



Health and Safety Policy

Amwell View School

Last Reviewed Date:	28/07/2025	Reviewed:	29/4/2026
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Headteacher:		Date:	29/04/2026
Chair of Governors:		Date:	11/05/2026

Date of Next Review:	April 2027
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This policy has been adopted and adapted from the HCC Model Health and Safety Policy for Schools. CSF0035 last reviewed February 2026 by James Ottery.



Part 1 – Statement of Intent

The Governing Body of Amwell View School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy is emailed to all new staff, is on the school's website and when the policy is updated an email to all staff notifying them of the updated policy and where they can find it.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

This policy statement supplements:

- **Hertfordshire County Council's (HCC) Health and Safety Policy**
- **Amwell View's Support Pupils with Medical Conditions Policy**
- **Amwell View's Reducing the need for Restraint in School Policy**
- **Amwell View's Management of Learning Outside the Classroom and Off Site Visits**
- **School Premises Management Policy**

Part 2 – Organisation

As the employer the Local Authority has overall responsibility for Health and Safety in the Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the **Hertfordshire Grid** and follow the HSE's '**Managing for health and safety**' (HSG65) (hse.gov.uk), namely:

- **Plan**-set the strategic direction for effective H&S management.
- **Do**-ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check**-monitoring and reporting processes are in place to ensure the school is compliant.
- **Act**-undertake a formal review of health and safety performance.

Health & Safety Governor **Derek Goodall and Ellen-May Shipp** have been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive half-termly reports from the Headteacher / school business manager in order to enable them to provide and prioritise resources for health and safety issues.



Where required the Governing body will seek specialist advice on health and safety, which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, Tel: 01992 556478 healthandsafety@hertfordshire.gov.uk provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues, which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA / Governing Body any significant risks, which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher and to the School Business Manager who will work closely with the Site Manager, the H&S staff governor, Head of PE and the Offsite Lead and report to the Headteacher.

Responsibilities of other staff holding posts of special responsibility

- SLT, MLT, Subject Leaders, Class Teachers will apply the school's health and safety policy to their own area of work.
- The SBM and Head of Science will ensure staff are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- The Head of PE, Offsite Lead, SBM and Site Manager will ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- The SBM and Site Manager will ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- SLT, MLT, Subject Leaders, Class Teachers and will take appropriate action on health, safety and welfare issues referred to them, informing the head of any problems they are unable to resolve within the resources available to them.



- The Head of PE, Class Teachers, Subject Leaders, SBM and Site Manager will carry out regular inspections of their areas of responsibility and report / record these inspections.
- SLT will ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- SLT and MLT will ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school leadership on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.



Part 3 – Local Arrangements

Further detailed information and guidance on the LA's expectations are provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](http://thegrid.org.uk)

The following list of arrangements covers the key elements of a Health and Safety Policy:

Appendix 1	Risk Assessments
Appendix 2	Offsite visits
Appendix 3	Health and Safety Monitoring and Inspections
Appendix 4	Fire Evacuation and other Emergency Arrangements
Appendix 5	Fire Prevention, Testing of Equipment
Appendix 6	First Aid and Medication
Appendix 7	Accident Reporting Procedures
Appendix 8	Health and Safety Information and Training
Appendix 9	Personal safety / lone Working
Appendix 10	Premises Work Equipment
Appendix 11	COSHH (Flammable and Hazardous Substances)
Appendix 12	Asbestos
Appendix 13	Contractors
Appendix 14	Work at Height
Appendix 15	Moving and Handling
Appendix 16	Display Screen Equipment
Appendix 17	Vehicles
Appendix 18	Lettings
Appendix 19	Minibuses
Appendix 20	Stress
Appendix 21	Legionella
Appendix 22	School Swimming and pools
Appendix 23	Work Experience
Appendix 24	Infectious diseases



APPENDIX 1

RISK ASSESSMENTS**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the SBM following guidance contained on the H&S pages of the **Hertfordshire Grid** and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally on the staff drive under **Health and Safety / Risk Assessments** these assessments will be dated and reviewed on an annual basis, or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept on the school shared drive. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for 3 years post an incident or 3 years after a child's 18th birthday).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the class teacher.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Head of PE, class teacher, subject teacher, or senior leader using the relevant codes of practice and model risk assessments and can be accessed on the school shared drive: **Staff > Health and Safety > Risk Assessments**.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use in the lesson plan.

All LA schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT.

- CLEAPSS technology site <http://dt.cleapss.org.uk>
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>



APPENDIX 2

OFFSITE VISITS

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) **national guidance** for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

- **Visit leader**
- **EVC**
- **Headteacher**

See HCC's policy for the **management of Learning outside the classroom and offsite visits**

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve is used for the planning and approval of offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also has risk assessments for the learning environments around the school.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator Hayley Warrington who will check the documentation and planning of the trip and if acceptable refer the visit for approval to Headteacher Neil Ward for approval.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

The school policy for learning outside the classroom and offsite visits can be found on the School Website and the school shared drive: Staff:\Statutory Information (Policies, PP, Mental Health Lead etc)\Policies\Additional Policies\Mgt of Off Site Visits.



APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A formal inspection of the site will be conducted on a 6 monthly basis by Health and Safety Governor and the school business manager (April and November) and a report will be written and submitted to Neil Ward (Headteacher) and the Full Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with the school business manager.

Amwell View School has two named Health and Safety Governor Derek Goodall and Ellen-May Shipp (Staff Gov). They will be involved in monitoring the school's health and safety management systems which is reported to the full governing body each meeting by the school business manager.

Health and Safety is monitored on a daily basis by all staff and any immediate issues are reported on Parago – HelpDesk which is monitored by the Site Manager, school business manager and network manager and remedial work will be carried out as soon as possible.

Advice and pro forma inspection checklists to assist the monitoring process can be found in the [Grid](#).

Inspections will be conducted jointly with the establishment's health and safety representative(s), if possible.

See Appendix 10 for details of monitoring premises compliance issues.



APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in the **Fire safety risk assessment: Educational premises** and the **Grid**.

The fire risk assessment is located on the school shared drive Staff > Health and Safety > Risk assessments > Fire and in the school's fire log book which is held in the School Business Manager's office and is reviewed at least on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom and around the school. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular drills.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Janet Warrington the school business manager and updated to the LA via Solero.

Class Teachers are responsible for writing the Personal Emergency Evacuation Plan for a pupil which is recorded within their Care Plan.

Fire Drills

Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- All Teachers, Site Manager, School Business Manager receive basic Fire Awareness Training.

Details of service isolation points (i.e. gas, water, electricity)**Amwell View School (Station Road, SG12 8EH)**

Water – stop cock – front of school near class 4

Gas – main point – Early Years playground

Electricity – outside the pool plant room

Amwell View School Community Classroom (8 High Street, SG12 8AB)

Water – Front of Charity Shop (6 High Street) in the pavement

Gas – Community Class (nr American Diner)

Electricity – Community Class (inside the external cupboard near front door)



Amwell View School Tonwell (Ware Road, Tonwell, SG12 0HN)

Water – In the front of the school just before the main security gates in the pavement

Oil Tank – Opposite Front Entrance

Electricity – In the secure porch/cupboard accessible through Tonwell 3

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the school business manager, Site Manager, cleaners, and pool plant operators as appropriate, for consultation (See COSHH Appendix 11).

**APPENDIX 5****INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT**

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Resources Area near the SBM's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 15:45-16:00hrs.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Thomas Electrical Limited (Buntingford) Email info@thomaselectrical.co.uk or 01763 271949

A fire alarm maintenance contract is in place with Clymac Limited and the system tested annually by them at the Stanstead Abbots site. Thomas Electrical maintains the fire alarm systems in the Community Class and Tonwell satellites.

FIRE FIGHTING EQUIPMENT

Weekly In-house checks that all fire fighting equipment remains available for use and operational.

Red and White Fire Protection Limited undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Red and White Fire Protection Limited:
0800 058 8946 info@redandwhitefireprotection.co.uk

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and these tests recorded in the Emergency Lighting Log Book, on the H&S Monitoring Spreadsheet and recorded in Parago.

Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken by Thomas Electrical Limited 07917 014285 Joe Dunklin.

MEANS OF ESCAPE

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.



APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

TRAINED TO FIRST AID AT WORK LEVEL (3 day/18hrs):

Janet Warrington (expires July 2028)

Carly McNamee (expires July 2028)

Claire Clark (expires February 2029)

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 2 days/12 hrs):

For school based early years providers under the EYFS at least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present and must accompany children on outings. In line with the Sept 25 EYFS update when EY children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate.

TRAINED TO EMERGENCY FIRST AID AT WORK (1 day/6 hr): (Expires March 2026)

Kelly Aimable (expires 30/11/2026)

Alice Bryant (expires 02/02/2029)

Alex Cloona (expires 02/02/2029)

Ian Hayter (expires 02/02/2029)

Abbey Herridge (expires 02/02/2029)

Louis Jordan (expires 02/02/2029)

Lucy McFayden (expires 02/02/2029)

Amy McKenzie-Smith (expires 02/02/2029)

Neil Ward (expires 02/02/2029)

Ben Warrington (expires 02/02/2029)

Hayley Warrington (expires 02/02/2029)

Laura Wing (expires 02/02/2029)

First aid qualifications remain valid for 3 years. Neil Ward will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- Front Office
- Swimming Pool
- Science
- Mini-Buses
- Outside Deputy Headteacher's Office
- Tonwell Satellite School Office
- Community Classroom Kitchen

AEDs (automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS:**

- Front Office
- Tonwell Satellite School Office



The school business manager is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits and those in vehicles) are complete and replenished as necessary.

The school business manager checks the AED on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm). Defibrillators are registered on [The Circuit](#) to ensure they are visible to local ambulance services.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

A&E Department
Princes Alexandra Hospital
Hamstel Road
Harlow
Essex
CM20 1QX
Phone: **01279 444455**

A&E Department
Lister Hospital
Coreys Mill Ln,
Stevenage
Herts
SG1 4AB
Phone: **01438 314333**

Amwell View's School Nurse – ext. 212 or 213

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

- **Amwell View's Supporting pupils at school with medical conditions policy** can be found on the school website and staff shared drive under Statutory Policies.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The School Nurse is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the school nursing team.



All non-emergency medication kept in school is securely stored, e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge in the nurses room, with access strictly controlled. Under no circumstances will medication be stored in first aid boxes.

Medication is locked in a cabinet in the Nurses room with a code that is given to all staff members. The Nurses room is unlocked at all times when pupils are onsite. For off-site activities staff members will carry emergency medication in a red drawstring bag that is kept with a delegated staff member at all times. At no point will the medication be unattended. Under no circumstances will medication be stored in first aid boxes.

Pupil Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication. In the event of changes written correspondence from a health professional identifying the changes should be provided to the school nursing team.

Pupil care plans are in place for all pupils, including those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The care plan is developed with the pupil, parent/carers, designated named member of school staff, school nurse and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Class Teacher and Nursing Team.

All staff are made aware of any relevant health care needs and copies of health care plans are available on the school shared drive.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

If a pupil is admitted to hospital during school term there should be a full 24 hour period following the hospital admission and parents/carers must meet or call the school nurse prior to the pupil returning to school.

BSACI allergy action plans

All children at risk of anaphylaxis should have an allergy action plan completed by the child's health professional. These support the care plan / risk assessment process and staff training by summarising emergency procedures.



ACCIDENT REPORT PROCEDURES

Accidents to employees

Hertfordshire County Council is the employer therefore all employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

Employee accident / incident forms are to be retained for a minimum of 3 years. All members of staff have a login for CPOMS where accidents / incidents are recorded.

Accidents to pupils and other non-employees (members of public / visitors / contractors to site etc.)

Accidents to pupils and other non-employees are recorded on CPOMS for all minor incidents to non-employees, more significant incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and the Governing Body Health and Safety Governor **Derek Goodall** and **Ellen-May Shipp**.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including w/e's and holidays) within 15 days of the incident occurring.

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.



HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

There are two Health and Safety Governors: Derek Goodall and Ellen-May Shipp produces a report for the FGB meeting.

The Full Governing Body meets half-termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by SLT, SBM and Site Manager.

Staff meetings are held weekly on a Wednesday and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the LA's health and safety policy is given via the [H&S pages of the Grid](#).

The Health and Safety Law poster is displayed on the staircase leading to the staff.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff via email, whole school staff briefings and teacher staff meetings.

Training records will be kept by the admin staff and held on the SCR.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's/line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.



PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher.

These incidents will also be reported to: the Local Authority.

The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher or school business manager.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Where possible when conducting a home visit the class teacher will be accompanied (e.g. Speech and Language Therapist). If this is not possible staff organising the home visit will inform Senior Leaders.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

**APPENDIX 10****PREMISES AND WORK EQUIPMENT**

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal. Staff should use Parago HelpDesk to report this.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The school business manager and Site Manager are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who have received specific training is:

- Ellen-May Shipp (MLT is responsible for hoist training and maintenance / replacement / repair and inspection). Lucy McFayden, Ellen-May Shipp are responsible for training staff annually to use the Hoists.
- Hoists – school staff who are trained to use hoist (list on shared drive)
- Swimming Pool Chemicals – Trained: Matt Oxley, Janet Warrington and Ben Warrington.
- Climbing Wall – Trained: Neil Ward, Jane Connolly, Lucy McFayden, Amy Gregg, Matt Oxley, Alex Cloona, Amanda Hayter, Laura Wing,
- Trampoline – Neil Ward, Amy Gregg,
- Rebound Therapy - Alex Cloona, Matt Oxley
- Gym Fitness Equipment – Induction for staff by Lucy McFayden, Amy Gregg, Chloe Rees
- Site Manager's maintenance tools – restricted to his and gardener TA's use.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Oversight of premises compliance issues is the responsibility of the school business manager this is achieved by the use of the HCC compliance track.

Curriculum Areas

Class teacher / Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Matt Oxley.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.



This inspection and testing will be conducted by Matt Oxley frequency of inspection and testing will be annually. An up-to-date inventory of all relevant electrical appliances is held on the Parago database.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Thomas Electrical on a maximum of a five year cycle with an annual inspection with the swimming pool being tested annually. Records of these inspections and certification will be maintained and remedial works arising acted upon in a timely matter.

PE and External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use, for any apparent defects by the Class Teacher, any defects will be reported to the Site Manager through a Parago HelpDesk Ticket and it will be 'closed-off' so that it is not used. The Site Manager will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by ADIPS which is organised through Head of PE.

Any equipment with serious defects is not used and taken out of use / made inaccessible until removed or repaired.



APPENDIX 11

COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

Within curriculum areas (in particular science and DT) Subject Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.). In all other areas the establishment nominated person(s) responsible for substances hazardous to health is the Site Manager and the SBM.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years.

PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site the SBM is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists etc).



APPENDIX 12

ASBESTOS

An asbestos survey, register and management plan is in place for the school in accordance with **HCC's asbestos policy**. The school's most recent asbestos management survey was conducted on October 2022.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Resources Area near the SBM's office.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off. The school has an incident procedure as part of the asbestos management plan for dealing with an unplanned disturbance of asbestos-containing materials see also: <https://thegrid.org.uk/Restricted-assets/asbestos-incident-management-jan-26.pdf>

Asbestos Incident Management**Actions to be taken in the event of any known or suspected damage to asbestos**

- stop work, evacuate the area and close the room or area immediately
- notify SLT, SBM, Site Manager and the Front Office
- Ensure that staff and pupils are not able to access the area (effectively isolate i.e. lock the room) and do not remove any items including equipment, books or personal possessions from the area
- Consult the survey information to clarify what has been damaged
- If it is unclear what the material is presume the material to be asbestos
- Make no attempt to clean up yourselves
- Seek immediate advice from a licensed asbestos contractor or UKAS accredited consultancy.
- Report details of the incident to the HCC Design and Capital Delivery Team via the email: asbestos@hertfordshire.gov.uk
- Programme any required remedial works via an appropriate contractor
- Ensure copies of all relevant documentation – air test certificates, sampling and waste consignment notes are proved. Forward copies of these to asbestos@hertfordshire.gov.uk



Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are Neil Ward and Janet Warrington and refresher training is required 3 yearly. HCC asbestos training undertaken where the employer via [HFL Education Hub Shop](#).

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan. Once Amwell View School has completed the annual visual inspection sheet it must be emailed to asbestos@hertfordshire.gov.uk.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.
- Following ANY asbestos related activity, documentation for the works must be retained locally in the asbestos log and in the case of VC and Community schools copies must be sent to asbestos@hertfordshire.gov.uk. (Examples of documents to be held include: surveys, risk assessments and method statements for work on asbestos, air monitoring reports, bulk samples, certificate of reoccupation, statement of cleanliness, waste consignment notes etc.).



APPENDIX 13

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the front office where they will be asked to complete the sign in process and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The SBM and Site Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The **Construction (Design and Management) Regulations 2015** applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Headteacher Neil Ward on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at **Property contractors and consultants - Hertfordshire Grid for Learning (thegrid.org.uk)**.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.



APPENDIX 14

WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role. See [LA455 - The Ladder Association](#)

The establishment's nominated person(s) responsible for work at height is Janet Warrington and Ben Warrington.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.



APPENDIX 15

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to one of three trained staff: **Ellen-May Shipp, Lucy McFayden, and Megan Trigg** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a six monthly basis by a competent contractor.



DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Grid](#).

**VEHICLES ON SITE**

Amwell View School has limited parking space.

Main School Car Park

Vehicular access to the school is restricted to school staff, transport buses and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Parents will only use the front car park if they are arriving late or picking up / dropping off from medical appointments.

Deliveries to the school will be arranged trying to avoid the transport times of 08:45-09:30hrs and 15:00-15:45hrs.

Access to the school must be kept clear for emergency vehicles.

Rear School Car Park

The small rear school car park is restricted to school staff only.

Rear School 'Drop off Area'

There is additional parking at the rear of the school for parents to use as a 'drop off and pick up' area to bring and collect their children to school. Cars must be parked within the white lines. At no time can you park on the 'yellow grid' area or on the grass (sports field). The gravel area can be used, and it is recommended that parents double-park in order to utilise the space more efficiently.

The 'drop off area' is community land and the school is invited to use this as a special arrangement with St. Margaretsbury Sports Club, we therefore, must respect the other users of this land.

Community Class Provision – 8 High Street, Stanstead Abbots, Herts. SG12 8AB

The procedure for transitioning pupils from school to the Community Class and back to school is as follows:

Pupils will arrive on school site on school transport. Pupils will then board the school minibus and travel to the Community Class provision in the High Street with the exception of days where pupils have specialist lessons at the beginning of the day. Pupils will travel through the car park supervised by members of staff.

Pupils will then travel from the car park behind the Community Provision into the classroom along the path. Pupils will be supported by members of staff to walk safely to the side entrance of the provision.

At the end of the day, pupils will walk along the path to the school minibus in the car park behind the Community Provision and board the minibus. Pupils will then travel back to



school, exit the minibus through the school car park (supervised by members of staff) and either onto their transport bus or back into the school building.

Tonwell Satellite – Ware Road, Tonwell, Herts. SG12 0HN

Transport Buses will take the children directly to the Tonwell Satellite School. They will drive through the Main Security Gate and through the second gate into the playground. A member of staff will close the Main Security Gate. Pupils will disembark and be escorted by staff into the school building. Once all pupils are in school a member of staff will open the Main Security Gate so that Transport Buses can leave the site. The gate will then be securely closed.

At the end of the day the Transport Buses will arrive to collect the children. They will drive through the main security gate and the second gate. The gates will be closed. The children will be escorted by school staff to their bus to board. Once all children are on their buses the gates will be opened and transport will leave the school site.



APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Bursar, Gill Bebee or the SBM, Janet Warrington, following HCC guidance.

They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire.

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the School reserves the right to impose restrictions in order to ensure health and safety.

Amwell View's Charging and Remissions Policy can be found on the website and shared drive

Swimming Pool:

- Hirers must have persons who hold a valid lifeguard and coaching qualification to hire the swimming pool
- Hirers must produce the original certificate prior to any bookings, to be held on file in the bursar's office.
- Hirers must hold public liability insurance and produce certificate for the schools records

Other area's of the school: sports hall, Astroturf, dining hall, dance studio, class rooms:

- Hirers must hold public liability insurance

Key Holders

- Hirers must sign a key-holder agreement

However, currently there are no external hirers using the school provision.



MINIBUSES

The Site Manager maintains a list of nominated minibus drivers. The driver assessments are carried out by the LA in line with HCC Road Safety Unit. Before minibus drivers complete their assessment their driving licence is checked by the [DVLA](#).

All minibus drivers should hold a valid HCC minibus permit (valid for 3 years)
Issued by the HCC Road Safety Unit.

All drivers have a responsibility to check the vehicles before driving. The Site Manager is responsible for the undertaking of regular checks on the vehicles and the schools operation of minibuses following advice in **Minibuses in Hertfordshire | Hertfordshire County Council**.

The minibus driver is responsible for undertaking a safety check of the vehicle before use.

The school business manager is responsible for the school's operation of minibuses that vehicles are properly maintained and records of annual MOT, regular servicing and safety inspections are in place. Where section 19 permits are in place safety inspections are to be carried out 6-13 weeks see the [DVSA Guide to Maintaining Roadworthiness for more information](#).



APPENDIX 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the **HSE management standards**.

The school will:

- Demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- Allow assessment of the current situation using pre-existing data, staff surveys etc.
- Promote active discussion with staff and their union representative, to help decide on practical improvements that can be made
- Through the schools performance appraisal system school staff have the opportunity to discuss individual concerns and workloads on a one-to-one basis with their line manager. Personal development plans are updated as part of this process ensuring new goals and challenges are set.
- The school refers staff to Occupational Health where appropriate to help with health related issues.
- Staff have access to literature from the staff library including Mindfulness.
- The school's wellbeing / mental health lead is Jane Connolly.
- The school has signed up to the DfE's voluntary education staff wellbeing charter, Education staff wellbeing charter – GOV.UK which sets out commitments to the wellbeing and mental health of everyone working in education.
- Clear line management and HR structures for all employees (where leaders are alert to and check in with team members)
- Performance Management and Appraisal systems in place
- New staff member induction and new staff member initial weekly catch up sessions with a senior leader
- Mentoring e.g. unqualified teacher mentors; trainee teacher mentors; ECT mentors
- Varied Continuing Professional Development (CPD) opportunities
- Personal improvement plans
- Wellbeing CPD e.g. delivered by Mental Health Support Team, Mental Health Leads, Dr Emma Kell.
- MH Leads (2) who are able to advise, signpost and share resources e.g. Education Support, Emotional Wellbeing and Mental Health in Education (EMWiE) resources
- Membership SAS with School Wellbeing Staff Portal (includes access to wellbeing resources including: counselling; mindfulness; relaxation sessions; Nurse support; GP services, Menopause support; physiotherapy services; personal training and nutrition guidance; etc.
- MHST coordinator
- Currently in the process of completing EMWiE mark
- Clear Safeguarding processes e.g. reporting incidents on CPOMs and subsequent support from Middle Leadership Team /Senior Leadership Team
- 8 Therapeutic Thinking trainers deliver training which included emphasis on the importance of everyone within each school workplace dynamic
- Wellbeing events and opportunities e.g. 12 catered briefing breakfasts; free boxercise;
- Mental Health Senior Lead courses have been attended by Jane Connolly (Deputy Head) and Alex Cloona (Senior Leader)



APPENDIX 21

LEGIONELLA

A legionella risk assessment of the school has been completed on February 2024. The Site Manager is responsible for ensuring that the identified operational controls are being conducted and the temperature of the water is recorded in the school's water log book and Civica (Parago).

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g. significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water) monthly checks of temperature are taken and recorded in the school's waterlog book and on Civica (Parago);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Water bacterial levels are sampled by WCS) every two weeks.

All records relating to the management of Legionella must be kept for 5 years.



SCHOOL SWIMMING

Swimming in public swimming pools

These will be planned as an offsite visit in line with the schools policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP) (sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;
- Changing provision / arrangements

Hartham Leisure Pool public swimming pools used by the school for swimming lessons.

School swimming pool

The Headteacher will ensure that the pool is managed in accordance with the LA's guidance **Safe Practice in School Swimming**, HSE Managing Health & Safety in Swimming Pools publication (MHSSP) <https://www.hse.gov.uk/pubns/priced/hsg179.pdf> and **PWTAG** (Pool Water Treatment Advisory Group) Standards and Guidance.

A swimming pool risk assessment has been carried out by the School Business Manager/ is reviewed annually. PSOP's (Normal Operating Procedures (NOP) and Emergency Action Plans (EAP)) are available from the pool foyer and also on the school shared drive (Health and Safety / Risk Assessments / Swimming Pool).

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Pool plant operations and water testing is carried out by Matt Oxley, Janet Warrington and Ben Warrington who all hold an Institute of Swimming Pool Plant Operators Training Certificate and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). WCS (formerly Kingfisher Environmental Services Ltd) will ensure that bacterial testing is carried out any remedial work will be carried out by Matt Oxley, Janet Warrington, Ben Warrington or Hydrospec.

The Headteacher will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

Amwell View School has a qualified swimming coach who is employed to deliver the swimming curriculum. Further information about Support Teacher and Teacher of School Swimming can be found here **Teacher of school swimming**.

Lettings agreements are managed by the Bursar who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the PSOP. Currently no lettings.



INFECTIOUS DISEASES

The school follows UKHSA guidance '**Health protection in education and childcare settings**' and the recommended **exclusion periods** for specific infectious diseases detailed in this guidance.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order that they can seek medical advice.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of **national immunisation** programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as **E-Bug**

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of '**Health protection in education and childcare settings**' for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever