



# Health and Safety Policy

## GENERAL STATEMENT

Open Box Education Centre Limited (OBEC) is fully committed to working in line with Health & Safety legislation and is keen to promote good working practices. OBEC will conform to all relevant legislation regarding all matters of health and safety and fire regulation, in accordance with its obligations.

Open Box Education Centre aims to provide and maintain safe buildings and safe equipment and develop safety awareness, by appropriate training and guidance as necessary, amongst staff, students, contractors and others who use our school.

This policy takes into account the Department for Education's updated April 2022 guidance on:-

Health and Safety:- [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/health-and-safety-responsibilities-and-duties-for-schools)

## HEALTH AND SAFETY REQUIREMENTS

All employees, volunteers and other users of the School building are required to observe all notices, instructions and procedures relating to health and safety regulations.

All persons working for OBEC will have the opportunity for training and contributing to discussions and decisions on health and safety and how it affects their particular job.

The overall accountability for health & safety at OBEC is that of the Proprietor and Governing body. The day to day running of the School is delegated to the Principal and the School Business Manager (SBM), who has the responsibility for managing the health and safety risks in the School, ensuring that this policy is adhered to and that health and safety priorities and identified risks are addressed and controlled, and that all areas of health and safety outlined in this policy are managed.

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## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2. Legislation

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

[Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](#), 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 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

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The Proprietors and Governing body

The Proprietors and Governing body have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal and School Business Manager.

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

The Proprietors, as the employer, and the Governing body, also have 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.

The Governing body will give strategic guidance and review health and safety issues, as well as ensuring adequate resources for health and safety are available. They will provide a working environment that has all relevant health and safety checks and processes in place, to the required standards and will maintain the ongoing interest and involvement in all health and safety matters. They will review and monitor the effectiveness of this policy.

### **3.2 The Principal and School Business Manager**

The health and safety in school is delegated to the Principal and School Business Manager, who are responsible for ensuring all health and safety considerations are in place. This involves:

Promoting a positive health and safety culture in school

Implementing the health and safety policy

Ensuring there is enough staff to safely supervise students

Ensuring that the school building and premises are safe and regularly inspected

Providing adequate training for school staff

Ensuring appropriate evacuation procedures are in place and regular fire drills are held

Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

Ensuring all staff comply with the health and safety policy and that risk assessments are completed and reviewed

Monitoring the work being undertaken by Cleaning Contractors, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

Reporting to the Finance & Premises Committee/Governing body on all health & safety matters

### **3.3 Health and Safety lead – School Business Manager**

The nominated health and safety lead is the School Business Manager, who manages health and safety on a day to day basis, covering the responsibilities listed in section 3.2. The SBM will provide a written update for the Governing body on all matters in relation to H&S, for review at their meetings.

### **3.4 Staff**

School staff have a duty to take care of students in the same way that a prudent parent would do so. Sensible, safe behaviour is promoted to students by all members of staff. Dangerous behaviour displayed by students will be addressed appropriately in accordance with the Relationships & Behavior policy.

Staff will:

Read the Health and Safety Policy and comply with Open Box Education Centre's health and safety arrangements, working in accordance with training and instructions.

Report hazardous practices, near misses/accidents relating to staff, issues with equipment, and any other H&S concerns to the SBM, via the Smartlog system, to ensure up to date records are kept.

Follow the Student accident reporting procedure and contribute to the school's risk assessments, updating their own in relation to their lessons/activities/trips/etc.

Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

Model safe and hygienic practice for students

Leave the building in a tidy and safe condition

Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Students and parents**

Students and parents 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. In accordance with rules and procedures on discipline, students will follow safety and hygiene rules intended to protect the health and safety of themselves and others. Students will follow safety instructions from staff, especially in an emergency.

### **3.6 Contractors**

Contractors will agree health and safety practices with the School Business Manager, before starting the work. Before any work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and that they have insurance and method statements (if applicable) for information/consideration by the SBM, and to assist with risk assessing the works.

## **4. Site security**

The Principal and SBM are responsible for the security of the school site in and out of school hours. The SBM is responsible for daily checks and visual inspections of the site, and for ensuring the testing, servicing and repair of intruder and fire alarm systems is carried out when due.

All staff are responsible for monitoring any activity and discouraging any actions or behaviour which could pose a risk.

All staff will be responsible for ensuring that all reasonable measures are taken to establish and maintain a safe environment for both staff and students.

The Principal and another Staff Member are key holders and will respond to an emergency.

## **5. Fire**

The SBM will arrange for our Fire Consultant to complete/review the fire risk assessment annually.

The SBM will keep the fire safety log book in the back office, along with all records relating to fire safety and maintenance of fire safety equipment, and this will be made available for inspection by the relevant authorities.

All fire exits and fire exit routes must be kept clear of obstructions.

Emergency exits, assembly points and assembly point instructions will be clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous alarm.

Fire alarm testing will take place weekly but may be done out of school hours, if the identified time and day of the week is not suitable on a particular day.

New staff will be trained in fire safety and all staff and students 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, as deemed necessary by the Fire Marshall (SBM/Deputy). Evacuation procedures will also begin immediately

Fire extinguishers may be used by staff, 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 students will congregate at the assembly point outside the front of the school, towards the High Street.

Tutors will account for their students, which will then be checked against the attendance register of that day

The Principal will confirm that all staff and students are accounted for and will take control at the Fire Assembly Point

Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The school 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

Personal Emergency Evacuation Plans will be communicated to all staff, so that in the event of an emergency evacuation, whichever tutor is with the person that the PEEP refers to, will assist them to evacuate safely.

Visual Fire safety checks on equipment are carried out daily and regular servicing and testing are carried out and documented by the SBM.

## **6. COSHH**

Hazardous substances used in School will be risk assessed and controlled. These can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germ that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the staff member in charge of the relevant lesson/activity, and are reviewed by the SBM, and circulated to all staff who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Hazardous products are stored in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information (MSDS).

Specific cleaning products are kept in designated cleaning cupboards, which are locked by the cleaner each morning after use. Hazardous cleaning products are not accessible to students in areas of the school. Cleaning procedures and processes will be reviewed regularly, to minimise spillage and procedures for dealing with spillage will be addressed at induction and ongoing training.

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

Spillages of hazardous products are dealt with immediately and in a safe way, using PPE as appropriate. Risk assessments for lessons will contain information on how to deal with spillage and the PPE that should be used.

### **6.1 Routine Practices**

Rubber gloves and disposable cloths should always be used when cleaning the kitchen and toilets. Separate gloves and cloths should be used for kitchens and toilets. Separate mop and bucket combinations should be used for kitchens and toilets.

Cuts or open lesions on exposed areas of skin should be covered with waterproof plasters. (Blue plasters when working in the kitchen). If someone has an allergy other covering should be used.

Spillages of any kind should be cleared up as quickly as possible and where necessary a sign should be placed to warn of any potential slip hazard.

## **6.2 Slips, Trips and Fall on the Level**

The potential for slips trips and falls at Open Box Education Centre has been risk assessed and appropriate controls have been put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances, and regular hazard spotting inspections.

## **6.3 Snow and Ice/Condition of outside space**

If the main pedestrian routes are impossible to clear, the Principal will be informed and such information will contribute to any decision to close the school. Suitable equipment will be kept for clearing and / or gritting access paths. The SBM will assess the condition of the outside area daily, and deal with any debris, leaves, etc. that may need to be removed.

## **6.4 Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer and documented. The gas boiler will be serviced annually and certification obtained.

## **6.5 Legionella**

A water risk assessment has been completed and reviewed by the SBM, who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Legionella Control file.

This risk assessment will be reviewed at least annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: weekly temperature water checks, running through all taps and flushing all toilets, following periods of school closure.

## **6.6 Asbestos**

There is minimal exposure to Asbestos within the site and no internal asbestos within the building. Externally, it is encapsulated, with no plans for demolition or construction, in association with the area. Checks for the condition of the area at the front entrance to the building will be carried out annually, to ensure there is no change to the condition of the area.

In the event that it is necessary to have work carried out in this area, arrangements are in place to ensure that contractors are made aware of the location and type of asbestos, so as they know not to disturb it, during the course of their work.

Contractors will be advised that if they discover material which they suspect could be asbestos, in any area of the school, 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

## **6.7 Reinforced Autoclaved Aerated Concrete (RAAC)**

There is no RAAC present in our building, and therefore no risk.



## **7. 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 areas.

### **7.1 Electrical equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the SBM immediately, by the tutor in charge at the time.

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

Only trained staff members can check plugs

Portable appliance testing (PAT) will be carried out by our Electrical PAT Contractor annually.

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

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only be carried out by a competent person

### **7.2 PE/Sports/Recreational equipment**

Only staff should set up PE/Sports/Recreational equipment for Students and check that equipment is set up safely.

Any concerns about the condition of the main space floor or equipment should be reported to the SBM.

### **7.3 Display screen equipment**

All staff who use computers daily as a significant part of their normal work are offered a display screen equipment (DSE) assessment and are given information on the set up of their equipment and chair. '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)

## **8. Lone working**

Lone working may include:

Late working

Home or site visits

Weekend working

Site manager duties

Site cleaning duties

Working in a single occupancy office

Please refer to the separate “Off-Site Tuition & Lone Working in School Policy” for further information and clarification. The lone worker will ensure that they are medically fit to work alone.

## **9. Working at height**

Training is available to all members of staff. 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, if it is not within the remit of safe practice for staff. Staff must not use tables or chairs to stand on to put up displays.

In addition:

Students are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using steps or 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

## **10. Manual handling**

Manual Handling training is available to all staff. It is up to individuals to determine whether they are fit to lift or move equipment and furniture but if in doubt, they must not do it on their own. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.

Staff and students 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.

## **11. Off-site visits**

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

Risk assessments will be completed where off-site visits and activities require them

All off-site visits are appropriately staffed

Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents’ contact details

There will always be at least one first aider on school trips and visits

## **12. Lettings**

This policy also applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Principal in the first instance and then record the details for the School Business Manager. This applies to violence from students, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere within the school premises.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### **15.1 Handwashing**

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

### **15.2 Coughing and sneezing**

Cover mouth and nose with a tissue, or cough into your elbow, if you do not have a tissue to hand

Wash or sanitize hands after using or disposing of tissues

Spitting is discouraged

### **15.3 Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

### **15.4 Cleaning of the environment**

Daily premises cleaning will be carried out in accordance with the identified work plan produced by the SBM for the Contract Cleaner. Particular attention to sanitisation in relation to infectious disease will be prioritised and supplies of sanitiser, hand gel and soap will be readily available.

### **15.5 Cleaning of blood and body fluid spillages**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges will be cleaned up immediately and personal protective equipment will be worn

When spillages occur, cleaning will be done using a product that combines both a detergent and a disinfectant and used as per manufacturer's instructions. We will ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Mops will not be used for cleaning up blood and body fluid spillages – disposable paper towels will be used and discarded as clinical waste as described below

### **15.6 Hygiene**

All staff and students are required to observe all notices, instructions and procedures relating to hygiene regulations. All persons working at Open Box Education Centre will have the opportunity to discuss hygiene and how it affects their particular job.

The use of the kitchen for the preparation of high risk food requires people to have been trained in food handling. Level 2 Food Safety training will be made available to all relevant staff. A record of this training will be maintained.

It is important to encourage and maintain good standards of practice of hygiene for all staff and students. Any special equipment required should be easily accessible and staff and students should know where it is. It should also be maintained to a high standard.

Open Box Education Centre is subject to Food Standards Agency inspection by the local authority. The most recent Food Hygiene Rating will be displayed in a prominent place.

### **15.7 Laundry**

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag any soiled clothing to be sent home, never rinse by hand

### **15.8 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 1.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out when the School is notified that someone is pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal care provider and GP at any stage of exposure.

Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

## **17. Occupational stress**

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

Systems are in place within the school for responding to individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues). Concerns will be addressed in relation to monitoring staff workload.

Risk assessments will be carried out where necessary, with ongoing support to alleviate the causes of stress in the workplace.

## **18. Accident reporting**

Please refer to the separate Accident and Incident reporting procedures document in place.

It is important that staff are confident about procedures. First Aid training will be given to all staff. Staff and volunteers must call the emergency services, if necessary. A list of current first aiders is displayed in the office and in the Kitchen.

All injuries to Students must be recorded in the Accident Book kept in the Office using the standard Accident Report Form. All incidents and accidents to Staff and Visitors must be recorded on Smartlog, so the SBM is notified immediately.

First Aid boxes are available in the Kitchen, the medical room, Room 3 for Practical Skills lessons, and in the main office. Staff accompanying students to off-site activities will carry a portable first aid kit.

### **18.1 Accident record book**

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with an accident involving a student. The Student accident book is located in the main office and the Principal must be notified at the time. Governors will be notified of any serious incidents or concerns by the Principal.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the student's educational record.

Any accident involving a staff member or visitor will be recorded on Smartlog by the member of staff or first aider who deals with the incident. All staff have access to Smartlog. The SBM will be notified by the Smartlog system, at the time the report is completed. The SBM will review the details and follow up on the situation, and talk to the person who has been injured. Ongoing support and updates on the injury will be given and monitored by the SBM.

Records held in the first aid and accident book and Smartlog records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and

Payments) Regulations 1979, and then securely disposed of in accordance with GDPR and Insurance requirements.

## **18.2 Reporting to the Health and Safety Executive**

The SBM will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The SBM will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

Fractures, other than to fingers, thumbs and toes

Amputations

Any injury likely to lead to permanent loss of sight or reduction in sight

Any crush injury to the head or torso causing damage to the brain or internal organs

Serious burns (including scalding)

Any scalping requiring hospital treatment

Any loss of consciousness caused by head injury or asphyxia

Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

## **18.3 Notifying Parents and Administering medication**

The Principal, or SBM if delegated, will inform parents of any accident or injury sustained by a student and any first aid treatment given, on the same day. Medication will only be administered to students, with parental consent.

Medicines are kept in a locked cupboard in the office. The only exceptions to this are asthma medications and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other students.

## **19. Training**

Staff will be provided with health and safety training as part of their induction process and ongoing school statutory health and safety training. Training will be via the Smartlog system or in person, eg. Emergency First Aid at Work training, involving practical work.

Staff who teach higher risk lessons, involving practical skills(Construction, Hair & Beauty, Cooking) can access additional health and safety training, as appropriate.

## 20. Monitoring

This policy will be reviewed by the SBM every two years.

At every review, the policy will be approved by the Governing body.

## 21. Links with other policies

This health and safety policy should be read in conjunction with the following school policies, procedures and documents:

Accident & Incident Reporting Procedure

Accessibility plan

First aid policy

Risk assessment policy

Travel in Staff Cars policy

Off Site Tuition and Lone Working policy

Display Screen Equipment policy

Risk Management Assessment

Fire Safety policy

Child Protection policy

Anti-Bullying policy

On-line Safety policy

Self harm policy

**Approved by:** ..... (Principal) ..... (date)

**Authorised by:** ..... (Chair of Governors) 21-11-2023

**To be reviewed every:** 2 Years

**Next review date:** September 2025

## Appendix 1. 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
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>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.</p> <p>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.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	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.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	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.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.
<b>Scarlet fever</b>	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.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.



<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<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>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	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.
<b>Food poisoning</b>	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).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Students 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. Students and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	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.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.

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