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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 September 2023

Next Review September 2024

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; provides adequate information, instruction, training and supervision; arrangements are appropriately reviewed and improved; sets objectives to develop a culture of continuous improvement; appropriate welfare and health and safety resources are made available. The policy applies to all relevant school activities, is written in compliance with all current UK health and safety legislation and has been consulted with staff.

All staff and pupils play their part in the implementation of this policy. 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 water sampling
- Annual 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:

- this policy is clear and promotes a positive attitude towards health and safety for staff and pupils
- clear procedures to assess significant risks are fully implemented and safe working practices are adopted
- health and safety performance is monitored, failures recognised and policy and procedures revised as necessary
- sufficient funds are made available to operate safe working practices and planning to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice where necessary
- relevant staff are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required
- machinery, equipment and premises are inspected and tested and that this is documented
- providing final authority on matters concerning health and safety at work.
- the activities of contractors are appropriately monitored and controlled
- delegating specific responsibility for the implementation and monitoring of this policy to the Headteacher.

The Headteacher is responsible for:

- making decisions on health and safety issues based on a proper assessment of any risks to health and safety and ensuring control of those risks appropriately
- working in conjunction with the appointed Health and Safety consultants Judicium and the Health and Safety Committee to implement and monitor this policy
- 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, instruction, consultation and training on health and safety issues
- ensuring that appropriate information on significant risks is given to visitors and contractors
- ensuring that the half termly Health and Safety Committee meeting is scheduled
- ensuring that specific health and safety responsibilities are allocated as outlined below and that these staff members are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them
- 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
- ensuring that records are kept of all relevant health and safety activities eg assessments, inspections, accidents and that arrangements are in place to inspect the premises and monitor performance

The Educational Visits Coordinator is responsible for ensuring risk assessments are completed and approved for all 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. She is responsible for ensuring that appropriate information on significant risks and the emergency procedures is given to visitors and contractors.

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
- ensuring that machinery and equipment is inspected and tested
- clearance and maintenance of the drains, gutters, paths etc
- ensuring site safety in inclement weather
- basic repairs to furniture, equipment and premises
- selecting, managing and monitoring the activities of contractors in accordance with the school's Managing Contractors policy

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, following the school's policies, risk assessments and procedures. School staff must not use the catering facilities and equipment without the prior

agreement of Headteacher and the Catering Manager. The Catering Manager is responsible for informing the Site Manager or the Headteacher of any potential hazards or defects.

The office staff 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 office staff are responsible for taking the box containing absence lists and emergency medication to the assembly points.

The office staff, 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 EYFS leaders 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 and with AfPE guidance. 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.

The SENCo is responsible for ensuring that the school dog is supervised and that all staff and children in contact with the school dog comply with the management of risks as outlined in the School Dog risk assessment.

The Forest School practitioner is responsible for ensuring that all staff and children in contact with the school chickens follow the procedures detailed in the school's "Chickens" risk assessment.

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 health and safety or welfare 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. In addition, they are responsible for knowing and applying emergency procedures in respect of fire, first aid and other emergencies.

All staff are responsible for ensuring that they:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- exercise effective supervision of pupils and know and follow the School's health and safety procedures and training including in respect of fire, first aid and other emergencies
- Observe all instructions on health and safety issued by the Proprietor, or any other person delegated to be responsible for a relevant aspect of health and safety
- give clear oral and written health and safety instructions and warnings to students as often as necessary
- 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 or advise their line manager of any shortcomings or potential hazards they identify with regard to health and safety arrangements and on additions or necessary improvements to plant, tools, equipment or machinery
- exercise good standards of housekeeping and cleanliness
- report all accidents, incidents and near misses, defects and dangerous occurrences to the Headteacher or Site Manager, using the maintenance book in the office for non-urgent items, and ensuring that these are recorded and investigated appropriately
- co-operate with any appointed safety representatives or enforcement officers and with other people to enable them to carry out their health and safety responsibilities
- consider health and safety implications of any purchases of equipment.

Contractors and visitors must report to the office on arrival and sign in. They must report any injuries to their host as soon as possible. All contractors working on the premises are required to identify and control any risk arising from their activities and inform the Proprietor of any that may affect the premises, staff, pupils or visitors. All contractors must be aware of this policy, other relevant policies and emergency procedures and comply with these at all times. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietor will take such actions as are necessary to protect the safety of staff, visitors and pupils.

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe uniform and health and safety rules and in particular the instructions of staff given in an emergency and not wilfully misuse, neglect or interfere with items provided for their health and safety.

Training

The Headteacher is responsible for ensuring that staff health and safety training needs are completed and identified training provided. 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. Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety and fire safety awareness refresher training is provided for all staff annually at the compulsory September INSET day. This includes updates relating to safeguarding, health and safety, fire 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, with health and safety being an agenda item for staff meetings.

Health and Safety Committee

The Committee provides a forum for employer/employee discussions on health and safety matters and meets half termly. All employees are encouraged to bring health and safety concerns to this Committee, which reviews all health and safety, fire and security matters and policies at least annually and comprises the Proprietor, Headteacher, Deputy Heads, Site Manager, office manager and staff representatives.

First aid, administration of medicines, control of infections 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 and the First Aid and Medicines policy. All staff are required to ensure that accidents are reported to the Headteacher who will ensure that the accident is investigated and reported as appropriate.

All medication to be administered to pupils is kept in locked cabinets or fridges 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. Staff must notify the Headteacher if they believe a pupil is carrying any unauthorised medicines.

Children using asthma inhalers and epipens are permitted to carry their own medication depending on their age 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/Office staff.

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. All incidents and near misses – ie something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious recurrence.

The Proprietor is responsible for ensuring that risk assessments are undertaken and appropriate controls are in place to manage infection risks in line with the school's control of infections policy, which staff are responsible for complying with.

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 (appointed by the Headteacher) in advance of the trip; the EVC has been provided with suitable training and the necessary resources to complete their duties. Detailed guidance is given to those planning trips in our Educational Visits Policy and all staff involved in educational visits are required to be familiar with this policy.

Curriculum safety, Supervision of Pupils and Inclusion

All staff are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments are made known to all teaching and support staff and reviewed at least annually, with guidance from CLEAPSS, AfPE and other lead bodies adopted as appropriate.

Staff will actively promote sensible, safe behaviour to students and will address any dangerous or risky behaviour in accordance with the school rules. Pupils are only allowed into or to stay in classrooms under adult supervision and there will be appropriate supervision of cloakroom and toilet areas at busy times.

The Proprietor is responsible for ensuring there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND pupils and in the adaptation of risk assessments as necessary, in conjunction with the SENCO, to ensure their participation in curriculum activities. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process, in which case this must be approved by the Headteacher.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

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.

Stress and Wellbeing; Harassment, Violence and Aggression

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; control to plan their work and seek advice as required; involvement in any significant 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 and visit school and to ensure that, as far as is reasonably possible, it is a safe place for staff to work and for visitors where violence, threatening behaviour or abuse will not be tolerated. Policies, procedures and risk assessments will consider as necessary the hazard of harassment, assault and violence from pupils and others to staff and will take into account Government guidance. Controls will be implemented and reviewed to reduce the risk of harassment, aggression, violence and stress and staff will be provided with information, instruction and training as necessary to deal with difficult situations they may encounter during their normal work activities. In the case of harassment, 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: such instances will be reported, recorded and investigated. The school will provide support to any employee affected by workplace harassment, aggression or violence and will take action to prevent recurrence, working with external organisations as necessary to develop protocols to reduce these instances.

Staff are provided with the wellbeing policy at induction and are reminded to read it at the annual September inset.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises 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.

The Site Manager is responsible for the security of the school site, including after normal school hours and undertakes regular checks of the boundary fences, entrance points, outbuildings and external lighting. Numbers on security pads will be changed at regular intervals and notified to relevant staff but not to pupils or parents.

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 office staff, or, for access to the Pre-School, by Pre-School staff. All visitors must sign in and out in the office, including peripatetic teachers and members of the Parent Committee: a lanyard is issued which must be worn at all times while on the premises. Visitors are made aware of the emergency procedures and other safety information relevant to them. Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area. Staff are aware of the requirement to challenge any visitor onsite not wearing a visitor lanyard and escort them back to the office. If an intruder becomes aggressive, staff will seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour will only be held virtually or by phone, or in the lobby where assistance is available and the Headteacher will be notified in advance of these meetings where possible. Incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher.

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.

It is illegal to smoke on the school site. The school does not let out its premises for use outside of school hours.

Manual Handling and Lifting

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 and these are risk assessed. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

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 informed at induction and 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. Staff are aware they must not fix anything to walls, ceilings etc without prior approval from the Site Manager and must report any damage immediately to the Proprietor. Where damage to asbestos material has occurred, the area must be evacuated and secured and the emergency action outlined in the Asbestos policy followed by the Proprietor.

Control of Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the COSHH regulations before being used. 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 reminded that they should not use hazardous substances without prior permission and risk assessment. Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Work at Height

The school is aware of its requirement to comply with the Work at Height Regulations 2005. Staff are reminded annually that 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. The Site Manager is responsible for the purchase and maintenance of the stepladders which conform to BS/EN 131 standard. Staff using the small stepladders, for example to put up decorations or displays, are reminded of the need to use them properly and carefully and that they must not stand on desks, chairs or other furniture. Staff are aware not to use stepladders when alone, to ask the Site Manager for help to erect it properly and to have someone hold the ladder steady and pass the materials, not to have their knees higher than the top platform of the ladder and never to overreach, keeping one hand free on the ladder to steady themselves.

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.

Electrical Safety

The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay. He will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive. Staff are familiar with school procedures, are aware they must not bring electrical equipment into school without the permission of the Headteacher and will report any problems to the Site Manager.

Maintenance of Plant and Equipment and Site Maintenance

Maintenance of school equipment is carried out regularly and forms part of a schedule of planned preventative maintenance, 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/cleaning 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

Staff are aware that faulty equipment must be taken out of use and reported to the Site Manager and that they must not attempt to repair the equipment themselves.

The Site Manager is responsible for ensuring the safe maintenance of the premises and grounds and for ensuring cleaning standards are maintained. He undertakes routine inspections of the site and reports any hazards that cannot be dealt with immediately to the Proprietor. All staff are responsible for reporting any damage or unsafe condition to the Premises Manager via the log book in the office, or in the case of urgent matters, via telephone.

Display Screen Equipment

The Office Manager is responsible for ensuring that DSE assessments are completed for office staff. Staff have been reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

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 and other fire safety awareness and all staff are familiar with the fire risk assessment, fire risk prevention policy and emergency evacuation plan.

The Site Manager is responsible for ensuring the maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher. 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 Personal Emergency Evacuation Plans 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.

It is illegal to smoke anywhere on the premises and signage is displayed.

PE and Playground Equipment

The PE leader is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils. The Site Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly himself.

Risk assessments have been completed for playground and PE activities and staff are familiar with these. Benches, boxes and mats are inspected annually. All PE equipment is visually checked before lessons and returned to the designated storage area after use. Pupils must not use the PE or playground

equipment unless supervised: any faulty equipment must be taken out of use and reported to the PE leader or the Site Manager.

PPE

Where the need for PPE has been identified in risk assessments, it is the Proprietor's responsibility to ensure adequate supplies and all staff and pupils must wear it as instructed or be subject to disciplinary action. PPE must be kept clean and stored in designated areas, with any loss or damage reported to line managers in the first instance and any issues arising being brought to the Headteacher's attention.

Risk Assessments

It is the Proprietor's responsibility to ensure that potential hazards are identified and risk assessments are completed by the person responsible for that area for all significant risks arising from the school's undertakings. The office manager coordinates this and includes specialist areas and maintenance. The EVC ensures risk assessments are completed for educational visits.

Water Hygiene management (control of Legionnaire disease)

The Proprietor will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria, including the completion of an assessment to identify and assess the risk of exposure from work activities and the water systems on the premises and that any necessary precautionary measures are carried out. The assessment will be as detailed in the COSHH Regulations and Approved Code of Practice L8. Where this risk assessment shows that there is reasonable foreseeability of risk that cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person, including measures to be taken to ensure it remains effective and the school will ensure a suitable and sufficient monitoring regime is in place and records are kept. See the appendix to this policy for full details.

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 teachers. All teachers and pupils are made aware of the emergency evacuation procedures.

New and Expectant Mothers

New or expectant mothers should notify their line managers as soon as practicable. The Proprietor is responsible for ensuring that risk assessments are undertaken and appropriate controls in place to manage infection risks in line with the control of infections policy and that these are considered with the relevant member of staff to ascertain whether a specific risk assessment and further controls are required. The risks that should be considered include: working with hazardous substances, stressful environments, movements around the site including stairs and distances, duties involving physical effort, standing for long periods, inherent risks in certain departments, manual handling, working in a confined space, using an unsuitable workstation, infectious diseases and the provision of appropriate sanitary and rest facilities.

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE <https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice <https://neu.org.uk/health-and-safety-advice>

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>

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 September 2023
Next Review September 2024

Nominated Responsible Person: Louise Gear

Nominated Duty Holder: Martin Taylor

Nominated External Consultant: DP Water Solutions Ltd from October 2021

Nominated Contractor for work: DP Water Solutions Ltd

Widford Lodge School is committed to providing a working environment, including water and engineering services provision, which is safe and without risks to the health, safety and welfare of its employees, pupils, contractors, and visitors. Employees and contractors engaged to work on the school's premises and water systems, plant and equipment must work with the employer to safeguard their own health, safety and welfare and bring to the employer's attention any situation they are aware of which could pose a risk to their health, safety, or welfare of that of their colleagues, pupils or others.

The aims of this policy are to ensure that:

- The risks from the proliferation of legionella bacteria that may exist in our water systems are identified, controlled, and managed, in accordance with the HSE document L8, to ensure that staff, pupils, visitors, or passers-by are protected from the risks
- The requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and HSE document L8 are complied with
- Appropriately trained, technically competent and experienced staff are available and resourced to adequately manage water systems and associated legionella control
- Appropriate risk assessments and safe working practices are identified and followed by all contractors and sub-contractors

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation.

The Proprietor has the overall responsibility for health and safety matters at the school and therefore acts as the Duty Holder for Legionella management, ensuring that:

- a suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- a written scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- a Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the written scheme
- steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- persons working with water systems are appropriately supervised and have been provided with suitable information, instruction and training including the significant findings of risk assessments
- the risk of Legionella is eliminated, where reasonably practicable, through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- regular cleaning, treating, maintaining, and operating of water systems takes place at predetermined intervals

- regular monitoring, inspecting, testing, e.g. water temperatures and Legionella bacteria levels testing, and reviewing of the water system's control measures, risk assessments and the written scheme to ensure that management procedures are working effectively
- the risks from scalding are minimised
- where relevant, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR), are complied with
- records are retained for five years of appointed responsible people for conducting the risk assessment, managing, and implementing the written scheme, significant findings of the risk assessment, written scheme and its implementation and state of operation of the water system.

The Headteacher is responsible for:

- Ensuring a policy on Legionella management is in place, complied with and communicated to staff, so that all are aware of their responsibilities in relation to water system design and maintenance
- Ensuring adequate resources and competent staff are available to effectively manage water systems and that training is provided as required
- Ensuring water system monitoring and review takes place
- Ensuring communication and coordination is maintained between all parties who work on water systems, plant, and equipment
- Taking a lead role in a legionella outbreak situation
- Ensuring that the written scheme recommended by the risk assessment is implemented and seeking / implementing advice on prevention and control procedures
- Monitoring and checking the water system procedures
- Ensuring that any significant safety breaches are reported to the Proprietor
- Ensuring that records of checks and work completed, (as per the risk assessment, are kept and readily available for inspection

The Site Manager is the nominated duty holder and is responsible for:

- The day-to-day management of water systems, plant, and equipment and for Legionella reduction
- Ensuring that all water system maintenance and alterations comply with HSE document L8 and other appropriate legislation and this policy
- The coordination, inspection and monitoring of the water system on a monthly or a more regular basis if the need arises
- Reporting to the Responsible Person any significant breaches immediately which need to be urgently rectified safely
- Proactively resolving minor water system or legionella issues
- Ensuring that appropriate records are maintained and updated and that these are in line with the Legionella risk assessment findings
- Ensuring that appropriate persons are competent and trained to work on water systems

All staff are responsible for cooperating with management arrangements for the control of Legionella in the workplace, following any information, training and instruction given by the employer to prevent ill health, reporting to the Proprietor any disease diagnosed as Legionnaires Disease or any hazardous or dangerous situations.

Legionellosis is a collective term for those diseases caused by Legionella bacteria, including the most serious, Legionnaires disease as well as the less serious Pontiac fever and Lochgillhead fever.

Legionellosis can affect anyone who inhales small droplets of water, (aerosols), from water systems, e.g. showers that are contaminated with Legionella bacteria, however, principally affecting those who are susceptible due to age, illness, immune-suppression, smoking etc. and may be fatal. Legionella is widespread in natural sources of water.

The conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale etc. and water temperatures between 20 – 40 degree C. The disease / fever can affect anyone, however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

To prevent the growth of Legionella bacteria the water system shall operate at the following temperatures

- Cold water distribution and storage at 20 °C or below
- Hot water distribution at least 50 °C
- Hot water storage, (calorifiers), at 60 °C

Where there is a risk of scalding from taps at 50 °C, (e.g. to children or elderly), the use of thermostatically control mixing valves, (TMVs), should be used to allow water systems to run safely at higher temperatures.

Widford Lodge School Legionella Risk Assessments and Checks

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 left the two showers needing more regular manual flushing through, as detailed below.

A log book was set up following the 2017 risk assessment.

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 in 2017 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 carried out the following work: cleaned the TMVs, sampled 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 replaced the unit in the Reception block.

Between April and September 2021 DP Water Solutions decommissioned the showers and the water in the flat as well as replacing the unit in the Pre School. However, in September 2021 the Pre school shower was recommissioned and this is now flushed weekly along with the shower in the accessible toilet. There are now no other little used outlets requiring weekly flushing. They also cleaned the TMVs and sampled the water.

The next risk assessment was carried out by DP Water Solutions in October 2021. Two points were raised, which were actioned during the Christmas break 2021. The checks carried out are listed in the Appendix.

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 – Schedule of Regular Checks

- Weekly flushing of little used outlets - Pre School shower, recorded on weekly master health and safety checklist
- Monthly check of temperature of hot taps and check of temperature of flow and return, recorded on monthly master health and safety checklist
- Termly descaling of Pre School showerhead, recorded on termly master health and safety checklist
- Six monthly check of storage cistern temperature, recorded on termly/annual master health and safety checklist
- Six monthly visual check of TMVs by site manager, recorded on termly/annual master health and safety checklist
- Annual TMV clean and inspection by DP Water Solutions and annual legionnaire sampling by DP Water Solutions, paperwork kept on legionella file.



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Pandemic Policy

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

Reviewed & approved by Proprietor September 2023

Next Review September 2024

1. Overview

A pandemic is a global disease outbreak that sharply increases in populations around the world with infections taking place simultaneously. A pandemic can be caused by a variety of infectious diseases from the plague to influenza and coronaviruses. During a pandemic transmission can be anticipated in the workplace.

The Proprietors believe that ensuring the health, safety and welfare of staff, pupils and visitors is essential to the success of the school. We are committed to:

- Completing a suitable and sufficient risk assessment to identify and control hazards generated by any given pandemic
- Communicating relevant information to staff, pupils and visitors
- Ensuring procedures are in place to reduce the transmission of any given pandemic
- Ensuring suitable resource is allocated to effectively manage a pandemic

Central Government has the overall responsibility for contingency planning and for national policy decisions. Local Authorities and the Department for Education, (DfE), will communicate information from Central Government to all school. Depending on the nature of the pandemic virus, children's vulnerability to it and the regions it has reached, school may be advised to close.

It is the Headteacher's responsibility to respond appropriately to the advice received from the NHS, Public Health England, and the Department of Health.

Widford Lodge School has been advised to plan for remaining open and for possible closure during a pandemic. If there is no advice to close the school, it would remain open as long as there were sufficient staff available for the school to function.

2. Roles and Responsibilities

This pandemic policy has been written in line with Government and DfE guidance. The aim of the policy is to summarise the key procedures and responses to be activated in the event of a pandemic outbreak

The plan is flexible and contains procedures and responses ranging from a mild to an aggressive outbreak. This policy will advise staff about the precautions needed when dealing with a pandemic outbreak. This policy also takes into account the guidance given from the World Health Organisation, Government and DfE.

Proprietors

The Proprietors have ultimate responsibility for health and safety matters – including safety during pandemics. They are responsible for ensuring that pandemic procedures and risk assessments are in place during a pandemic and reviewed regularly, to ensure that provisions remain appropriate throughout the course of the pandemic; provision of adequate resources according to the findings of the pandemic risk assessment; and considering and planning for actions needed for the school's recovery in the event of a pandemic.

Headteacher

The headteacher is responsible for:

- Ensuring that all staff are aware of this policy
- Overseeing the pandemic response
- Ensuring that the pandemic policy is activated as seen fit

- Ensuring that a suitable and sufficient risk assessment is documented and reviewed regularly to ensure hazards generated by the pandemic are identified and suitable controls are implemented to reduce the risk to an acceptable level
- Ensuring that adequate resources are made available for managing the pandemic
- Ensuring that Government, Local Authority and DfE guidance is followed and making sure that staff, pupils and parents are kept up to date with Government, DfE and Local Authority information, liaising as necessary with the Local Authority / DfE in the event the school is to close
- Liaising with parents and staff in the event the school is to close.

All Staff

Are responsible for:

Being aware of, and adhere to, this policy and other specific procedures set out in the event of a pandemic.

Ensuring that pupils practice good hygiene standards; ensuring pupils follow pandemic specific procedures set out by the school; ensuring that the SLT / Headteacher are informed if they suspect themselves or a pupil has been affected by the cause of the pandemic.

Inform the school if they are at higher risk of infections, (e.g. pregnancy, underlying medical condition etc.), or if they have any concerns with regards to the school's procedures to control the pandemic.

Parents, pupils, visitors and contractors

Following the school's advice and procedures in relation to the pandemic

Reporting to a member of staff if they suspect they are affected by the cause of the pandemic

3. Arrangements

The school has developed processes which cover the prevention of the spread of the pandemic and the actions to be taken in the event of an outbreak. The Headteacher will ensure that the school monitors publications from the Department of Health, DfE, Government and Local Authority and update plans as necessary.

A communication plan will be drawn up to ensure parents, carers, and other relevant people remain fully informed.

- All information provided to pupils will be at a level of detail appropriate to their age comprehension and proximity of threat
- Regular meetings with staff will be held to review staffing plans to accommodate for high levels of staff absences. In the event of a school closure, a remote learning and working plan will be created to provide staff and pupils with working and education services

The Headteacher, with the assistance of the premises team will ensure that the provision of cleaning services is increased throughout the school

The start of a pandemic in the UK will be determined by the Government. This may occur either during term time or the holidays. During a pandemic in the UK, the Headteacher will hold a meeting with key staff; Senior leadership team, Proprietors to:

- Assess the situation facing the school
- Consider the latest Government, DfE and Local Authority advice, (this may include advice on whether school in affected areas should stay open or close)
- Implement measures to reduce the risk of infection. These are likely to include, but not limited to:
 - The cancellation of matches with other schools
 - The cancellation of visits to/by other schools and organisations
 - The cancellation of school trips and visits

- The cancellation of plays and concerts
- The suspension of whole school assemblies
- The cancellation of staff training, conferences, and meetings at external venues
- The implementation of basic precautions to reduce the risk of catching or spreading the pandemic

During the course of the pandemic, the school will aim to:

- Review the number of pupils and staff affected, and forecast return dates
- Determine the necessary adjustments to classes, curriculum, activities and events, meals and school hours for the following day
- Prepare updates for parents, pupils, staff and Proprietors
- Prepare any information requested by the Local Authority, DfE, Government or Department of Health
- Maintain teaching and other activities by adjusting or merging classes as necessary, in line with the availability of pupils and staff
- Introduce on-line learning for some/all classes if required
- Keep parents, staff and Proprietors fully informed
- In the event of closure, attempt to remain open to staff, who could come in to set and mark work, unless ill or caring for dependents
- Support pupils and staff in the event of bereavement, through the provision of counselling

School Closure

If the decision is taken to close the school partially or fully, it will be based on two overriding criteria:

- The ability of the school to remain open. This will be based on the minimum number of staff available to maintain a satisfactory and safe learning environment and whether the school can provide sufficient support services such as maintenance of the buildings, utilities, and catering
- The vulnerability of pupils to infection. The Government or Local Authority may advise that it will be for the social good to close the school, (i.e. on child welfare grounds), to reduce the spread of infection among children

The Headteacher will be advised on this decision by:

- The Proprietors
- The Senior Leadership Team
- The government, Local Authority and DfE

It is intended that the school should remain open for as long as the availability of staff and pupils, together with essential services and supplies, make it viable to do so.

General School Hygiene

The school will ensure a good standard of hygiene is maintained. The Headteacher will seek Government guidance on hygiene, depending on the pandemic and will ensure hygiene practices are in place and updated as/when new information becomes available.

All staff, including teaching staff, should ensure pupils follow the hygiene guidelines.

The premises team must ensure that there are adequate supplies of tissues, liquid soap, hot water and that the bins are emptied regularly

Paper towels will be used for hand drying. Alcoholic gel will be provided throughout the school to allow for frequent hand sanitisation

Public Health England has produced guidance for school staff and others with children in their care on the prevention and control of infectious diseases, known as [The Spotty Book; Notes on infectious diseases in Schools and Nurseries](#) including information on diseases, infection control and good hygiene standards

Pupils and staff will be reminded that it is possible to reduce the risk of catching or spreading a virus by:

- Covering the nose and mouth when coughing or sneezing, using a tissue when possible
- Disposing of dirty tissues promptly and carefully
- Maintaining good basic hygiene, (frequent hand washing with liquid soap)
- Cleaning all hard surfaces frequently, (work surfaces, chairs, desks, toys, computer keyboards, telephones, door handles, handrails etc)
- ensuring if anyone becomes ill, or thinks they may be ill, they stay at home or are sent home as soon as possible

Risk Assessment

A risk assessment relating to infection control will be developed and shared for specific pandemics and special circumstances identified at the school. The risk assessment will need to:

- Identify the hazards within the school, including those that potentially may be brought into the school
- Decide who might be at risk, and how, including visitors, contractors, vulnerable persons, registered disabled persons, pregnant women, pupils and persons with medical conditions
- Evaluate the risks and decide on precautions through ratings such as low, medium or high risk. The precautions and controls put in place must be proportionate to the risks
- Record significant findings and communicate them to relevant persons

The school will provide staff with adequate information, training and supervision necessary to ensure their health and safety at work by sharing the risk assessment and the roles that they will take in managing any risk

The risk assessment will be reviewed and updated when changes are required. Changes may be required following a changing situation with regards to the pandemic, (either nationally or locally), or updated guidance or legislation is issued by the Government, DfE or Local Authority

Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE
<https://www.hse.gov.uk/>
- HSE - Infections at work
<https://www.hse.gov.uk/biosafety/infection.htm>
- Public Health England – The Spotty Book. Notes on infectious diseases in Schools and Nurseries
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>
- HSE – Coronavirus (COVID-19): Working Safely
<https://www.hse.gov.uk/coronavirus/index.htm>
- DfE – Actions for Schools During the Coronavirus Outbreak
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- WHO – Emergencies Overview
<https://www.who.int/emergencies/overview>
- GOV.UK – Pandemic Flu
<https://www.gov.uk/guidance/pandemic-flu>
- Department of Health & Social Care – UK Pandemic Preparedness
<https://www.gov.uk/government/publications/uk-pandemic-preparedness/uk-pandemic-preparedness>
- Solutions, paperwork kept on legionella file.