

Section A: Introduction:

- A1: A note to Head Teachers
- A2: The law regarding health and safety policies
- A3: Health and safety policy statement

Section B: Organisation:

- B1: Employer responsibilities
- B2: Headteacher responsibilities
- B3: Governors' responsibilities
- B4: Staff responsibilities
- B5: Site manager responsibilities
- B6: Capital & Premises Development Manager
- B7: GEN2 Property Services
- B8: Safety Representatives
- B9: Consultation with employees
- B10: Information, instruction and supervision
- B11: Competency for health and safety tasks and training
- B12: Monitoring

Section C: Arrangements:

- C1: School activities
- C2: Visitors
- C3: Fire and emergency procedures
- C4: Firefighting
- C5: Maintenance of fire precautions
- C6: Bomb alerts
- C7: First aid arrangements
- C8: Information communication technology
- C9: Legal requirements for premises
- C10: Safe handling and use of substances
- C11: Inspection of premises, plant and equipment
- C12: Asbestos management
- C13: Legionella management
- C14: Liquid petroleum gas management (LPG)
- C15: Oil fired boilers - heating oil storage and management
- C16: Radon management
- C17: List of risk assessments, policies and procedures to complement this policy

Section D: Useful contacts

Section A – Introduction:

1. The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
2. The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

3. You should consult with staff and governors when devising the policy, and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.
5. The policy must be signed and dated by the headteacher and chair of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

A2 – The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & recognised trade unions, and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation to add specific content, and staff can have adequate time to have an input into the policy contents. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

Kent County Council
Children, Young People and Education

Health and Safety at Work Act 1974

Health and Safety Policy Statement

Of

The Craylands School

A3: Statement of intent:

The headteacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.)
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors
- provide adequate facilities and arrangements for welfare
- provide and maintain safe plant and safe systems of work without risks to health
- ensure safe use, handling, storage and transport of articles
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

Headteacher

Date:

Section B – Organisation

B1: Employer responsibilities

KCC as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of this policy.

B2: Headteacher responsibilities

- to ensure this policy is reviewed annually or earlier if there are any changes in circumstances
- to ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood
- to include health and safety issues in the school improvement plan, if necessary
- to carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate
- to undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance
- to receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices

- to liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues
- to ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- to ensure that emergency evacuation procedures are in place and tested to ensure validity
- to ensure that adequate first aid provision is available and kept up to date at all times
- to report health and safety issues to the governing body on a regular basis
- to monitor and review all health and safety policies and procedures
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

N.B: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the head teacher.

B3: Governors' responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both)
- the governing body will promote a strategic overview for health and safety
- the governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises
- the governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere
- the governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Class care' scheme or within the school's delegated budget
- the governing body will support and monitor health and safety within the school
- review and monitor the effectiveness of this policy
- the governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

B4: Staff responsibilities

- to read and fully co-operate with this policy
- must take reasonable care of their own health and safety and that of others who may be affected by their actions
- will co-operate with their employer on health and safety matters
- will not interfere with anything provided to safeguard their health and safety or that of others
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- have a duty to report all health and safety concerns to the head teacher or their line manager.

B5: Site manager responsibilities

The PFI Partners / Capital & Premises Development Manager (new build)

- Have responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

The PFI Partners / Property and Infrastructure Support (new build)

- Will ensure that property matters for which it has statutory responsibilities (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with KCC property and infrastructure support, The PFI Partners and/or with contractors, to resolve property maintenance and service issues.

The Site manager employed by Pinncale in the KS1 building/ site manager in the KS2 building holds responsibility for the day to day maintenance and other buildings / grounds issues.

They will:

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the senior management team immediately
- ensure that all work under their control is undertaken in a safe manner
- carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects.

B6: Gen2 Property Services

- They will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with Gen2, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B7: Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- present the findings of investigations to the Headteacher
- inspect the workplace
- with at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Names of Trade Union Representatives:

Contact details:

Alternative Consultation Arrangements:

Name of Employee Representative:

Contact details: Mr K Hiscock (Headteacher) 01322 388230

B8: Consultation with employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B9: Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

A copy of the Health and Safety Law Poster is located at: **In the Main Reception Area (KS1 building)**

- supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff
- the head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B10: Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake induction training
- training will be identified arranged and monitored by the head teacher and the governing body
- staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher
- training records will be easily accessible for audit purposes and will be kept up to date.

B11: Monitoring

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year
- Headteacher is responsible for investigating accidents although the accountability remains with the head teacher
- Headteacher is responsible for investigating work-related sickness and absences, although the accountability remains with the head teacher
- the head teacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section C – Arrangements

C1: School activities

- The head teacher will ensure that risk assessments are undertaken
- the significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected
- any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person
- the head teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided
- all visitors shall be made aware of the school's fire arrangements in the event of a fire
- all visitors shall be made aware of the school's emergency procedures, including evacuation points.

C3: Fire and emergency procedures

- The headteacher is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date
- emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- instructions to employees are posted at strategic points around the building
- emergency evacuation will be practiced at least three times a year and records will be retained
- regular testing of fire alarms will occur on and will be carried out by: Pinnacle in KS1 building and KS2 site manager in KS2 building
- A record of these tests will be kept by: Pinnacle/KS2 site manager for their respective buildings

C4: Fire fighting

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of fire equipment

The headteacher will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

C6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- the headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented
- guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First aid arrangements

- the head teacher will ensure that there are an appropriate number of designated and trained first aiders in school
- the head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teacher to determine the above factors
- the school will follow the procedure for completion of incident / accident records
HS157, HS160, F2508
- all reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable

- parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Communication Technology

- the headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology
- information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height
- where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented
- assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002)
- the KCC guidance on interactive whiteboards will be followed.

C9: Legal requirements for premises

- the school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities
- the school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe handling and use of substances

- the head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- the head teacher or delegated responsible person will be responsible for undertaking COSHH assessments
- the head teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments
- the head teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of premises, plant and equipment

- the headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme
- all identified maintenance will be implemented
- routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the example checklists
- access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards
- where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

C12: Asbestos management

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the

building. The headteacher or the designated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

C17: List of risk assessments, policies and procedures to complement this policy add or delete list as applicable to your school

- asbestos management
- bomb alerts
- control of chemicals hazardous to health (COSHH)
- display screen equipment (DSE)
- drugs and alcohol
- electricity at work including portable appliance testing
- emergency planning
- fire – including responsibilities of the fire wardens
- first aid requirements
- legionella
- lone working
- manual handling
- off-site visits
- pedestrian and people movement
- playground supervision
- school events
- slips, trips and falls
- stress management
- working at height.

E1: Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House, Maidstone, ME14 1XQ

H and S Policy for Schools Final Revision /V5/HR/O/070715/GW

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: <http://www.afpe.org.uk/>

Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Coronavirus Addendum

School Activities

- The head teacher will ensure that a risk assessment for re-opening in September 2020 will be completed and agreed with FGB and shared with staff and parents/carers before 1st September and will be continuously updated at least at the end of a week.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All COVID 19 risk assessments will be reviewed on a weekly basis or when the work activity changes, whichever is the soonest.

Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office; they will make communication with the school office via the intercom.
- Visitors should not be allowed into the school unless arrangements have been made and an area has been set up to allow for social distancing.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.
- All visitors will be asked to either wash their hands upon arrival or use the hand sanitizer station before entering.
- All visitors will remain away from class bubbles as much as possible unless they need to observe in which case this should be for the shortest amount of time possible.

PPE

- The guidance from HM Government states that based on current evidence, there is very little scientific evidence of widespread benefit from PPE. Instead, practising good hand hygiene and social distancing is key to minimising the risk of infection.
- The Government advice states that they do not need to be worn outdoors, in schools or by those who would find them difficult to wear such as young children. This is understood as saying that wearing a mask in normal school situations is not necessary.
- There are some circumstances where use of PPE, including a face mask, may be recommended:
 - Moving, isolating or supporting a child with symptoms of COVID-19.
 - Cleaning an area where a child with COVID-19 symptoms has visited.

- Working with children whose care routinely already involves the use of PPE due to their personal care needs.
- Correctly used, PPE will provide a level of protection to the wearer from the COVID-19. This use includes the discipline whilst wearing it. Most teachers and school staff will have no experience in using PPE and formal training is advised.
- There are guides to using PPE here:
<https://www.gov.uk/government/publications/COVID-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>
- Headteachers should consider the specific conditions of task, and comply with all applicable legislation, including the Health and Safety at Work etc. Act 1974.

Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

AREA/BUILDING	FIRE WARDEN
PPST office/Hall	Yvonne Stone
Main entrance	Lin Mutch
Office/staff room	Lin Mutch
Staff Toilets	Amarjeet/Jennifer/Claire
Upper KS1 toilets	Kelly Chandler
Lower KS1 toilets	Ami
Main Atrium	Kelly
Mobiles 1& 2/ New mobile	Leanne Drake
Mobiles 3& 4	Leanne Drake

AREA/BUILDING	FIRE WARDEN
Front entrance fire warden	Anita Meggs
Downstairs classrooms/toilets	Leesa Marsh
Upstairs classrooms	Trudi Hazel

- Emergency evacuation will be practiced by the end of the first week back by all
- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call: Office staff

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Friday p.m.

Name of tester: Pinnacle (KS1) Mark Robinson (KS2)

- The fire log book will be kept:

Specify who will keep the log and where: Headteacher office/KS2 group room

Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. See *annex 9*.

Name of Responsible Person for Fire Safety: Mr Kris Hiscock

Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.
- Evacuation procedures will supersede social distancing rules.

First Aid Arrangements

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school who are willing to support during the Coronavirus re-opening.

A list of first aiders and contact details can be found: First aid room

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions; these will be located in the KS1 group room.

The first aid boxes are located at: KS1 group room

- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.

**HSE Contact Details:
Incident Contact Centre**

www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance; medication will need to be kept in/near to classrooms to prevent children from coming down to the office area.
- Children displaying symptoms of Coronavirus will be isolated in the KS1 group room; PPE equipment will be stored here if it is needed.
- CPR Adults – just use compressions; do not use mouth to mouth
- CPR Children – if a decision to use mouth to mouth is chosen, a mouth guard should be used where possible. Monitor yourself after this for symptoms of coronavirus and contact 111 or get yourself tested.

Cleaning

- Pinnacle will be providing the school with an additional cleaner during the day to support with cleaning specific areas e.g. door handles, taps, flushes - these will need to be done when classes have been vacated.
- KS2 site manager will be on site during lunch time to support with additional cleaning
- If there is a confirmed case of someone with Coronavirus symptoms, the following must be adhered to:
 - Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.
 - Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.
 - Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
 - If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.
 - Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE.
- Small items, soft toys and machinery may be difficult to clean. By far the best way to manage this is to avoid using them. If this is not possible, their use should be restricted to one group of children, preferably one individual child. Children should be discouraged from exchanging or taking classroom aids from each other and it is expected that this will be easier due to smaller class sizes.
- Outdoor playground equipment should be more frequently cleaned. This would also apply

to resources used inside and outside by wraparound care providers.

- It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
- small metal and plastic items, such as building blocks, dolls, animal models, toys cars, etc can be cleaned by immersing in a tub or bucket of weak disinfectant solution for half an hour. These should then be rinsed in clean water and left to drain overnight.
- Soft toys are difficult to clean, but research appears to show that the virus will not live longer than 24 hours on a material surface. Their use should be timed to allow at least 24 hours to pass before being used again.
- Items made of wood present a greater challenge because, being porous, the virus appears to be capable of surviving on wood for more than 24 hours. Less so, if painted. The best option is not to use, but if necessary wooden items should be cleaned with disinfectant and left to dry overnight.
- The use of machines and machinery should be restricted to teaching staff if difficult to clean.

Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

Safe Handling and Use of Substances

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.



The Craylands School

Health and Safety policy

Inspection of Premises, Plant and Equipment

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

PFI: Leigh Ann Mostert

Telephone Number: 07766 726772



The Craylands School

Health and Safety policy

Useful Links

[COVID-19: cleaning of non-healthcare settings](#)

[guidance](#)

[HM Govt PPE Guidance](#)

[Use of PPE equipment](#)

NHS Guidance:

<https://www.nhs.uk/conditions/COVID-19-COVID-19/>

Government Guidance:

<https://www.gov.uk/COVID-19>

Public Health England:

<https://www.gov.uk/government/organisations/public-health-england>

Health and Safety at Work Act 1974:

<https://www.hse.gov.uk/legislation/hswa.htm>

Email details to obtain a login to the employer referral portal:

portalservicedesk@dhsc.gov.uk

Employees showing symptoms can either visit a drive through centre or arrange for the test to be posted to their home. The Government issued guidance (link below) on how employees and their households can be tested.

Getting tested guidance:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting->

[tested](#)