental permission has been given using the appropriate online form. In all other regards, parental permission must be provided for any student to leave the campus.

It is expected that children will be permitted to move around the building on their own in order to carry out errands for the teacher – this will encourage a sense of responsibility in the children.

During a pandemic, students and staff should move about campus in accordance with school policy, protocol, and procedures to minimise the amount of contact and maximise social distancing.

School Egress

At the end of the day in the Primary School, it is the responsibility of the class teacher or the teacher in charge of an afternoon activity to ensure the children go with one of the designated recipients. The school has a record of those authorised to pick up Primary School children and children must never be allowed go without anyone without prior written authority. Parents and other recipients may gather in the parent waiting area in preparation for meeting their children. Parents are not allowed access into the campus without a prior appointment being made.

School buses only are permitted to enter the bus zone. Special care should be taken by staff (teaching and ancillary) on duty to ensure that students are kept away from the area with the school buses.

In the Secondary School, students who are not travelling on school buses and are not collected by parents will leave school by themselves. If a parent wishes a student to remain on campus under the supervision of staff until collected, a special request must be made to the office in writing and the Head of Secondary informed for this provision to be arranged.

Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety Policy, and will be required to comply with it.

Food

Children are not permitted to eat in the classrooms without express permission. Children are permitted to eat in the designated areas only. Lunch (hot or cold) is to be eaten in the dining room or designated eating area on both campuses. Sixth Form students are permitted to eat in the new Sixth Form building kitchen or designated areas, and with parental consent may eat lunch off campus unsupervised by staff. It is expected that the students will help maintain order and cleanliness in the eating areas. All areas where food is consumed indoors will be thoroughly cleaned by the clearing staff before and directly after an area is used.

Risk Assessments

Risk Assessment forms are completed in order to ensure the safety of all children in the following situations: Termly Risk Assessments carried out in EYFS, departmental, educational visits, school events, sports days, science lab and using chemicals during Science lessons, Art and Physical Education lessons (in some cases). (See Educational Visit Policy, School Events Policy)

The Risk Assessment forms must be written prior to an event taking place, approved by the Head of School, and discussed with the children and members of staff involved prior to the event.

Accidents

In the event of a child being injured it is the responsibility of the staff member who witnessed the accident or is closest, to ensure the student/s are taken to the Medical First Aid Room to receive first aid attention from the School Nurse as needed, or if necessary to provide First Aid or to find a staff member able to provide First Aid, depending on the situation:

- If the incident happens on campus and the child can be safely moved, he/she should be accompanied to the school medical room to receive MFA there by an office staff member
- If the incident happened off campus or the child cannot be moved safely, MFA should be administered on the spot as required by a qualified staff member. In addition to the school nurse, there are designated staff responsible for First Aid in both schools and in the office. There is a First Aid Box in the Medical Room and one located on each level in the main school buildings which contain gloves as well as other basic equipment. (See First Aid Policy and Floor Plans in rooms)
- If necessary the school doctor can be called as a matter of emergency
- A call will be made at the emergency number (112) in case of a serious injury

Accident/Incident Recording

Following treatment, the school nurse or teacher will inform the relevant Head of School as soon as possible providing as much detail as possible. It is the Heads of School's responsibility to ensure all details are received in order to accurately complete the accident form on Schoolbase. This will be saved on the student's record. This must include near miss events that could have led to serious injury, but, fortunately, did not.

The Heads of School will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined by RIDDOR 2013 legislation. Reports will be made to the relevant authorities for the following injuries:

- Death
- Fractures
- Burns
- Any loss of consciousness
- Any injury to the eyes
- Any crush injury to the head or torso
- Amputations
- Any injury arising from working in enclosed spaces with hypothermia or heat induced illness
- Any injury that requires the victim to be taken to hospital
- Any accident involving contact with any substance that may cause a serious injury or damage to health

Notifying Parents

The school nurse or office personnel are responsible for immediately informing the parents by phone about any incident where MFA is applied, and should follow the phone call up with an email to ensure parents also have a written record of the event (See First Aid Policy). Parents must be informed if the emergency services have been called to attend to their child. The Heads of School are responsible for recording this on the accident record.

Infection prevention and control

At all times it is important to be mindful of hygiene and safe practices to ensure we limit the spread of infections. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

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, sickness or changing a soiled child)
- Bag children's soiled clothing to be sent home, never rinse by hand
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly
- Cleaning staff to have a specified and displayed programme to ensure all areas are cleaned each day

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface



- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods, summarised in appendix 1.

In the event of an epidemic/pandemic, we will follow advice from DSP and the authorities about the appropriate course of action.

Monitoring

Health and Safety Audits

It is the responsibility of the Heads of School to ensure the following audits are completed and recorded.

- An SLT SIP Health and Safety audit during the Staff Induction, to be completed by the end of Term 1a [Refer to Appendix 2]
- An annual Health and Safety Audit is carried out by class teachers / staff for the room they are responsible for
- A monthly health and safety audit/inspection is also carried out on the building and appliances contained therein by the site manager
- An annual Health and Safety audit/walk through is completed by the Heads of School, the site manager and member of SLT
- A Health and Safety audit is completed for any new buildings or facilities

Electrical cables and equipment are inspected yearly as part of the PAT test by a qualified person and labelled with the date of the last inspection.

Staff are responsible for informing the site manager and SLT of any health and safety concern, repair to facilities or concern using the facilities form on SharePoint

<https://forms.office.com/Pages/ResponsePage.aspx?id=8QJ1OPtqDEynGTINwATNuQY-A0aUURJIhDndISRaiBBUQkNBR0RQNJ5T1FTWEpDRkE1SDFQT0tGUC4u>

Staff Support & Guidance

Staff Training

Staff are trained yearly in regard to health and safety procedures, including fire and earthquake procedures, fire extinguisher use, MFA training, completing risk assessments, Basic Child Safeguarding training, Online safety, educational visits. Selected staff also receive biannual Advanced Child Safeguarding training.

Romanian law dictates that staff sign a document indicating that they know the guidelines for health and safety at work quarterly.

Working at height

The site manager is responsible for the purchase and maintenance of all ladders in their school. All ladders conform to BS/EN standards as appropriate.

The Headteacher is responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone. If you are planning to use a step ladder ask a colleague to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Manual handling and lifting

The relevant Heads of School will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask a colleague for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Headteacher of the relevant school and security of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

Occupational Stress

We are committed to promoting high levels of health and 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. See related Mental Health and Emotional Wellbeing Policy.

Legislation

Inspections are carried out by an inspector from the local fire authorities and this policy and the school complies with national legislation. Additionally, 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
- [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 Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

In addition, sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Annual Review

This policy is subject to an annual review

Related Policies

First Aid Policy/Medical Policy/Admissions Policy/Year 9-13 Cycling Policy/
Mental Health and Emotional Wellbeing Policy/
Educational Visits Policy/Anti-bullying Policy/Staff Computer Use Policy/
Esafety Policy/Use of Digital Devices Policy/ Departmental Policies/PSHE Policy/
CAS Policy/School Events Policy/Visitor's Policy/Playground and Lunch Duty Policy/
School Closure Policy/Child Protection and Safeguarding Policy/Staff Recruitment Policy/
School Uniform Policy/Missing or Lost Student Policy/Bring Your Own Device Policy
Recruitment of Ex-Offenders Policy/School Evacuation Policy/
Disclosures and Disclosure Information Handling Policy

Document Control		
Draft Issued	August 2025	
Author	Kendall Peet	Head of School
Draft Approval	Kendall Peet	Head of School
Signed off by	SLT	
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Review cycle	1 year	

Appendix 2. 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 Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

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.
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 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 advisor 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.



Appendix 2

IBSB Health and Safety Compliance Checklist [To complete on Term 1a]

To review the checklist below in SLT SIP H&S Meeting and confirm dates for completion [By the end of Term 1b] for any items not yet completed by the end of the Staff Induction Programme.

1. Policies & Procedures

- Health & Safety policy up to date, signed, and approved by governors/owners
- Safeguarding & Child Protection policy aligns with H&S policy
- Risk assessment policy in place (covering site, activities, trips, specialist areas)
- First aid policy & provision reviewed annually
- Fire safety & Earthquake safety policy
- Critical incident/emergency response plan documented

ISI BSO Inspection Evidence required: Policy documents, approval minutes, review logs

2. Risk Assessments

- Whole-site risk assessment completed and updated (annual + ongoing reviews)
- Classroom, playground, specialist areas (science labs, PE, art/DT, ICT) covered
- Educational visits & trips risk assessments consistently applied
- Individual risk assessments for pupils with additional needs (medical/behavioural)

ISI BSO Inspection Evidence required: Risk assessment folder/database, sign-off records

3. Fire Safety & Emergency Procedures

- Fire risk assessment carried out and reviewed annually
- Fire alarms, extinguishers, emergency lighting tested and recorded
- Fire drills conducted termly, logged, and reviewed
- Fire evacuation routes clearly displayed in all areas
- Designated Fire Marshals trained and in post

ISI BSO Inspection Evidence required: Fire drill log, equipment test certificates, training certificates

4. Medical & First Aid Provision

- Qualified first aiders available during school hours and trips
- First aid kits fully stocked and regularly checked
- Accident/incident reporting procedures in place and consistently used
- Medical needs of pupils identified, care plans in place, and staff informed
- Secure storage of medicines with clear administration procedures

ISI BSO Inspection Evidence required: First aid rota, accident logs, care plans, medicine register



5. Premises & Site Safety

- Regular site inspections carried out (playgrounds, classrooms, halls, kitchens)
- Safe maintenance of electrical equipment (PAT testing)
- Safe storage of hazardous substances (COSHH compliance)
- Security measures in place (visitor logs, access controls, CCTV)
- Adequate lighting, ventilation, and hygiene facilities maintained

ISI BSO Inspection Evidence required: Site inspection logs, PAT test records, COSHH register

6. Staff Training & Responsibilities

- All staff receive H&S induction training
- Ongoing H&S training schedule in place (fire safety, first aid, risk awareness)
- Named H&S lead and deputies identified
- Records of training attendance kept
- Staff handbook includes key H&S expectations

ISI BSO Inspection Evidence required: Training records, induction checklist, staff handbook

7. Monitoring, Reporting & Review

- H&S is a standing agenda item at SLT/governor meetings
- Termly H&S audits or inspections carried out
- Accident/incident trends monitored and reported to SLT/governors
- Compliance with BSO/ISI standards checked annually
- Evidence file prepared for ISI inspection (policies, logs, training records)

ISI BSO Inspection Evidence required: Audit reports, SLT minutes, compliance tracker

Action Notes

- **Immediate Priorities:** _____
- **Responsible Person(s):** _____
- **Deadline/Review Date:** _____

To track meeting in the SIP Meeting Minutes Tracking Log