

# Health and Safety Policy

## St Joseph's Catholic Primary School



<b>Policy Date:</b>	September 2019
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**Blessed Holy Family**  
Catholic Academy Trust

## 1. Aims

The Governing Body of St Joseph's Catholic school will take all necessary measures to ensure that it carries out its responsibilities as laid out in the Health and Safety at Work Act and Regulations .

Our school aims to:

- Provide and maintain a safe working and learning environment for staff, pupils and visitors.
- Establish and maintain safe working procedures amongst staff, pupils 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.

Whilst the Governing Body will take all practical and reasonable steps to identify and reduce hazards to the minimum, they cannot alone prevent all accidents or ensure complete safe and healthy working conditions. Staff and pupils must appreciate that their own safety and that of others, will depend on their individual conduct and vigilance. This applies to activities on or off the school premises.

The policies and procedures put in place therefore require the assistance of the whole school community.

This policy covers the nursery and primary school situated at the St Joseph's site. Where reference is made to 'the school', this refers to these two areas and the associated school playgrounds and gardens.

## 2. Legislation

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties that employers have towards employees and duties relating to lettings.

[The Management of Health and Safety at Work Regulations 1999](#), SI 3242 (updates Regs. 1992 SI 2051) 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 time frame 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 in Health and Safety**

#### **3.1 Responsibilities of the Governing Body**

The governing board has ultimate responsibility for Health and Safety matters in the school, but will delegate day-to-day responsibility to the Headteacher. The governing body as the employer, has a duty to:

- Produce and regularly review a school Health and Safety Policy that complies with H&S Regulations and Department of Education codes of practice.
- Work with the Headteacher to review and assess the risks to staff and others affected by school activities in order to identify and introduce the right Health and Safety measures to manage those risks.
- Create a positive Health and Safety culture in the school by Informing employees about risks and the measures in place to manage them.
- Ensure that relevant Health and Safety training is delivered and to provide the necessary funding.
- Conduct premises inspections each school term with the Site Manager.
- Maintain Health and Safety documents relating to building works and asbestos which can be made available to staff and contractors.

#### **3.2 Responsibilities of the Headteacher**

The Headteacher is responsible for the day to day Health and Safety of the school ensuring safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher will:

- Implement the Health and Safety policy.
- Ensure there is enough staff to safely supervise pupils.
- Ensure that the school building and premises, equipment, machinery and apparatus are safe and regularly inspected.
- Provide adequate training for school staff and ensure the requirements of all Health and Safety legislation, codes of practice and guidelines are understood.
- Report to the Governing Body on Health and Safety matters.
- Ensure appropriate evacuation procedures are in place and regular fire drills are held.
- Ensure that in their absence, Health and Safety responsibilities are delegated to another member of staff.
- Ensure all risk assessments are completed and reviewed.
- Monitor First Aid and Welfare provision.
- Monitor cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment where necessary.
- Encourage staff, pupils and others to promote Health and Safety and to identify risks.
- Monitor and seek to achieve the highest standard on Health and Safety throughout the school.

- In the Headteacher's absence, the Deputy assumes the above day-to-day Health and Safety responsibilities.

### **3.3 Responsibilities of all staff**

School staff have a duty to take care of pupils and to:

- Take reasonable care of their own Health and Safety and of others who may be affected by what they do at work.
- Co-operate with the Governing Body and Headteacher on all Health and Safety matters.
- Be familiar with the Health and Safety Act, regulations and codes of practice. Attend Health and Safety training provided.
- Inform the line manager or appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Assist in any investigation and risk assessments regarding accidents, dangerous occurrences and near misses.
- Model safe and hygienic practices for pupils.
- Ensure they do not use or interfere with any equipment or machinery that they are not competent to use.
- Understand emergency evacuation procedures and feel confident in implementing them. Be aware of Health & Safety signage and warnings around the school.
- Liaise with the Senior Leadership Team (SLT) to identify any risks within their area of responsibility.

### **3.4 Responsibilities of Pupils**

Pupils 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.

### **3.5 Responsibilities of Parents**

Parents have a duty to cooperate with the Headteacher and staff and follow Health and Safety instructions in the School. Parents should ensure their own children, including pre-school infants, are kept safely under their supervision when in the school.

### **3.6 Responsibilities of Hirers, Contractors and Others.**

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity must follow the schools' Health and Safety policy as would apply during school hours.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities to be familiar with this policy. They are required to comply with all safety directives of the Governing Body and Headteacher and, unless authorised to do so, will not introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment or take any action that may create hazards for persons using the premises. The principle person in charge of hirers, contractors and others will be responsible for safe practices.

If a contractor creates hazardous conditions and refuses to eliminate or to take action to make them safe, the Head teacher will take such actions as is necessary to prevent persons in his or her care from risk of injury.

#### **4. Site Security**

The Headteacher and Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site and for the intruder and fire alarm systems which have a direct link to the police.

A private contractor maintains high definition CCTV cameras within the school.

The Headteacher and Site Manager are key holders and will respond to an emergency.

All members of staff must electronically sign in and out of the school premises.

All visitors/contractors/parent helpers should report to reception to electronically sign in and out of the premises.

Office staff will issue colour coded visitor passes. The pass must be worn, and on show for the duration of the visit and returned to Office staff before exit.

All adults should challenge anyone who is not wearing a pass and is not a member of the school community.

#### **5. Fire Procedures and Evacuation policy**

St Josephs will provide a safe and healthy working environment with regards to fire safety in the school. The fire and evacuation policy is detailed in **Appendix 1** of this policy.

#### **6. Critical Incident Procedure**

St Josephs has a Critical Incident Plan which covers routines and procedures should the school experience an incident or unexpected occurrence which is likely to have a major impact on the school. These might be:

- An accident, serious injury, fatality or severe stress.
- Circumstances where a person might be at serious risk of illness.
- Circumstances in which part, or the whole school is unable to function as normal due to external influences.
- Any situation in which the national or media might be involved.

#### **7. Medical Staff, First Aid and Medication**

The number of certified medical staff and First Aiders will be at all times be, at least the number required by law. Staff will be given training in first aid techniques as is required to give them a basic, minimum level of competence. Additional training will include:

- Paediatric First Aid and lifesaving
- Asthma and Auto Adrenaline Injectors
- Use of Defibrillator

Supplies of First Aid materials will be stored in the medical room with First Aid kits in all year groups. A Defibrillator, linked to the London Ambulance Service, is kept in the school office and can be accessed both by the school and the public. A notice on the school gate signposts access to the Defibrillator.

Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities. All staff working in breakfast and after school clubs will receive medical and First Aid training.

A record will be kept of all occasions when a member of staff, pupil or other person receives medical or First Aid treatment, either on the school premises or on a school related activity. This will be recorded electronically or manually in the Accident Book.

St Joseph's procedure for accidents and incidents is detailed in **Appendix 2** of this policy.

## **8. Infection Prevention and Control**

St Joseph's follow national guidance published by Public Health England when responding to infection control issues. Staff and pupils are encouraged to follow the good hygiene practice as described in **Appendix 3** of this policy.

All staff working with children in breakfast and after school club are required to complete Food hygiene level 2 training.

## **9. Control of Substances Hazardous for Health (COSHH)**

Our School will ensure control of hazardous substances, which include:

- Chemicals / products containing chemicals.
- Fumes / vapours / mists /dusts.
- Gases and asphyxiating gases.
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

Control of substances hazardous to health (COSHH) risk assessments are completed by the Headteacher and Site Manager and circulated to all employees who work with hazardous substances. Staff will be provided with protective equipment, where necessary.

Staff must use hazardous products in accordance with instructions on the product label and store appropriately in a locked cupboard. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **10. Equipment**

All equipment and machinery is maintained in accordance with the manufacturer's instructions. All new equipment when purchased, must be checked to ensure that it meets appropriate educational standards.

All equipment should be stored in appropriate areas and in storage containers as necessary. They must be labelled with the correct hazard sign and contents.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Headteacher or a member of the Senior Leadership Team immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Isolator switches are clearly marked with a red button to identify their machine and are located in the plant room under the supervision of the Site manager. The Isolator switch for the lift is located on the ground floor outside the lift.

Portable Appliance Tests (PAT) will be carried out by an approved contractor yearly on all electrical appliances.

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

All Certificates and Work Orders are held and maintained in the Site **Manager's** Office.

PE Equipment: Staff are required to check that equipment is set up safely. Pupils are taught how to carry out and set up PE equipment safely and efficiently. Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher and Site Manager.

## **11. Pregnant Workers and New Mothers.**

A risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. The risk assessment will be kept under review as the pregnancy progresses. The Headteacher will ensure appropriate measures are 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 carer 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 staff member 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), a pregnant member of staff should inform her antenatal care and GP to be investigated promptly.

If identified hazards cannot be eliminated, a pregnant member of staff may be redeployed during the pregnancy to a safer environment.

## **12. Occupational Stress**

At St Joseph's we are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment. St Josephs has a well-being staff committee which responds quickly to individual concerns and monitors staff workloads. A staff well-being survey is carried out annually.

### **13. Lone Working**

Lone working includes working alone after hours and outside of normal working hours including weekends and school holidays.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is, and when they are likely to return. Lone workers should have access to a telephone or mobile phone.

The lone worker will ensure that they are medically fit to work alone.

### **14. Working at Height**

Working at height activities are a risk to personal injury and therefore should be avoided whenever possible. Any essential work should be risk assessed, properly supervised and carried out by competent people with the skills, knowledge and experience to do the work.

The Site Manager is responsible for:

- Keeping and maintaining ladders for working at height.
- Ensuring pupils are prohibited from using ladders.
- Ensuring staff wear appropriate footwear and clothing when using ladders and that they conduct a visual inspection to ensure its safety.
- Ensuring contractors provide their own ladders for working at height.
- Ensure that only trained person's access to high levels, including roofs.
- Ensuring heavy items should never be stored at height.

### **15. Manual Handling**

At St Joseph's School, wherever possible, staff should not be required to manually handle people or objects that may result in personal injury. Staff who are identified as having to lift people or heavy loads must receive the appropriate Manual Handling training.

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.

### **16. Violence at Work**

At St Joseph's we 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 their Headteacher and line manager immediately. This applies to violence from pupils, visitors or other staff.

### **17. Gas Safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained and rooms with gas appliances are checked to ensure that they have adequate ventilation. Relevant paperwork and certification are held in the Site Manager's office.

### **18. Asbestos**

Staff need to be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. Arrangements are in place to



ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. If they do discover material which they suspect could be asbestos they must stop work immediately until the area is declared safe. The Site Manager must be informed if it is suspected that asbestos has been disturbed The premises asbestos log is kept in the Site Manager's Office.

### **19. Legionella**

An approved contractor is responsible for conducting regular checks on the water tanks and water system in the school to mitigate against the risk of Legionella. The contractor will provide a Certificate of Safe Water which is kept in the Site Managers office. A risk assessment will be carried out if significant changes have occurred to the water system and/or building footprint.

### **20. Smoking**

Smoking is not permitted anywhere on the school premises.

### **21. Health and Safety Training**

St Joseph's will ensure that staff receive information and training about Health and Safety which includes:

- How to assess risks specific for their job and
- How to meet their roles and responsibilities identified within the Health and Safety policy.

That training may be by written guidance or a training course and can be delivered at staff induction or ongoing. Staff whose work involves a greater element of risk will receive extra or specific training. Health and safety advice is included in the staff handbook

### **22. Health and Safety Policy Monitoring**

This policy will be reviewed by the Governing Body every year and more frequently as necessary. At every review, the policy will be approved by the Headteacher and Governing Body.

### **23. Links with other Policies and Documents**

This Health and Safety policy links to the following policies and documents:

- Child Protection Policy
- Accessibility Plan
- Critical Incident Plan
- Off Site Visits Policy and Risk Assessments
- Supporting Pupils with Medical Needs Policy
- Behaviour Policy
- Business Continuity Plan

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## **Appendix 1 Fire and Evacuation Procedures**

In the event of a fire the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, 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 pupils will congregate at the assembly points. These are located at the front and back playgrounds.

Class teachers will take an electronic register of pupils via the Fire App on mobile devices, which will be checked against the attendance register on that day. The Headteacher or Deputy will take an electronic register of all staff.

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

St Joseph's school has special arrangements in place for the evacuation of people with mobility needs. Fire risk assessments will also pay particular attention to those with disabilities.

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous buzzer with flashing lights linked to the Fire Brigade.

The named Fire Safety co-ordinator is the Headteacher or, in his absence, the Deputy Headteacher.

The Site Manager is will be responsible for:

- Checking all fire doors are free from obstructions and slip-trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- Checking that general housekeeping standards are adequate.
- Ensuring rubbish and waste materials are not being allowed to accumulate.
- Ensuring there is no storage of, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Ensuring waste containers are stored externally in a secure area.

Copies of fire evacuation plans are posted adjacent to the exit doors of all rooms.

The fire alarm is tested weekly and a fire evacuation exercise is completed once a term. This is recorded in the Fire Manual which is kept in the Site Manager's office.

The Headteacher and Site Manager will conduct a Fire Safety Risk Assessment yearly in compliance with Fire and Safety regulations.

Fire systems and extinguishers are checked on a regular basis. These are recorded in the Fire Manual, which is kept in the Site Manager's office.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. Staff will also receive training on the use of fire extinguishers.

## **Evacuations Procedures**

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

### **During class time - on hearing the alarm**

Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Ensure that the classroom is empty before leaving and, if possible, close the classroom windows and doors.

Staff will check that the children's toilets and other vulnerable areas are empty. Teaching staff will take their mobile electronic devices containing registers to assembly points for roll call.

Office staff will take out electronic registers containing parents' contact details and staff/pupil signing in details.

The Headteacher will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

Teachers should record any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

### **During lunch time on hearing the alarm**

Children should walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

Children should line up in register order.

Office staff will check the fire brigade has been called and medical staff will ensure the medical room is empty.

Office staff will take out electronic registers containing parents' contact and staff/pupil signing in details. Staff, with the help of the lunchtime supervisors will carry out a roll call at the assembly point.

### **When the building has to be evacuated out of school hours**

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Headteacher is consulted and the school's policy for evacuation is followed.

Group leaders must assume responsibility for raising the alarm, advising the Site Manager and evacuating the building

## **Appendix 2 Accident reporting**

### **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 it, to include as much detail as possible. Incidents regarded as significant will be reported electronically to monitor statistics and review each term. This information is also held centrally by the Local Authority.

Information about injuries will also be kept in the pupil's educational **record**. Records held in the First Aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulations and then disposed of securely.

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

The Deputy Head or Medical Staff will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence (RIDDOR) as defined in regulations. They will then 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:

- 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.
- Where something happens, or a near-miss that does not result in an injury, but could have done.

Examples of near-miss events include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.
- An accident or incident causing death.

### **Notifying parents**

The Medical staff will inform parents of any serious or head injury sustained by a pupil, and any First Aid treatment given, on the same day.

### **Reporting to Ofsted and Child Protection Agencies**

The Deputy Head will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Deputy Head will also notify the local child protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **Appendix 3 Infection Prevention and Control**

St Joseph's school will follow the following infection and control guidelines.

### **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 and birds.

Cover all cuts and abrasions with waterproof dressings.

### **Coughing and Sneezing**

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

Discourage spitting.

Wear personal protective equipment as required.

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

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

Use the correct personal protective equipment when handling cleaning chemicals.

### **Cleaning of the environment**

Clean the environment, including toys and equipment, frequently and thoroughly.

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

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use according to manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

### **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 children's soiled clothing to be sent home and never rinse by hand.

### **Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

### **Animals and birds**

Wash hands before and after handling any animals and birds.

Keep animal and bird living quarters clean and away from food areas.

Dispose of animal and bird waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals or birds.

### **Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. Our school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. St Joseph's medical staff will advise these children to have additional immunisations, for example pneumococcal and influenza.

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

The school has a Medical plan that details recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, St Josephs will follow advice from Public Health England about the appropriate course of action.