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Health & Safety Policy

This policy applies to all pupils at Widford Lodge School including those in the EYFS

Reviewed & approved by Proprietor August 2020

Next Review September 2021

Health and Safety Policy Statement

The Proprietor is fully aware of the responsibility to provide a safe and secure school environment for all employees, pupils, parents, visitors and contractors and of the requirements of the Health and Safety at Work Act 1974 and other relevant health and safety legislation including the Department for Education's 2018 Guidance Health and Safety: Responsibilities and Guidance for Schools. A high priority is therefore attached to ensuring that the school: provides a safe and healthy working and learning environment; risks are assessed and control measures put in place; accidents and work related ill health are prevented; working methods and equipment are safe; employees are appropriately informed, trained, supervised and consulted; arrangements are appropriately reviewed and improved; appropriate welfare and health and safety resources are made available.

The Proprietor, assisted by the Headteacher and the Site Manager, provides a positive lead in ensuring that there are suitable arrangements in place with regard to educational activities and support, site security and workplace safety, as well as the upkeep and maintenance of the premises. These are monitored and reviewed as detailed below. Staff are responsible for ensuring that areas they use are safe for themselves and others and that they follow the relevant health and safety requirements outlined in this policy and in risk assessments specific to their areas of work. They are responsible for reporting any health and safety concerns to the Proprietor, Headteacher or Site Manager.

The procedures followed to manage health and safety include:

- Routine site checks by the Site Manager and staff of their areas and the school grounds, including daily checks of EYFS areas
- Documented half termly site walks by the Site Manager and another member of staff on a rota basis
- Half termly meetings of the Health and Safety Committee, attended by the Proprietor, Headteacher, Deputy Heads, Site Manager and representatives of each area of the school, to include review of accident records, policy, site walks and educational visits
- Inspection by the Environmental Health Officer of catering, cleaning and food hygiene
- Biennial Legionella risk assessment, monthly water temperature testing and quarterly water sampling
- Biennial health and safety review by an external consultant
- Termly fire drills alongside weekly fire alarm testing and routine inspection of electrical and gas systems and emergency lighting
- Annual fire risk assessment by a qualified person
- Annual review of this health and safety policy, the fire prevention policy and the fire risk assessment and approval by the Proprietor
- Annual review of the risk assessments for all areas and activities by all relevant staff
- Annual drill in Code Blue incident procedures where all those on site remain inside designated rooms
- Training and induction of staff in health and safety related issues
- First aid training for all staff and food hygiene training for relevant staff
- Appropriate management of asbestos
- Contractors are required to comply with relevant health and safety requirements and accept their own personal responsibilities

Signed:.....Louise Gear, Proprietor Date:

Responsibilities

The Proprietor provides the final authority on matters concerning health and safety at work and will make decisions based on a proper assessment of any risks and controls. As detailed on the policy statement, the Proprietor is responsible for ensuring that:

- all of the procedures listed are followed
- health and safety performance is monitored and procedures revised as necessary
- sufficient funds are made available to operate safe working practices
- relevant staff are aware of their health and safety responsibilities and have sufficient experience and training
- machinery, equipment and premises are inspected and tested and that this is documented.
- the activities of contractors are appropriately monitored.

The Headteacher is responsible for:

- ensuring that this policy is clearly communicated to all staff and advising them when it is reviewed or changed, as well as providing the opportunity for consultation with staff
- providing induction training that includes relevant health and safety issues and ongoing information and training on health and safety issues
- ensuring that the half termly Health and Safety Committee meeting is scheduled
- reporting to the Directors termly on health and safety matters
- facilitating the annual update and review of risk assessments for all areas of the school and checking that safe systems of work are in place as identified in those risk assessments
- providing assistance to the Proprietor with regard to the interpretation of the relevant ISI Regulations
- ensuring that accidents and incidents are investigated and documented as appropriate to understand their causes and any remedial actions required are taken
- ensuring that emergency procedures are in place

The Educational Visits Coordinator is responsible for approving all risk assessments for trips and for reporting on these to the Health and Safety Committee.

The Office Manager is responsible for following up the daily exception reports produced by the internet filtering system. She also acts as the secretary for the Health and Safety Committee, producing and following up the minutes and prompting the half termly site reviews. The Office Manager also ensures that risk assessments of the premises and working practices are reviewed and updated annually, with safe systems of work in place.

The Site Manager is responsible for the maintenance of the school grounds and the control and logging of hazardous substances (COSHH). His specific health and safety responsibilities include:

- daily review of the maintenance book kept in the office and actioning items promptly
- daily site health and safety checks of the school and grounds and half termly more formal site walks with another member of staff on a rota basis
- weekly fire alarm tests

- monthly water temperature testing
- holiday period water flushing
- PAT testing
- site security
- site traffic movements
- clearance and maintenance of the drains, gutters, paths etc
- ensuring site safety in inclement weather
- basic repairs to furniture, equipment and premises

The Catering Manager is responsible for ensuring that the school adheres to health and safety requirements and risk assessments with regard to catering and cleaning of the food preparation and eating areas. This includes weekly temperature checks of equipment and checking the temperature at which food is stored in delivery vans. He is also responsible for ensuring that all kitchen staff are properly informed and qualified in accordance with the School's health and safety procedures and familiar with current Food Safety legislation. School staff must not use the catering facilities and equipment without the prior agreement of Headteacher and Kitchen Manager.

The Secretaries are responsible for ensuring that all visitors sign in, are issued with a badge and made aware of the school's emergency procedures and all relevant health and safety information. All staff are expected to escort visitors while they are at school. The Secretaries allow access to the main building of the school by using small monitors to show who is ringing the front door: they can open the door through the use of a buzzer if they know the visitor, if they don't, they walk to the front door to open it manually and check who is ringing. In the event of a fire drill or evacuation, the Secretaries are responsible for taking the box containing absence lists and emergency medication to the assembly points.

The Secretaries, the First Aider and any other member of staff responsible for administering first aid are responsible for ensuring that appropriate first aid is administered and recorded. They are aware of the requirement to report certain accidents to the Health and Safety Executive using a RIDDOR form. Accident records are reviewed at each Health and Safety Committee meeting. Please see our First Aid Policy for further details.

The joint heads of EYFS ensure that daily checks are carried out of the indoor and outdoor EYFS areas and these are documented.

The Science and Design and Technology subject leaders are responsible for ensuring that the risk assessments for the Lab and Art room are read and understood by all staff using the rooms and that CLEAPSS guidance is followed as appropriate.

The PE leader and staff are responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. Risk assessments have been completed for all PE activities and all staff must be familiar with these. Benches, vaulting horses and mats are inspected annually and all PE equipment is visually inspected before lessons and stored appropriately. Pupils are not permitted to use equipment unsupervised and any equipment defects are reported promptly to the Site Manager.

All leaders are responsible for applying this policy to their own area of work and ensuring that all staff reporting to them are familiar with the relevant health and safety procedures, reporting to the Headteacher any issues they cannot resolve themselves. They are part of the risk assessment process and take responsibility for managing the risks and controls for their area and carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, providing sufficient information and supervision to other staff and pupils to avoid hazards and contribute positively to their own health and safety.

All staff are responsible for ensuring that they:

- exercise effective supervision of pupils and know and follow the School's health and safety procedures including in respect of fire, first aid and other emergencies
- ensure the use of personal protective equipment where necessary
- make recommendations to the Headteacher or leader on health and safety issues
- integrate all relevant aspects of safety into the teaching process
- do not bring personal items of equipment (electrical or mechanical) into the school without prior authorisation
- regularly check their classrooms and work areas for potential hazards and report any to the Site manager.
- report all accidents, defects and dangerous occurrences to the Headteacher or Site Manager, using the maintenance book in the office for non-urgent items.

Training

All staff receive an induction with the Headteacher within their first week at school. This includes provision of a copy of this policy as well as discussion of:

- fire procedures
- first aid and accident reporting
- general and specific health and safety topics relevant to the person's role and including site security and the procedures for visitors
- provision of the school's policy on the use of cameras, mobile phones and other devices
- signing of the school's acceptable use of technology agreement
- other relevant school policies including Safeguarding and the Staff Code of Conduct (see separate policies)
- assessing risks specific for their job and the writing and review of risk assessments for internal and external activities
- incident/crisis management and emergency procedures.

Staff will also receive training from their mentor with regard to specific activities relevant to their role. The Educational Visits Co-ordinator provides assistance for risk assessments for trips and visits.

Refresher training is provided for all staff annually at the compulsory September INSET day. This includes updates relating to safeguarding, health and safety, first aid and details of children with medical conditions, risk assessments and any other relevant policies and procedures. At this meeting, the updated health and safety policy is always discussed with staff as part of a consultation process, particularly where there have been changes to procedures, equipment, regulations or technology. The

attention of staff is drawn particularly to risk assessments for areas such as the Science Lab, Art room, woods, and the school field.

Additional training for safeguarding, first aid, food hygiene etc is organised on a rolling basis as required and ad-hoc update training is also arranged as required should there be any changes to relevant procedures included in this policy.

First Aid and Accidents

For full details of our first aid, accident and medicine control procedures including the names of the first aiders, see our First Aid policy. All staff are familiar with the arrangements for first aid.

All medication to be administered to pupils is kept in locked cabinets and written authorisation must be given by the parent/carer. These authorisation forms are signed by the person administering each dose of medication and are independently reviewed to check appropriate completion.

Children using asthma inhalers and epipens are permitted to carry their own medication but this is administered under supervision. Children with medical conditions and severe allergies have a medical protocol sheet on display in the kitchen and office and staff are made aware of these at each September INSET training.

First Aid bags and boxes are regularly checked and topped up by the First Aider.

Records are kept of first aid administered, accidents and time spent in the Medical room. Reports under RIDDOR would be made where necessary (full details included in our First Aid policy). Accidents are reviewed by the Health and Safety Committee and followed up to ensure that action is taken where necessary to prevent a recurrence. Near misses are also considered so that any appropriate remedial actions can be taken.

Off site Visits

All offsite visits other than routine trips to the school field and away sporting fixtures (which are covered by generic risk assessments) require a risk assessment to be completed and approved by the Educational Visits Co-ordinator in advance of the trip. Detailed guidance is given to those planning trips in our Educational Visits Policy.

Health and Safety Emergencies

The school has in place an incident policy and plan which has appendices to be completed by staff with prompts of the action to take. This includes contact numbers for utility providers, the insurers and other relevant health and safety emergency contacts. Notification of an incident is via a Code Blue message on the school's telephone loudspeaker system and drills are held at least annually.

Staff Wellbeing

The school recognises the importance of managing occupational health and stress for its staff, as well as the risk of violence towards staff.

Occupational health risks generally arise from areas relating to work in labs, workshops, at the school field and in the school grounds. There are specific risk assessments in place to cover these areas and generally exposure to noise, vibration and dangerous substances is very low.

The school supports the wellbeing of staff and recognises how important it is to provide help and strategies to staff who are suffering from stress and other mental health issues. The measures taken by the school to support colleagues include having: an environment in which there is good communication, support, trust and mutual respect; training to enable them to carry out their jobs competently; involvement in any major changes; clearly defined roles and responsibilities; consideration of domestic or personal difficulties; individual support, mentoring and referral to outside agencies where appropriate.

The school subscribes to an employee welfare programme, Health Assured, which provides confidential telephone and face to face services for staff and their families.

The school recognises that it has a duty of care to those who work at school and to ensure that, as far as is reasonably possible, it is a safe place for staff to work, without fear of being subjected to violence or aggression. In the case of violent or aggressive behaviour by parents, visitors or pupils, the Proprietor or Headteacher will remind them that they can be asked to leave the school's premises and that further assistance from the Police will be sought as necessary.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Headteacher or Proprietor of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

Safety, Security, and On Site Vehicle Movements

The school recognises the importance of keeping the school site safe and secure, for the benefit of staff, pupils and visitors.

Cleaning is carried out daily during term time to ensure that toilet areas, hallways, stairs and bins are kept clear and clean. Classrooms, changing rooms, the Hall and other areas are cleaned on a rota basis. During holiday periods, deeper cleans and maintenance are carried out as required.

Entrance to the school site is secured by fencing, gates and secure doors. When the gates are open at drop off and pick up times, there is always a member of staff on duty to check who is entering and leaving the premises. As detailed above, access through the front door is controlled by the Secretaries or, for access to the Pre-School, by Pre-School staff. Staff are aware of the requirement to challenge any visitor onsite not wearing a visitor lanyard and escort them back to the office.

Site security is reviewed by the site manager as part of his daily checks and more formally during the half termly site walk.

Vehicle access is only possible through the electronic black gate. This usually only takes place during school holiday periods when children are not on site and is overseen by the Site Manager. On very rare

occasions where a vehicle is to be brought on site during term time, this would be controlled very carefully.

Smoking is not permitted on the school site.

Manual Handling

The school is aware of its obligations with regard to manual handling and aims to ensure that manual handling activities are eliminated as far as possible for the vast majority of staff. Where this is not possible, the risk of injury will be reduced as far as is reasonably possible. Staff are reminded at the annual September INSET training of the risks of manual handling and to exercise discretion when lifting any object, as well as using small platform stepladders to reach anything above shoulder height. The initial responsibility for assessing any manual handling implications rests with the person lifting the object and staff should ask the Site Manager for assistance for any lifting or moving of heavy items. The Site Manager is aware of the implications of aspects of his role involving manual handling.

Slips and Trips

In order to minimise the risks of slips and trips, the school ensures that:

- spills are managed carefully and signs are displayed if they can't be cleared up straight away
- appropriate cleaning regimes are in place
- effective mats are in place
- appropriate footwear is specified for employees and pupils
- the premises are maintained so that trip hazards are controlled
- flooring is renewed and maintained appropriately
- housekeeping is maintained to a high level
- staff and pupils are supervised as required
- risk assessments are undertaken where extraordinary situations exist

Management of Asbestos

The school is aware of its responsibilities under the Control of Asbestos Regulations 2012 and of the actions to take should any damage occur to asbestos. A survey has been carried out and an up to date log is maintained of the remaining asbestos on the premises. The location of asbestos is clearly indicated and staff are reminded at the September INSET training each year of its location, as well as the requirement not to disturb it and to report any damage immediately to the Proprietor. The Site Manager is responsible for ensuring that any work to be carried out in the vicinity of asbestos is properly controlled and supervised and that the asbestos policy is signed by contractors prior to starting any work in the vicinity. Full details are included in the school's asbestos policy.

Control of Hazardous Substances

A register of hazardous substances under the Control of Substances Hazardous to Health (COSHH) regulations is maintained by the Site Manager. These generally comprise cleaning materials locked in cupboards and accessed by cleaners and kitchen staff, a small quantity of chemicals locked in the Site Manager's cabinet in the cellar and a small quantity of petrol for the lawnmower locked in the Site Manager's shed. For each of the substances, COSHH sheets and risk assessments are displayed in the

relevant area and staff have been provided with training to ensure that they understand the requirements relating to their handling, storage and disposal as well as emergency procedures and the use of personal protective equipment such as gloves, where necessary. Staff are aware that they should not use hazardous substances without prior permission and risk assessment.

Work at Height

The school is aware of its requirement to comply with the Work at Height Regulations 2005. The regulations apply to all work where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective, ie all activities which cannot be undertaken while standing on the floor. In practice, neither the Site Manager nor any other staff use anything other than 2 step stepladders and all other ladders have been removed from the school site: risk assessments have been completed for all working at height tasks. Contractors are asked to bring their own ladders and other equipment to carry out any work. Staff using the small stepladders are reminded of the need to use them properly and carefully and that they must not stand on desks, chairs or other furniture.

Selecting and Managing Contractors

The school has a small number of contractors that it uses regularly for maintenance of the trees, electrical and plumbing work etc. They are required to ensure that they work safely in accordance with health and safety procedures and take account of specific hazards such as safe access, chemical entry, noise and they are supervised while on site by the Proprietor or the Site Manager. The majority of this work takes place during the school holidays when pupils are not on the premises. The school has a Management of Contractors policy which outlines the School's procedures for contractors and is aware of its requirement to comply with the Construction (Design and Management) Regulations 2015.

Maintenance of Plant and Equipment

Maintenance of school equipment is carried out regularly, including:

- inspection prior to use of any mechanical equipment by Site Manager
- inspection prior to use of any workshop equipment by the Design and Technology subject leader
- inspection prior to use of sports equipment by sports teachers
- annual service of fire extinguishers
- annual service of fire alarm system and emergency lighting
- annual service of boiler
- inspection and maintenance of catering equipment as required
- annual gas and electrical inspections and fixed wiring inspections every two years
- inspection of the kitchen extraction system
- testing of Portable Electrical Equipment on a rota basis with a maximum period between testing of two years
- annual service of the kiln

Display Screen Equipment

The Office Manager is responsible for ensuring that DSE assessments are completed for office staff.

Fire Safety

The school carries out an annual fire risk assessment as required by the Regulatory Reform (Fire Safety) Order and the significant findings from this are actioned and updated annually. Staff are familiar with the evacuation procedures and receive training on these.

Fire alarm points, emergency lighting, fire extinguishers, exit routes and signage are checked and tested regularly.

Termly fire evacuations are carried out and details recorded.

A fire risk prevention policy is in place and reviewed annually – refer to this for full details of fire procedures including the arrangements for staff and/or pupils with special needs.

The Site Manager is aware of the requirement for any contractors carrying out hot works to sign the hot works agreement outlined in the managing contractors policy.

Swimming

Riverside has been visited and risk assessed and Riverside's emergency procedures provided to school staff responsible for escorting pupils there. The pool is supervised by lifeguards and qualified swimming instructors teach the pupils. All teachers and pupils are made aware of the emergency evacuation procedures.

Widford Lodge

PREPARATORY SCHOOL



Legionella Policy

This policy applies to all staff, volunteers and pupils in the school, including in the EYFS

Reviewed and Approved by Proprietor February 2020
Next Review February 2021

Nominated Responsible Person: Louise Gear

Nominated Duty Holder: Martin Taylor

Nominated External Consultant: Essex and Suffolk Water

Nominated Contractor for work: DP Water Solutions Ltd

Essex and Suffolk Water carried out a legionella risk assessment in October 2017. Following this, DP Water Solutions Ltd were contracted to carry out work identified by Essex and Suffolk Water as high priority. This included disconnecting and draining down the whole water heater and storage cisterns in the roof eave and the flat roof eave as these are no longer used.

Further water sample tests were carried out by DP Water Solutions Ltd in December 2017 and no legionella was detected in any of these.

The medium and low priority work took place during the Easter holidays 2018.

DP Water Solutions Ltd carried out a manual flush through the system of the little used outlets identified by Essex and Suffolk Water in December 2017 and installed a flushing facility in the cellar in 2018 so that this can be carried out termly. This only leaves the two showers needing more regular manual flushing through, as detailed below.

A log book was set up following the 2017 risk assessment so that the nominated duty holder checks and records that:

The little use outlets are flushed through weekly (Appendix A)

The hot water temperature is checked as below 43 degrees C monthly for all hot taps accessible by children (Appendix B)

The flow and return temperature of the water heater combination units and the temperature of the sentinel outlets is checked monthly (Appendix C)

The temperature of the storage cistern in the robe room is checked six monthly (Appendix D)

The TMVs will be checked six monthly (Appendix E) and will be cleaned annually by DP Water Solutions.

Annual legionella sampling is carried out by DP Water Solutions.

In October 2019 Essex and Suffolk Water were commissioned to carry out another risk assessment. They raised a number of points that had not previously been identified and some that it is not practicable to action, due to the physical location of pipework etc. The schedule of suggested checks that they included did not incorporate all of the outlets or flushing/temperature checks that we already carry out so we have continued with our own log book, incorporating any new checks recommended by the 2019 risk assessment. We met with Essex and Suffolk Water in January 2020 to discuss the risk assessment and monitoring with them.

In April 2020 DP Water Solutions will: clean the TMVs, sample the water from the water heater in the cellar, the roof eave, the showers, the cistern in the roof eave and the accessible bathroom and replace the unit in the Reception block.

The next risk assessment will become due in October 2021.

Procedure to follow in the Event of an Outbreak

In the event that an outbreak is suspected that may be attributed to the water system, Martin Taylor would inform Louise Gear and the following action would be taken:

- Immediately all processes that are capable of generating and disseminating airborne water droplets would be shut down
- Public Health England would be informed
- Staff and parents would be informed as advised by Public Health and staff and pupils sent home if necessary
- Louise Gear would arrange for DP Water Solutions to take water samples from the system before any emergency disinfection is carried out.
- All necessary emergency disinfection and remedial action would be carried out and documented

This policy is reviewed annually and more frequently following any changes to water systems and any failure in control measures and outbreak of Legionnaire's Disease.

Appendix A – Weekly Flushing Through of Little Used Outlets

	Date										
Pre School shower											
Accessible shower											
Flat kitchen sink											
Flat bathroom sink											
Flat bathroom bath and shower											
Pre School Oaks sink											
Pre School messy room sink											

Appendix B – Monthly Hot Water Temperature Check (Max 43 degrees)

Room 1 sink											
Room 2 sink											
Room1 and 2 toilets											
Toilet under main stairs											
Toilet on half landing											
Room 3											
Room 4											
Lab											
Art room											
Girls' upstairs toilet											
Pre School toilets											
Pre School sinks											
Sink in kitchen corridor											
Boys' changing room											
Girls' changing room											
Accessible sink											
Kitchen sink used for pupil cooking activities											

Appendix C – Monthly Flow and Return Temperature of Water Heater Combination Units and hot and cold Sentinel Outlets

Cellar flow											
Cellar return											
Robe Flow pipe											
Accessible bathroom combination unit											
Reception combination unit											
Robe room sentinel sink											
Lab sentinel sink											
Kitchen main sentinel sink											
Kitchen handwash sentinel sink											
Room 1 sentinel sink											
Room 2 sentinel sink											
Art room sentinel sink											

Appendix D – Six Monthly Check of Temperature of Storage Cistern in Robe Room

<i>Date and Signature</i>	<i>Date and Signature</i>

Appendix E – Six Monthly Check of TMV Valves

TMV Valve	Date Checked	Date Checked

Appendix F

Annual maintenance tasks by DP Water Solutions:

Legionnaire Sampling: cellar water heater, roof eave water heater, accessible bathroom water heater, roof eave cistern, Pre school shower, accessible bathroom shower.

TMV clean