



Health and Safety Policy

Approved by Chair of Governors and Head teacher on:

Last reviewed on: Dec 2022

Next review due Dec 2023
by:

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Part 1: Statement of Intent

The Governors and Head Teacher of Red Gates School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Head Teacher aim to:

- operate within the structure and framework laid down by Croydon Council
- ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare
- establish an effective safety management structure and arrangements to implement requirements
- ensure a systematic approach to the assessment and control of risks
- ensure that employees are competent in the work that they are doing
- ensure that employees actively participate in identifying hazards
- minimise hazards entering the school
- ensure the competence and management of contractors on school premises
- monitor work practices and regularly review safety management systems

The Governors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the school's external H & S advisors (Judicium).

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher will establish and maintain a school safety committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements Croydon Council's Health & Safety Policy.

The health and safety policies and guidance may be downloaded by staff from TeacherShare.

Signed.....Dated.....Chair of Governing Body

Signed.....Dated.....Head Teacher

Part 2: Organisational Responsibilities for Health and Safety

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools

Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher and the Governing Body. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Body or the Council on matters that need taking forward.

Policies and arrangements on key topics are contained on the health and safety portal which is reviewed and maintained by the Health and Safety Consultancy.

<https://www.judiciumeducation.co.uk/>

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs

Governing Body and Head Teacher

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school
- To commit resources to fulfil the Health and Safety Policy.
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken.
- To monitor achievement of plans and extent of compliance with standards
- To monitor trends in accidents and incidents
- To receive, and where appropriate, action inspection reports.
- To include health and safety on governors' meeting agenda at least once a year or more frequently dependent upon locally recognised needs.
- To receive and where appropriate action the minutes of the school's Health and Safety Committee.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements

Head Teacher

- To ensure staff are competent to undertake tasks delegated to them
- To identify staff training needs and to arrange for appropriate training
- To ensure risk assessments for all activities are undertaken
- To ensure appropriate action is taken on identified significant risks
- To ensure that there are procedures for serious and imminent danger

- To consult staff and safety representatives on health and safety matters
- To co-operate with and provide necessary facilities for trades' union safety representatives
- To ensure the safety of visitors to the school
- To ensure regular inspections of the school's premises
- To submit inspection reports to governors
- To Chair the school's health and safety committee
- To pass on health and safety information received to the appropriate people
- To participate in Council health and safety audits

Deputy Head Teacher (DHT) or nominated person

- To deputise for the Head Teacher in his / her absence
- To undertake risk assessments in conjunction with AHT and Pathway Leaders and other appropriate individuals
- To undertake risk assessments for all activities of the school, including those off site
- To report to the Head Teacher with the results of the risk assessments
- To undertake workplace inspections with the Pathway leaders
- To ensure full staff updates, refreshers and training are included in Red Gates annual staff training schedule

School Business Manager (SBM)

- To investigate accidents and complete the appropriate paper-work
- To ensure the induction of new and transferring staff and volunteers
- To manage the contracts for catering and cleaning contractors and report concerns to the Client Officer as appropriate
- To ensure safe hiring of school premises to third parties
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc.

Pathway Leaders

- Apply the health and safety policies to their own pathway and be directly responsible to the Head Teacher for the application of the health and safety procedure and arrangements
- Ensure that staff under their management are familiar with the health and safety procedures for their area of work
- To assist the Deputy Head Teacher to undertake risk assessments of activities both within departments and off site
- To draw up pathway procedures to manage significant risks
- To arrange for staff training and information
- To induct new, transferring and volunteer staff
- To undertake workplace inspections with the Deputy Head Teacher
- To pass on health and safety information received to appropriate people
- To act on reports from above or below the hierarchy

Premises Team or nominated person

- To monitor condition of any asbestos in the school and report problems

- To test the fire alarm each week
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained
- To monitor the school's cleaners to ensure they work safely, reporting any concerns to the SBM
- To organise or undertake portable electrical appliance testing
- In Liaison with the SBM arrange and manage for contractors to undertake small repair works
- To manage maintenance contracts e.g. for gym equipment
- To ensure the competency and management of visiting contractors
- To report hazards
- To maintain health and safety records e.g. records on fire alarm servicing, use of fire ledger system etc.

Health and Safety Committee

- To be comprised of staff members from different areas of the staff team and a governor for Health and Safety
- To meet termly for scheduled meetings to review Health and Safety and Emergency procedures
- To meet additionally as required by issues arising
- To keep minutes of meetings and feedback at staff briefings after meetings and governor meetings
- To support staff awareness of Health and Safety on a day to day basis
- To review the Health and Safety Policy annually
- To review Annual Health and Safety report to Governors

Staff

- Act in the course of their employment with due care for the health and safety and wellbeing of themselves, pupils and other employees and other persons
- Observe all instructions on health and safety issued by the head teacher or any other person delegated to be responsible for a relevant aspect of health and safety
- Act in accordance with any health and safety training received
- Report all accidents and near misses in accordance with procedures identified in this policy
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- To bring problems to the relevant manager's attention
- Exercise good standards of housekeeping and cleanliness
- Acknowledge that they have read the Health and Safety policy, have an understanding of its contents and will do all that is reasonably practical to comply with it

Class Staff-(Specific Obligations)

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and carry them out
- Staff should not leave pupils unattended and must ensure that their actions do not lead to an insufficient pupil to adult ratio occurring in classrooms or other supervised area at any time
- Ensure use of personal, protective equipment where necessary

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of meetings of the Governing Body at least once a year. In addition, the Governing Body (or its nominated Link Governor for Health and Safety) will monitor and evaluate the effective working of the system within the school by the following means:

- a) monitoring accident/incident reports. The Head teacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking Health and Safety Committee minutes and follow-up procedures.
- c) checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) receiving reports from the Headteacher on:
 - complaints and hazard reports from staff and visitors.
 - visits from HSE Inspectors.
 - new Council guidance and Code of Practice and methods of implementation.
 - any Safety Audit arranged by the Council or commissioned from consultants.
 - any guidance or advice from the Department for Education, HSE or other organisations concerned with health and safety in educational establishments.
 - staff training.
- e) Where deficiencies are identified or action is necessary, seeing that action is allocated to individuals. Time limits have been set and met, both immediate and long-term remedial actions are identified in the case of hazards.

Part Three: Red Gates School Areas of Responsibilities Schedule

| Area | Managed By |
|---|--|
| Accident reporting and recording | |
| First Aid | All staff on CPOMS |
| (a) First Aid provisions | Carmen Cox (Behaviour Lead) |
| (b) Accidents involving blood | Deputy / Assistant Head teacher |
| (c) Infectious diseases | |
| (d) Administering medicines to pupils | Deputy / Assistant Head teacher |
| Emergencies | |
| (a) Emergencies procedures and Drills | Head teacher |
| (b) Evacuation Notices and signs | Premises Team |
| Fire Fighting Equipment | Premises Team |
| (a) checking | Premises Team |
| (b) Maintenance and Servicing | Premises Team |
| Control of substances Hazardous to health | Premises Team |
| Electrical safety | Premises Team |
| (a) Mains | Premises Team |
| (b) Portable Appliances | Premises Team |
| Gas Safety | Premises Team |
| Smoking | Premises Team |
| Display Screen equipment | Premises Team |
| Defect and hazard Reporting | All staff |
| Health and safety information | Head teacher / School Business Manager |
| Risk assessments | |
| (a) Equipment, Activities etc | SLT |
| (b) New and Pregnant mothers incl. staff risk assessments | Deputy / Assistant Head teacher |
| (c) Fire | Premises |
| (d) Curriculum | Deputy Head teacher |
| (e) Pupil | Carmen Cox- Behaviour Lead |
| Staff duty Rotas | Deputy Head teacher |
| Clear passageways | All Staff |
| Security | Premises Team |
| Alarm systems | Premises Team |
| Intruders | Premises Team |
| Violence to staff | Head teacher / Deputy Head teacher / SBM |
| External Visits and trips | Deputy Head teacher |
| Minibuses | School Business Manager |
| Parking | Premises Team |
| Storage | School Business Manager |
| Manual Handling | All staff |
| Contractors on Site | Premises Team/SBM |
| Water Quality | Premises Team |
| Hiring of Premises | School Business Manager |
| Consultation with Employees | Head teacher |
| Work Experience | Deputy Head teacher |
| Work Equipment | SLT |

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| Asbestos | Premises Team |
| Work at Height | Premises Team – no-one else may work at height |
| Noise/ vibration at work | Premises Team |

PART 3: ARRANGEMENTS

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| Appendix 2 | - | Inspection and maintenance of emergency equipment |
| Appendix 3 | - | First aid and medication |
| Appendix 4 | - | Accident reporting procedures |
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| Appendix 17 | - | Lettings |
| Appendix 18 | - | Contractors |
| Appendix 19 | - | Minibuses |
| Appendix 20 | - | Stress |
| Appendix 21 | - | Legionella |
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APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the emergency folder in the head teacher's room. A copy is held by the School Business Manager and premises team and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process for permanent and supply/temporary staff.

An outline of evacuation procedures is made available to all contractors / visitors and posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager, external key-holder company Guardian Alarms and Prowise.

Fire Drills

- Fire drills will be undertaken half-termly, and a record kept in the Fire log book/Fire ledger system;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points**
 - Gas: Boiler room, adjacent to the dining hall
 - Water: Outside classroom 1 (Sapphire)
 - Electricity: Main electrical intake room (by pupil entrance)
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by the Premises Team for consultation.

APPENDIX 2

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| INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT |
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TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises Team and a record kept in the Fire log book/Fire Ledger System. Regular testing of fire alarms will occur weekly.

Any defects on the system will be reported immediately to the Premises Team.

A fire alarm maintenance contract is in place with Infinity Fire (07874 880 278) and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by Infinity Fire (07874 880 278)

INSPECTION OF FIRE FIGHTING EQUIPMENT

Infinity Fire undertakes an annual maintenance service of all fire fighting equipment

The Premises Team carries out weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Infinity Fire (07874 880 278)

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly and annually by Infinity Fire (07874 880 278)

Test records are located in the site's fire log book.

MEANS OF ESCAPE

The Premises Team carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

AVA Cupboard (by soft play)- Hygiene Room- (next to science and dressing up cupboard)
Staff Room
Navy Class Cupboard

Amy Wilkins (Behaviour Lead) is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Carmen Cox, Carrie Diboll, Fiona Laurence, Honorine Boua, Colette O'Brien, Alyona Reoutov, Fisayo Dacosta-Osinowo and Hannah Henley

ADULT MENTAL HEALTH FIRST AIDERS:

Melissa Hendry, Julie Goksal, Fiona Laurence, Camille Guillessier, Nicole Sowrey-Lewin, Eileen Lawlor, Julie Muir and Amy Wilkins

TRAINED TO EMERGENCY AID LEVEL:

Haley Curum, Carmen Cox, Caryn Pinzon, Lucy Kehoe, Carrie Diboll, Melissa Hendry, Liz Robson, Amy Wilkins, Vicky Woodgate, Julie Muir, Lisa Travers

TRAINED TO EYFS PAEDIATRIC FIRST AID LEVEL:

Abi Jones, Danielle Saunders, Freyja Chapman, Sally Skipsey, Emma Allen, Emma Ceylan, Fiona Laurence, Honorine Boua, Colette O'Brien, Carrie Diboll, Carmen Cox, Melissa Hendry, Liz Robson, Amy Wilkins, Vicky Woodgate, Julie Muir, Lisa Travers, Frankie Chigbolu and Hannah Henley

The Deputy Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Minibus drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance and the school's internal processes.

Contact Numbers:

Croydon University Hospital – 0208 401 3000
School nursing team at St Giles – 0208 680 4810

NHS – 111 for non-emergency urgent medical advice

Records: All first aid treatments are recorded and kept on CPOMS and Behaviour Watch

Administration of medicines

All medication will be administered to pupils in accordance the school's policy.

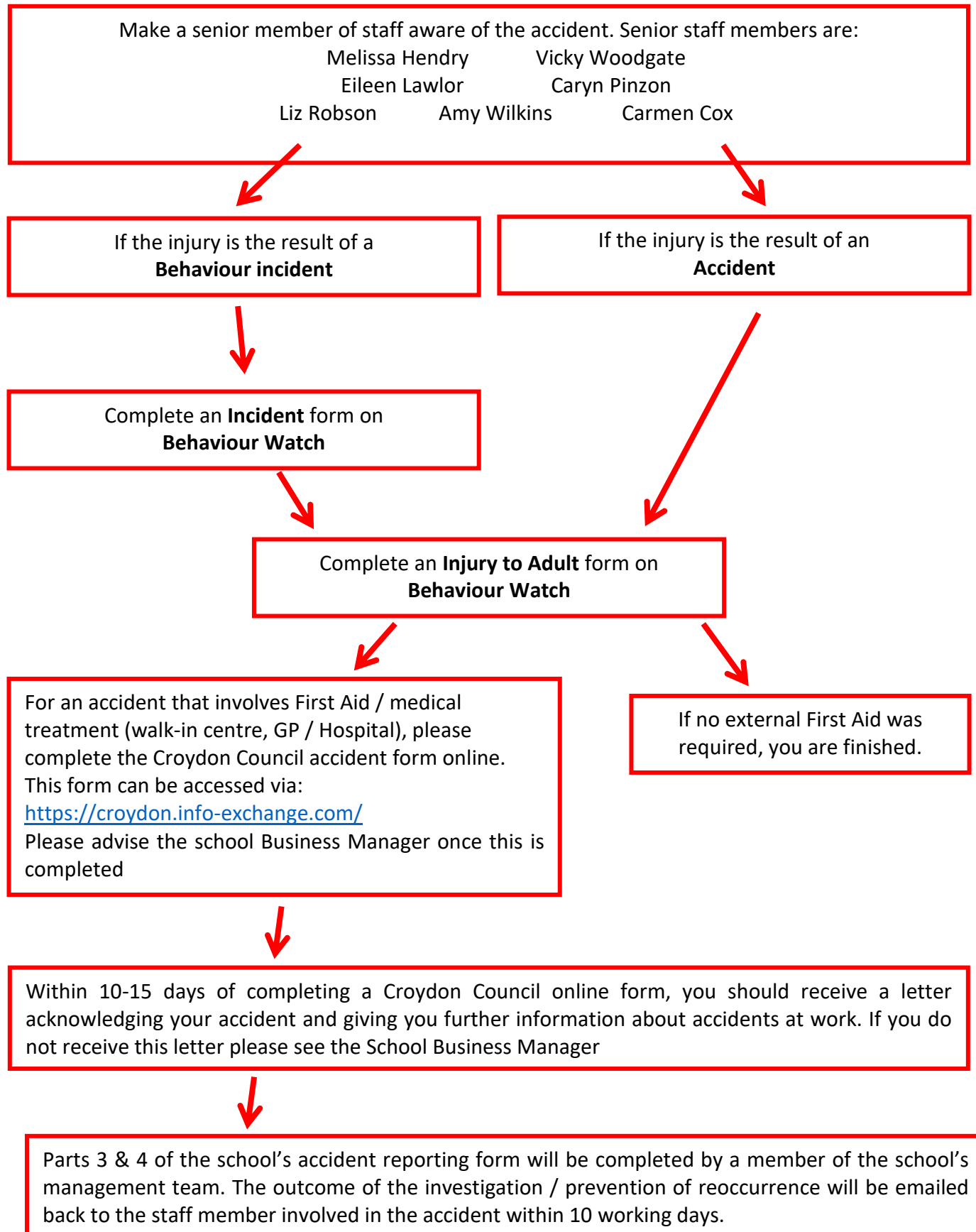
APPENDIX 4

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| ACCIDENT REPORTING PROCEDURES |
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The school follows the Local Authority guidance on accident reporting as well as their own internal process. The school's internal accident reporting process is as follows:

Accident / Injury reporting

If you have an accident or injury at school, you must follow this process and procedure:



As noted in the flowchart, to access the council's online system, please use the link below:

<https://croydon.info-exchange.com/council>

Once the accident/incident has been logged with the relevant information, an automated email will be sent to the managers email address which has been supplied in the report (this is normally the Deputy Head Teacher or School Business Manager) informing them of the incident and to complete the managers review.

The managers review form is to be completed once the accident/incident has been investigated and identifies any control measures or remedial steps taken to avoid similar instances recurring. Any documentation including witness statements and photographs can be uploaded to the report.

Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

In the event of a fatality, specified injury or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work-related accident, for periods of more than 7 days (including weekends and holidays)

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organs
 - Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space
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- These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.

APPENDIX 5

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

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

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Have a buddy system in place for lone workers./ Texting system
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the pupil/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

All home visits must be conducted by two members of staff. Staff should inform the admin team of where they are going and when they expect to return to school.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The school's emergency health and safety committee meets once each termly.

The Senior Leadership Team meets weekly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed safety representative on the staff is Camille Guilesser. The Support Staff Unions appointed safety representative on the staff is Freyja Chapman.

Communication of Information

The Health and Safety Law poster is displayed with the relevant information outside the school office, staff room, work room and pupil entrance.

The Judicium Health and Safety Consultancy provide competent health and safety advice for community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the School Business Manager.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

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

Training records are held by the Deputy Head Teacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking

duties unless they are confident that they have the necessary competence

APPENDIX 7

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| WORK EQUIPMENT |
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All staff are required to report to the Premises Team any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Premise team email: davepettengale@redgates.croydon.sch.uk
tonyattwood@redgates.croydon.sch.uk

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by Hawkesworth annually.

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

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment will be inspected annually by Sportsafe.

Curriculum

Subject leaders are responsible for ensuring maintenance requirements for equipment and cupboards in their areas are identified and implemented.

The Premises Team will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

APPENDIX 8

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| FLAMMABLE AND HAZARDOUS SUBSTANCES |
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The establishment's nominated person(s) responsible for substances hazardous to health are the Premises Team.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances in line with COSHH (Control of Substances Hazardous Health).
- all chemicals are appropriately and securely stored out of the reach of pupils
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 9

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| MOVING AND HANDLING |
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MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the School Business Manager.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

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

Staff undertake annual manhandling training of innate objects.

APPENDIX 10

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| HEALTH AND SAFETY MONITORING AND INSPECTION |
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A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the management team.

Monitoring inspections of the school will be carried out by LMT/ Pathways Leaders or nominated staff.

The person(s) undertaking the inspection will follow the tick sheet and submit this to the head teacher.

Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

A named governor, James Stremes, will be involved in inspections on an annual basis and will ensure that inspections are reported back to the Health and Safety committee and full governing body meetings.

Judicium Health and Safety support carry out an annual audit to support Red Gates in fulfilling its responsibilities.

APPENDIX 11

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| ASBESTOS |
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The asbestos register is held in the Premises Team office/Front Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager / Premises Team who will contact the Councils Asbestos Manager.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the School Business Manager.

APPENDIX 12

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| RISK ASSESSMENTS |
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General Risk Assessments

The school risk assessments will be co-ordinated by the Deputy Head Teacher, found on Teacher Share.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by the Deputy headteacher and approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in the Deputy Headteacher's office and can be found on Teachershare.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work. Every pupil has an individual risk assessment and they are held in the Risk Assessment folder in Teachershare and are reviewed termly.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the Deputy Head Teacher using the Red Gates School risk assessment form.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

APPENDIX 13

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| OFFSITE VISITS |
|-----------------------|

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual found on in the Red Gates School policy.

The school's Educational Visits Co-ordinator (EVC) is the Deputy headteacher

All Offsite Visit activities must be risk assessed using relevant Red Gates School forms, these assessments are monitored and reviewed by the headteacher or the EVC (Deputy headteacher/LMT).

Risk Assessments are signed and dated by all members of the class team to state that they have read and understood the content before embarking on any trip.

The following visits must also be approved by the Children, Families and Education director:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

| |
|-----------------------|
| WORK AT HEIGHT |
|-----------------------|

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Head Teacher shall ensure:

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

APPENDIX 15

| |
|---------------------------------------|
| DISPLAY SCREEN EQUIPMENT (DSE) |
|---------------------------------------|

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

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

See the health and safety manual for the DSE policy.

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing pupils to school or collecting them.

Gates are open

- 06:15 – 08:30
- 9:00 – 9:30
- 15:00 -15:30

The pupils' and parents' access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Red Gates School has a comprehensive vehicle management procedure. As the majority of children come to school by mini bus or taxi, management of vehicle access to the school is essential. There is a member of the operations team monitoring the gate to ensure no other vehicles enter the school, only minibuses/ taxis carrying the children.

The buses park up in the designated spaces and engines are switched off. All buses are parked before staff collect the children from the buses. Only once the children have been collected from the buses, and the buses have left, does the SLT member of staff on duty advise the member of staff on gate duty (via the radio) that taxis can now come down to the designated parking area. Taxis then switch off engines before staff collect children.

Once all the children have left the car park, the taxis leave the school premises.

The pathway entrance to Red Gates School is shared with the Quest Primary School. Parents of both schools are expected not to park on site.

In exceptional circumstances the Head Teacher will arrange for a permit to park on a temporary basis.

APPENDIX 17

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| LETTINGS / SHARED USE OF PREMISES |
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Lettings are managed by the School Business Manager following council guidance.

Please see the Lettings Policy.

APPENDIX 18

CONTRACTORS

All contractors must report to the school office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

The Premises Team responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX Z

HEALTH & SAFETY CONTRACTOR APPOINTMENT QUESTIONNAIRE

| | |
|---|---|
| 1 | Please provide a copy of your company Health and Safety Policy's statement of Intent. (Statement only not entire policy, signed /dated by Director or Partner) |
| 2 | Please provide an organisational chart showing health and safety responsibilities for your company, both nationally and/or, if applicable, detailing local establishment, down to specific site management. |
| 3 | Who Provides health and safety advice to your Company? Show whether this is an in-house provision or through external consultants and provide details of their competence (showing qualification and experience of individuals) |
| 4 | Please provide details of your health and safety training programme for operational employees. (include a sample of current training records and future programme) |
| 5 | Please enclose copies of generic risk assessments |
| 6 | Please enclose copies of a recent scheme specific risk assessments |
| 7 | Please provide a recent example of a completed site safety inspection form |
| 8 | Please provide a copy of your current Contractors Liability Insurance certificates. |

| | |
|----|--|
| 9 | <p>Please provide a copy of your accident/incident report form. Accident figures for the last three years should be entered below.</p> <p>Accident Figures (last 3 years)</p> <p>Year Ending</p> <p>Total Employees</p> <p>Fatalities</p> <p>Reportable*</p> <p>* All reportable accidents including fatalities, major injuries, dangerous occurrences and over 3 day injuries</p> |
| 10 | <p>Has your company been served with an enforcement notice or been prosecuted in the past three years for breaches of health and safety legislation. If YES please provide details:</p> |
| 11 | <p>Please provide details of how sub-contractors are Managed?</p> |
| | <p>The information provided within this questionnaire is accurate at the time of submission.</p> <p>To be signed by the Director or Health and Safety Manager/Officer.</p> <p>Signed:..... Date:.....</p> <p>Position:.....</p> |

APPENDIX Y – RED GATES METHOD STATEMENT EVALUATION FORM

| | | | |
|----------------------|--|-----------------|--|
| SCHOOL | | Location | |
| SUBCONTRACTOR | | Activity | |

| ITEM | | Yes | Part | No | N/A | Key Comment |
|-------------------------------------|---|---|------|----|-----|-------------|
| 1 | Signing in Procedure | | | | | |
| 2 | Briefing from Red Gates regarding working in schools | | | | | |
| 3 | Segregation and barriers required | | | | | |
| 4 | Out of hours works only/ Supervision by Red Gates required/ DBS checks required | | | | | |
| 5 | PAT testing | | | | | |
| 6 | Safe routes and/or areas to be agreed | | | | | |
| 7 | Asbestos survey required – Management or Refurbishment and demolition | | | | | |
| 8 | COSHH assessments required | | | | | |
| 9 | Signage required | | | | | |
| 10 | Access – Scaffold to be used | | | | | |
| 11 | Access – Steps to be used | | | | | |
| 12 | Access – Mobile towers to be used | | | | | |
| 13 | Access – Podium steps to be used | | | | | |
| 14 | Access – MEWPS to be used | | | | | |
| 15 | Access - Other | | | | | |
| 16 | Traffic Management plan required for access equipment | | | | | |
| 17 | Skips to be used | | | | | |
| 18 | Traffic Management plan required for skips | | | | | |
| 20 | Traffic Management plan required for deliveries | | | | | |
| ACCEPTANCE OF SAFE SYSTEM OF | | A ✓ <input type="checkbox"/> B ✓ <input type="checkbox"/> C ✓ <input type="checkbox"/> | | | | |
| BY: | | | | | | |


Legend: A Status is accepted without comments; B Status is accepted with 5 working days to amend from comments; after 5 days the status will become C Status is rejected

APPENDIX X – STANDARD INDUCTION FORMAT

| Ref: | Induction Content | Declaration*: | |
|---|--|---------------|----|
| 1 | I have been taken through and understood the content of the Red Gates health and safety policy, building arrangements, working in live schools and asbestos information | Yes | No |
| 2 | I confirm that I am competent to undertake my assigned duties to be undertaken while I am on premises for Red Gates School. | Yes | No |
| 3 | I confirm that I understand and will work in accordance with the risk assessments, COSHH assessments and method statements pertaining to my duties as provided by my organisation. | Yes | No |
| 4 | I confirm that if I suffer an accident whilst on-site, I will inform the Red Gates responsible person immediately and adhere with his/her further instruction. | Yes | No |
| 5 | I confirm that any work equipment which I supply will be fit for purpose, be in good condition and be tested where required e.g. PAT testing. | Yes | No |
| 6 | I confirm that I will consider the environment during my work activities and thus minimise waste production, segregate waste streams where possible, prevent pollution and consider the needs of the surrounding environment. | Yes | No |
| 7 | <p>I confirm that I understand that a safe working environment is more important than project delivery and consequently I will stop work and report to the Site Manager where:</p> <ul style="list-style-type: none"> I feel that I am being exposed to personal risk My assigned duties are exposing others to risk I am not certain what work I should be doing | Yes | No |
| I confirm receipt and/or possession of the following PPE items: | | Yes | No |
| Hard 8 <input type="checkbox"/> Hat <input type="checkbox"/> Safety Specs <input type="checkbox"/> Gloves <input type="checkbox"/> Hi-vis Vest / <input type="checkbox"/> Jacket <input type="checkbox"/> | | Ref: | |

Other (please specify)

APPENDIX W: PERMITS TO WORK

| | | | | | |
|---|--|--|--|---------|--|
| Red Gates School – Permit to Work  Red Gates School | | Serial Number (Current) | | | |
| | | Previous Permit (if applicable) | | | |
| Section A | General Information | | To be completed for all permits | | |
| This permit is only valid on: | Date: | | From (time): | | To (time): |
| | | | | | |
| Site Address: | | | | | |
| Location: | | | | | |
| Nature of work: | | | | | |
| Risk Assessment attached | Yes | If not, don't sign PTW | Method Statement attached | Yes | If not, don't sign PTW |
| Other permits in force (if applicable) | Permit No: | | Permit No: | | Permit No: |
| The following permits are also required: | Hot Work | Roof/Heights | Confined Spaces | Special | Electrical Isolation Pipes / Ductwork |
| Section B | Specific hazards to be noted / additional information e.g. asbestos, fragile roof | | | | |
| | | | | | |
| Section C | Specific precautions to be taken e.g. PPE / Safety equipment / monitoring equipment | | | | |
| | | | | | |
| Section D | Handover – to be completed for all permits | | | | |
| I have read this permit and accept that I am competent to take charge of the work, have understood the precautions required as noted in section C, understand the emergency procedures and am satisfied that all personnel working on this task are competent, suitably equipped and trained. | | | | | |
| Permit Receiver | | | Permit Issuer | | |
| Signed | | | Signed | | |
| Printed | | | Printed | | |
| Contact number | | | Contact number | | |
| Date | | Time | Date | | Time |
| | | | | | |
| Section E | Permit Status – to be completed for all permits | | | | |
| The status of the work detailed in this permit is | Completed satisfactorily | | Abandoned | | Requires extension |
| | Safe for handback | | Clear of personnel / equipment | | Barriers/Guards and signs in place |

| | | | | | |
|-------------------------------|--|------|--|------|--|
| Permit Receiver signed | | Date | | Time | |
| This permit is now withdrawn | | | | | |
| Permit Issuer signed | | Date | | Time | |

| Hot Work Permit | | In the event of fire the alarm MUST be raised | | | | | | |
|--|---------|--|----------------|---|--------------|-----------|-------------|-------|
| Work Type | Brazing | Cutting | Filter Testing | Grinding | Smoke Test | Soldering | Welding | Other |
| The following control measures are required : | | | | | | | | |
| Combustible liquids to be removed | | | Yes N/A | Combustible gases to be removed | | | Yes N/A | |
| Combustible materials to be removed | | | Yes N/A | Mark out and secure exclusion zone | | | Yes N/A | |
| Fire detection system requires isolation | | | Yes N/A | If “Yes” which devices | | | | |
| Nearby people have been protected | | | Yes N/A | Nearest break glass unit is located at: | | | | |
| The following firefighting equipment is required: | | | | | | | | |
| Fire Extinguisher(s) of type | Water | CO2 | Foam | Dry Powder | Fire Blanket | Hose Reel | Fire Screen | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">The above precautions have been put in place</div> <div style="width: 15%;">Signed:</div> <div style="width: 20%;"></div> <div style="width: 15%;">Date</div> <div style="width: 15%;"></div> <div style="width: 15%;">Time</div> <div style="width: 10%;"></div> </div> | | | | | | | | |

| Guidance | |
|--|--|
| <p>Precautions</p> <ul style="list-style-type: none"> • The location of extinguishers and fire alarm are known • Hot Work Equipment is in good condition • Gas containers/ flammable liquid containers are changed/filled in the open | <p>Work on walls or ceilings</p> <ul style="list-style-type: none"> • Any combustible materials have been removed or protected against sparks or heat • Combustibles are moved away from other side of walls and away from metal through which heat can be transferred |
| <p>Within 15metres of work:</p> <p>The floor area is clear of combustible materials and hazardous/ flammable liquids Non-combustible covers are suspended beneath work to collect sparks</p> | <p>Fire Watch</p> <ul style="list-style-type: none"> • To be provided during and 30 minutes after operation <p>Operatives to be trained in use of firefighting equipment and in sounding the fire alarm</p> |
| Final Check up – All Clear | To be made 60 minutes after completion of any operation |

| Roof Work/Working at Height Permit | | | | | | | |
|---|----------------|----------|--|------|-------------|----------|-------|
| | | | | | | | |
| Work Type: | Roof Work | Scaffold | Tower | MEWP | Ladder | Platform | Other |
| | | | | | | | |
| Local area occupants have been informed | | | Reception/Security/Site Manager informed | | | | |
| Protection from falling been provided | | | Weather/ground conditions are informed suitable for intended work | | | | |
| Direct communication available all times | | | Fragile roofs have been identified | | | | |
| Notices of work have been posted in | | | Exclusion zones have been marked out and secured | | | | |
| Safe means of access/egress have been provided | | | Any safety equipment to be used has been inspected and is compliant and all operators have been trained in its use | | | | |
| Debris has been cleared | | | A second person is present, if deemed necessary | | | | |
| Emergency plan is in place | | | | | | | |
| The above precautions have been put in place | Signed: | | Date | | Time | | |



| Confined Spaces Permit | | | | | | | | | | | | | | | |
|--|--|----------------------|--|---|--|------------------------------|--|---|--|---|--|-------|--|--------|--|
| Hazards | | Flammable atmosphere | | Toxic atmosphere | | Oxygen deficiency | | Free flowing solids | | Flowing liquids | | Other | | | |
| Is confined space entry required to undertake the task? | | | | Yes No | | If "No" entry is prohibited? | | | | | | | | | |
| Incoming services have been isolated | | | | Gas | | Water | | Steam | | Electricity | | Fuel | | Other | |
| Installed equipment has been isolated | | | | Mechanically | | | | Electrically | | | | Both | | | |
| Equipment and pipes/tanks have been drained and vented | | | | | | Yes | | No | | | | | | | |
| Possible ingress of fumes or other substances has been evaluated and controlled (e.g. rainwater) | | | | Yes | | No | | Residues/Sludges have been removed | | | | Yes | | No | |
| Atmospheric testing has been carried out for | | Oxygen | | Toxic fumes | | Flammables | | If additional ventilation is required what has been provided? | | | | | | | |
| Safe access/egress has been provided | | Yes | | No | | | | Rescue Plan is in place and attached | | | | Yes | | No | |
| Adequate lighting is in place | | Yes/No | | Suitable tools/equipment have been selected | | | | Yes/No | | Suitable communication systems are in place | | | | Yes/No | |
| What fire prevention measures/precautions have been put in place? | | | | | | | | | | | | | | | |
| The following personnel are permitted to enter the confined space | | | | | | | | | | | | | | | |
| The above precautions have been put in place | | | | Signed | | | | Date | | | | Time | | | |

Special Permit

Work Type

Personnel

Specific Hazards

Specific
Precautions

Additional
Information

The above precautions have
been put in place

Signed

Date

Time

Electrical Isolation Permit

Circuit to be isolated

| |
|--|
| |
|--|

Locking off required

Yes / No

If "yes," record padlock number

| |
|--|
| |
|--|

Fuse withdrawal required

Yes / No

Physical wire disconnection required

| |
|--|
| |
|--|

Is circuit connected to UPS?

Yes / No

If "yes" disconnect from UPS

| |
|--|
| |
|--|

Is circuit connected to emergency generator?

Yes / No

If "yes" disconnect from emergency generator

| |
|--|
| |
|--|

Residual energy removed

Yes / No

Moving parts have to be secured

| |
|--|
| |
|--|

Sufficient notices posted

Yes / No

Circuit has been proved dead with voltmeter

| |
|--|
| |
|--|

The above precautions have been put in place

Signed:

| |
|--|
| |
|--|

Date

| |
|--|
| |
|--|

Time

| |
|--|
| |
|--|

Pipe and Ductwork Isolation Permit

| | | | | | | | | |
|-----------|---------------|------------|----------------|------------|----------|-------|--------|------------|
| Work Type | Chilled Water | Cold Water | Compressed Air | Condensate | Drainage | Dust | Helium | HVAC Ducts |
| | Nitrogen | Oil | Oxygen | Steam | Vacuum | Waste | Other | |

| | | | | | | |
|---------------------------|---------|------------------------|---------------|---------|---------------------------------|--------|
| The pipe / duct has been: | Cleaned | Cooled | Depressurised | Drained | Freed from hazardous substances | Purged |
| | Vented | Other (please specify) | | | | |

| | |
|------------------------|--|
| Valve isolation method | |
|------------------------|--|

| | |
|-----------------------|--|
| Valves to be isolated | |
|-----------------------|--|

| | |
|----------------------|--|
| Moving parts secured | |
|----------------------|--|

| | | | | | | |
|--|---------|--|------|--|------|--|
| The above precautions have been put in place | Signed: | | Date | | Time | |
|--|---------|--|------|--|------|--|

APPENDIX 19

| |
|------------------|
| MINIBUSES |
|------------------|

The minibus drivers are responsible for the undertaking checks on and the operation of minibuses following guidance contained in the health and safety manual module 20.

Please see the Minibus Policy.

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

If an individual employee is feeling stressed, they can discuss it in the following ways:

Performance management meetings

Mentoring meetings

Senior leadership open-door policy

The school also subscribes to an employee assistance programme, the details of which are available in the staff room or from the School Business Manager.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Premises Team will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.

The Premises Team will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with Aquatide to monitor water hygiene and complete legionella risk assessments.

APPENDIX 22

VIOLENCE TO STAFF

Training shall be arranged by the school on this subject, with refreshers for staff.

Individual pupil risk assessments will be completed and shared with staff.

Incidents of challenging behaviour are entered on Behaviour Watch.

APPENDIX 23

HEALTH AND SAFETY POLICY – ACKNOWLEDGEMENT BY STAFF

Under the Health and Safety at Work Act, a copy of the Red Gates Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and expected to

- 1) Adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- 2) Develop a personal concern for your own safety and that of others working alongside you
- 3) Be aware that you are working with children to whom you owe a duty of care, hence an extra need for safety
- 4) Use the correct tools / utensils and equipment for the job
- 5) Avoid any improvisation which will entail unnecessary risk
- 6) Ensure personal protective equipment, where used, is kept in good condition
- 7) Report defects in the premises, tools / utensils and equipment
- 8) Report any personal accident or injury and see that it is recorded on an accident form where necessary
- 9) Report any known hazard

APPENDIX 24

Coronavirus- Returning to School Keeping Pupils and Staff Safe

Staff and pupils numbers

The school will ensure that the right number of staff are in attendance every day to maintain an appropriate ratio with pupils. In order to accommodate this children will alternate coming to school for two days in week 1 and 3 days in week 2.

Phase one will consist of nursey and reception and year 6 children as well as our “key worker” children and our vulnerable list children.

There will be reduced numbers in all year groups with class sizes being held a maximum of 4 pupils.

Where places are not taken up by parents we will continue to work from our safeguarding list to offer places up to maximum agreed safe number.

Start and finish Times

The start and finish of the day will change, shorter session will take place to allow for cleaning sanitising and staff lunches.

Timings will consist of

Nursery- Session One- 8:30 – 10:30 (Instead of 8:30 – 11:30)

Session Two- 12:15 to 2:15 (Instead of 12:15 to 3:15)

Reception and Year 6

9:20 am to 2:15 pm

Lunches Playtime and out-door space

To help support social distancing children will have lunches in their class room and play in their class room and outside area LTSA's will bring lunches to the classes on trolleys.

Lunches will be served at

12:00 for EYFS

12.30 for Mint, Sky, Royal and sapphire (lower school)

1:00 for Jade, Navy, Turquoise and Cyan (Upper School)

Each class room will have a designated playground area

To further support social distancing each classroom will have an allocated staff room and toilets attached to it, to reduce the likelihood of any cross contamination. The interim staff rooms will also contain a work space with related equipment provided, including a supply of PPE and clinical waste bins.

Transport

The school mini buses will not be used at this time.

School buses managed by the LA Transport Department.

Drivers will be trained to control boarding and alighting to maintain social distancing.

Hand sanitiser will be available in each vehicle for use on boarding and alighting.

Vehicles allocated to specific drivers where possible, but always cleaned between uses.

Masks available for staff on journeys.

Parents bringing children to school will remain in their cars

Arrival/departure times and breaks to be staggered to minimise the number people moving around at any one time.

Pinch points identified such as school entrances and internal areas where queues normally form (doorways, corridors cloakrooms toe and staff room.

Routes around the school specified and signed including possible one way routes.

Shared Materials

Use of shared materials, will be avoided. Personal copies to be issued or use online resources.

Homework to be completed online and e-mailed and not handed in in hard copy.

Staff will avoid the use of any soft furnishings or soft resources, except for personal use.

Buckets and sterilising products and been purchased for every class so that learning resources can be sterilised at the end of each day, every day and anytime during the day as the class team see fit.

School will finish at 2:15pm daily to allow time for this activity.

General Awareness

Staff will be encouraged to walk, cycle or drive to school rather than using public transport.

Warning posters will be displayed at all entrances.

Guidance notices prominently posted at different positions around the school.

Full communication to be given to parents and pupils regarding on site procedures prior to the school re-opening.

Full staff briefing covering all procedures prior to the school re-opening and on-going awareness session for those not currently in school.

NHS PPE video to be watched on screen with a member of the LMT and available on teacher share-COVID-PPE

Cleaning

The schools full complement of cleaners will be working on a reduced work load as many spaces will not be in use, and therefore will have time to deep clean at the end of each day.

An additional cleaner has been employed to clean chill out spaces and any shared areas.

Cleaning will employ the use of warm soapy water followed by disinfectant, gloves aprons and face masks should be worn in all areas.

Full PPE (to include respirator face mask and eye protection) will be worn when dealing with body fluids.

Disinfectant spray and wiped will be available in all in use areas.

A Clear desk policy will be encouraged.

The school is working with the cleaning company and will continuously review strategy, standards and staffing levels.

A new cleaning supervisor has been appointed by the cleaning company and this individual will ensure that rigorous checks are carried out.

Regular checks will be made by the onsite premises staff to ensure that all soap and sanitiser dispensers are kept topped up and hand towel dispensers are refilled

School managers will ensure that all necessary procedures are being followed in line with DFE and Public health England guidance.

Wearing of PPE

PPE is not generally required as long as social distancing is maintained. In cases where the proximity of less than 2M is required for a specific necessary task in class with pupils then PPE protocol will be followed. The schools has followed the guidance on the use of PPE (personal protective equipment) to protect against COVID-19.

Staff will be reminded that the wearing of gloves is not a substitute for

For good hand washing. Hand washing facilities (soap and water) are in place with guidance using the 20 second scenario and the importance of proper drying with disposal able towels.

An allowance will be made in the timetable to allow for hands to be washed.

Emergency PPE packs will be available in the event of a person taking ill.

PPE protocol is working well deliveries are currently stable and reliable'

Patient to wear a face mask, the accompanying person to have a face mask, gloves apron and face shield available. Any patient will be taken to the designated classroom for isolation.

Parents or in the case of staff, the next of kin to collect ASAP and seek medical advice.

Symptoms of COVID-19

If anyone becomes ill with a new continuous cough or a high temperature whilst at school they will be sent home and advised to follow the stay at home guidance.

This guidance includes getting tested which is available to all staff and pupils attending school who are symptomatic. If the result is negative the person can return to school.

The schools HR team will maintain regular contact with staff member's whilst at Home.

If the school is advised that a member of staff or pupil had developed COVID-19 and were recently on the school premises, the school management will contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. All of that individuals group will self-isolate for 14 days.

The school will carefully monitor pupil's on arrival to detect any visible symptoms.

Line managers within the school will have regular manager "check ins with the staff.

Mental Health

The management of the school will promote mental health and well being awareness to all staff particularly during the Coronavirus outbreak and will offer whatever support they can, there will be an open door policy for any staff requiring additional support.

Internal communication channels and the cascading of information through line managers will be carried out to reassure and support employees in fast changing situation.

Line managers within the school will have regular manager "check ins with the staff and offer support to staff who are effected by Coronavirus or have a family member affected.

Staff will monitor pupil's wellbeing and be alert to the potential need for greater emotional support.

Teachers will make regulate phone calls home will be offered additional support in the form of LA EP service work discussion group.

Visitors

The school is closed to all visitors including parents.

Parents will stay in their vehicles when dropping off/picking up their children.

Only essential contractors whose non-attendance would cause direct health and safety implications for the school will be allowed on site.

Any such visit to the school to carry out works will be planned to be done out-side the time that the pupils are on site.

If a visit is absolutely necessary, then a dedicated meeting space will be established and the assumption made that the person may be infected and therefore no additional facilities e.g. toilets should be made available.

All contractors will be requested to provide the schools with RAMS'

(Risk assessments and method statements) this will include a review of their control measures relating to COVID-19.

All meeting rooms will have a supply of hand sanitiser and tissues, bins will emptied daily

Windows will be left open where possible.

New and expectant Mothers

Pregnant staff and new mothers are classed as high risk and should follow government guidance, including staying at home.

A risk assessment will be carried out for all returning to work new mothers, in conjunction with medical advice from the employee's doctor.

General

The school's statutory Health and Safety responsibilities will be carried out in conjunction

With all the COVID-19 measures that the school has put in place. These will include

Fire drills emergency evacuation and other statutory testing that needs to take place at this time.

The school has updated other relevant policies (safeguarding and behaviour) with COVID19 relevant information and these are saved to Teachershare-Covid-policies and procedures related to COVID.

All relevant risk assessments will be updated.

A Bereavement policy can be found in Teachershare-Policies.

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it

Name.....

Signature.....

Position.....

Date.....