

Part 1: Statement of Intent

The Local School Committee of The Clara Grant Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff (a reference copy is kept on the shared drive).

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

This policy statement supplements:

- LBTH's Corporate Health and Safety Policy; and Children Services (CS) Health and Safety Policy, Organisation and Arrangements Statement.

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the intranet or contact christopher.mcgrory@towerhamlets.gov.uk

Part 2: Organisation

As the employer, the Boleyn Trust has overall responsibility for Health and Safety

At school level duties and responsibilities have been assigned to staff and the Local School committee members as laid out below.

Responsibilities of the Local School Committee

The Local School Committee are responsible for health and safety matters at a local level:

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head teacher or other nominated member of staff reports on health and safety matters and reporting to (CS, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget.

- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the establishment (via the nomination of a named health and safety member).
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of Boleyn Trust policy and procedures.

Responsibilities of the Head teacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Head teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise LS committee members of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head teacher has responsibility for:

- Co-operating with the LA and Local School Committee to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Local School Committee and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Boleyn Trust any hazards which cannot be rectified within the establishment's budget;
- In conjunction with the PFI provider - ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own area of work and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Ensure that all accidents (including near misses) occurring are promptly reported and investigated using the appropriate forms available from the Office Manager.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Health and Safety Co-ordinator (Office Manager)

The Health and Safety Co-ordinator is responsible for:

- Making an annual report on health and safety matters to the Head teacher and the Local School Committee;
- Assisting with inspections and safety audits;
- Having a general oversight of health, safety and first aid matters;
- Making recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that all portable electrical equipment is tested on an annual basis;

PFI Contractor in conjunction with the Premises Manager

The Premises Manager is responsible to the Head teacher/**Office** Manager, in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds.

- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that records of all inspections will be kept in the Premises Managers office.

Local School Committee

In all schools, the Local School Committee controls the school premises (subject, in some cases, to the direction of the **Boleyn trust**). Even if they do not employ school staff, the LSC, to the extent that they control school premises, must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises.

The Local School Committee (and Head teacher) must comply with any directions given by the LA or Tower Trust concerning the health and safety of persons in school, or on school activities elsewhere.

The Chair of the Local School Committee should take steps to discharge their own responsibilities for health and safety performance in school. Some of the principle responsibilities are given below:

- Ensure that the Head teacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Head teacher, provide a monitoring role for the school for health and safety performance.
- Ensuring that health and safety issues are covered at meetings of the LSC, either through a special meeting or a standard agenda item. This should include a discussion of any safety reports or information issued to the Head teacher by LBTH or the Boleyn Trust.
- To provide information to the Boleyn Trust and LBTH on Health and Safety matters when requested.
 - To ensure adequate resources are given to safety issues.
 - To review performance periodically to ensure compliance with the policy.
 - To ensure that safety training is given priority for both LS committee members and staff.

Responsibilities of employees

Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have the responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
Report accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. Arrangements

1. Risk Assessments

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be coordinated by the School **Office Manager** following guidance from Corporate Health and Safety, and are approved by the head teacher.

These risk assessments are available for all staff to view and are held centrally in shared folder (All Staff Shared Data/Trips/Risk Assessment).

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to employees are held on that person's file and will be undertaken **by the relevant** line manager.

Specific risk assessments relating to pupils are held in their profile and updated by the SENCO/Class Teacher as appropriate.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by class teachers using the relevant model risk assessments developed by the school.

Generic Risk Assessments

Risk assessments are available from any member of SLT.

- Indoor PE (use of balls, gym equipment, wall apparatus and falling)
- External PE (use of balls and falling)
- Climbing frame (main and nursery)
- Playtime (lunch and break)
- Cooking
- Clubs (pottery and sports)
- Art room (3d printer, Kiln and Laser cutter)
- Lift
- Moving around the building
- Visits (local by foot, using public transport, school journey to Sayers Croft)
- Design and technology – laser cutter and tools

2. Offsite Visits

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Coordinator is Fiona James, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the head teacher.

Your contact for any Outdoor Education Visits concerns, and all matters relating to the Evolve system is christopher.mcgrory@towerhamlets.gov.uk.

3. Evacuation and Other Emergency Arrangements

The Head teacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is located in the fire folder in the Head teacher's office and is reviewed on an annual basis or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

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

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

Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book;

EMERGENCY PROCEDURES

Emergency contact and key holder details are **maintained by the School Office Manager** and are updated upon review.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Details of service isolation points (i.e. gas, water, electricity) –Appendix 2
- Details of chemicals and flammable substances on site. An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

4. Fire Prevention, Testing of Equipment

Testing of the fire alarm system

Testing of the fire alarm system is the responsibility of G4S.

Fire alarm call points will be tested weekly in rotation by the P.M. and a record kept in the fire log book. This test will occur on Monday 9.30 a.m.

Any defects on the system will be reported immediately to the G4S helpdesk by the Premises Manager.

Inspection of firefighting equipment

Inspection of firefighting equipment - is the responsibility of G4S.

G4S undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to G4S by the Premises Manager, via the helpdesk.

Emergency lighting systems

These systems will be checked for operation monthly in house by the Premises Manager recorded as monthly flick tests in the fire log and annually by G4S

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

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

5. First aid and medication

First aid boxes are located at the following points:

- Main office
- Nursery
- Staff Room

The Finance and **Admin** Assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid.

Trained to first aid at work level (18hr):

- Fiona James
- Karen Symons
- Christopher Coyle

Trained to emergency aid level (6 hr):

- Most Teaching Assistants and Midday Meal Supervisors

Trained to EYFS standard (paediatric first aid, 12 hr):

- Caroline Robinson
- Samantha Adelukun
- Hussna Rashid

The Head teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the first aider or Head teacher considers it necessary, the injured person will be sent directly to the hospital (normally by ambulance). Parents and/or guardians will also be informed.

No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. An Emergency Pack will be given to the parent/carer or suitable adult to give to the medical staff/ paramedics outlining the accident, first aid administered, time of last meal and an SOS sheet with essential details.

Administration of medicines

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of

the Head teacher. Records of administration will be kept by the school office (Appendix 8).

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the school office with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, creams etc. spares will be kept in the school office. Epi-pens and asthma pumps are kept with the child in the class and are clearly labelled, they are taken out to the playground and on trips and stored in a special clip on bag or in a box.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are to be reviewed annually by the School Nurse and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

6. Accident Reporting Procedures

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms. (AIR accident and Incident Report forms)

Copies of these forms are available via the school office/on line

A local accident book can be found in the office it is used to record all minor incidents to pupils, any more significant incidents must also be reported to London Borough of Tower Hamlets and the Boleyn Trust.

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

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Boleyn trust and the Health and Safety Coordinator 020 7364 2852 or 020 7364 5008. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR/ online form/ submitting it.

Alex Saracino will complete the AIR/online form and email it to healthandsafety@towerhamlets.gov.uk / submit it

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc.;

- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

7. Health and Safety Information and Training

Consultation

The LSCommittee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

The Health and Safety Law poster is displayed in the main office and premise managers office.

Alessandro (Alex) Saracino the Estates Manager for the Boleyn Trust 020 7884 5252 will provide competent health and safety advice.

The Children Services Health and Safety Coordinator, Tel: 020 7364 2852 will provide competent health and safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Deputy Head teacher.

The Head teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff during their induction training, which is carried out by the Deputy Head teacher.

Health and safety training records are held by the Office. The Head teacher is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the Head teacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

8. Lone Working

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

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

Where lone working cannot be avoided staff should:

- Obtain the Head teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.

- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited and must always be accompanied by a colleague.
- Report any incidents or situations where they may have felt “uncomfortable”.

9. Premises and Work Equipment

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by London Borough of Tower Hamlets. Records of such monitoring will be kept in the Premises Manager’s office.

All staff are required to report to the main office any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by -----

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

10. Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

11. Asbestos

The asbestos register is managed by G4S and held in the Premises Manager’s office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

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

12. Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors’ book and wear an identification badge. Contractors will be issued with

guidance on fire procedures, safeguarding of children, local management arrangements and vehicle movement restrictions.

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

School managed projects

Where the school undertakes projects direct the Local School Committee would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Office Manager, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non registered contractors are used G4S will undertake appropriate competency checks prior to engaging a contractor

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

13. Work at Height

It is the school's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

- The height of the task; the duration and frequency; and
- The condition of the surface being worked on. However there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

Must do's

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;

- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder

- Suitable access is provided where appropriate;
- All ladders, stepladders and other access equipment is regularly inspected and maintained by the Premises Manager and paper copy of the ladder register is maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- Ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;
- Where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- Ladders are only used on a surface that is flat and in good condition;
- Ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

14. Display Screen Equipment (DSE)

All staff **who habitually** use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars, senior leadership team etc. should have an assessment.

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

Advice on the use of DSE is available from the Corporate Health and Safety team.

15. Stress / Wellbeing

The school and Local School Committee are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards.

The HSE Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

Demands – this includes issues such as workload, work patterns and the work environment.

Control – how much say the person has in the way they do their work.

Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change – how organisational change (large or small) is managed and communicated in the organisation.

Karen Symons is the trained **mental health first aider** at school and offers an open door policy

16. Play Safety

The external play equipment will only be used when supervised.

Weekly recorded checks – play equipment

- Play equipment is not damaged;
- Play equipment is free of algae, weeds etc.

All play equipment should be visually inspected for any damage; if there is a problem this should be recorded by the PE coordinator with detailed action completed (appendix 7).

Annual outdoor play equipment inspections

PE and Play equipment is subject to an annual inspection by a Company with a qualified RPii Inspector, and to ensure that ALL actions are completed within the recommended timescale.

17. Blood Borne Viruses

The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

Preventing or controlling the risk

The following preventative and protective measures should be taken to reduce the risk from BBVs, to include:

- Use good basic hygiene practices, such as hand washing;
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;

- Use the first aid equipment provided e.g. first aid face shield for mouth-to-mouth resuscitation but only if you have been trained to use them;
- Control contamination of surfaces by using the appropriate decontamination procedure e.g. dirty protest procedure and use of body fluid spillage kits; and dispose of contaminated waste safely.

Coughing and Sneezing

Children and adults should be encouraged to cover their mouth and nose with a tissue or use the crook of their arm. Wash your hands after using or disposing of tissues. Spitting should be discouraged.

Hand washing

Hand washing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands before they eat, drink, take or administer medicine or after any work activity where you may have become contaminated with blood or any other body fluid.

You should:

- Use soap and water, under running warm water;
- Wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- Rub hands together for at least 10 – 15 seconds; and
- Rinse and dry hands; if towels are used these should be disposable.

Cleaning

Cleaning of the environment, including toys and equipment should be frequent, thorough, and follow national guidance e.g. use colour coded equipment, COSHH, correct decontamination of cleaning equipment.

Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

NEVER USE mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Personal Protective Equipment (PPE)

Disposable non powdered vinyl or latex free CE marked gloves and disposable plastic aprons, must be worn where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing). Correct PPE should be used when handling cleaning chemicals.

Clinical waste

Always segregate domestic and clinical waste in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

All clinical waste must be removed by a registered waste contractor.

Immediate action to take after exposure to blood or other body fluids

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water; wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water, do not swallow the water;
- report the incident to your line manager or other manager; and immediately go to the nearest Accident and Emergency (A&E) department in transport provided by the establishment;

18. Housekeeping

Housekeeping

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

No waste materials may be placed in walkways or any fire escape route.

Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

Food Safety

Food items - all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

The school reserves the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

19. New and Expectant Mothers

Pregnant Workers and Nursing Mothers

It is the school's policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the Occupational Health provider.

The Line Manager is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother.

20. Managing Violence and Aggression

It is the schools policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

21. Pest Control

The pest control contract is undertaken by Ecolab and the contract is monitored by G4S and the Premises Manager.