

# Liverpool College

## Health and Safety Policy



### **Mission Statement**

*Liverpool College values the dignity of each individual and promotes the development of character and learning through a commitment to high standards within a caring community.*

### **Core Values**

***We recognise** that all pupils have different talents and strive to ensure that every pupil has an equal opportunity to find and develop the talents they do possess*

***We believe** that the development of character, creativity, intellect and spirituality, are the primary aims of education.*

***We work** together to create a happy and caring school community which is engaged in our local community and the wider world*

***We pursue** high standards in every area of school life*

*This is a College policy which applies to Boarding*



Approved Date	9 <sup>th</sup> February 2022		
Review Date	9 <sup>th</sup> February 2023		
Signed Principal		Print name	Mr H Broekman

# Liverpool College Health and Safety Policy

## 1. Aims

Liverpool College aims to:

- provide and maintain a safe and healthy environment
- establish and maintain safe working procedures amongst staff, pupils and all visitors to the site
- have robust procedures in place in case of emergencies
- ensure that the premises and equipment are maintained safely, and are regularly inspected.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in Academy's](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), 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 timeframe 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 College follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

#### **3.1 The Governing Body**

The Governing Body has ultimate responsibility for health and safety matters in the College, but will delegate day-to-day responsibility to the Principal.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the College premises.

The Governing Body as the employer, also has a duty to:

- assess the risks to staff and others affected by College activities in order to identify and introduce the health and safety measures necessary to manage those risks
- inform employees about risks and the measures in place to manage them
- ensure that adequate health and safety training is provided

The governor who oversees health and safety is Mrs. K Clarke.

#### **3.2 Principal**

The Principal is responsible for day to day health and safety. This involves:

- reporting to the board of governors on health and safety matters
- ensuring that the health and safety policy is implemented
- ensuring that in the case of absence, health and safety responsibilities are delegated to another member of staff

In the Principal's absence, Mrs. H Cassidy, Vice Principal (Operations) assumes the above day-to-day health and safety responsibilities.

#### **3.4 Vice Principal (Operations)**

The Vice Principal (Operations) has responsibility for:

- implementing the health and safety policy
- ensuring there are enough members of staff to safely supervise pupils
- ensuring that the College building and premises are safe and regularly inspected
- providing adequate training for College staff
- ensuring all risk assessments are completed and reviewed
- ensuring appropriate evacuation procedures are in place and regular fire drills are held
- **creating and implementing the Covid 19 risk assessment**
- monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary
- ensuring that contractors adhere to the College's health and safety policy and that they provide the relevant risk assessments.

### **3.4 Health and Safety Officer**

The nominated Health and Safety Officer is Mr. R Newton.

The Health and Safety officer is responsible for:

- creating and implementing a positive health and safety work environment
- the production of all risk assessments associated with all members of the College community
- monitoring and recording of fire equipment and tests
- the implementation of the first aid policy
- collating and monitoring all first aid and accident reports
- writing an annual first aid report that identifies any trends
- writing RIDDOR reports
- ensuring that staff's first aid certificates are maintained
- maintaining staff training records
- organising and chairing the termly health and safety meeting
- Conducting a weekly health and safety management learning walk
- Working alongside the Vice Principal (Operations) in the creation and implementation of the Covid 19 risk assessment.

### **3.5 Staff**

College staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with the College on health and safety matters
- work in accordance with training and instructions
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- model safe and hygienic practice for pupils
- understand emergency evacuation procedures and feel confident in implementing them.

### **3.5 Pupils and parents**

Pupils and parents are responsible for:

- following the College's health and safety advice, on-site and off-site
- reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the Vice Principal (Operations) before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### **4. Site security**

The College's Estates team are responsible for the security of the College site in and out of College hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

### **5. Fire**

The College has its own separate fire safety policy.

### **6. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- 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 Mr. R Newton and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. 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.

#### **6.1 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.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

## **6.2 Legionella**

- A water risk assessment has been completed on 01/09/20 by Mr. R Newton. A nominated member of the Estates is responsible for ensuring that the identified operational controls are conducted and recorded in the College's water log book.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers, etc.

## **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the College 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.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the College site is kept by the Vice Principal (Operations).

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### **7.1 Electrical equipment**

- 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 Estates team immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.

- A rolling programme is in place whereby a portable appliance test (PAT) is carried out by a competent person.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of apparatus will be reported to the Estates team.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request from personnel, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

## **7.4 Specialist equipment**

Parents are responsible for the maintenance and safety of any specialist equipment. For example, their children's wheelchairs. In College, staff promote the responsible use of wheelchairs.

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

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.

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

## **9. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Estates team retains ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as rooves, is only permitted by trained persons.

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, this should be avoided and the member of staff should seek assistance.

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

Staff and pupils are expected to use the following basic manual handling procedure:

1. Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
2. Take the more direct route that is clear from obstruction and is as flat as possible.
3. Ensure the area where you plan to offload the load is clear.
4. When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## **11. Off-site visits**

When taking pupils off the College premises, we will ensure that:

- Risk assessments will be completed on Evolve for off-site visits and activities.
- All off-site visits are appropriately staffed.
- Staff will take a College mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.

- There will always be at least one first aider on College trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate.

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the College site or any facilities will be made aware of the content of the College's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

We believe that staff should not be in any danger at work, and 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 line manager or Principal immediately. This applies to violence from pupils, visitors or other staff.

## **14. Smoking**

Smoking is not permitted anywhere on the College premises.

## **15. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We encourage staff and pupils to follow the good hygiene practice, outlined below:

### **15.1 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.
- Cover all cuts and abrasions with waterproof dressings.

### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is totally unacceptable.

### **15.3 Personal protective equipment**

- 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.

### **15.4 Cleaning of the environment**

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

### **15.5 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 as per 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.
- Spillage kits are available for blood spills.

### **15.6 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, never rinse by hand.

### **15.7 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 via 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.

### **15.8 Animals**

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly, and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

### **15.9 Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. It is the parents' responsibility to inform College of any 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.

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

**Covid-19 Risk Assessment is adhered to and is available on the on the College website**

The College will follow recommended exclusion periods outlined by Public Health England, summarised in appendix I. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the College that they are pregnant.

Appropriate measures will be 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 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 woman 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), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **17. Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the College for responding to individual concerns and monitoring staff workloads.

It is Liverpool College's policy to address all work-related illnesses and in particular stress, to control and reduce so far as is reasonably practicable.

The Health and Safety Executive has defined Health and Safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisation's most valuable assets and that any problem associated with work-related stress is a management duty.

Through the risk assessment process, Liverpool College will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

## **18. Accident reporting**

### **18.1 Accident record books**

- An account of all accidents will be logged as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Records held in the first aid and accident book will be retained by the College for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

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

The Director of Operations will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Officer will 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:

- Death

- **Outbreak of Covid 19 within staff. Where there is an outbreak of two or more members of staff within the working environment**
- Specified injuries. These are:
  - 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
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to College's include, but are not limited to:
  - 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

### **18.3 Notifying parents**

The PrePrep/Prep School Secretaries will inform parents of any accident or injury sustained by a pupil in the Primary phase, and any first aid treatment given, on the same day, or as soon as reasonably practicable. In the secondary phase incidents of a more serious nature are reported to parents as soon as reasonably practicable.

### **18.4 Reporting child protection agencies**

The Vice Principal (Operations) will notify School Improvement Liverpool of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the College's care.

### **18.5 Reporting to Ofsted**

The Vice Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the College's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 19. Training

Our staff are provided with health and safety training as part of their induction process and receive an annual update.

Staff who work in high risk environments, such as in science laboratories, design technology rooms or work with pupils with special educational needs (SEN), are given additional health and safety training.

## 20. Monitoring

This policy will be reviewed by the Vice Principal (Operations) every 2 years.

At every review, the policy will be approved by the Governing Body

## 21. Transport

Liverpool College will ensure the following:

- that owned vehicles are regularly inspected and serviced in accordance with the manufacturers' recommendations.
- will provide training and instruction where necessary to comply with regulations.
- will encourage all employees to report all work-related road incidents or near misses.
- will check the validity of driving licenses upon recruitment and annually thereafter for all employees who will be driving as a part of their work-related activities and ensure that the relevant documentation is signed. See Appendix 2
- will ensure that drivers carry out routine safety checks such as those on lights, tyres and wheel fittings and report any faults. These checks are to be documented on college owned vehicles. See Appendix 3.
- all staff/volunteers who are expected to drive on college business must have a valid drivers' licence for the class of vehicle they are driving. Driving Licence is to be produced to the Finance Office prior to driving (a photocopy will be taken for their records).
- it is required that Staff/Volunteers driving vehicles on College business will not be under the influence of drink or drugs and must not drive whilst disqualified.
- Staff/volunteers must inform the college if they become aware of any medical condition or take medication that might affect their ability to drive.
- drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition and complete the School Minibus Check List before using the vehicle. It is particularly important that these checks are completed for privately owned, hired and driven vehicles.
- drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- drivers must stop after an accident or similar incident with which they are involved and ensure information is supplied as necessary (insurance details may be found in the school vehicle glove compartment). If an accident includes damage to vehicles or injury to people, this must be reported to the Police.

- Staff/volunteers must contact their supervisor if they have concerns about the amount or nature of workplace driving, drivers must not put themselves, their vehicles or passengers in unnecessary danger whilst driving a vehicle they are responsible for.
- Staff/volunteers must inform their insurance company to arrange Business cover, if they are to use their private vehicles to transport pupils. They must also pass the relevant documentation e.g. Copy of Insurance Certificate identifying the relevant cover, to Finance prior to using the vehicle on College business. Staff should never transport pupils in their own vehicle without another adult
- those staff/volunteers who drive school mini-buses must abide by current school policy.
- Staff/volunteers must follow any advice, information, instruction and training given by the college.
- Any fines or prosecutions arising from any motoring offence either moving or static whilst driving on behalf of the College are the responsibility of the driver.

## **21. Links with other policies**

This health and safety policy links to the following policies:

BD04 Care of Boarder who are Unwell

BD08 Safety of Boarder on Journeys

HS02 Fire Policy

HS03 First aid Policy

HS04 Supporting Medical Conditions Policy

HS06 Smoke Free Policy

HS11 Defibrillator Policy

PD05 Intimate Care Policy

PD11 School Dog Policy

TL08 Educational Visits, Learning outside the classroom

EO01 Accessibility plan

SM11 Safe working Practices Policy

**Covid 19 Risk Assessment**

## Appendix I. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for College's and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from College
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to the College.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from College if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to College as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from College during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to College 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the College, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or any member of staff dealing with the handling of food, returning to College.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from College are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, College health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-College infants, member of staff dealing with handling food, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.

<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to College after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to College as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to College until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.

## Appendix 2 Authorisation to Drive a Liverpool College Minibus

Authority is given for ..... to drive a minibus on authorised trips for Liverpool College

Signed:- ..... (On behalf of Transport Department)

Date:- .....

### Driving The School Minibus - Staff and Volunteers' Responsibilities of Use

- All Staff/volunteers who are expected to drive on college business must have a valid drivers' licence for the class of vehicle they are driving. Driving Licence is to be produced to The Transport Department prior to driving (a photocopy will be taken for their records).
- It is required that Staff/Volunteers driving vehicles on College business **will not** be under the influence of drink or drugs and must not drive whilst disqualified.
- Staff/Volunteers must inform the college if they become aware of any medical condition or take medication that might affect their ability to drive.
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition and complete the School Minibus Check List before using the vehicle. It is particularly important that these checks are completed for privately owned, hired and driven vehicles.
- Drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- Drivers must stop after an accident or similar incident with which they are involved and ensure information is supplied as necessary (insurance details may be found in the school vehicle glove compartment). If an accident includes damage to vehicles or injury to people, this must be reported to the Police.

- Staff/volunteers must contact their supervisor if they have concerns about the amount or nature of workplace driving, drivers must not put themselves, their vehicles or passengers in unnecessary danger whilst driving a vehicle they are responsible for.
- Staff/Volunteers must inform their insurance company to arrange Business cover, if they are to use their private vehicles to transport pupils. They must also pass the relevant documentation e.g. Copy of Insurance Certificate identifying the relevant cover, to the Transport Department prior to using the vehicle on College business.
- Those Staff/volunteers who drive school mini-buses must abide by current school policy.
- Staff/volunteers must follow any advice, information, instruction and training given by the college.
- Any fines or prosecutions arising from any motoring offence either moving or static whilst driving on behalf of the College are the responsibility of the driver.

**Mobile telephones**

Under no circumstances are Staff/volunteers permitted to use hand-held telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Satellite Navigation whilst driving. The prohibition also applies when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

**Declaration by the Driver**

I confirm that I am a holder of a full UK Drivers Licence and that I have read and understand the responsibilities concerning the use of the College Minibus.

I confirm that I currently meet recommended medical requirements, and should there be any change in my health which could affect my driving, or if I am taking any medications which have an indication on the container that I should not drive, I will inform the Transport Department immediately, and will not drive the minibus.

I confirm that I must inform the Transport Department immediately if I have incurred any driving convictions, including speeding offences and I understand that none disclosure could invalid my eligibility to drive the school vehicles.

Signed .....

Dated .....

**Appendix 3  
Liverpool College - School Mini Bus Check List**

**Reg No:-**

<b>Date</b>	<b>Tyres</b>	<b>Oil</b>	<b>Water</b>	<b>Body work</b>	<b>Seat Belts</b>	<b>Interior</b>	<b>Fault Found</b>

**The driver is responsible for checking the efficiency of the vehicle: brakes, tyres, lights, spotlights, direction indicators, windscreen washers/wipers, horn, seat belts.**

**N.B. If any of the above requires attention, the vehicle must be withdrawn from service until fault(s) have been rectified.**

**The vehicle must not be over boarded and all passengers must wear seat-belts.**

Print Name .....