

**ST. MARY'S SCHOOL, HAMPSTEAD**  
**HEALTH & SAFETY POLICY**

2010-2011



Original: 2009-2010  
Revised by: Charlotte Hall (Bursar) – August 2010  
Review Date: August 2011

## **MISSION STATEMENT**

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

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## **EQUAL OPPORTUNITIES STATEMENT**

St. Mary's School, Hampstead is an equal opportunities school.

As an equal opportunities school we will not discriminate (directly or indirectly), harass or victimise any individual or groups of individuals on the grounds of:

Ethnicity  
Ability  
Special needs and disability  
Race  
Gender  
Religion or belief  
Culture  
Home language  
Family background or  
Sexual orientation

The school is committed to the advancement of equality of opportunity.

# HEALTH & SAEFTY POLICY

Dear Colleague

This is your personal copy of the Health and Safety Procedures which apply at St. Mary's School, Hampstead (47 Fitzjohn's Avenue, London NW3 6PG)

The booklet is in three parts:

- Part I**            The School's Health and Safety Policy Statement
- Part II**            Organisation
- Part III**          Arrangements which apply to the daily routines and specific conditions present in St. Mary's School, Hampstead.

Please read the booklet carefully so that you are familiar with the instructions given and feel confident to act in accordance with the School's policy. All employees have a duty to comply with the Statutory Provisions for Health and Safety at work.

Most of the necessary information is included in the booklet. However in situations where further reference may be required, then the booklet states where this information may be obtained e.g. from the School Secretary's office

If you have any further queries, these should be raised with me.

This Policy will be updated annually.

Thank you for your co-operation.

Yours sincerely,

Miss Angela Rawlinson  
Headmistress

# ST. MARY'S SCHOOL, HAMPSTEAD

## HEALTH AND SAFETY POLICY STATEMENT

### PART I - STATEMENT

The Trustees of St. Mary's School, Hampstead recognises that under the Health and Safety at work Act 1974 it has a legal duty to ensure so far as is reasonably practical, the health, safety and welfare of all its employees.

It also recognises that it has certain duties towards the public, pupils including the EYFS and others who use the School premises from time to time.

Regard has been given to the following:

ISI Inspection Regulatory Standards and Requirements  
EYFS Statutory Framework  
DfE – Guidance Health & Safety : Responsibility and Powers  
DfE- HASPEV

The Trust accepts these duties and responsibilities and will continue its policy to promote standards of health safety and welfare that comply fully with the terms and requirements of the Act. The Trust considers health and safety to be a school responsibility that is at least as important as any other function of the School. The Trust delegates this responsibility to the Board of Governors who in turn delegates this to the school.

In particular it is the Trust's intention:

- a) to maintain safe and healthy work places and safe systems and methods of work, to protect staff pupils and others, including the public in so far as they come into contact with foreseeable hazards.
- b) to provide and maintain a safe and healthy working environment for the staff and pupils and adequate facilities for their welfare.
- c) to provide all staff with the information, instruction training, supervision and equipment needed to work safely and efficiently.
- d) to develop safety awareness among all staff and pupils
- e) to encourage full and effective awareness and implementation of safety matters

Signature \_\_\_\_\_  
Chairman of the Board of Governors

Date: September 2010

## PART II - ORGANISATION

1. *The Trust of St. Mary's School, Hampstead* is ultimately responsible for health and safety within the School.
2. *The Governors implement their role through the School's Health & Safety Committee* which consists of two School Governors, the Headmistress, Bursar and Premises Manager will meet regularly and report to the full governing body.
3. *The Headmistress* will be responsible to the Board of Governors for Health and Safety matters concerning all areas of St. Mary's School.
4. *The Bursar* is responsible to the Headmistress and will assist the Headmistress in all Health and Safety matters.
5. *The School Premises Manager* is responsible to both the Headmistress and Bursar for ensuring :
  - a) That the school grounds and premises are regularly inspected and that high levels of safety standards are maintained throughout.
  - b) He is responsible for reporting directly to the Headmistress should any hazard be identified.
  - c) He is responsible for isolating any such hazards pending interim measures being taken to rectify the situation.
6. *The School Secretary* is the Appointed Person & First Aider and will be responsible for the maintenance of first aid supplies and for administering first aid in the event of injury. Other suitably qualified employees may administer first aid at appropriate times.
7. *The Contract Catering Company* is responsible for health and safety matters within catering areas including:
  - a) ensuring the kitchen preparation and storage areas and staff and pupils' refectories are clean and that the floors are not slippery.
  - b) that potentially dangerous equipment such as slicers, mixers, vegetable peelers etc. are used and stored safely and that guards are in place.
  - c) ensuring that hot water and cooking oils/fats are used safely.
  - d) ensuring high standards of food hygiene are maintained.
  - e) That appropriately skilled staff are employed and trained and supervised.

**CORRIGANS maintain all kitchen equipment**

8. *The Contract Cleaning Company* is responsible for ensuring that floor areas are:
- a) clean and not slippery.
  - b) that all cleaning and hazardous substances are placed in the locked cupboards as designated.
  - c) that all cleaning equipment is properly maintained and safe to use.
  - d) that appropriately skilled staff are employed and trained and supervised.

**Contractors : Julius Rutherford**

9. *The Contract Gardening Company* is responsible for ensuring that:
- a) that all gardening equipment is properly maintained and safe to use
  - b) appropriate risk assessments are carried out and the necessary precautions taken to ensure the safe welfare of those at the school.
  - c) That appropriately skilled staff are employed and trained and supervised.

**All Contractors should report directly to the Premises Manager**

10. *All Teachers* have responsibility to the Headmistress for themselves and their pupils including:
- a) ensuring safe entry and egress from classrooms.
  - b) accompanying their pupils from one part of the premises to another.
  - c) fire precautions and fire drills.
  - d) ensuring supervision of pupils at all times.
  - e) ensuring close supervision of pupils using tools, sharp instruments and hot materials.
  - f) ensuring strict personal hygiene standards are maintained after using the lavatory and before eating.
  - g) ensuring strict personal hygiene standards are maintained following handling of animals, plants, soil .. after outside activities.
  - h) ensuring that all equipment in the Science, PE, Art, Design and Technology Departments and all teaching areas is safe to use and properly maintained.

- i) ensuring that all school rules and regulations are observed for school trips and outings as detailed in Part III of this Policy Statement

11. *All Employees and those working at St. Mary's School, Hampstead* whether academic or otherwise has a responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions. All employees have a duty to comply with the Statutory Provisions for Health and Safety at Work and whilst these instructions will remind individuals of those duties and responsibilities, the Headmistress has the right to expect everyone to act responsibly as required by Sections 7 and 8 of the Act and in particular to:

- a) work safely and efficiently.
- b) use protective equipment provided to meet statutory obligations.
- c) report promptly any hazards or incidents which have led to, or which may lead to, injury or damage.
- d) adhere to the Schools procedures and policy for ensuring a safe and healthy work place.
- e) assist in any investigation of accident or dangerous occurrence or incident

12. *All Visitors and Members of the Public*

It is expected that all Visitors and Members of the Public should take reasonable care of themselves and others who may be affected by their acts or omissions. They should act on the directives, policies and instructions given (written or otherwise) whilst on school property.

## **A) Health and Safety Procedures ( see related Policies):**

### **1. Accidents**

All accidents, whether or not they result in injury should be reported to the Headmistress or in the case of her absence to the Deputy Head. Staff responsible or witnessing an accident should write a full report in the School Accident Book which is kept in the Sick Bay (and outside in the playground). If a pupil is injured, the form Teacher should be informed if she/he is not already aware.

The School Secretary after consulting the Headmistress, or the Headmistress herself should contact the parents or emergency home contact and inform them that an accident has occurred and if the child has been taken to hospital, give the address and telephone number. If a member of staff is injured, the Headmistress should contact the closest relative and follow the same procedure as for a pupil.

An investigation should be made to try and establish causes and careful consideration be given to remedial measures.

Following a serious accident or incident a formal investigation will be carried out by the Headmistress together with another member of the Senior Management Team and Premises Manager.

### **Procedure following day to day accidents:**

The following should always be asked and answers recorded fully in the school accident book. This must be clearly signed.

- i) Where did the accident happen?
- ii) When did the accident happen?
- iii) Who was injured? Nature of injury - site of injury
- iv) Who else was involved?
- v) Who witnessed the accident?
- vi) what was the injured person doing at the time of the accident?

- vii) If not usual why was the person doing it? Was the persons action rare, occasional/habitual?
- viii) Were protective measures available and appropriate? Were they used? If not why not?
- ix) Was the person adequately trained to do the activity?
- x) Was there supervision in force? If not, should there have been? Was it adequate?
- xi) Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?

The amount of time and effort put into an investigation should be proportional to the potential severity of the consequences of a recurrence, not to the severity of injury in the case itself. All work related accidents and illnesses and reportable diseases will be reported (RIDDOR) when appropriate by the Headmistress, Bursar or Premises Manager.

All data is recorded, stored and used in an appropriate manner.

## 2. *First Aid & Medicines*

**SEE: FIRST AID & MEDICINES POLICY**

## 3. *Outings, school trips and out of school activities*

**SEE: OFF SITE TRIPS POLICY**

#### 4. Staffing Ratios

## STAFFING RATIOS - ST. MARY'S SCHOOL, HAMPSTEAD

Regulation Notes Required    What we have

### Classes

|           |   |      |      |
|-----------|---|------|------|
| Nursery   | Staff with QTS / equiv Level 6 / rising 3's as a minority | 1:8  | 1:6  |
| Reception | Staff with QTS / equiv Level 6                            | 1:30 | 1:10 |
| Y1        |   | 1:30 | 1:13 |
| Y2-Y6     |   |      | 1:18 |

This does not include Specialist Staff

### Off-site activities - Visits of one day or less

Risk Assessments may determine higher ratios depending on the activity

|           |   |             |
|-----------|---|-------------|
| Nursery   | (note/ Ratios can be 1:1 depending on activity) | 1:2         |
| Reception |   | 1:2 - 1 : 4 |
| Y1,Y2,Y3  |   | 1:5         |
| Y4,Y5,Y6  |   | 1:10        |

Visits of 2 days or more 1:10  
plus an extra  
member  
of staff.

## Play times / other times

|                    |                |  |                             |
|--------------------|----------------|--|-----------------------------|
| Normal Conditions: | Nursery        | 6 staff on duty and 3 staff available / nearby   |                             |
|                    | R, Y1, Y2      | 2 NNEB's<br>1 Teacher<br>1 other<br><br>Total =4   |                             |
| Wet Play           |                | NNEB's Look after Reception in classes<br><br>Teacher and one other = Y1, Y2<br>Plus one other |                             |
| Normal Conditions  | Y3, Y4, Y5, Y6 | 2 staff  | Note 3 further staff nearby |
| Wet Play           |                | Pupils with class Teacher<br>Specialist Staff as required                                      |                             |

### 5. Fire (SEE fire RISK ASSESSMENT- Premises Manager / Bursar )

- a) A Fire Risk Assessment has been made and is reviewed periodically.
- b) Evacuation procedures and routes are on display in each room in the School.
- c) All fire extinguishers and means of controlling and fighting fires are the subject of a maintenance contract currently with **CHUBB Fire Ltd**  
They will supply and annually maintain all apparatus.
- d) The fire alarm system and emergency lighting is maintained by **PROTEC**
- e) Fire alarms, emergency lighting and smoke systems are tested quarterly.
- f) Fire practice will take place at least twice each term.

The object of the practice is to give everyone in the School confidence in both the warning system and evacuation procedures and to teach staff and pupils the following points:

- i) action to be taken discovering a fire;
  - ii) action to be taken on hearing the alarm
  - iii) how to raise the alarm and location of activation points;
  - iv) how to call the Fire Brigade;
  - v) location and use of fire appliances;
  - vi) knowledge of escape routes;
  - vii) appreciation of the need for fire doors and why they should remain closed;
  - viii) how to evacuate the building quickly and quietly;
  - ix) location of, and procedure for reporting to the outside assembly point (**SCHOOL PLAYGROUND**)
- h) Fire instructions are clearly displayed at suitable point and adjacent to fire fighting equipment throughout the School buildings.
- i) A Fire Prevention Log is maintained by the Headmistress containing the following information: Periodic fire practice dates, time taken to evacuate, comments on effectiveness.
- j) The Bursar and Premises Manager will log information regarding:  
‘In House’ Fire precaution briefings/training to staff (annual).\*  
the Periodic fire alarm tests, the periodic emergency lighting tests, the maintenance records of fire fighting appliances.
- k) All employees are responsible for ensuring that all Fire Exits, Stairways, corridors and means of access and egress are to be maintained in good condition and clear of obstructions.

If this cannot be done, the area should be closed to traffic, with notices and barricades erected.

## 6. *Communication and seeking assistance*

A coloured card procedure is in place when members of staff require assistance in the event of a crisis or emergency (if you need help and are unable to leave your room etc). Cards can be given to pupils who then seek an adult to respond to the particular incident. Each class has a set of cards:

Red = Please come now

Orange = Please come within 10 minutes

Green = Please come whenever you can

## **B) Buildings and Premises:**

### 1. *Risk Assessment*

At St. Mary's School we aim to provide and maintain a safe and healthy working environment for the staff and pupils and adequate facilities for their welfare. Risk assessments are carried out as part of the management of hazards and risk.

Of particular note in this respect are:

- a) Early Years Department – the younger child (EYFS)
- b) Premises Manager duties and activities
- c) PE / Games
- d) Science
- e) Art/DT

**The Premises Manager will carry out Risk Assessments on each classroom with the teaching staff responsible for each learning space.**

Staff are expected to Risk Assess their lessons and curriculum activities and keep documentation with their planning / in their planning files.

### 2. *Provision and use of work equipment*

The school aims to provide all equipment and resources of a high standard and suitable for the purposes intended. Equipment is maintained regularly and staff provided with appropriate training as required.

## Site specific:

### **a) PE/Games equipment**

A qualified member of staff should be on hand during any such activity. Close supervision is to be given when potentially dangerous or hazardous equipment such as vaults, horses, boxes and spring boards are in use. Gymnasium equipment will be inspected annually by **Olympic Gymnasium Services**. Defects should be reported immediately to the Headmistress and Premises Manager.

Faulty equipment is not to be used under any circumstances.

### Swimming Pool / Water activities

Pupils are NEVER to be left unsupervised when they are taken for swimming tuition or water sports.

They are not allowed to enter the water without a member of staff and a qualified life saver being present at all times.

### **b) Play Equipment - 'black tarmac area'**

This equipment is for the NURSERY and RECEPTION classes ONLY. It is designed for this age of child only.

The equipment must be supervised at all time. There must be no 'jumping off 'the equipment and pupils must go feet first down the slide. **Please see 'Early Years Risk Assessment' for guidance on use of this play equipment.**

If more than one member of staff is present they should make sure that they are concentrating on supervising the children and not holding a conversation

Any defect in the apparatus which is noted by staff should immediately be reported to the Headmistress / Bursar.

### **c) Work shop, cleaning cupboards**

There is no access for pupils to workshops or cleaning cupboards. These are securely locked and out of bounds.

### 3. *Infrastructure*

#### 1. COSHH

It is not anticipated that staff will be using hazardous substances with children of primary age. If, exceptionally, a teacher does wish to use such a substance in an experiment when she / he should discuss details with the Headmistress and seek approval in advance.

The Cleaning Manager and Premises Manager are responsible for ensuring that all hazardous substances used for cleaning or any other purpose are locked away and remain locked away from Children's access at all times.

#### 2. ELECTRICAL

**A) All portable electrical** equipment is to be examined regularly by the Staff and Premises Manager to ensure that all cables and plugs are in good condition. Any appliance not in good order is to be removed from use immediately until repaired. The Bursar to be informed at all times. PAT testing to be carried out by SEC annually. No personal electrical equipment may be used in school without consent from the Premises Manager.

Electrical tasks which require more expertise will be carried out by the school electrician ( SEC, EMS).

**B Fixed Wiring** is serviced , maintained and certificated by SEC.

**C) Earth Bonding** is attached to all relevant pipe-work.

#### 2. WATER - Prevention and Control of Legionellosis

Regular Risk Assessments and testing and disinfections are made. Periodic testing is carried out by the Premises Manager (temperatures etc) and the site tested / certificated quarterly by **Water Pure Systems Ltd.**

Temperature valves are fitted water outlets to ensure that pupils are not scolded by hot water but that temperatures are maintained to ensure minimum risk.

### **3. GAS SAFETY**

Boilers, pressure vessels and gas kitchen appliances are examined and annually serviced. (**Heathcrest, Corrigans**)

Note: New gas supply installed Easter 2008, New Boilers and heating system installed August 2009.

### **4. ASBESTOS**

The School holds an Asbestos Register. This is made available to all building / maintenance contractors when required. Risk Assessments are carried out regularly and appropriate remedial action taken. All areas that contain known Asbestos are clearly labelled. **VINTEC Ltd** is consulted and guidance sought when required.

Where possible asbestos will be removed – in particular during refurbishment and maintenance projects

### **5. WINDOWS**

Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety –

- a) be of safety material or be protected against breakage of the transparent or translucent material; and
- b) be appropriately marked or incorporate features so as, in either case to make it apparent.

### **6. REFUSE AND WASTE MANAGEMENT**

The School has a 'Green Policy' and where ever possible waste material is re-cycled.

The School is registered and provision made as a hazardous waste producer (medical waste sick bay). Sanitary waste is collected monthly by **PHS Ltd.**

To ensure that excess waste is kept to a minimum so reducing the volume of flammable material within the school and generally contributing to good 'house-keeping' large

items and bulk waste are collected by the local Special Collection Service. (see Green Policy)

## 7. PEST CONTROL

The School has a contract with **MITIE pest control** Regular checks and preventative measures are taken.

## **C) Employees and members of the public:**

### 1. *Manual Handling*

It is the policy of the school that all staff will receive appropriate Manual Handling training.

### 2. *New and Pregnant Mothers*

It is the responsibility of the expectant mother to inform (in writing) the Headmistress that she is pregnant. An appropriate risk assessment will be made to ensure minimal exposure to hazards. All reasonable adjustments will be implemented where possible.

### 3. *Display Screen Equipment*

All staff and pupils will receive appropriate training / assessment. All equipment will be suitably assessed and maintained. The Premises Manager will be responsible for ensuring safe practices. ( See intranet self assessment programme and policy)

### 4. *Work Experience*

Personnel on work experience will be allocated a mentor / supervisor for the duration of the experience. A risk assessment of the particular working environment will be made, a suitable induction programme implemented and an appropriate timetable devised. The insurance company will be informed to ensure appropriate cover. Permission must be sought in writing from the Headmistress to undertake work experience at the School.

### 5. *Diseases*

## Diseases Associated with Animals

There is a high responsibility connected with the keeping of school pets, both for the well-being and safety of the animals and also for the safety and hygiene of the pupils. For this reason it is the policy of the school that pets are not allowed on the school premises. This is with the exception of guide dogs or curriculum based activities???? Appropriate risk assessments are made where appropriate. The following details of diseases associated with animals are included for staff information. See appendix (1)

## Infectious Diseases ( see Pandemic Policy)

All infectious diseases should be reported to the Headmistress. Members of Staff need to notify the Head if they become aware of any relevant information. Details of infectious diseases, requirement for notification, minimum periods of exclusion and necessary action are available from the Bursar. Any pupil who has suffered from or who has been in quarantine for any infectious or contagious illness may not return to school until they have been declared clear by their doctor. (See Appendix 2)

## Head Lice or Worms

When head lice are discovered, the case should be reported to the school secretary. A standard letter regarding treatment will be issued to all children in the same Year Group where the case has occurred. Head checks will be made by qualified nurses after each half-term (BNA). Any pupil or staff member found with live lice will be sent home.

### **6. *Illness***

If a pupil / staff member is feeling unwell then they should report to the School Secretary. The Head will be consulted to consider whether it is appropriate that they go home.

The School Secretary is responsible for ensuring that the School has an emergency contact number for each pupil in the School [Medical Cards held in the Secretary's Office]

No medication is to be administered to the child unless it has been handed to the School Secretary by the parent with written instructions regarding dosage.

If the parents cannot be contacted the Form Teacher and School Secretary should agree on whether it is more appropriate for the pupil to return to class or remain in the sick

bay. If the child goes to the sick bay regular checks (every 10 minutes) should be made whilst continuing to attempt parental contact. If the School Secretary has to leave the premises whilst the child is in the sick bay she should inform the Headmistress or a member of the SMT / ADMIN department that a sick child is alone there.

## **7. *Vehicles and Pedestrian Access***

Pedestrian management procedures are in place. There are defined areas in the car park which allow for safe movement of all traffic (deliveries, pedestrian, visitors and the disabled). It is the Policy of the School to reduce staff car parking facilities in line with the School's Travel Plan [see plan and Green Policy]

## **8. *Security***

Due care is to be taken of all visitors to the school. In particular no-one should be allowed in to the building unescorted unless they have been so authorised. The front door should always be answered personally and monitored by CCTV in the School Secs Office. ALL visitors should be acquainted with the School Rules and should be considered and allowed for in the event of a fire.

ALL visitors and Contractors without exception should sign the visitor's book and note their time of entry and vehicle details if appropriate. This book is located at Reception. A visitors badge / lanyards will be issued by the Receptionist. When visitors leave, the visitor's book should be signed with the time of leaving.

All staff and contractors when leaving or entering the building must sign themselves in and out of the staff log book on every occasion. This log book is located at Reception.

The building is to be kept safe and secure at all times to ensure the safety of pupils and staff. Access codes, lock combinations, keys and passwords and confidential information and data must be kept secure at all times.

[ see [Data Protection Policy](#), [ICT Policy](#)]

## **9. *Working at Height***

All staff will be given appropriate Training and guidance with regard to the use of Ladders, Steps and Scaffolds and working at heights.

## **10. Food**

No food substances may be stored or consumed at any time in the classrooms and teaching areas other than the pupil's snacks and Nursery lunches. This includes sweets, chocolates or gifts from parents. No Nuts of ANY kind may be brought on to the premises at any time.

If you do not have school lunches then please consume your food in the staffroom. Please be reminded that we have pupils that are highly allergic to a number of substances. Ensure that you make yourself aware of your pupil needs in this area.

### **D) Contractors:**

All Contractors will report to the Building Services Manager. The Building Services Manager will provide all Contractors with relevant Health & Safety documentation, policies and instruction. All risk assessments will be kept by the Premises Manager together with any appropriate Contract Documents, Permits to Work at Height , hot work permits etc.

( See Guidelines for Contractors working on School Premises)

### **E) Child Protection: [see Safeguarding Policy]**

All staff will be expected to make themselves fully aware of the current Safeguarding Policy implemented at the School.

### **F) Crisis Management Procedure: [see Policy]**

All staff will be expected to make themselves fully aware of the Schools Crisis Management Policy and Procedure.

## **G) Communication and Consultation:**

As an Employer the School will consult directly with employees or through an elected 'representative of employee safety'. The School will inform employees of:

- 1) any new measures which may affect health and safety of employees
- 2) the provision of relevant health and safety information
- 3) the planning and organisation of relevant health and safety training
- 4) the health and safety consequences of the introduction of new technologies into the workplace
- 5) health and safety information associated with the records kept under RIDDOR

Health & Safety information will be available both in a paper format but also as bulletins or policy / procedural documents on the intranet. Staff will be expected to access / read and act on this information when informed that it has been published.

## APPENDIX I - DISEASES ASSOCIATED WITH ANIMALS

|              |   |
|--------------|---|
| Budgerigar   | Psittacosis salmonella  |
| Cat          | Ringworm cat scratch fever, bite infections   |
| Dog          | Ringworm bite infections, toxocara  |
| Cattle       | Bn.cellosis, Q fever, ringworm  |
| Fowl         | Salmonella, Newcastle disease   |
| Goat         | Orf   |
| Guinea pig   | Listeriosis, brucellous pneumonia, Lymphocytic choriomeningitis                                       |
| Mice         | Lymphocytic choriomeningitis, Ringworm  |
| Pig          | Ringworm  |
| Pigeon, dove | Psittacosis   |
| Rabbit       | Pasteurella listeriosis   |
| Rat          | Leptospirosis. rat bite fever, ringworm, bite infections (Weil's disease transmitted by wild rodents) |
| Sheep        | Orf, ringworm   |
| Snake        | Salmonella  |
| Terrapin     | Salmonella  |
| Tortoise     | Salmonella  |

Most animals carry parasitic worms, some are transferable to man. Details of some of the above diseases are given on the next page

## DETAILS OF SOME DISEASES ASSOCIATED WITH ANIMALS

### 1. *RINGWORM*

Caused by a parasitic fungi. Can be transmitted by a number of animals.

### 2. *LEPTOSPIROSIS*

Cattle, horses pigs, sheep and dogs are susceptible to infection and it is a serious condition in humans. Weil's disease is one well known form of this disease, transmitted by wild rodents. Extreme care must be taken when handling wild rats or mice, or materials contaminated with their urine.

### 3. *BRUCELLOSIS*

Can be passed via the milk of contaminated cattle, or foetal membranes.

### 4. *PSITTACOSIS (ORNETHOSIS)*

The infection is passed from budgerigars and parrots and causes influenza-like symptoms and possibly death. Pigeons and doves are very often the contact they may carry the disease which they excrete in their droppings. Care must be taken where there are outside aviaries.

### 5. *Q-FEVER (Coxiella burnetti)*

Gives rise to illnesses resembling food poisoning or influenza and occurs through contact with, farm animals or through drinking raw, infected milk. Ticks are vectors between animals.

### 6. *SALMONELLA (Salmonella typhimurium)*

Affects humans as well as most farm animals and is a water carried organism. It is on the increase in calf populations, and hygiene after Calf feeding is most important Care must also be exercised when disposing of poultry.

### 7. *ORF*

Is a virus infection causing pus-like lesions. It attacks sheep, goats and cattle, and can cause a skin problem in humans.

### 8. *LYMPHOCYTIC CHORLOMENINGITIS VIRUS*

Can infect man either directly from the faeces and urine of mice and guinea pigs or by inhalation of the dried excreted virus from the dust of the animal cage or house. In

man, the disease may be sub-clinical or merely an influenza-like illness which, in a minority of cases, can be followed by meningitis between seven and fourteen days later.

#### **9. NEWCASTLE DISEASE**

Associated with fowls. May also infect man but produces only a mild infection characterised by upper respiratory symptoms and conjunctivitis.

#### **10. TETANUS (*Lockjaw*)**

Caused by *Clostridium tetani*, an organism present in most cultivated soils, especially those receiving dressings of farmyard manure. Any pupil receiving a puncture wound or bite should have the part thoroughly cleansed and be considered for referral to a medical practitioner. It is desirable that parent should consider immunization against tetanus for pupils working for a time on rural science projects.

### **HAZARDS FROM ALLERGENS AND HYPERSENSITIVITY**

A wide range of materials can cause allergic sensation. Dust from the skin, hair and feathers of animals are often allergenic, as are pollen and bee venom. Response to these irritant can be immediate, or in other cases, people can become sensitised over a period of time. Symptoms may vary and may manifest themselves as dermatitis, asthma, or irritation of the membranes of eyes or nose or both. Some plants cause allergies when handled, particularly primula and pelargonium species also chrysanthemums, ivy and some members of the liliaceae family. The sap of the giant hogweed, *Heracleum mantegazzianum* contains a substance which on contact with the skin and in sunlight causes a form of sunburn.

Certain animals and plant materials can produce skin rashes, e.g. the hairs of caterpillars and stinging nettles, Susceptible individuals must take special precautions, e.g. by wearing protective gloves or by using suitable barrier creams,

Venoms, e.g. bee, ant, and wasp, can be allergenic as well having direct or immediate effect

## APPENDIX 2 - DETAILS OF INFECTIOUS DISEASES

### IAPS Incorporated Association of Preparatory Schools Table of Common Infectious Diseases *(as suggested by the Medical Officers of Schools Associations)*

| DISEASE  | INCUBATION PERIOD          | MINIMUM PERIOD OF ISOLATION                                 |
|--|----------------------------|---|
| Chicken-pox  | 11-21 days, commonly 16    | 6 days from appearance of rash                              |
| Haemolytic Streptococcal infections  | 2-5 days                   | Until passed fit by doctor                                  |
| Measles  | 10-15 days, commonly 10    | For one week from appearance of rash, if child appears well |
| Mumps  | 16-26 days                 | Until the subsidence of swelling of the last affected gland |
| Rubella (German Measles)   | 14-21 days. Commonly 14-18 | For four days from the onset of rash                        |
| (Attention is drawn to the risk of infection during the first three months of pregnancy) |                            |   |
| Whooping Cough   | 7-14 days                  | For three weeks from onset of cough                         |

Routine quarantine of contacts is not considered necessary for the common infectious diseases shown above. However certain cases may require special consideration on the advice of the School Doctor.

Further information is published in 'The Handbook of School Health'. (obtainable from The Secretary, MOSA, 11 Chandos Street, London W1)

1. It is recommended that all pupils should, with consent of the parents, be immunised against diphtheria and tetanus. With regard to the latter, there is a consensus of opinion that injection after an accident has an element of danger which is not present if previous immunisation has taken place.
2. The attention of members is drawn to the dangers of Infective hepatitis. The School Doctor should be consulted if a case occurs- The School Doctors for St. Mary's School are: Dr. A. A. Meeson & Dr B. M. Meeson, 260 Finchley Road, Hampstead, London NW3 7EE.