

# Health, Safety & Welfare Policy

**Approved by:** Governing Body

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# 1 Statement of General Policy on Health, Safety and Welfare

## Statement of General Policy on Health, Safety and Welfare

### 1.1 The Governing Body and Headteacher of Carrington School

The Governing Body and Headteacher:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Require all leaders and managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require the same of persons that they supervise and take responsibility for.

### 1.2. The Governing Body and Headteacher will provide

As necessary, policy, procedures, arrangements, training and supervision, sufficient to ensure compliance with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace that is in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant rooms and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

In support of the above, the Governing Body and Headteacher will ensure the School's H&S procedures provide for all necessary risk assessments for the school to be carried out, risks mitigated and communicated as necessary to all relevant persons.

Miss Kerry Oakley

Mrs Ruth Willis

Head Teacher

Chair of Governors

Date:

Date:

Signed \_\_\_\_\_

Signed \_\_\_\_\_



## 2 Organisation and Responsibilities for Health, Safety and Welfare

### 2.1 Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher of Carrington School.

#### 2.1.1 The Governing Body

- The Governing Body approves the H&S Policy of the school and monitors its successful and effective implementation.
- The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies. The Governing Body will specifically include:
- Health and Safety targets in The School Development Plan (SDP)

Targets may include:

- Provision of facility for health and safety purposes.
- Reductions in accidents/incidents.
- Training for Governors/staff, and
- Revision of policy/procedure
- Nominate a H&S Governor to act as the H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly.

#### 2.1.2 The H&S Governor and Headteacher

The H&S Governor and Headteacher will ensure they are informed and updated on Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC's behalf.

The Governor with responsibility for H & S will make sure that there is an agenda item on full Governing Body termly meetings, and receive a termly [update](#)

- H&S report from the Head Teacher with submissions from the Business Manager, Premises Manager and other relevant Heads of Faculty / Departments as appropriate at the time. This report should include information on:
  - Progress of the H&S targets in the School Development Plan.
  - Accident/incident analysis
  - Relevant H&S information received from SCC or its Advisers.
  - Suggestion on future H&S initiatives.
- The H&S Governor will facilitate any necessary review of the school's H&S policy and procedures as may become apparent via the strategies above.



## 2.2. Headteacher

As Senior Manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/ Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Head Teacher will ensure that:

- The contents of this policy are brought to the attention of all relevant persons.
- A process for risk assessments is applied within the school, and that:
  - All appropriate areas/activities are covered,
  - Appropriate control measures are implemented, and that
  - Assessments are monitored and reviewed as necessary.
- There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Appropriate staffing levels for safe supervision are in place.
- An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole school community.
  - First Aid
  - Risk Assessment
  - H&S Coordinator role and responsibilities
  - Lifting & Handling and Working at heights, and any further specific H&S training identified as being necessary and appropriate.
- Adequate and easily retrievable health and safety training records are available and up to date.
- The school secures and maintains an arrangement for obtaining competent H&S advice.
- A termly H&S report is provided to Governors by the H & S coordinator.
- The school cooperates and participates in the County's H&S monitoring arrangements.
- A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored by the Premises Team or our HR team. Where we contract staff to employ for us they would have responsibility but must sign in and make their key leader aware they are on site.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.





The Headteacher may delegate functions to others or single members of staff (e.g. a H&S Coordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are satisfied.

The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### 2.3 Deputy Headteacher

The Deputy Head Teachers will take on the above responsibilities in the absence of the Headteacher.

### 2.4. Line Managers

Leaders in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher / H&S Committee is provided where necessary.
- The H&S training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- Newly transferred and temporary staff receive appropriate H&S induction training.
- First aid provision is adequate.
- Students are given relevant H&S information and instruction.

### 2.5 Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all Students under their control and in particular must ensure:

- Effective and appropriate supervision of the Students that they are supervising.
- That appropriate safety instructions are given to all Students prior to commencing practical sessions or physical activities.
- That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- They know the emergency procedures.
- Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- That they report any defective equipment to the relevant person and ensure that it is put out of use.
- All accidents and incidents are reported and reviewed or investigated.



## 2.6 Premises Manager and Premises Team

The Premises Manager and Premises Team are responsible to the Senior Deputy Head, and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- That periodic H&S inspections are carried out at a timescale agreed paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as Headteacher, Governors etc)
- That persons they supervise only undertake work for which they are competent.
- That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- That all staff work in accordance with safe working practices issued by the school, the County Council etc.

## 2.7 Health and Safety Co-ordinator

The Headteacher has nominated a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator include:

- Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- Arrange for termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.



## 2.8 School Business Manager and SIMS Administrator

- Will carry out, with the Headteacher and others as appropriate, the school's accident/ incident recording, reporting, and investigation arrangements.
- Will provide the accident/incident analysis report to the termly Governors meetings identifying emerging trends and improvement requirements.
- School Business Manager and Senior Deputy Head, as members of the Senior Leadership Team, (SLT) will provide representation of the work undertaken by the Premises Manager/H&S Co-ordinator at the appropriate Management and Governor's meetings. The School Business Manager will also support the delivery of the tasks and responsibilities of these combined roles.

## 2.9 All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware. Established systems are in place to facilitate this process.
- Report all accidents/incidents in accordance with the school's procedure through the Student Year Hub
- Be familiar with the procedure to be followed in the event of a fire/emergency.
- Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- To follow all relevant codes of safe working practice and local rules.
- To report any unsafe working practices to their Head of Department or Line Manager as appropriate to their team set up.

## 2.10 Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Headteacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.
- To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- To carry out workplace H&S inspections, subject to reasonable notice to their line manager.
- To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

Names of Trade Union appointed Safety Representatives (if any)

Name Union Area Covered

NEU Teaching Staff

NASUWT Teaching Staff



### 2.11 School Governors Finance and Resources Committee (including H&S Management)

The school has an established School Finance and Resources Committee which meets termly. The main purpose of the Committee is to discuss and consult with staff on Premises and H&S issues, and agree procedures. Minutes of the School Finance and Resources Committee are copied to Governors for termly Governing Body meetings.

In addition to the above the School has set up a Staff H&S Committee to develop, deploy and monitor progress on the action plan to ensure the H&S Policy and Procedures are satisfied.

## 3 Arrangements and Procedures for Health, Safety and Welfare+

### 3.1 Accident Reporting, Recording and Investigation

In the event of an accident occurring involving a student either in school or on a school trip, the teacher responsible for the lesson or leader of the trip or the adult who saw/attended the incident

- Seeks support from a qualified First Aider as necessary from student hubs or from a member of the school trip team or medical assistance from the venue/location at the time.
- If based in school the adult aware of the details of the accident logs this information onto the Surrey County Council on-line Accident Reporting System accessible to all staff at <https://surreycc-safety.net/scc/>
- If off site the accident is reported back to the school via the Duty Officer, allocated SLT member and/or Student Services Office who then ensures the details are logged as necessary and steps are taken to inform the student's parent or guardians.
- If the accident / injury is serious involving hospitalisation the hub will inform RIDDOR online. Parent's or Carer's are advised by Headteacher or SLT member as appropriate/available.
- Group leaders of all trips are issued with an Emergency Response Card and this provides a quick guide to the contacts and steps needed to report and manage a very serious or fatality situation.

### 3.2 Asbestos

The school's asbestos register, procedures, location plans, audit updates and work sheets are held in paper format within the Premises office along with the Consultant's Risk Assessment file and Schematic Drawings. Any issues identified during the in-house inspections or the planning stages of building / ICT projects are brought to the attention of the appropriate SCC Senior Officer, who then advises on the best course of action according to the situation. The school's procedures and audits are reviewed and issued to the appropriate in-house staff (Premises staff, ICT team and School Business Manager) to ensure clear and effective management controls are in place.

#### 3.2/1 Legionella

Legionella is a task undertaken by the premises team who have had the relevant training every month, where the temperatures are recorded and uploaded to Parago. We also have a contracted company who visit the site every 6 months to take samples and undertake their own safety measures. We also have the TMV valves also checked every year as part of the same process.



### 3.3 Contractors

The school works closely with all contractors who complete jobs on the site. The majority of contractors have long established links with the school through projects and responsive works issued via the Capital or Responsive Programmes. All contractors sign in at out at the main reception desk, their ID badges are checked and the Premises Manager, Premises team or ICT staff meet them to take them to the area of work ensuring they are briefed on the school safety controls. As far as possible work is completed early morning, late afternoon or during the holiday periods to minimise disruption and risks to the school population.

Responsive works are carefully supervised as necessary using appropriate signage, barriers etc.

Most larger projects are managed with the support of External Specialists/Consultants often fulfilling the role of Planning Supervisor and the appropriate Health and Safety Plan, Method Statement and Risk Assessment Documentation is obtained prior to the work commencing. Any issues identified during projects are raised immediately with the Contracts Manager/Site Foreman and the Planning Supervisor.

School run projects are managed in a similar way and the School's own Site Guidelines are issued at the time of instruction to ensure the site "do's and don'ts are flagged and understood.

The school undertakes checks where possible with regards to Contractor CRB documentation and this information is handled carefully paying due attention to confidentiality. Where CRB data is not available, contractors are escorted and closely supervised whilst on site.

### 3.4. Curriculum Safety

Each Head of Faculty / Department takes responsibility for the safety of the students and staff in their area and the activities being undertaken. Departmental procedures, safety sheets, risk assessments etc appropriate to individual areas are undertaken with local input, knowledge, skills and then shared to ensure all staff are fully informed/trained and aware of what is required of them in their specialist function.

Attached as Appendix A is the SLT structure and line responsibility for ensuring this work is carried out and reviewed effectively.

### 3.5 Drugs and Medications

Students are not allowed to keep any medication on their possession. The exception to this is an inhaler for asthmatics, EpiPen carriers and occasionally parental approved paracetamol for short term usage (headache/cold symptoms etc). Parents/Carers are required to complete a medical form that has details about the medication for their child. This information is logged onto the Student Information Management System (SIMS) by the hub and / or CPOMS

All authorised/notified medication for each student is held in a secure cabinet within the Medical Room which will also have an up to date list of everything in the cabinet and the student's details / condition. When hubs administer medication they must keep a record of when students take their medication.

### 3.6 Electrical Equipment / Safety

The procedures for this area of work are held in the Premises Office and reviewed by the Premises Manager annually.



Fixed electrical inspections are carried out by qualified external contractors within the required timeframe of every five years. The remedial work identified during this testing is prioritised and the necessary arrangements are then made to enable completion of the priority and higher risk jobs.

Portable Appliance Testing is carried out by qualified external contractors each year.

Projects: building projects are planned in advance and the work is managed by the Premises Manager and Team with specialist companies as required. IT projects are managed by the IT Manager, however work with electrical implications are discussed with the Premises Manager at the early stages of planning. This enables the appropriate electrical contractors to be secured, a clear understanding of the school's infrastructure obtained (including asbestos implications etc) and due attention given to other projects / conflicts within the overall school priorities at the time.

Reporting systems - Staff can register problems by:

- Reporting them in person or via telephone to the Premises Manager (only necessary for urgent issues)
- Reporting them via the front office where the staff can access the radio system to obtain prompt response from the PremisesTeam.
- Reporting them by recording the details using the Premises Helpdesk Parago.
- A qualified electrician is called for work of a dangerous nature and/or where it is outside the remit of the day to day repairs possible by the premises team.

### 3.7 Fire Precautions and Procedures (and other emergencies)

The school follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. A number of inspections are taken to ensure compliance:

- Fire procedures are documented in the Staff Handbook accessible to all staff in TEAMS
- Annual Fire Risk Assessments
- Termly Governor / Head Teacher site checks
- Termly in-house checks of all fire doors
- Annual inspection of all fire doors by specialist contractor
- Termly inspections of fire alarm system and emergency lighting by specialist contractor
- Weekly bell and lighting tests by the Premises Team
- Regular checks of the site by the Premises Manager and the premises team
- Daily reporting of concerns possible by all staff as per reporting systems see point 5
- Programmed evacuations throughout the year
- Responsive evacuation to all unplanned incidents – all incidents are logged
- All rooms have yellow maps/fire evacuation notices
- Staff receive basic fire training / briefing at induction.

### 3.8 First Aid

The Student Hub Coordinator takes the lead for the provision of First Aid Treatment and the provision of the First Aid within their year group.

Boxes including regular audits and restocking. They are supported by other trained First Aiders around the site and the complete list of those qualified and their normal base / location is displayed in the staff room



and on the staff system under Staff Handbook on teams. All First Aiders are retrained every three years. The first aid boxes are distributed around the site and their location details are also available as above.

If a student or member of staff has to go to hospital and a parent/carer/family member cannot be with them a member of the school support team will attend the hospital until a member of the family arrives. The accident reporting procedures are followed as mention previous under point 1.

### 3.9 Glass, Glazing and Window Controls

A risk assessment is in place for the above supported by site maps showing location of potential areas with issues such as single glazing, old crittal windows with fragile restrictors etc. These areas are inspected and the reviews updated annually. The majority of the site has new pvc double glaze windows which meet the standards required. If an incident occurs where a door or window panel becomes damaged the premises team respond immediately to secure it by safety tape, boarding etc as necessary and the local glaziers who provide excellent emergency response are called promptly.

### 3.10 Hazardous Substances

A COSHH register is maintained within the Premises Department for the products used by the Caretaking and Cleaning team. The cleaning company also maintain their own register and this is held in the main cleaner's storeroom and reviewed by the cleaning supervisor and his immediate manager. COSSH materials used in teaching areas are listed in the departmental procedures referred to previously under point 3.

### 3.11 Health and Safety Advice

The Premises Manager also fulfils the role of H&S Co-ordinator for the School. We have an experienced science teacher who also operates as our Educational Visits Co-ordinator and he provides training, advice and support to all teaching staff on school trips, outside activities etc.

The School Premises Committee encompass H&S matters and meet throughout the year to review policy, procedural and operational matters as appropriate at the time.

### 3.12 Housekeeping, cleaning and waste disposal

Each member of staff takes responsibility for ensuring good housekeeping standards are maintained in their respective areas. This effort is supported by the outsourced cleaning service with a team of staff who attend site morning and afternoon for normal cleaning and holiday periods for deep cleaning jobs. Additionally we have three premises staff who maintain good standards of site safety and cleanliness ensuring the bins and litter is cleared regularly. They oversee the collection of the general waste by Reigate & Banstead Council twice weekly and recycling services weekly.

In the event of snow/frosty conditions the morning duty premises team member ensures as far as is reasonably possible that main pathways and building entrances are spread with grit/salt from the supply held on site. In extreme conditions of heavy snow fall the school will contract in a snow clearance company/snow plough as necessary.



### 3.13 Handling and Lifting

The school does not have any registered physically disabled students on site who may require support in this area.

The majority of the heavy handling and lifting is carried out by the Premises Team. The team have been provided with trolleys, carts etc to assist with this task and they have all had the appropriate Manual Handling training. A risk assessment has been completed with the Premises Team input and this is reviewed annually.

### 3.14 Jewellery

A specific policy exists for the management of Uniform and jewellery is covered within this documentation. All staff are briefed on the process to follow and this policy is available in TEAMS

### 3.15 . Lettings / shared use of premises

The school has many long established links with a wide variety of community groups and clubs who benefit from using our range of sports areas and 3G all weather pitch. The school has a documented Lettings Policy and Procedural document and these are approved at SLT and Governor level. A Lettings Coordinator oversees the day to day bookings and requests. The Premises Team provide support in ensuring the site is accessible and safe to use according to the booking requirements. Lettings Team secures the site after each event.

### 3.16 Lone Working

Lone work procedures and associated risk assessments are in place. The key persons involved in lone working (key holders) have been consulted and involved in developing the above to ensure all aspects have been given due consideration.

During holiday periods when staff may occasionally “work in isolation” on site, clear procedures exist for signing in and out and the need for higher risk activities not to be undertaken without a colleagues’ support. All staff are required to advise the Premises Manager in advance of their plans to work on site during the accessible holiday days. This is logged and SLT made aware of the information prior to each holiday period. During the majority of holidays two members of the Premises Team will be on duty and will monitor the access and security arrangements carefully.

Additionally an “emergency contact list” would be available via TEAMS to indicate who can be contacted prior to each holiday period showing each day which SLT member is available either on site or by telephone contact in the event of an emergency situation.

Full policy Appendix 1

### 3.17. Long Term Evacuation Plan

Carrington School Evacuation Plan is in place and is reviewed by the SLT. A copy is available from the Headteacher’s or School Business Manager’ office.

### 3.18 Maintenance / Inspection of Equipment

The Health, Safety and Premises Inspections Schedule for each year show the details on the completion of all services/tests/inspections and by whom - this is held in the Premises Office and is reviewed by the Governor’s Premises Committee on an annual basis. The key areas are:





- Fire Equipment - KBO (annually)
- Fire Alarms and Emergency Lighting – Rite Fire and James Fitzpatrick (termly in holidays)
- As above – in-house tests - Premises Team (weekly)
- Fire doors – external – 2020 Doors (annually)
- Fire doors – internal – Air3 (annually)
- Heating Systems (boilers etc) – True Heating Solutions (annually - summer)
- Portable Appliance Testing – Track and Test Ltd (annually)
- Stage/Drama Lighting PAT – Stage Electrics (annully)
- Fixed Wired – James Fitzpatrick (5 yearly)
- Lightning Protection – Lightening Protection uk (annually)
- Building Alarm system - Gemtec (six monthly)
- CCTV system - Gemtec(annually)
- A/C - Turnpower ( six monthly)
- Lifts – Base Lifts (six monthly)
- Water tanks/systems - ARA(annually) + monthly in-house checks
- TMV's - True Heating Solutions (annually)
- DT equipment - Surrey Commercial Services (annually)
- PE equipment - As above
- Science equipment - Balance Metrology / Tecomak (annually)
- Kitchen extraction - Indepth (every two years)
- High level flat roofs/guttering - ASF(every two years)
- Low level guttering / canopy etc - Premises Team (annually)
- Minibus service / mot -Bentley Walker (annually)
- Evacuation Chairs Kfive

### 3.19 Monitoring of Health and Safety Policy

The meeting of the Full Governing Body in the first half of each term focuses on Health and Safety and such issues are addressed in the meeting in the second half of the term where required. Policy and procedural matters are discussed with the Headteacher and School Business Manager at these meetings. The Policy is updated annually (or earlier if significant changes occur). The H&S Governor and the Headteacher conduct site checks termly. The Governing Body receive a full Health and Safety report at each full Governors meeting.

A new in-house team is being established to support, at operation level, the output of the above committee and to direct health and safety initiatives and processes school wide as changes happen or are required.

### 3.20 Personal Protective Equipment (PPE)

PPE is provided to the Premises Team as required for the completion of their work. This equipment is reviewed by the Premises Manager and Premises Person annually and items replaced as necessary. A complete listing is held in the Premises Office. PPE is also provided by other functions across the school according to need and purpose and this is record locally within each area – see point 3.3.



### 3.21 Supervising Social Time

A large number of staff (teaching and support) are involved in the provision of duty cover in the mornings as students are arriving at school, during the morning break and lunch breaks and also at the end of the school day. The SLT team provide on a rota system “back up” cover throughout the entire school day and each member carries a radio to enable swift communication around the site from each other and via the Front Office Staff. The Premises Manager and Premises Team also operate a responsive service using radios for communication in the event of any security or health and safety matters arising.

The school site has 46 cctv cameras covering internal and external high traffic areas. These are monitored regularly and information can be pulled very quickly. The system can be accessed by the Extended Senior Leadership Team, Hubs and Reception. The Headteacher or a member of the Senior Leadership Team will take control of any emergency security situation and call for Police back up and site lock down if required.

A Lettings team member secures the site after evening and weekend lettings and is fully aware of the security procedures and lone working arrangements to follow in completing his duties at these times. The Premises team members always ensure that they carry a fully charged mobile phone with them during lock up/lone working.

Accidents are managed as described previously – see points 1 and 3.7.

### 3.22. Reporting Defects

Established systems exist to enable any member of staff to report defects – as described in point number 6 previously.

Staff are made aware of the systems in place during induction and via the “new starter pack”. The Premises Manager also issues reminders to staff on the processes and procedures in place to ensure effective preventative and responsive actions are taken by Heads of Departments and their staff.

### 3.23 Risk Assessments

The Head of Departments and Managers across all the school functions (support and teaching) are required to conduct their risk assessments as appropriate to their roles and the activities undertaken in their respective areas; some examples are:

- Premises matters, Security etc - The Premises Manager
- HR, Personnel, Staff Welfare - and School Business Manager
- Specialist teaching areas ie. PE, DT, Science - Heads of Faculty / Department with SLT overview
- General teaching areas - As above

Risk Assessment, Safety Procedures/Data must be signed off by the line management in place for each area through to SLT / Headteacher level.

### 3.24 School Trips / Off Site Activities

John Everett is the Educational Visits Co-ordinator (EVC). Established procedures and risk assessment forms outlining all essential steps that must be taken in preparation for any trip have been specifically designed for this purpose and are accessible using EVOLVE for completion prior to each trip / event.



Training / briefing sessions on these procedures are held by the EVC each year for all new staff. Regular communications are issued, via the e-mail system, to remind staff of the requirements and to flag any changes.

John Everett must first approve all trips and the associated risk assessments before the information / requests are presented to the Headteacher for final sign off and authorisation to proceed taking all safety and financial matters into consideration.

### 3.25.School Transport

The school minibus is checked weekly by the Premises Team for fuel and condition. It is leased with The Bridle Group who arrange servicing and MOT. Insurance is through the ESFA RPA

Only authorised staff who have a full driving licence are allowed to drive the bus for events, trips and fixtures.

**The bus is not used for personal reasons.** The Premises Manager oversees the minibus arrangements and holds all the licence data on authorised drivers in the Premises Office. This information is reviewed annually to check for any offences that would prevent a person from continuing to drive the bus. The recorded data also helps to ensure all retests are undertaken as required.

The teacher / adult in charge of each trip using the minibus is responsible for ensuring the students behave in a safe way, wear their seat belts, leave the bus in a clean and tidy condition and report any concerns promptly at the end of each trip out.

### 3.26 Smoking

The school operates a no smoking policy in line with SCC and legislative requirements. Any student caught smoking on the site is dealt with according to the Behaviour Policy

### 3.27 Staff Consultation

Staff are involved in the weekly briefing sessions held by the Headteacher and SLT members. There are also regular team/departmental meetings in place to allow input and discussion at local level. Regular Head of Faculty, Head of Departments meetings are held to consult and agree plans at management level.

Additionally the school has one Staff Governor on the Governing Body who consult and can be consulted on matters.

The Premises Manager also fulfils the role of H&S Co-ordinator and can be approached for advice, support or direction in terms of external sources of information or resources. Policies, procedures, risk assessment documents are accessible on TEAMS.

### 3.28 Staff Health and Safety Training and Development

Staff are briefed at induction on Health and Safety matters. They are also provided with the "New Starter Pack".

Additionally all staff are made aware of the location on the school system, of the Staff Handbook which covers all essential information on H&S as well as many other school policies and arrangements.



The School Business Manager, HR Officer and/or Premises Manager talks through the health and safety matters with the support staff upon joining the team. Heads of Departments explain the related health and safety matters concerning their specific area and in line with roles and responsibilities.

Specific staff attend external Health and Safety briefings/training as appropriate to their specific roles; ie. Premises team on premises related health and safety matters, HR Officer / School Business Manager on staff welfare matters, Student Hub Coordinators, HOY on Medical or Student welfare/safeguarding matters, Assitant Heads. Technology on DT Regulations etc

### 3.29 Staff Well-being, Stress

The school uses the Occupational Health & Personnel Services of Smart Clinic. Staff absence is monitored using a system called Staff Absence Management. This enables the us to note any trends / indicators that Heads of Departments and/or the Headteacher can work with to commence confidential discussions and implementation of support mechanisms if required.

An established performance review system also exists to enable staff and their line managers to discuss performance, development and other personal matters to improve staff's job satisfaction, skill base, confidence and well-being.

The culture of the school led by SLT is one that encourages open, honest discussion, sharing of knowledge and good practices and professional support with emphasis on celebrating success. Staff have a number of sources to turn to for support at times of stress in addition to the above.

The HR Officer is located in her own office in the Central building and is able to provide advice, support and guidance in confidence.

The Senior Mentor oversees the development of all training and newly qualified teachers and can support and offer a wealth of experience in handling the day to day challenges of teaching.

Union representatives and Staff Governors are well known and active within school life.

### 3.30 Supervision

Teachers do not leave students unattended in classrooms. A team of Teaching Assistants provide additional support to certain student groups or individual students according to needs identified by the Head of Special Needs. A robust cover system exists for break times as mentioned previously in point 21. After school clubs, games and holiday revision sessions are all run by nominated, skilled teaching staff familiar with the school procedures.

### 3.31 Use of VDU's / Display Screens

This area is managed through the School Business Manager's office and details are available upon request from the School Business Manager and/or HR Officer.

### 3.32 Vehicles on Site

Communications are regularly issued to parents stressing the access controls and the need for students to be dropped off outside the school gates. Duty cover is provided at the main gate / main access route early morning, lunch time and end of the school day to oversee the traffic flow at these busy times. Speed bumps and signage is in place and clearly visible for all drivers to see and adhere to upon entering the site.



Deliveries are managed as carefully as possible to avoid the peak times and the “goods in” area is located close to the main visitor’s reception area to prevent large vans etc to have to enter the site any further than is necessary. Project contractors are required to drive with great caution (sometimes with a banks man) and certain other stipulations on delivery times etc are included in the project plans agreed prior to work commencing. No vehicle is allowed with our secure area without a Banksman. Vehicle access to and from site is restricted to 10 minutes before and after end of day to allow students to leave site safely.

### 3.33 Violence to Staff / School Security

All visitors entering the site must sign in and out at the visitor’s reception area and provide valid identification (and DBS check data where possible). Visitors must be announced and greeted by a member of staff and escorted to their meeting or to their area of work if undertaking repairs on site as mentioned previously under point 3.

### 3.34 Working at Heights

Only trained staff are authorised to carry out high level works and the Premises Team and ICT staff have received external training in the safe use of ladders and climbing towers. The ladders are inspected regularly and the climbing tower is inspected by two persons every time it is erected for use. Safety labels, barriers are used as necessary and most high level work is completed outside of the normal school hours when the bulk of the students/staff are not on site. Where this is unavoidable – a person on the ground guarding the ladder or tower is required at all times



## Appendix 1 – Lone Working Policy

The school is open each term time day between 7am and 10pm. During the school holidays the hours of opening will vary and these will be published prior to each holiday and placed on the Staff Room Notice Board.

However, if you are a key holder and need to work alone in the school building outside of these hours, then the following points should be adhered to:

- The Premises Person and / or Headteacher should be made aware of the fact that you are working alone on site and your intended finish time should be shared with them;
- It is important that a friend or member of your family is made aware of your whereabouts and the time when you intend to return home;
- If you have a medical condition which may require medication then ensure that you have the medicine with you;
- Whilst you are in the school all external doors should be locked;
- You should carry a mobile phone at all times whilst on site. Please ensure that it is switched on. Be sure to have the phone number with you of the Premises Person or Headteacher;
- While you are working alone you should not undertake activities that carry a risk, or activities that would normally require two or more people;
- When you leave the school you are responsible for ensuring the school is secure, the front gate is locked and all the alarms are set correctly;

### 1 Procedures and Arrangements for Lone Working

Lone working takes places in the following way and affects the following staff members:

#### 1.1 Caretaking/Premises Staff/Cleaners/ Lettings Team

- **Daily:** the cleaning supervisor enter site at 6am and if followed by a member of the premises team each morning will enter the site at **7am** in term time and **8am** in holiday periods and commence the opening up of the school site. He/she is followed in usually at approximately 7am by the rest of the team up to 10am.
- **Daily:** the Premises Person on duty each afternoon/evening will secure each building in an established format from approximately **5.15pm to 6pm** . Some areas will remain open for evening events and external lettings.
- **Daily:** the Lettings team will return to the site to clear and secure the areas open for evening events and lettings – this is usually between **5.30pm and 9.30pm**
- **Weekends:** the Lettings Person on duty for weekend lettings will enter the site alone at agreed times to open specific areas agreed with the letting co-ordinator for weekend letting events.
- **Ad-hoc:** the Premises/Lettings Person on duty will be required to return to site at a later time in the evening i.e. 10pm to 12 midnight for events such as election days, social / party type bookings in the main hall. These are infrequent with perhaps 2 or 3 happening across the course of a full year.



- **Cover:** in the event of short notice cover due to illness etc the Premises Manager, Cleaning Supervisor or standby Premises Person may be requested to undertake the above duties and fulfil the lone working activities.
- **Holidays:** sometimes the cleaning supervisor and staff will be the first to arrive to make an early start from 6.30am before the Premises Person arrives at 8am. Keys are available in a key store on the outside of the building, main front door, deactivate the alarm and proceed to open the immediate areas for cleaning purposes.

### 1.2 Senior Leadership Team (SLT)

- Regular access is required for afterhours meetings - usually the staff involved would vacate at the same time however there may be evenings when one member of staff leaves last and on their own ie. Head teacher or Bursar and Finance Manager.
- Ad-hoc access is required for work at peak times during weekends and/or holiday periods.

### 1.3 Emergency Response Team (ERT)

As required any individual/s (SLT, Premises Manager or Premises Person) listed on the emergency call out sheet may need access in an emergency call out situation where the resident Premises Person is unable to attend due to illness, holiday leave etc or where the situation requires SLT management and control.

### 1.4 Teaching and Support Staff

There may be times when any member staff may find themselves working in isolation within their department – this is most likely to happen during holiday periods when staff might choose to come in to “catch up” on paperwork. A system exists whereby they are required to advise the premises manager of their plans in advance of the holiday period and also to sign in and out at the staff reception area. This enables the premises staff on duty to know of their whereabouts especially in the event of a site emergency and also for locking up purposes.

## 2 Safety instructions and arrangements

### 2.1 Premises Team/Lettings Team

Premises Team are:

- **Required** to follow an established routine for opening and locking, securing the site behind you – this route is covered by recorded cctv.
- **Required** to ensure that your family members know of your plans and anticipated time home after evening and weekend lock ups.
- **Requested** to carry a personal mobile phone fully charged and usable. It is advisable to have the number of your Line Manager, Bursar and/or Head Teacher programmed in.
- **Required** to carry the school issued personal alarm as an extra safety measure.
- **Reminded** that in winter months, you should carry a torch and wear your heavy duty work boots / rain wear to protect you from any bad weather conditions and the risk of slips and trips (icy pathways, entrances etc).



## 2.2 All Other Staff (SLT, ERT, Teaching and Support Staff)

All Other Staff are:

- **Required** to add your name to the official listing for the holiday periods so that the premises team know of your location, time in and out etc.
- **Advised** that in the event of the security company informing you of only one sensor being triggered please respond to the incident with great caution having alerted your SLT colleagues or Line Manager of the situation as appropriate. Immediately call the Police and remain in a safe area until support arrives.
- **Advised** to ensure a member of your family/friend know of your plans and anticipated home return time.
- **Advised** to have all necessary medicines with you if a medical condition exists.
- **Required** to be vigilant whilst on site and keep all external doors secure, only opening the areas necessary at the time.
- **Requested** to carry a personal mobile fully charged and usable.
- **Required** to be extra careful in the activities undertaken when working alone and avoid work that carries a high risk (using certain equipment etc) or work that would normally need two members of staff to complete.
- **Required**, if you are the last person to leave the site, to secure the school and gate and be extra vigilant whilst making your way to your car which should be parked in a space as close as possible to the front staff entrance.

## Appendix 2 – Named Roles and Positions of Responsibility

### Supporting Staff

- |                                   |                   |
|-----------------------------------|-------------------|
| • Headteacher:                    | Miss Kerry Oakley |
| • Senior Deputy Head:             | Mrs Mirella Basso |
| • Nominated Governor:             | Mrs Ruth Willis   |
| • Health & Safety Coordinator:    | Mr Ed Lee         |
| • Educational Visits Coordinator: | Mr John Everett   |
| • Business and Finance Manager:   | Mrs Ellen Maden   |
| • Human Resources Manager:        | Mrs Karen Ehren   |





- NASUWT Rep:
- NEU Rep: Mr Ben Stafford
- SIMS administrator: Mrs Vanessa Evans
- Premises Manager: Mr Ed Lee

#### Health & Safety Committee:

Miss Kerry Oakley

Mrs Mirella Basso

Mrs Kathryn Gray

Mr Aaron Mitchell

Mr Paul Knight

Mr Ed Lee

#### School Governors Finance and Resources Committee

- This team membership is as follows:
- Headteacher Miss Kerry Oakley
- Senior Deputy Head: Mirella Basso
- Health & Safety Co-ordinator / Premises Manager: Mr Ed Lee
- Heads of Specialist Faculty/Department: All Heads of Faculty
- Nominated H&S Governor: Mrs Ruth Willis

## Addendum – Infection Control

Taken from the Surrey County Council 'Infection Control Policy' for Schools and Education Settings. This policy incorporates Public Health England guidance Health protection in schools and other childcare facilities and Department for Education guidance COVID-19 infection prevention and control.

### 1 Introduction

Schools and nurseries are common sites for transmission of infections. Children are particularly susceptible because:

- they have immature immune systems
- have close contact with other children
- sometimes have no or incomplete vaccinations
- have a poor understanding of hygiene practices



This policy provides information for staff managing a range of common and important childhood infections in settings including schools. It includes the principles of infection prevention and control to enable safe working during the coronavirus (COVID-19) outbreak.

## 2 Infection in childcare settings

Infections in children are common. This is because a child's immune system is immature. Added to this, young children often have close contact with their friends, for example through play, and lack good hygiene habits, making it easier for infections to be passed on.

Many diseases can spread before the individual shows any symptoms at all (during the infectious period).

Infection prevention and control measures aim to interrupt the cycle of infection by promoting the routine use of good standards of hygiene so that transmission of infection is reduced overall. This is usually through:

- immunisation of pupils and staff
- good hand washing
- making sure the environment is kept clean

Where a case of infection is known, measures aim to reduce or eliminate the risk of spread through information and prompt exclusion of a case.

## 3 How infection spreads

Infections are spread in many different ways:

### 3.1 Respiratory spread:

Contact with cough or other secretions from an infected person, like influenza. This can happen by being near the infected person when they cough and then breathe in the organism; or by picking up the organism from an infected item, for example, a used tissue or on an object in the environment, and then touching your nose or mouth.

### 3.2 Direct contact spread:

By direct contact with the infecting organism, for example, contact with the skin during contact sports such as rugby and in gyms, like impetigo or staphylococcal infections.

### 3.3 Gastrointestinal spread:

Resulting from contact with contaminated food or water (hepatitis A), contact with infected faeces or unwashed hands after using the toilet (typhoid fever).

### 3.4 Blood borne virus spread:

By contact with infected blood or body fluids, for example, while attending to a bleeding person or injury with a used needle (hepatitis B). Human mouths are inhabited by a wide variety of organisms, some of which can be transmitted by bites. Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections, therefore, it is essential that they are managed promptly.



Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education and social care settings.

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

#### 4 Prevention and control

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are recommended.

- All staff and pupils advised to wash their hands after using the toilet, before eating or handling food and after touching animals.
- Cover all cuts and abrasions with a waterproof dressing.
- Coughs and sneezes spread diseases. Children and adults are encouraged to cover their mouth and nose with a disposable tissue and wash hands after using or disposing of tissues. Spitting should be discouraged.
- Wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids during an activity. Gloves should be disposable, non-powdered vinyl or latex-free and CE marked. Wear goggles if there is a risk of splashing to the face.

##### 4.1 Bites

- If a bite does not break the skin: clean with soap and water and no further action is needed.
- If a bite breaks the skin: clean immediately with soap and running water. Record incident in accident book. Seek medical advice as soon as possible (on the same day) to treat potential infection, to protect against hepatitis B, for reassurance about HIV

##### 4.2 Managing needle stick injuries

Occasionally children or staff may injure themselves with discarded used hypodermic needles which they have found. Dispose of the needle safely to avoid the same thing happening to someone else. This can be done by contacting your local authority or school nurse. If someone pricks or scratches themselves with a used hypodermic needle:

- wash the wound thoroughly with soap and water
- cover it with a waterproof dressing
- record it in the accident book and complete the accident form
- seek immediate medical attention from your local Accident and Emergency department



#### 4.3 Cleaning blood and body fluid spills

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately, wearing PPE.

Clean spillages using a product which combines detergent and disinfectant (and ensure it is effective against both bacteria and viruses). Always follow the manufacturer's instructions. Use disposable paper towels or cloths to clean up blood and body fluid spills and dispose of after use. A spillage kit should be available for bodily fluids like blood, vomit and urine.

#### 4.4 Sanitary facilities

- Good hygiene practices depend on adequate facilities. A hand wash basin with warm running water along with a mild liquid soap, preferably wall mounted with disposable cartridges, should be available. Bar soap should not be used.
- Place disposable paper towels next to basins in wall mounted dispensers, together with a nearby foot-operated waste paper bin.
- Toilet paper should be available in each cubicle.
- Suitable sanitary disposal facilities should be provided where there are female staff and pupils aged 9 or over (junior and senior age groups).

#### 4.5 Children with continence aids

Pupils who use continence aids (like continence pads, catheters) should be encouraged to be as independent as possible. The principles of basic hygiene should be applied by both pupils and staff involved in the management of these aids.

Continence pads should be changed in a designated area. Disposable powder-free non-sterile latex gloves and a disposable plastic apron should also be worn. Gloves and aprons should be changed after every pupil. Hand washing facilities should be readily available. Contact your school health team for further advice.

#### 4.6 Dealing with contaminated clothing

Clothing of either the child or the first-aider may become contaminated with blood or body fluids. Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing.

The clothing should be washed separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate.

### 5 COVID-19 prevention and control

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

- Minimise contact with individuals who are unwell
- Clean your hands often
- Respiratory hygiene (catch it, bin it, kill it)
- Clean surfaces that are touched frequently



- Minimise contact and mixing
- Personal protective equipment (PPE)
- Social distancing measures are implemented
- Soft furnishing, soft toys and toys that are hard to clean have been removed
- The use of shared resources has been reduced
- Air flow and ventilation is increased by opening windows and children spend more time outdoors

## 6 What to do if you suspect an outbreak of infection

An outbreak or incident may be defined as:

- an incident in which 2 or more people experiencing a similar illness are linked in time or place
- a greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred

### 6.1 When to report

Headteachers and managers will contact the local health protection team as soon as they suspect an outbreak to discuss the situation and agree if any actions are needed.

It is useful to have the information listed below available before this discussion as it will help to inform the size and nature of the outbreak:

- total numbers affected (staff and children)
- symptoms
- date(s) when symptoms started
- number of classes affected

If you suspect cases of infectious illness including coronavirus at your school but are unsure if it is an outbreak, please call your local HPT.

### 6.2 How to report

The school is to telephone their local HPT as soon as possible to report any serious or unusual illness particularly for:

- Escherichia coli (VTEC) (also called E.coli 0157) or E coli VTEC infection
- food poisoning
- hepatitis
- measles, mumps, rubella (rubella is also called German measles)
- meningitis
- tuberculosis
- typhoid
- whooping cough (also called pertussis)
- COVID-19

The full list of notifiable diseases was updated in 2010.

The local HPT can also draft letters and provide factsheets for parents and carers to ensure the most up to date information is given.



## 7 Immunisation

Immunisations is checked at school entry and at the time of any vaccination. Parents are encouraged to have their child immunised.

## 8 Cleaning the environment

Cleaning of the environment, including toys and equipment, is an important function for the control of infection in childcare settings. It is important that cleaning schedules clearly describe the activities needed, the frequency and who will carry them out. Cleaning standards are monitored regularly by the school. Cleaning staff should be appropriately trained and have access to personal protective equipment.

### 8.1 Cleaning contract

Essential elements of a comprehensive cleaning contract include daily, weekly and periodic cleaning schedules, based on national guidance. A proper colour coding system is recommended by the Health and Safety Executive. Choosing to employ a colour system in your workplace can make cleaning easy, efficient and in turn, increase general hygiene and cleanliness.

Colour-coded equipment should be used in different areas with separate equipment for kitchen, toilet, classroom and office areas (red for toilets and wash rooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens). Cloths should be disposable (or if reusable, disinfected after use).

Cleaning solutions should be stored in accordance with Control of Substances of Hazardous to Health (COSHH), and cleaning equipment changed and decontaminated regularly. Consideration should be given to situations where additional cleaning will be required including during term time (for example in the event of an outbreak) and how the school might carry this out.

A nominated member of staff should be chosen to monitor cleaning standards and discuss any issues with cleaning staff.

### 8.2 Cleaning blood and body fluid spills

All spillages of blood, faeces, saliva and vomit should be cleaned up immediately, wearing personal protective equipment. Clean spillages using a product which combines detergent and disinfectant, and ensure it is effective against both bacteria and viruses. Always follow the manufacturer's instructions. Use disposable paper towels or cloths to cleaning up blood and body fluid spills, and dispose of after use. A spillage kit should be available for blood spills.

### COVID-19 advice - cleaning and waste disposal

All objects which are visibly contaminated with body fluids must be cleaned using disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.) Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.



### 8.3 Disposal of waste:

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. The waste should not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

### 8.4 Toys and equipment

If toys are shared, it is strongly recommended that only hard toys are made available because they can be wiped clean after play. The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.

Soft modelling and play dough should be replaced regularly or whenever they look dirty and should be included in the cleaning schedule.

Sandpits should be securely covered when not in use to protect from animals contaminating the sand. Sand should be changed regularly; 4 weekly for indoor sandpits and as soon as it becomes discoloured or malodorous for outdoor sandpits. Sand should be sieved (indoor) or raked (outdoor) regularly to keep it clean.

The tank should be washed with detergent and water, and dried before refilling with sand. Water play troughs or receptacles should be emptied, washed with detergent and hot water and dried and stored inverted when not in use. The water should be replenished either daily or twice daily when in use and it should always be covered when not in use.

#### **COVID-19 advice:**

Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.

Remove soft furnishings, soft toys and toys that are hard to clean such as those with intricate parts.



## 9 Enhanced cleaning during an outbreak of infection

In the event of an outbreak of infection at your school, the local health protection team will recommend enhanced or more frequent cleaning, to help reduce transmission. Advice may be given to ensure regular cleaning of areas with particular attention to door handles, toilet flushes and taps and communal areas where surfaces can easily become contaminated such as handrails. Plans should be developed for such an event on how the school might carry this out which could also include during term time. Dedicated cleaning equipment must be colour coded according to area of use.

### COVID-19 advice:

Areas where a symptomatic individual have passed through and spent minimal time, such as corridors which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.) Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

## 10 Staff welfare

### 10.1 Staff immunisation

All staff should undergo a full occupational health check before starting employment; this includes ensuring they are up to date with immunisations, including Measles, Mumps, Rubella (MMR).

### 10.2 Exclusion

Staff employed in schools, nurseries and other childcare settings should have the same rules regarding exclusion applied to them as are applied to the children. They may return to work when they are no longer infectious, provided they feel well enough to do so.

### 10.3 Pregnant staff

If a pregnant woman develops a rash or is in direct contact with someone with a rash who is potentially infectious, she should consult her doctor or midwife.





Chickenpox can affect the pregnancy if a woman has not already had the infection. The GP and midwife should be informed promptly. Shingles is caused by the same virus as chickenpox therefore anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, the midwife should be informed immediately. All female staff under the age of 25 years, working with young children, should have evidence of 2 doses of MMR vaccine or a positive history of measles.

If a pregnant woman comes into contact with German measles she should inform her GP and midwife immediately. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.

All female staff under the age of 25 years, working with young children, should have evidence of 2 doses of MMR vaccine or a positive history of Rubella.

Slapped cheek disease (Parvovirus B19) can occasionally affect an unborn child if exposed early in pregnancy. The pregnant woman should inform their midwife promptly.

#### 10.4 Food handling staff

Food handlers and catering staff may present a particular risk to the health of their pupils and staff if they become infected or have close contact with diseases that can be transmitted to others via the medium of food or drink. These diseases commonly affect the gastrointestinal system (stomach and bowel) and usually cause diarrhoea or vomiting, or both.

Food handling staff suffering from such diseases must be excluded from all food handling activity in the school or nursery setting until advised by the local Environmental Health Officer that they are clear to return to work. There are legal powers for the formal exclusion of such cases but usually voluntary exclusion will suffice with 'off work' certificates from the GP, as necessary.

Staff and attenders should not be present at the school if they are currently suffering from diarrhoea or vomiting, or both. At the very least, persons suffering from gastro-intestinal diseases should not return to work until 48 hours post recovery (no further diarrhoea or vomiting).

Employers are to notify their local Environmental Health Department immediately that they are informed of a member of staff engaged in the handling of food has become aware that he or she is suffering from, or is the carrier of, any infection likely to cause food poisoning.

This policy should be made clear to the person in charge of the kitchen and all catering staff at the time of appointment. Food handlers are required by law to inform their employer immediately if they are suffering from:

- typhoid fever
- paratyphoid fever
- other salmonella infections
- dysentery
- shigellosis



- diarrhoea (cause of which has not been established)
- infective jaundice
- staphylococcal infections likely to cause food poisoning like impetigo, septic skin lesions, exposed infected wounds, boils
- E. coli VTEC infection

COVID-19 advice:

Staff testing: Access to testing is already available to all essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

Shielded and clinically vulnerable adults: Clinically extremely vulnerable individuals are advised not to work outside the home. It is strongly advising people, including education staff, who are clinically extremely vulnerable, those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter, to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.

Living with a shielded or clinically vulnerable person: If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

Exclusion: Follow Public Health England advice on stay at home: guidance for households with possible coronavirus infections.



## 11 Managing specific diseases and infections

Please refer to Public Health England advice on specific diseases and infections -

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

## 12 COVID-19

The school will follow advice from the Department for Education and Public Health England:

<https://www.gov.uk/coronavirus/education-and-childcare>

A risk assessment is in place to assess the risk of COVID-19 and the control measures. This risk assessment will be reviewed on a regular basis and in light with any change in guidance.

In the event a member of staff or pupil has COVID-19, the school will follow Public Health England advice. The headteacher will contact the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discuss if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.

Please refer to Surrey County Councils guidance on cleaning and sanitising, social distancing, PPE and testing.

## 13 Pets and animal contact

Please refer to Public Health England on pet and animal contact -

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-8-pets-and-animal-contact>



## Appendix 1 Diarrhoea and vomiting outbreak – school action checklist

Date Completed:			
Checklist Completed By (Print Name):			
Name & Tel No of Institution:			
Name of Head Teacher/Manager:			
	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Deploy 48 hour exclusion rule for ill children and staff			
Liquid soap and paper hand towels available			
Staff to check/encourage/supervise hand washing in children			
Check that deep cleaning, ie twice daily (min) cleaning and follow through with bleach/Milton/ appropriate disinfectant is being carried out, (especially toilets, frequently touched surfaces eg handles and taps and including any special equipment and play areas). Ensure that all staff/contractors involved in cleaning are aware of, and are following, the guidance			
Disposable protective clothing available (ie non-powdered latex/synthetic vinyl gloves & aprons)			
Appropriate waste disposal systems in place for infectious waste			
Advice given on cleaning of vomit (including steam cleaning carpets/furniture or machine hot washing of soft furnishings)			
Clean and disinfect hard toys daily (with detergent and water followed by bleach/Milton). Limit and stock rotate toys			
Suspend use of soft toys plus water/sand play and cookery activities during outbreak			
Segregate infected linen (and use dissolvable laundry bags where possible)			
Visitors restricted. Essential visitors informed of outbreak and advised on hand washing			
New children joining institution suspended			
Keep staff working in dedicated areas (restrict food handling if possible). Inform HPT of any affected food handlers.			
Check if staff work elsewhere (restrict) and that all staff are well (including agency). Exclude if unwell (see above re 48 hour rule)			
HPT informed of any planned events at the institution			
Inform School Nurse and discuss about informing OFSTED, if applicable.			



## Appendix 2 List of notifiable diseases

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- acute encephalitis
- acute meningitis
- acute poliomyelitis
- acute infectious hepatitis
- anthrax
- botulism
- brucellosis
- cholera
- diphtheria
- enteric fever (typhoid or paratyphoid fever)
- food poisoning
- haemolytic uraemic syndrome (HUS)
- infectious bloody diarrhoea
- invasive group A streptococcal disease and scarlet fever
- legionnaires' disease
- leprosy
- malaria
- measles
- meningococcal septicaemia
- mumps
- plague
- rabies
- rubella
- SARS
- smallpox
- tetanus
- tuberculosis
- typhus
- viral haemorrhagic fever (VHF)
- whooping cough
- yellow fever
- Covid-19



### Appendix 3 Local health protection contact information

Get support from your local health protection team (HPT) to prevent and reduce the effect of diseases and chemical and radiation hazards.

HPTs provide support to health professionals, including:

- local disease surveillance
- alert systems
- investigating and managing health protection incidents
- national and local action plans for infectious diseases

If you need to send information that might reveal someone's identity, put it in an encrypted email. Do not put personal information in the subject line.

PHE Surrey and Sussex Health Protection Team (South East),  
County Hall, Chart Way,  
Horsham,  
RH12 1XA

[PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net) Phone: 0344 225 3861 (option 1 to 4 depending on area)

Out of hours for health professionals only: please phone 0844 967 0069

Useful links

Exclusion Table:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

Covid-19 Public Health England Guidance: <https://www.gov.uk/coronavirus/education-and-childcare>

Public Health England pet and animal contact:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-8-pets-and-animal-contact>

Public Health England advice on specific diseases and infections:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

NHS Immunisation information: <https://www.nhs.uk/conditions/vaccinations/>

Health protection in schools and other childcare facilities information:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Children and Family Health Surrey school nursing

<https://childrenshealthissurrey.nhs.uk/services/school-nursing-general>

Public Health England School Zone- e-Bug stop germs spreading with fun e-Bug resources

<https://campaignresources.phe.gov.uk/schools>



