

# Akademeia High School Health and Safety Policy

## 2024/25

### Contents

1. Aims.....	1
2. Compliance.....	2
3. Roles and responsibilities.....	2
4. Site security.....	3
5. Fire and Lock down procedures.....	3
6. Control of Substances Hazardous to Health.....	5
7. Equipment.....	7
8. Lone working.....	8
9. Working at height.....	8
10. Manual handling.....	9
11. Off-site visits.....	9
12. Lettings.....	9
13. Violence at work.....	10
14. Smoking.....	10
15. Infection prevention and control.....	10
16. New and expectant mothers.....	11
17. Occupational stress.....	12
18. Accident reporting.....	12
19. Training.....	12
20. Monitoring.....	12
<b>Appendix 1. Fire safety checklist.....</b>	<b>13</b>
<b>Appendix 4. Recommended absence period for preventing the spread of infection.....</b>	<b>16</b>
<b>Appendix 5. Access Control Map.....</b>	<b>19</b>
<b>Appendix 6. List of emergency numbers.....</b>	<b>20</b>

### 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, students and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## **2. Compliance**

The AHS Health and Safety Policy complies with all relevant Health and Safety and Labour Code legislation relating to schools in the Republic of Poland. This policy also takes into consideration international best practice and guidance for British Schools operating overseas.

## **3. Roles and responsibilities**

### **3.1 The Advisory Board**

The Designated Health and Safety Lead on the Advisory Board is Andy Duffield. The Board Level Designated Health and Safety Lead liaises with the Headmaster on school related Health and Safety matters.

### **3.2 The Headmaster**

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headmaster's absence, the Deputy Head Pastoral assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is Head of IT and Facilities.

### **3.4 Staff**

School staff have a duty to take care of students in the same way that a prudent parent/carer 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 school 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 students
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Students and parents/carers**

Students and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the Director of 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 Director of Operations and Head of IT and Facilities are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems, as well as managing the security team.

The school operates a full access control system across the main premises. Access cards are programmed with specific access rights dependent on the needs of the user and the system is monitored by the security and IT teams. The access control map can be found in appendix 5.

The school operates CCTV across the main premises which is monitored by the IT team.

## **5. Fire and Lock down procedures**

### **5.1 Fire procedures**

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

Emergency evacuations are practiced four times a year.

The fire alarm is a loud continuous bell.

Fire sound alarm testing is completed on a weekly model each calendar year.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. The fire assembly point is on the school football field.
- Heads of Years will take a register of students and this information will be collected by the Head of Form(s), who is/are the member of the Fire Safety Team responsible for overseeing the fire assembly point. The Head of Fifth Form and Sixth Form, will then check the information against the attendance register of that day.
- The HR team member will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter

The school has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments also pays particular attention to those with disabilities. School nurse and administration keep a current list of students with temporary disabilities, that includes details of the nature of the disability, duration, and specific needs (e.g., crutches, wheelchair). In a risk assessment of the school building are identified potential hazards and barriers for students with temporary disabilities, like stairs, and exits. For any student with temporary disability we create specific evacuation plans, that includes details like assigned helpers, preferred evacuation routes, and any special equipment needed. Both staff/teachers and the student(s) are informed on the evacuation procedures.

A fire safety checklist can be found in appendix 1 and assembly point information can be found in appendix 2.

## **5.2 Lockdown procedures**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and students in the school).
- An intruder on the school site (with the potential to pose a risk to staff and students).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity of the school.

- The close proximity of a dangerous animal roaming loose.

There are two types of Lockdowns Partial and Full. The procedures for both are outlined below.

**Partial Lockdown:** Signalled with alert via announcement system: the announcement is communicated and send to students at the beginning of each school year

In a partial lockdown staff and students should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work can continue as usual. This may be because of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be because of a warning being received regarding the risk of air pollution etc.

- All outside activity to cease immediately, students and staff return to building.
- All staff and students remain in building and external doors and windows locked.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating, and air conditioning systems should be closed or turned off.
- Once all staff and students are safely inside, the Lead Fire Warden (+team) will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. All clear signalled via announcement system.

**Full Lockdown:** Signalled with alert via announcement system: the announcement is communicated and send to students at the beginning of each school year

This signifies an immediate threat to the school and may be an escalation of a partial lockdown. The aim of a full lockdown is for the school and its rooms to appear empty.

- All students/teaching staff stay in their classroom or move to the nearest classroom.
- Administrative and teachers not teaching at the time of the alert should remain in office spaces/staffroom.
- External doors locked. Classroom doors locked (where possible), windows shut, blinds drawn, internal door windows covered (if possible).
- Students/staff sit quietly out of sight and where possible in a location that would protect them from gunfire (movable tables can be upturned to create barricades). Consider locations behind substantial brickwork or heavy reinforced walls.
- Lights, smartboards, and computer monitors turned off.
- Staff should await further instructions.
- All clear signalled via announcement system.

## 6. Control of Substances Hazardous to Health

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 risk assessments are completed by Head of IT and Facilities and circulated to all employees who work with hazardous substances. Staff is provided with appropriate personal protective equipment (PPE), such as gloves, safety goggles, face shields, or protective clothing, when necessary. PPE is always worn when handling hazardous substances, and staff is trained on the proper use, maintenance, and disposal of PPE.

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. Only the minimum amount of a hazardous substance necessary for a task should be used.

Hazardous products related to learning such as items stored in the school science labs are controlled and managed by trained lab technicians. Exceptionally dangerous and volatile reagents must be stored in a specialist, ventilated cabinet. These reagents are categorized and stored in four separate sections: acids, bases, organic compounds, halogenated compounds. All teachers who work in the science labs are trained on handling hazardous substances and pupil access to substances for practicals is strictly controlled and supervised. A list of all reagents used in the laboratory and safety data sheets (SDS) for each substance is maintained and readily accessible in the lab at all times. Staff should familiarize themselves with the SDS for any reagent they work with, particularly in regard to handling, storage, and emergency procedures. The science labs are secured by the access control system and access is monitored.

Any hazardous products are disposed of in accordance with specific disposal procedures. Waste should be collected in separate categories to prevent chemical reactions and ensure safe disposal. The categories include: organic solutions, inorganic aqueous solutions, heavy metal salts, halogenated compounds, solid waste. Containers for hazardous waste must be clearly labelled and stored separately from other waste. Science lab waste, such as chemical residues, should be handled by trained lab technicians and never disposed of down sinks unless permitted by disposal guidelines. Hazardous chemical waste is handed over for disposal by specialized companies responsible for the transport and disposal of hazardous substances, in accordance with regulations on the transport of hazardous waste. Staff must ensure that each type of waste is properly labelled and documented before being sent for disposal.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. Emergency procedures for chemical spills vary depending on the type and hazard of the substance. In the event of acid/base spills, appropriate neutralizers must be used immediately, while for organic compound spills, immediate ventilation of the area should be ensured, and solvent-resistant absorbents used. Any spill of hazardous substances must be reported immediately, and the affected area secured to prevent further spread of the hazard. All staff should undergo specialized training on handling chemical spills, including acids, bases, organic compounds, and toxic substances.

## **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. All engineers performing gas-related work must hold current Gas Safe certification.

- Gas pipework, appliances and flues are regularly maintained. . In case of identified leaks or faults, immediate action should be taken to isolate the system, and any required repairs should be performed without delay. Staff should be trained to recognize signs of gas leaks, such as unusual odors or hissing sounds, and report them immediately.
- All rooms with gas appliances are checked to ensure they have adequate ventilation. Ventilation checks are conducted at regular intervals, ensuring that all vents and flues are clear of blockages. When new appliances are installed, a ventilation assessment is carried out to confirm the room meets the necessary airflow requirements. Carbon monoxide detectors are installed in all rooms with gas appliances, and their batteries and functionality is tested regularly.

## **6.2 Legionella**

- A water risk assessment has been completed on 14/08/24 by the Head of IT and Facilities. The Head of IT and Facilities is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year 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.

## **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 it meets appropriate educational standards and an annual inventory is completed to ensure all items continue to meet appropriate 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 they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Head of IT and Facilities immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs

- All isolator 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**

- Students 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 the gym floor or other equipment will be reported to the Director of Sport.

## **7.3 Specialist equipment**

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, 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
- Remote working, self-isolation and/or remote learning

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 line manager and HR Coordinator will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure 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 caretaker retains ladders for working at height
- Students 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 (stage lighting) 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, they will ask for assistance.

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

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

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

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

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits (all teaching staff are trained as first responders and receive annual training).

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school'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/Headmaster immediately. This applies to violence from students, visitors or other staff.

## **14. Smoking**

Smoking of tobacco or E-Cigarettes is not permitted anywhere on the school premises. Several parts of the school have been fitted with vape and smoking detectors.

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

We follow national guidance when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### **15.1 Handwashing**

- Wash hands with liquid soap and warm water
- 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

### **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
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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

- The school utilises a cleaning service who clean the environment frequently and thoroughly on a daily basis.

### **15.5 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment.

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned frequently throughout the day.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

### **15.6 Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable students. These students are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

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

The school will follow exclusion periods outlined summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from the local health authority about the appropriate course of action.

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

Risk assessments will be carried out whenever any employee or pupil notifies the school 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 their Doctor 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 their Doctor 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
- Some pregnant women will be at greater risk of severe illness from COVID-19

## **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 school for responding to individual concerns and monitoring staff workloads.

## **18. Accident reporting**

- An accident log will be completed 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
- Information about injuries will also be kept in the pupil’s educational record
- The school contracts HelpNow, a professional ambulance service which can be called to support with accidents requiring wider first aid. In this case HelpNow will provide the accident report. Please see First Aid Policy for further information.
- As per local regulations appropriate agencies will be informed.

## **19. Training**

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

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

## **20. Monitoring**

This policy will be reviewed by the Director of Operations every year.

At every review, the policy will be approved by the Headmaster.

<b>Policy published (date):</b>	<b>August 2024</b>
<b>Review (date):</b>	<b>August 2025</b>
<b>Next Review (date):</b>	<b>August 2025</b>

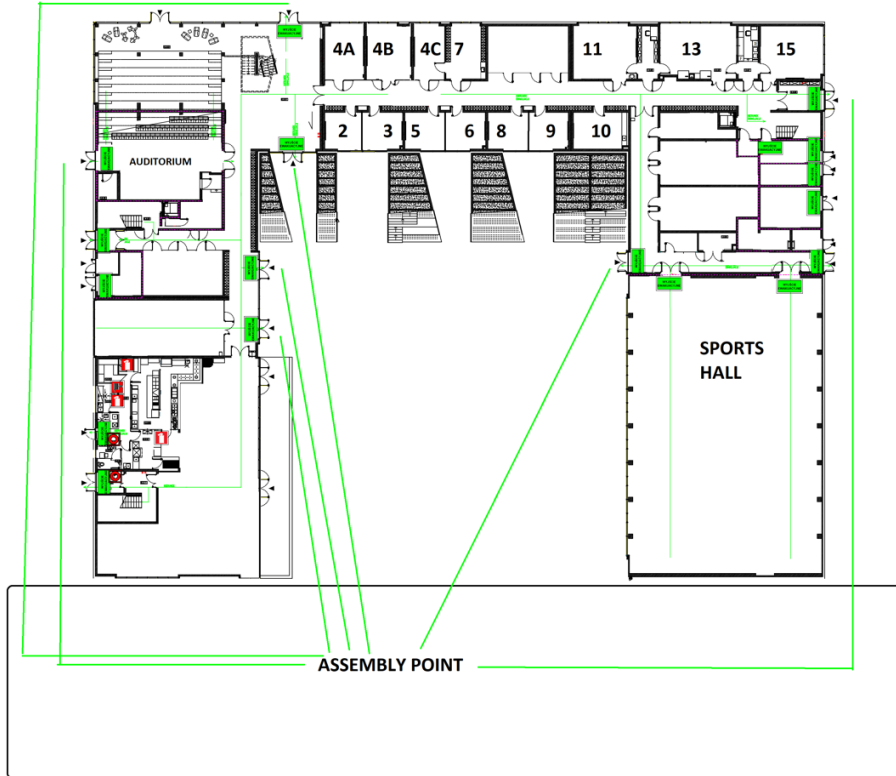
## Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	



AKADEMEIA  
HIGH SCHOOL

## **Appendix 2 Fire Assembly Point Information**



## Appendix 4. Recommended absence period for preventing the spread of infection

Infection or complaint	Recommended period to be kept away from school
<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 students return to school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school 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>Respiratory infections including coronavirus (COVID-19)</b>	Students should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Students are safe to return to school 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 school 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.

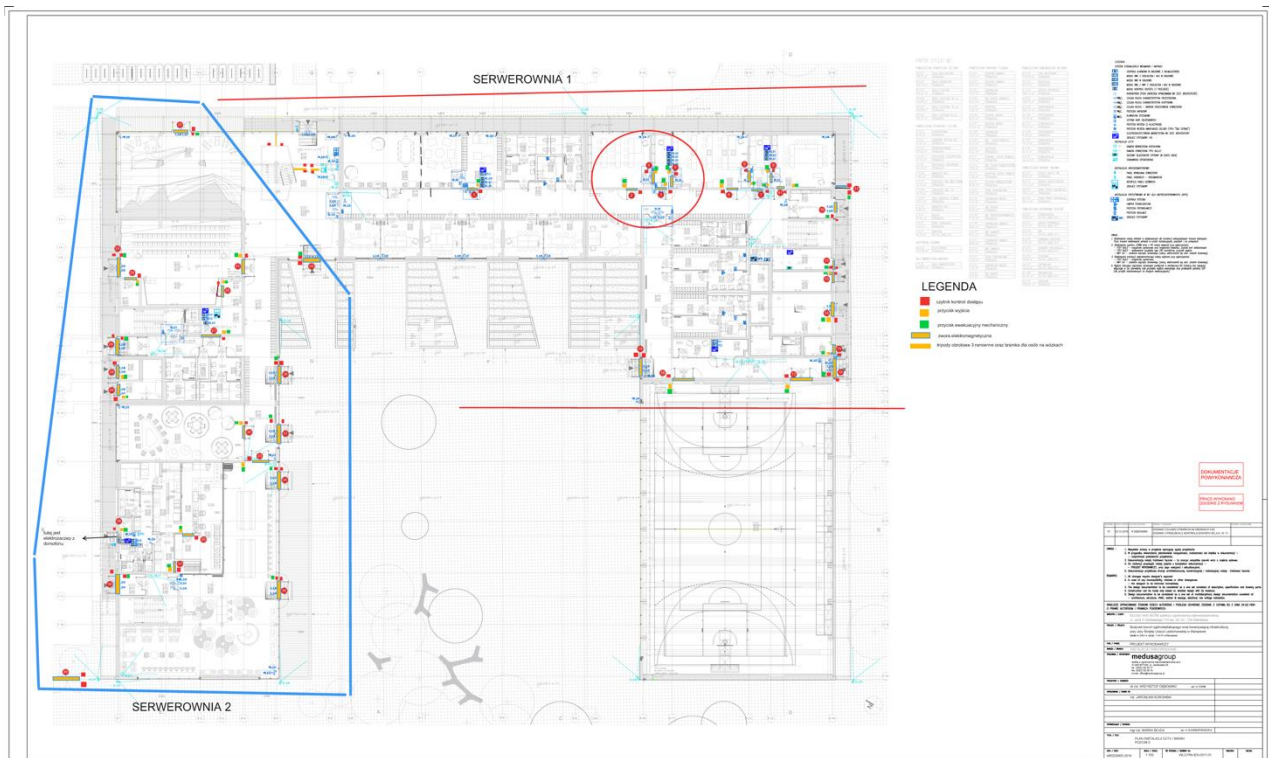


<b>Scarlet fever</b>	Students can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a 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 food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Students 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 school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser 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-school infants, food handlers, 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 local health protection team.

<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Students and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school 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.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older students with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.

<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.

## Appendix 5. Access Control Map



## Appendix 6. List of emergency numbers

HelpNow (Contracted emergency responders – Please see First Aid Policy for further information)

+48 883 112 106

Further emergency numbers in Poland

112 – is a general emergency number

The following numbers can also be used for specific services.

999	Ambulance
998	Fire Brigade
997	Police
987	Mazovian Governor's Crisis Management Centre
994	Emergency Water and Sewerage Service
993	Emergency Heating Service
992	Emergency Gas Service
991	Emergency Energy Services
988	Safety Number
986	Municipal Guard
981	Roadside assistance
985	Mountain Rescue Service