

Charlton Park Academy

Health and Safety Policy

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1. Review Procedures

The Health and Safety Policy for Charlton Park Academy will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

2. Statement of Intent

Charlton Park Academy recognizes that ensuring the health and safety of staff, students and visitors is essential to the success of the Academy.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare premises exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

3. Introduction

In order to achieve compliance with the Statement of Intent the Academy's management team will have additional responsibilities assigned to them as detailed in this part of the policy.

3.1 The Governing Body

The Governing Body is responsible for ensuring that:

- The policy statement is clearly written and it promotes a positive attitude towards safety in staff and students.
- The Senior Leadership Team are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

3.2 The Principal

Reporting to the Governing Body, the Principal has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this. This responsibility is delegated by the Principal to the Senior Vice Principal.

They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

The Senior Leadership Team will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.

The Principal delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Senior Vice Principal and the Management Team.

4. Senior Management Responsibility for Health and Safety

The Senior Vice Principal, together with our professional advisors, Judicium, will work with the Governance Professional on updating health and safety policy to ensure high standards are met.

This will be achieved by ensuring that:

1. This policy is clearly communicated to all relevant persons.
2. Appropriate information on significant risks is given to visitors and contractors
3. Appropriate consultation arrangements are in place for staff and their safety representatives.
4. All staff are provided with adequate information, instruction and training on health and safety issues.
5. Responsibilities for health, safety and welfare are allocated to specific individuals. Individuals should must engage and apply themselves in suitable training to ensure they are competent in maintaining high standards of health and safety for all.
6. Risk assessments of working practice are undertaken throughout the academy by all staff at all times. Health and safety is everyone's responsibility.
7. Safe systems of work are developed and in place from risk assessments by all staff.
8. Emergency procedures are considered and planned for.
9. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
10. Records are kept of all relevant health and safety incidents and activities e.g. assessments, inspections, accidents, etc.
11. Arrangements are in place to inspect the premises and monitor performance.
12. Incidents and accidents are reviewed by relevant staff and measures to reduce the likelihood and severity are put in place. Where necessary these are investigated and written and presented to the relevant governor committee. Necessary actions required are taken by senior managers. The governors responsible for Safeguarding and H&S will regularly review (at least half termly) incidents, accidents and measures taken.

13. The activities of contractors are monitored and supervised as required.
14. Records of maintenance activities must be kept and available for review by the Senior Vice Principal, the Safeguarding and H&S Governor and external H&S advisors, Judicium. Judicium will inspect them and give advice on at least an annual basis.
15. A report to the Governors Standards Committee on health and safety of the school is completed and submitted termly, and is available for auditors.
16. The H&S Policy and Procedures should form part of the Risk Register.

5. Staff Responsibility for Health and Safety

This includes the Senior Vice Principal, the Senior Management Team, the HR and Resources Manager and all staff. They must:

- Apply the school's Health and Safety Policy and be responsible to the Senior Vice Principal for the application of the health and safety procedures and arrangements.
- Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them.
- Carry out regular inspections of their areas.
- Provide sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are reported in a timely manner.
- Contribute as requested to the termly report for the Standards Committee.

6. Staff Responsibilities

All staff are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to staff and students as often as necessary.
- Manage through approved training approaches such as Leafe, Approach and Positive Behaviour Management Strategies as appropriate.
- Ensure the use of personal protective equipment and guards where necessary to protect selves and others including arm guards and follow the dress code.
- Make recommendations to the Senior Vice Principal on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

- Regularly (daily) pre- check their classrooms for potential hazards and report any observed to the Premises Officer (BP) immediately and follow up concerns or management of hazards to reduce risks.
- Report all accidents, defects and dangerous occurrences using approved and instructed systems.

7. Obligations of the School Cook

The School Cook, who must be qualified and follow hygiene standards, is responsible for the safe operation of the catering premises and must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Premises Officer of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- School staff must not use the catering Premises and equipment without the prior agreement of the Premises Officer, a Senior Leader or the School Cook.

8. Standards Committee

The Academy's Standards Committee provides a forum for discussions of health and safety matters. This committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this committee through staff governors.

The Committee will review all health, safety and security matters, including a review of policy at least annually. The Senior Leadership Team will advise the Governing Body of any current issues in respect of Health, Safety and Security.

9. Obligations of All Employees

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Governing Body, Academy or any other person delegated to be responsible for a relevant aspect of Health and Safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses in accordance with current procedures and using MyConcern and Behaviour Watch software to safeguard staff and students. Accident books must be completed.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform the Senior Vice Principal in person or via MyConcern of all potential hazards to health and safety, in particular those which are of a serious or imminent danger immediately and close off areas accordingly.

- Inform the SVP in person or via MyConcern of any shortcomings they identify in the Academy's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Report all concerns via MyConcern.
- Follow universal hygiene guidance and advice.
- Co-operate with the any appointed Safety Representative(s).
- When authorising work to be undertaken or requesting the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

10. Obligations of Contractors

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Premises Officer of any risks that may affect the school staff, students and visitors.

All contractors must be aware of the Academy health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take necessary action to make them safe, the Premises Officer will take such actions as are necessary to protect the safety of school staff, students and visitors.

11. Students

Students, in accordance with their cognitive age, special educational needs and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

12. Procedures and Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available.

12.1 Incident Reporting

All staff are required to ensure that all accidents are reported to the Senior Vice Principal (or designated responsible person) in person or via MyConcern who will ensure that the incident is investigated and reviewed. Serious incidents will be

reported to the Standards Committee and the Governing Body, and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported via MyConcern so they can be reviewed/investigated and appropriate steps taken to prevent a more serious incident or reoccurrence.

12.2 Asbestos

The Asbestos Register is available for all contractors prior to starting any work on the premises. The Premises Officer holds the Register in his office and must ensure that any contractors drilling in any at risk areas are fully aware of any risks identified in the Register.

Staff must not affix anything to walls or ceilings due to asbestos or fire safety risk.

12.3 Contractors

The Premises Officer is responsible for the supervision of contractors on site.

12.4 Curriculum Safety (including out of school learning activities)

All teachers are responsible for ensuring that risk assessments are in place for curriculum activities due to potential risk to staff and students.

The risk assessments must be undertaken, reviewed and assessed regularly by the senior management team. Records of these reviews should be available to the Standards Committee, who may sample risk assessments every half term. The Safeguarding and H&S Governor meets with the SVP and Governance Professional every half term to review risk assessments

Professional guidance from the HSE, the Judicium H&S Consultant, CLEAPSS, BAALPE and other lead bodies should be followed.

12.5 Display Screen Equipment

DSE assessments must be completed by administrative staff and teaching staff who use desktop PCs. Staff should follow this guidance; <https://www.hse.gov.uk/msd/dse/>

12.6 Educational Visits and Journeys

The Senior Vice Principal and the Education Visits Co-ordinator are responsible for all off site visits and activities. They ensure that risk assessments are in place and followed. These must be signed off by the EVC or SVP prior to occurring. Any residential educational visit involving overnight stays must have prior approval from a Co-Chair of Governors and the Principal. Risk assessments are kept in the Evolve network for access and reference.

12.7 Electrical Safety

The Premises Officer is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Officer will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

Staff are reminded that they must not bring electrical equipment into school without it first being PAT tested and prior approval in writing from the SVP.

12.8 Fire Precautions and Emergency Procedures

The SVP, the Governance Professional and the Premises Officer responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Premises Officer is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.
- All staff must be familiar with the school emergency plan and evacuation procedures.

12.9 First Aid

The names of the school's qualified First Aiders are displayed throughout the school.

First Aid supplies are kept in classes and it is the responsibility of First Aid trained staff to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

12.10 Infectious illness and attendance

Mild illness and attendance

The DfE recommends that parents/carers can send their child to school if they have a mild respiratory illness. This includes general cold symptoms such as a minor cough, runny nose or sore throat.

However, a child should not be sent to school if they have a temperature of 38°C or above.

Government 'exclusion' guidance for infectious illnesses

This guidance uses the term 'exclusion' in a different sense to an educational exclusion.

The table in Appendix II (page 16) is from the UK Health Security Agency (UKHSA) lists the most common illnesses affecting schools and includes advice on how long affected students should be absent.

The guidance also includes information about steps you can take to limit the spread of specific infections and when you should get support from your local UKHSA health protection team (HPT). For some infections, your HPT might advise that a student should remain away from school for a longer period of time.

Students who are close contacts of people who are unwell with an infectious disease or an infection don't usually need to be excluded. If this is necessary, your HPT will advise you on any specific precautions that need to be taken in response to managing a case or outbreak.

Procedure for infectious illness exclusions

- Contact the parent or carer as soon as possible
- Keep the student away from others and have a member of staff closely monitor them until they're collected
- Communicate clearly to the parent or carer the reason for the exclusion and the guidance you're following, including when the student should return to school
- Keep a detailed written record of the decision to exclude, including the symptoms and communication with the parents/carers
- All decisions to exclude a student should be made with the child's welfare in mind.

12.11 Hazardous Substances

Any hot fluid counts as a hazardous substance. Therefore, there must not be hot drinks in the classroom environment when pupils are present. (Unless this is an educational activity directly supervised by a competent adult).

The Premises Officer is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product. All staff are reminded that no hazardous substances should be used without the permission of the Premises Officer, who will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

Substances used in Food Technology, Design Technology and Science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

12.12 Inclusion

Charlton Park Academy complies with policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Senior Vice Principal is responsible for ensuring that there are adequate staff deployed and trained to ensure the health, safety and welfare of any student. The Accounting Officer and Resources Committee fully support H&S and safeguarding above all other considerations. If insufficient competent staff are available, the activities would need to be reconsidered. In the event of a significant staff illness or absence, classes may have to be closed until competent staffing levels are sufficient.

All teaching and support staff should seek and research key information about students needs and receive such training as is necessary for them to be able to support students learning, social and personal needs.

The SENCO, curriculum leaders and teachers must ensure that all risk assessments for curriculum activities are adapted as necessary. No student should be excluded from an activity on the grounds of health and safety unless the risk assessment indicates unacceptable levels of risk. Safeguarding priorities come first.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Senior Vice Principal.

12.13 Lettings/Use of Premises Outside of School Hours

The HR and Resources Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the lettings policy.

The HR and Resources Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of Premises and equipment.

12.14 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises 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 HR and Resources Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

12.15 Managing Medicines and Drugs

No student is allowed to take medication on the school site without a letter of consent from their parent/carer.

Staff must notify the Senior Vice Principal if they believe a student to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

12.16 Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Officer.

All faulty equipment must be taken out of use and reported to the Premises Officer. Staff must not attempt to repair equipment themselves.

12.17 Manual Handling and Lifting

The Premises Officer will ensure that any significant manual handling tasks (non-student) 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 the Premises Officer for assistance. Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Staff who assist students with physical disabilities must be regularly trained in the safe use of lifting equipment, and moving and handling techniques. A training record should be held CPD lead.

12.18 PE Equipment

The Premises Officer, together with the Senior Vice Principal, are responsible for ensuring that all physical education and health related exercise equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments must be completed for all physical education and health related exercise activities and all staff must be familiar with these.

All physical education and health related exercise equipment must be visually checked before lessons and returned to the designated store area after use.

Students must not use the physical education and health related exercise equipment unless supervised by a qualified and competent person.

Any faulty equipment must be taken out of use.

12.19 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Premises Officer's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Premises Officer.

12.20 Risk Assessments

It is the Senior Vice Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

Managers and all staff are responsible for undertaking general risk assessments.

12.21 Security/Violence

The SVP and Premises Officer are responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Premises Officer is responsible for the security of the site during after school use and lettings.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive, they should be asked to leave and staff should seek assistance from the senior management team.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately via MyConcern and to the Senior Vice Principal.

12.22 Site Maintenance

The Premises Officer is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained. They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the SVP and also inform their line manager.

All staff are responsible for reporting any damage or unsafe condition to the Premises Officer immediately.

12.23 Smoking

It is illegal to smoke or vape anywhere on the school premises. Staff or visitors must not smoke or vape on the school boundaries.

12.24 Staff Training and Development

The Senior Vice Principal, working with the Governance Professional, the Judicium H&S Consultant and the CPD Lead, are responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive health and safety and fire awareness training on an annual basis. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and Safety will be a regular agenda item for staff meetings and on INSET day throughout each academic year.

12.25 Stress

The Governing Body and the Senior Leadership Team are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

12.26 Swimming

For swimming onsite, see Appendix III, page 17.

Each offsite venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

12.27 Visitors

All visitors must sign in and out at the School Reception. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed by the Premises Officer of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

12.28 Working at Height

All staff must not work at height.

Standing on desks, chairs or other furniture is **not** permitted.

If staff are unsure if an activity is “at height”, they should seek clarification from the SVP before participating the activity.

The Premises Officer is permitted to work at height if suitable training has been completed.

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

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

13. Appendix I – Supporting Policies and Procedures

Supporting Policies

- Educational Visits

- First Aid and Medicines
- Safeguarding Policy (Child Protection)
- Behaviour Policy
- Code of Conduct
- Fire Risk Assessment

14. Appendix II - HPECS Guidance: Exclusion table



UK Health
Security
Agency

Infection	Exclusion period	Comments
Athlete's foot	None	Children should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT) .
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see Managing outbreaks and incidents .

Infection	Exclusion period	Comments
Diphtheria*	Exclusion is essential. Always consult with your UKHSA HPT .	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT .
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT . For more information, see Managing outbreaks and incidents .
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your local HPT will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed.

Infection	Exclusion period	Comments
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your UKHSA HPT for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment.	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your UKHSA HPT .
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.

Infection	Exclusion period	Comments
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB). Exclusion not required for non- pulmonary or latent TB infection. Always consult your local HPT before disseminating information to staff, parents and carers.	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread. Your local HPT will organise any contact tracing.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.

15. Appendix III - CPA Swimming Pool Procedures

Charlton Park Academy Swimming Pool Procedures

PLEASE READ CAREFULLY

1. The pool doors are to be kept shut when no supervising adult is in the area. A code is in place for enhanced security measures.
2. No pool user is to be left unattended at any time either in the swimming pool, the corridor outside of the swimming pool or in the changing room.
3. Students should be escorted to either the male or female changing room respectively.
4. Wheelchairs/buggies are to be kept behind the pool door whenever possible
5. Electric wheelchairs are allowed in the changing rooms but not in the pool area
6. Children in wheelchairs/buggies are not allowed on the poolside
7. A qualified life saver must be in attendance for all sessions
8. A pool side spotter must be in attendance at all times
9. Pool staff should be notified if a pool user is suffering from any of the following
 - Skin or eye infections
 - Bowel bladder or stomach disorders
 - Open wounds
 - Raised temperature within the last 24 hours
 - Recent epileptic seizure
10. The changing rooms must be kept clean and tidy during and after use
11. No food or drink is to be brought into the pool area
12. **Final visual sweep of all pool areas to be carried out before the last person leaves**