

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Health & Safety Policy

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Leadership Team	School Business Manager – Kate Foreman	
Governing Committee	Resources Committee	
APPROVED	Approved by Governors	
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UPDATE: Shared Drive Website (if applicable)		

Courage Commitment Compassion

Newlands Girls' School Health and Safety Policy

Part 1. The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
2. In particular, the Governing Body will ensure, so far as it is reasonably practicable:
 - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the school are adequately controlled; and,
 - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
5. The Headteacher with the assistance of the Leadership Team, Middle Managers and all staff will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
7. The school undertakes to monitor and review its systems and control measures to ensure they are effective.
8. This policy is complementary to Education (School Premises) Regulations 2012, School Standards and Framework Act 1998 (last amended 2018), School Inspections Act 2006, Education Act 2011.
9. This policy statement supersedes any previously issued.

Part 2. Responsibilities for implementing the policy

1. The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, they will: -

1. make arrangements to ensure the school has a written health and safety policy;
2. have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work);
3. delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out;
4. ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them;
5. ensure a governor attends appropriate health and safety briefings provided by the School;
6. have health and safety on the agenda at Governing Body meetings as appropriate.
7. ensure that health and safety performance is measured;
8. ensure that the school's Health and Safety Policy is reviewed annually;
9. ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the Governing Body in terms of local management of premises related issues in their role as the Responsible Person for Building Health and Safety (RPBHS).

The Governing Body will ensure that the Headteacher and staff provide: -

1. a safe environment for pupils, staff, visitors and other users of the premises;
2. plant, equipment and systems that are safe;
3. safe arrangements for transportation, storage and use of articles and substances;
4. safe and healthy conditions that take account of: -
 - statutory requirements
 - Approved Codes of Practice (HSE documents)
 - DfE guidance
5. adequate information, instruction, training and supervision;
6. provision of all necessary safety and protective equipment.

2. Responsibilities of the Headteacher

The Headteacher as the officer in charge of the day to day management of the school will carry out the duties detailed below. In his/her absence the Deputy Head will carry out these functions. The Headteacher will:

1. Pursue the objectives of the Governing Body with respect to health and safety;
2. Ensure this Policy is communicated adequately to all relevant persons;

3. Ensure health and safety is an agenda item in staff meetings;
4. Ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk;
5. Ensure their duties as the Responsible Person for Building Health and Safety (RPBHS) for local management of premises related issues including asbestos, fire safety, legionella and glazing are carried out to the best of their ability in accordance with the DfE standards, including in terms of nominating their Deputy RPBHS, attending any specific training provided and putting in place the arrangements required;
6. Ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties;
7. Ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both party's activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work;
8. Co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe;
9. Receive written reports from any appropriate Health and Safety professionals, concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made;
10. Ensure appropriate consultation arrangements are in place with staff / Safety Representatives and if a safety committee/group is requested by two or more Safety Representatives, work with them to set one up and maintain it;
11. Ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept;
12. Ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Headteacher. Copies of all reports must be made available to the Governing Body. Where specifically required i.e. under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) ensure appropriate reports are made to the Health and Safety Executive (HSE); From the 6th April 2012 the requirements to report RIDDOR Reportable Accidents that prevent the person performing their normal duties or are off work for 3 days or longer has been extended to 7 days or longer not counting the day of the accident. The 3-day injuries to staff still need to be recorded by the school but are not reportable to the HSE. All incidents reported to the HSE must be done on-line unless it is a major injury or fatality. The web address is www.hse.gov.uk/riddor
13. Ensure emergency procedures, including the Emergency Evacuation Plan and the Business Continuity Plan, are in place and adequately communicated;
14. Ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes for electrical equipment, local exhaust ventilation, gas appliances and lifting equipment). Also to ensure that materials and equipment purchased are safe and without risk when properly used;

15. Ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept;
16. Ensure arrangements are in place to monitor premises and activities for health and safety performance;
Keep abreast of the changes in the DfE's Health and Safety policies and procedures e.g. as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

3. Responsibilities of the H&S Co-ordinator

The school H&S Co-ordinator is the Facilities Manager.

Responsible for:

1. Co-ordinating and managing the risk assessment process for the school.
2. Co-ordinating the termly general workplace health, safety and fire safety inspections.
3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school.
4. Keeping records of all health and safety activities.
5. Advising the Senior Leadership Team of situations/ activities which are potentially hazardous to the health and safety of staff, pupils or others.
6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities.
7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

4. Responsibilities of Deputy Responsible Person(s) For Building Health & Safety

The role of Deputy RPBHS, will be nominated by the Headteacher (as the RPBHS) to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, legionella and glazing in accordance with the School's and DfE's policy and standards. The Headteacher may nominate just one person for this role or different members of staff for the various topic areas and those nominated could include, for example the School Business Manager, the Health and Safety Co-ordinator, the Site Manager or other appropriate staff. Nominated Deputy RPBHS's must be competent to carry out their role and attend any specific training provided.

5. Teaching / Non-Teaching Staff Holding Posts/ Positions of Special Responsibility

This is likely to include: Heads of Year, Heads of Department, Administration Managers/ Supervisors, Technicians and members of the Site Team.

They are responsible for:

1. Applying the schools' Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the

application of health and safety procedures and arrangements. Heads of Departments are specifically responsible for: -

- drawing up safety procedures for their departments
 - reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience
 - ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate
2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School H&S Co-ordinator, as appropriate.
 3. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work.
 4. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher
 5. Carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also to ensure that furniture and activities are safe and record these inspections where required.
 6. Ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH).
 7. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control.
 8. Assess the training needs of themselves / their staff and raise any requirements with the Headteacher.
 9. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately.

6. Responsibilities of Class Teachers

Class teachers have responsibility to:

1. Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid etc) and to follow them when the need arises.
2. Follow health and safety procedures applicable to their area of work.
3. Give clear health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.
5. Integrate all relevant aspects of safety into the teaching process.
6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks.
7. Report all accidents / incidents / dangerous occurrences and defects to the Headteacher.

7. Responsibilities of all staff

Apart from any specific responsibilities that may have been delegated to them, in conjunction with the responsibilities identified for staff within the School's and DfE's Health and Safety Policies, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Follow all instructions on health and safety issued by the DfE, School or any other person designated as having responsibility for a relevant aspect of health and safety.
3. Act in accordance with any specific health and safety training received.
4. Report all accidents/ incidents and near misses in accordance with current procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities.
7. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
8. Exercise good standards of housekeeping.
9. Know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc.

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

8. Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the DfE in connection with their proposed activities. They must also comply with all safety directions given to them by the School / Governing Body (including emergency procedures) and, will not, without prior consent of the School:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Take any action which may physically affect the fabric of the building.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for any person using the premises or staff/ pupils at the school.

All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.

9. Pupils

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency.

They must not misuse, neglect or interfere with things provided for their health and safety.

10. Monitoring the Effectiveness of the Policy / Health and Safety Advice

The implementation of this policy will be monitored by regular inspection and review by the Headteacher and others that they may nominate. In addition, an independent H&S auditor can be asked to carry out an audit or various risk assessments such as fire or glazing for the school. The LA H&S Advisor can be contacted for advice on 07786190153.

Part 3. Procedures and Arrangements

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate / reduce health and safety risks and to comply with legal requirements.

1) Accident/incident reporting

All staff are required to ensure that all accidents/incidents and near misses are reported. The person designated as responsible for recording incidents and ensuring the School incident report form is fully completed and a copy kept by the school is the Facilities Manager. This person will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required in accordance with the DfE Accident Reporting procedure.

2) Asbestos (management of)

An asbestos survey of the school has been undertaken the school and Building Services both hold copies of the register (hard copy). The School's asbestos register/survey is located in the Facility Manager's Office.

The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the Facilities Manager.

The Headteacher (RPBHS), supported by their Deputy RPBS who is the Facilities Manager are responsible for ensuring that arrangements are in place prior to any work being carried out by School staff/contractors/others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc), the asbestos register must be referred to and an asbestos Permit to Work must be in place and being operated. Where asbestos has been identified within the asbestos survey they must also carry out regular checks to ensure no damage has occurred. All staff must be made aware of the relevant arrangements, how to report any damage to asbestos materials and what the emergency procedures are.

Any damage to asbestos, or substances suspected to be asbestos, must be reported to the Facilities Manager/ School Business Manager/ Headteacher immediately. Advice can be sought from RBWM Property Services on 01628 796004 / 0782 798 6880 / property@rbwm.gov.uk

and the area must be cordoned/locked off immediately until it is made, or verified as being safe by a competent person.

3) Contractors

Competent external Project Managers will be employed to oversee large projects. They will ensure work is carried out safely and in accordance with current regulations and guidelines. They will monitor major contractor's activity. School may also employ contractors in accordance with the School's Best Value Policy. In these circumstances the Facilities Manager will ensure competent contractors are employed and health and safety matters are given top priority. Contractors must be required to carry out a risk assessment prior to commencement. The Facilities Manager will liaise with contractors and will notify the Headteacher of measures needed to be taken to ensure safety.

All projects will need to meet the requirements of the Construction Design and Management Regulations (CDM).

4) Display Screen Equipment

The DSE Regulations 1992 (Amended in 2002) is used as guidance when performing annual work station assessments (or sooner if working conditions change), arrangements for eye testing etc. Staff should contact the Facilities Manager for further advice if required.

5) Electrical Equipment

Portable electrical equipment is tested every 18 months. In addition to this test, science, IT and technology technicians visually inspect the equipment in their area of responsibility for physical damages every term. Equipment must also be checked

for defects prior to issue. Faulty equipment will be taken out of use until repaired by a competent electrician.

All staff are reminded to check equipment for damage prior to use and report defects to the Facilities Manager

No unauthorized member of staff will do any electrical repairs on any equipment belonging to the school. This means all repairs regardless of how trivial the task may appear e.g. changing a plug fuse. Selected members of the Site Team and IT staff will be trained to meet the necessary standards in order to carry out work on electrical equipment specific to their roles.

6) Fire Procedures

The Facilities Manager is responsible for ensuring the annual Housekeeping Fire Risk Assessment is carried out and that the full Fire Risk Assessment is carried out when required and recorded. The Facilities Manager must also monitor and record arrangements for testing of the fire alarm, emergency lighting, drills, procedures to be followed, staff with special responsibilities e.g. fire wardens, assembly points, maintenance of fire exits/ escape routes, maintenance of fire extinguishers, calling emergency services, who is responsible for keeping records etc.

7) Emergency Procedures

Please refer to staff Emergency Procedures/ Business Continuity policies for the arrangements/ procedures for other types of emergency e.g. bomb threat etc. Staff with special responsibilities e.g. calling emergency services etc.

8) First Aid

The school has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be Reception. However, there are also first aid boxes located around the site with signage directing you to the nearest one. All first aid boxes are regularly checked to ensure they are adequately stocked.

Teachers responsible for trips will ensure a traveling first aid kit is taken with the group. These can be booked out from Reception.

9) Control of substances hazardous to health

Hazardous substances are used in the school for teaching, cleaning and minor maintenance. Substances used in the laboratories will be used in accordance with the advice received from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). Substances used for other purpose will be assessed in line with the Council's guidance on Control of Substances Hazardous to Health (COSHH).

10) Lettings / shared use of premises/ use of premises outside school hours

Parts of the school are available for hire by community groups. A separate role applies to lettings and users are required to observe safety rules pertinent to their activity and should ensure their action is not contrary to the school's policy.

The Site Manager is responsible for discussing health and safety issues with the hirers and will ensure they are provided with safe equipment and that they are aware of the school's fire precaution arrangements. (refer to the Schools Letting Policy for further details). The Pool Manager is responsible for making sure that all

hirers of the Pool Facility are fully aware of the health and safety requirements for using the pool and that they follow the NOP (Normal Operating Procedure) and EAP (Emergency Action Plan).

11) Lone Working outside of normal school hours

Staff who intend to work outside normal working hours, must inform the Site Team of their whereabouts so that appropriate safety and security measures can be implemented. During term time, after school hours, the main building is to be used in the first instance.

When working alone, staff should not undertake any hazardous activities and should not enter the building if they think it is unsafe.

If a member of staff wishes to attend the site during the school holidays then they must contact the Site Team in advance to request access as there might be works going on in the buildings. If a member of staff is planning on working on site during the school holidays it is preferable for them to buddy up with a work colleague.

12) Managing medicines / drugs

Pupils will not be supplied with "headache tablets" or other medical supplies.

Parents may request the School to administer medication to pupils during school time. (Please see Supporting Pupils with Medical Needs policy).

13) Maintenance and inspection of equipment

The nominated Deputy Person Responsible for Buildings is responsible for ensuring arrangements are in place for the periodic inspection, examination and testing of plant and equipment, and keeping records. (Equipment includes fume cupboards, kilns, dust extraction equipment, boilers, fire extinguishers, photocopiers etc.). Our current Plant inspection and Engineering insurance is with Zurich Municipal.

14) Manual handling and lifting

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils 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

15) PE Equipment

The Head of Department is responsible for ensuring staff responsibilities, instruction and training for staff/pupils. User checks, reporting of faults, procedures for inspection, repairs and maintenance are performed by a competent person, ensuring all documentation is filed.

16) Personal Protective Equipment (PPE)

Risk assessment, arrangements for supply and maintenance of any PPE are undertaken by nominated Deputies.

17) Risk Assessments

The Facilities Manager and School Business Manager are responsible for ensuring they are undertaken, and making arrangements for undertaking specific risk assessments (e.g. staff who are pregnant, young people where appropriate e.g. for work experience), arrangements for periodic reviews of risk assessments.

18) Safety Committee

The Resources, Audit and Risk Committee will receive regular updates from the School Business Manager regarding health and safety concerns on the school premises.

19) School Transport

Refer to the School minibus procedure for further guidance.

20) Security

Security is of great importance to the school. The Facilities Manager is responsible for ensuring that all the security measures are working effectively and monitored regularly. All breaches of security must be reported to the Headteacher and Bursar who will take the appropriate action.

21) Site maintenance

The Facilities Manager is to ensure arrangements and responsibilities are in place for upkeep and maintenance of the school site, buildings, reporting of hazards and defects etc.

22) Glazing

Members of the Site Team are responsible for making arrangements to ensure glazing risk assessment and glazing survey records are kept up to date and reviewed regularly or when changes occur. Also, to contact RBWM Property Services for advice on the thickness of safety glazing required prior to any replacement of broken windows etc where this is not carried out by the Term Contractor.

23) Legionella

The school purchases Legionella external monitoring through the RBWM Service Level Agreement. The site team are responsible for making sure that all legionella reports are kept and filed appropriately and that all recommendations regarding legionella are actioned.

24) No smoking

No smoking is allowed in any school buildings or on the premises.

25) Staff training

Members of the Leadership Team including the Continuing Professional Development (CPD) Co-ordinator are responsible for arranging induction training for new/temporary staff and any specific training for certain roles e.g. first aid, RPBHS/Deputy RPBHS training, if appropriate Operational Lead Role for legionella etc, competencies for certain activities e.g. hazardous substances etc.

26) Swimming

Refer to the Swimming Pool Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

27) Visitors

Upon arrival to Reception all visitors are required to sign in, are assessed for safeguarding and are issued a relevant badge. They are informed of the signing out procedures, and if they are moving around the building unaccompanied, the emergency evacuation procedures. Only named visitors with Letters of Assurance for Safeguarding purposes are permitted to be unaccompanied, all other visitors will be escorted by a member of school staff at all times.

28) Working at height

The Site Team members will undertake risk assessments, guidance and ensure procedures are in place including arrangements for use of access equipment e.g. kick stools, stepladders, ladders, mobile towers etc; undertaking user checks; appropriate training (especially for mobile towers); arrangements for contractors etc.

29) Violence

The Governors and the Headteacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the School's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the School in accordance with the School's procedures on violence in the workplace.

30) Monitoring

The Site Team is responsible for the monitoring and inspections of site, plant and equipment keeping suitable records.

31) Caretaking and Cleaning

The Site Manager is responsible for ensuring procedures are in place and adhered to by the cleaning team.

32) Off-site visits

When taking pupils off the school premises, the school 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 pupils along with the parents' contact details

33) Infection prevention and control

The school will follow national guidance published by the UK Health Security Agency when responding to infection control issues.

The school will also encourage staff and pupils to follow good hygiene practice such as:

- a) to catch it, bin it, kill it for coughs and sneezes.
- b) to wash hands thoroughly for a minimum of 20 seconds