



Newlands CofE School Federation

A partnership of Shere and Clandon Schools

Health and Safety Policy

1. Aims

The Newlands Federation aims to:

- Provide and maintain safe and healthy environments.
- Establish and maintain safe working procedures for staff, pupils, and all visitors to the school sites.
- Have robust procedures in place in case of emergencies.
- Ensure that 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, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Gas Safety (Installation and Use) Regulations 1998.
- The Regulatory Reform (Fire Safety) Order 2005. • The Work at Height Regulations 2005.

The federation follows national guidance from the UK Health Security Agency (UKHSA) and government guidance on managing infection control, including COVID-19.

Sections of this policy also align with the statutory framework for the Early Years Foundation Stage.

3. Roles and Responsibilities

3.1 The Governing Body

The Governing Body has overall responsibility for health and safety but delegates daily operational matters to the Headteacher.

The Governing Body is responsible for:

- Taking reasonable steps to ensure staff and pupils are not exposed to risks on or off the school premises.
- Assessing risks and introducing health and safety measures.
- Informing employees about identified risks and safety measures.
- Ensuring adequate health and safety training is provided.

The Resources Committee oversees health and safety.

3.2 The Executive Headteacher

The Executive Headteacher is responsible for day-to-day health and safety management, including:

- Implementing this policy.
- Ensuring adequate staffing levels for safe supervision.
- Ensuring buildings and premises are safe and regularly inspected.
- Providing appropriate training for staff.
- Reporting health and safety matters to the Governing Body.
- Ensuring evacuation procedures are in place and regularly practiced.
- Delegating health and safety responsibilities in their absence.
- Ensuring risk assessments are completed and reviewed.
- Monitoring cleaning contracts and ensuring cleaners have appropriate training and PPE.

In the absence of the Executive Head teacher, the Head of School assumes these responsibilities.

3.3 Health and Safety Lead

The Federation's nominated health and safety lead is Mrs. Jane Taylor.

3.4 Staff

- All staff must:
- Take reasonable care of their own health and safety and that of others.
- Cooperate with the Federation on health and safety matters.
- Follow training and instructions provided.
- Report any work situation that presents a danger.
- Model safe and hygienic practices for pupils.
- Understand and implement emergency evacuation procedures.

3.5 Pupils and Parents/Carers

Pupils and parents/carers are responsible for following school health and safety guidelines and reporting incidents.

3.6 Contractors

Contractors must agree to health and safety practices with the Headteacher before starting work and provide evidence of risk assessments.

4. Site Security

The Premises Manager and School Caretakers are responsible for school site security and for checking alarm systems.

Local governors are key holders and will respond to emergencies.

5. Fire Safety

- Emergency exits, assembly points, and instructions are clearly displayed.
- Fire risk assessments are regularly reviewed.
- Evacuation drills are held at least once per term.
- Fire alarms are tested weekly.
- New staff receive fire safety training.

The Federation ensures evacuation procedures accommodate those with mobility needs.

Refer to the Federation Fire Safety and Evacuation Policy for more details.

6. Control of Substances Hazardous to Health (COSHH)

- COSHH risk assessments are completed by the Premises Manager.
- Staff use hazardous products safely, following label instructions.
- Hazardous substances are stored correctly and clearly labelled.
- Emergency procedures, including spillages, are clearly displayed.

6.1 Gas Safety

- Gas appliances and pipework are regularly inspected by Gas Safe registered engineers.
- Rooms with gas appliances have adequate ventilation.

6.2 Legionella

- Water risk assessments are conducted and regularly reviewed.
- Operational controls are managed and recorded in the water logbook.
- Outlets are regularly flushed, water temperatures are monitored, and drinking water is clearly labelled.

6.3 Asbestos

- Staff and contractors are briefed on asbestos risks.
- Asbestos locations are recorded.
- Contractors must stop work immediately if they suspect asbestos disturbance.

7. Equipment

- All equipment is maintained and checked as per manufacturer instructions.
- New equipment is inspected for safety.
- Equipment is safely stored and labelled.

7.1 Electrical Equipment

- Staff use electrical equipment safely and report hazards.
- Electrical equipment is PAT tested where necessary.
- Only competent staff may check plugs or perform repairs.
- Wet hands must not touch electrical equipment.

7.2 PE Equipment

- Pupils are taught safe setup and use of PE equipment.
- Staff report any equipment or hall floor concerns.

7.3 Display Screen Equipment (DSE)

- DSE assessments are provided to staff who use computers regularly.
- DSE users are entitled to eyesight tests and corrective glasses, if required.

7.4 Specialist Equipment

- Parents/carers maintain children's wheelchairs.
- Staff support safe wheelchair use.
- Oxygen cylinders are stored safely, and staff are trained in their handling.

8. Lone Working

- High-risk activities must not be undertaken when working alone.
- Lone workers must inform someone of their location and return time.
- Lone workers must be medically fit to work alone.

9. Working at Height

- Work at height is supervised and performed by competent people.
- Ladders are visually checked before use.
- Pupils may not use ladders.
- Contractors provide their own ladders.

10. Manual Handling

- Staff must assess whether they can safely lift or move objects.
- Mechanical aids should be used when necessary.
- Staff and pupils must follow safe lifting practices.

11. Off-Site Visits

- Risk assessments are completed for off-site visits.
- Trips are appropriately staffed.
- Staff carry a mobile phone, first aid kit, medical information, and emergency contacts.
- A paediatric first aider accompanies Early Years trips.
- At least one first aider accompanies all trips.
- Refer to the Federation's Educational Visits Policy

12. Lettings

- Hirers of Federation premises must comply with this health and safety policy.
- Refer to the Federation's Lettings Policy

13. Violence at Work

- Violent or threatening behaviour towards staff will not be tolerated.
- All incidents must be reported to the Executive Headteacher.

14. Smoking

Smoking and vaping are prohibited anywhere on school premises.

15. Infection Prevention and Control

The Federation follows UKHSA guidance on hygiene, cleaning, and infection prevention.

- Staff and pupils must follow good handwashing, respiratory, and hygiene practices. PPE must be worn where required.
- Cleaning regimes must be frequent and thorough.
- Spillage kits must be used for blood or body fluid spills.
- Clinical waste must be disposed of properly.
- Animals must be safely managed.
- Special precautions must be taken for children vulnerable to infection.
- Exclusion periods for infectious diseases are detailed in Appendix 2.

16. New and Expectant Mothers

- Risk assessments will be carried out for new and expectant mothers.
- Additional medical guidance will be sought when required.

17. Occupational Stress

- The federation is committed to promoting staff wellbeing.
- Systems are in place to monitor workload and address concerns.

18. Accident Reporting

- Accidents must be recorded promptly using the Accident and Incident Report Form found in the First Aid Policy.
- Records will be retained for at least 3 years.
- The Executive Headteacher will report incidents to the HSE under RIDDOR. Parents/carers of Early Years pupils will be notified of accidents promptly.
- Serious incidents will be reported to Ofsted and safeguarding agencies as required.
- Refer to the federation's First Aid Policy.

19. Training

Staff receive health and safety training at induction. • Staff in high-risk areas receive additional training.

20. Review:

This policy was first adopted in September 2021. It will be reviewed annually or as necessary.

The Resources Committee is responsible for reviewing this policy.

- Date of last review: Summer 2026
- Date for next review: Summer 2027

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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

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

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

Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	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. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
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.