



HEALTH & SAFETY POLICY **AND** **PROCEDURES MANUAL**

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I. STATEMENT OF INTENT

1.1 The Governors recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards pupils, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.

1.2 The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School.

1.3 The Governors will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:-

1.3.1 The creation of an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.

1.3.2 That the School will systematically identify and control risk as an effective approach to injury, ill-health and loss prevention.

1.3.3 To maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards.

1.3.4 To provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;

1.3.5 To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;

1.3.6 To develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;

1.3.7 To provide a safe environment for all authorised visitors to the Schools premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Schools environments;

1.3.8 To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;

1.3.9 To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;

1.3.10 To use health and safety to preserve and develop human and physical resources and hence contribute to the Schools' performances;

1.3.11 To ensure that this Policy is used as a practical working document and that its contents are publicised fully;

1.3.12 To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.

1.4 The Governors are committed to providing adequate resources to ensure its health and safety objectives and this Policy are met.

1.5 The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.

1.6 The Governors are aware of, and will meet, the requirements under the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments will be produced for each building and will be reviewed on an annual basis.

1.7 The Governors recognise the guidance contained in 'Managing Health and Safety in Schools' and 'Health and Safety Guidance for School Governors and Members of School Boards', both prepared by the Education Service Advisory Committee of the Health & Safety Commission, and intend to follow the good practice recommendations they make.

1.8 The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.

1.9 The Governors recognise the good practice contained in 'Health and Safety of Pupils on Educational Visits', prepared by the DfE and intends to follow the recommendations it makes.

1.10 The Governors consider that this Health & Safety Policy is an integral element of the overall School's Business Plan and other resource policies.

1.11 The Governors have appointed Owen David Risk Management Limited of Market Drayton as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.

1.12 This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

2. ORGANISATION & RESPONSIBILITIES

2.1 THE GOVERNORS

The Governors:

- 2.1.1 Accept full responsibility for health and safety within the School.
- 2.1.2 Formally and publicly accept their collective role in providing health and safety leadership within the Organisation.
- 2.1.3 Requires that each Governor accepts their individual role in providing health and safety leadership within the Organisation.
- 2.1.4 Will ensure that all their decisions reflect their health and safety intentions as articulated in their Statement of Intent.
- 2.1.5 Recognise their role in engaging the active participation of employees in improving health and safety.
- 2.1.6 Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- 2.1.7 Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- 2.1.8 Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
- 2.1.9 Will ensure and require that they are kept informed of, and alert to, relevant health and safety risk management issues.
- 2.1.10 Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the Procedures Manual will be revised.
- 2.1.11 Will ensure that any changes in this Policy will be brought to the attention of all employees.
- 2.1.12 Will ensure that Management Systems provide for effective monitoring and reporting of the School's health and safety performance.
- 2.1.13 Will appoint one of its number to be the Governor with responsibilities for Health & Safety but clearly acknowledge that this role does not detract either from the

responsibilities of other Governors or from the health and safety responsibilities of the Governors as a whole.

2.2 HEADMASTER

On a 'day-to-day' operational basis, the Headmaster is directly responsible to the Governors for the safe functioning of all his School's activities. The Head will:

- 2.2.1 Be responsible for the implementation of the policy and ensuring, with the assistance of the Bursar, that the policy is regularly reviewed and updated.
- 2.2.2 Ensure that the objectives outlined within the School Health & Safety Policy and Procedures Manual are fully understood, observed and implemented by persons under his control.
- 2.2.3 Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.
- 2.2.4 Ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them.
- 2.2.5 Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are met.
- 2.2.6 Ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner.
- 2.2.7 In consultation with the School Health & Safety Advisors, ensure that the School's Active Monitoring Inspection Plan is completed in accordance with the timescales agreed with the Bursar.
- 2.2.8 Constantly monitor the effectiveness of this Health & Safety Policy and Procedures Manual as regards both academic and non-academic work and report back to the School Health & Safety Advisors and Bursar, as appropriate.
- 2.2.9 Consult with the Bursar/Senior Master and appointed School's Health & Safety Advisors.
- 2.2.10 Recommend changes to the School's Health & Safety Policy and Procedures Manual in the light of experience.
- 2.2.11 Ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures Manual.
- 2.2.12 Be responsible for ensuring that all Heads of Department, Teachers, Employees, etc, as appropriate, fully understand their responsibilities and are given both the time and the encouragement to pursue them.

2.2.13 Take steps to ensure that changes in curriculum are considered for their health and safety implications.

2.2.14 Ensure he implements the School requirements with respect to Fire Matters (see *School Fire Policy & Procedures*).

BURSAR

The Bursar has responsibility for:

2.3.1 Monitoring the effectiveness of this Policy and reporting back to the Governors, as appropriate.

2.3.2 Monitoring overall health and safety within the School.

2.3.3 Recommending changes in the Packwood Haugh School Health & Safety Policy and Procedures Manual in the light of experience.

2.3.4 Ensuring that all those employees who work for him/her are fully aware of their responsibilities within their own spheres of control.

2.3.5 Ensuring that adequate insurances are maintained including Employer's Liability, Public Liability and that the appropriate statutory examinations are completed on the School's behalf.

2.3.6 Being appointed by the Headmaster of Packwood Haugh School as Chair of the School's Health & Safety Committee.

2.3.7 Being appointed as the main 'Competent Persons' for Packwood Haugh School as required by the Management of Health & Safety at Work Regulations 1999.

2.3.8 Will monitor the effectiveness of the School Health & Safety Policy and Procedures Manual and report back to the Governors, as appropriate.

2.3.9 The Bursar is the liaison point with the School's Health & Safety Consultants.

2.3.10 In a line management function the Bursar is responsible for the safe operation of maintenance, grounds, and housekeeping staff.

2.3.11 The Bursar is responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools' functions are fully used and kept up-to-date. This includes boiler maintenance, fire alarms, emergency lighting, etc.

2.3.12 The Bursar is responsible for the 'fabric' of School buildings to ensure that they are maintained in a sound and healthy condition.

2.3.13 The Bursar is responsible for ensuring that fixed electrical installations on the Schools' premises are subject to at least 5-yearly inspection and test to demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by her for inspection.

- 2.3.14 The Bursar is responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are introduced.
- 2.3.15 The Bursar is responsible for ensuring that the School has had an 'Asbestos Survey', including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.
- 2.3.16 The Bursar is responsible for establishing a system for the reporting back to him/her of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.
- 2.3.17 The Bursar is responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises and in this context liaise fully with the School's architects.
- 2.3.18 The Bursar is responsible for ensuring that the School's Health & Safety Policy and Procedures Manual are kept up-to-date.
- 2.3.19 The Bursar is responsible for the co-ordination of health and safety monitoring activities across the whole School.
- 2.3.20 Ensuring that fire risk assessments in the academic and boarding areas are up to date and any remedial actions highlighted have been completed.
- 2.3.21 Ensuring suitable training has been given to staff within the area of responsibility in relation to their key duties including fire evacuation.
- 2.3.22 The Bursar is responsible for the development of the School's Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales.

2.4 **SENIOR MASTER**

The Senior Master has responsibility for:

- 2.4.1 Monitoring the effectiveness of this Policy and reporting back to the Health and Safety Committee as appropriate.
- 2.4.2 Monitoring the overall effectiveness of the Health and Safety Policy in relation to academic, pastoral and co-curricular activities and reporting to the Headmaster as required.
- 2.4.3 Consulting with the Bursar with regards to the School Health & Safety Policy and Procedures Manual in the light of any issues raised in relation to academic activities.
- 2.4.4 Ensuring that all those employees who work for him/her are fully aware of their responsibilities within their own spheres of control.
- 2.4.5 Ensuring that Heads of Department in his area of responsibility have suitable and sufficient Risk Assessments in place for their areas and activities.
- 2.4.6 Is appointed by the Headmaster of Packwood School as deputy of the School's Health & Safety Committee.
- 2.4.7 Ensuring suitable training has been given to staff within his/her area of responsibility in relation to their key duties including fire evacuation.
- 2.4.8 Oversees the fire evacuation policy of the school and carries out all of the necessary checks and practice drills.
- 2.4.9 Ensuring he arranges for periodic internal inspections and audits of the health and safety management systems in his area of responsibility to include all teaching rooms, boarding accommodation and sports facilities.
- 2.4.10 The Senior Master is responsible for establishing a system for the reporting back to him of all accidents, incidents, near-misses and damage to School and School property in his area of responsibility and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School's Health & Safety Committee.

2.5 **HEADS OF DEPARTMENT**

For the purposes of the School's Health & Safety Policy and Procedures Manual the term Heads of Department, this includes, academic, non-academic, pastoral and support areas of the School. These Heads of Department are responsible to their Bursar/Senior Master or the Headmaster for:

- 2.5.1 Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and Procedures Manual and other appropriate standards which may be set by individual Departments.
- 2.5.2 Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- 2.5.3 The preparation and maintenance of Risk Assessments related to their department, workplace or area of responsibility.
- 2.5.4 Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
- 2.5.5 Notifying the School Health & Safety Advisors of any matters within this field which they feel is beyond their competence to deal with,
- 2.5.6 Reporting to the School Health & Safety Advisors any accidents, incidents, near-misses or damage for appropriate investigation.
- 2.5.7 Where appropriate, ensuring the adequate supervision of pupils, both inside their School, during normal teaching activities, and also on external trips.
- 2.5.8 Notifying directly to their School's Health & Safety Advisors any new substances that are required to be purchased by their Department in order that the School Health & Safety Co-ordinator can implement the required COSHH Assessments.
- 2.5.9 Ensuring that Staff for whom they are responsible, co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.

2.6 **EMPLOYEES**

The term 'Employees' includes **ALL** employees who work for the School. Each and every employee is responsible for ensuring that:-

2.6.1 They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work etc Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

HSW Act, Section 7 *It shall be the duty of every employee while at work:*

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

HSW Act, Section 8 *No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

Management of Health & Safety at Work Regulations 1999, Regulation 14

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -

Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been

reported to his employer or to any other employee of that employer in accordance with this paragraph.

2.6.2 They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School's Management for their protection and co-operate fully with their Heads of Department when the latter are pursuing their responsibilities under the above Act.

2.6.3 They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.

2.6.4 They report all accidents, incidents and damage to their immediate supervisor.

3.1 SAFE SYSTEMS OF WORK

Heads of Department have devised safe systems, where appropriate, for their departments. The aim of these systems is to minimise the risk of accident or injury to both pupils and staff when working in their particular department.

The systems will have taken into account the following principles as far as reasonably practicable:-

1. The layout of the work and the use of the working areas will allow safe access to and egress from the areas involved.
2. Analysis of the tasks involved, including safety analysis and the provision of clear instruction.
3. Where appropriate, details of the correct sequence of operations involved.
4. Identification of safe procedures, both routine and emergency.
5. Written procedures for the operation of potentially hazardous machinery or for the use of potentially hazardous materials.

AREAS WHERE WRITTEN PROCEDURES ARE REQUIRED:

- TECHNOLOGY WORKSHOP - use of machines
- SCIENCE LABORATORY - general laboratory procedure
- SCHOOL GROUNDS - use of hazardous machinery
- ART DEPARTMENT – cutting
- MAINTENANCE DEPARTMENT- Work at height, Hot work, Electrical work, Use of workshop equipment

3.2 TRAINING

Teaching Staff engaged have all received Teaching Training. Additional training and guidance as to specific requirements will be given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

Ancillary, Ground, Caretaker and Cleaning Staff etc. will be given training, as necessary and appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such

that, following training; staff will be competent to carry out the tasks for which they have been engaged.

The School Nurse has received the appropriate training commensurate with her duties. She will ensure that any Assistants have adequate training.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them. They will then be required to sign to the effect that they understand it and agree to abide by it

3.3 PLAYGROUND SAFETY

The School Staff have a duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground, commensurate with enjoying a healthy and safe environment.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

3.4 SPORT – GENERAL

The School has a full Policy in place devised by the Director of Sport. This, in conjunction with Schemes of Work and Risk Assessments, ensures that Sport Activities are organised and controlled correctly.

The School employs Coaches for some sports on a part time basis and always ensures that they are fully qualified in their particular discipline before engaging them.

There is a recommendation by the IAPS that all pupils wear gum shields while playing Rugby, Lacrosse & Hockey and the School requires that all pupils comply with this. For other sports the relevant protective equipment must be worn.

The School follows the guidance from the ECB concerning the wearing of Protective Helmets for Cricket.

3.5 SPORT – INJURIES

In the event of injury in sport activities, other than minor scrapes and bumps, the School Nurse will be involved. If the pupil involved is mobile then he will be accompanied to the surgery. If the injury is more serious then the School Nurse will attend the injured person where the injury has taken place.

In the event of further action being needed the School Nurse will contact the School Doctor or Ambulance as appropriate.

3.6 SPORTS HALL

The Sports Hall is used by the School and others to whom it is let.

Use by others is covered by the Risk Assessment carried out by the organisation using the Hall

School pupils are permitted into the Hall without direct supervision under strict conditions.

EQUIPMENT

All equipment in the Sports Hall is checked regularly to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

SHOES

There is a strict rule concerning the wearing of non-marking shoes in the Hall. It is also most important that the shoes are clean and it is the responsibility of the pupils and their parents to ensure that both these requirements are complied with.

In the event of injury, emergency equipment will be used as required and if necessary the School Nurse will be contacted to assist as appropriate.

3.7 SWIMMING POOL

The Swimming Pool has been constructed in such a way to ensure maximum safety at all times.

Full Swimming Pool Rules are in place and in addition, the School has a full Normal Operating Procedure and Emergency Action Plan in operation which incorporates all aspects of running the Pool.

EMERGENCY PROCEDURES

The full emergency procedure can be found in the Emergency Action Plan.

POOL WATER

The cleanliness and chemical balance of the water is monitored with tests undertaken every day when the Pool is in use.

POOL COMPOUND

The Pool Compound is fully enclosed with locked gates preventing unauthorised access.

3.8 FIRE

The School is visited by the Local Fire Officer from time to time and complies with all the requirements. A full Fire Risk Assessment is in place and this is reviewed annually.

A full Fire Procedure is in place and Fire Drills are carried out each term for Day and Boarding Pupils.

A Fire Alarm system is in place with all areas covered by automatic detectors to ensure early warning at all times.

3.9 SCHOOL VEHICLES

The School operates one People Carrier and five Mini Buses for use by Staff for transporting pupils. The school vehicles may only be driven by staff who are over 25 and must provide their driving licence details to the Bursar on an annual basis.

Weekly checks are made on all vehicles by maintenance staff.

EACH VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

First Aid Kit
Fire Extinguisher
Hi-viz jacket
Torch
Basic Tools

The School subscribes to a Rescue Service, thereby ensuring that the vehicles are recovered in the event of a breakdown. Details are in each vehicle.

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- a) The Member of Staff driving (the Driver) will satisfy him or herself that the vehicle is in good order and ready for the road.
- b) The Driver will ensure that luggage is stowed correctly.
- c) The Driver will ensure that seat belts are worn by all passengers. By law, belts must be used by all passengers and booster seats used for all children under 1.3m tall unless there are adjustable seatbelts present; responsibility rests with the driver to ensure compliance.
- d) The driver should be familiar with the Transport policy in the Staff Handbook and have a copy of Annex C with them on all journeys.

3.10 OFF SITE ACTIVITIES -Field Trips, Visits etc.

For trips of this nature the following procedure will be observed:

- Careful planning of trip with prior visit made by organiser if necessary.
- Adequate evaluation of all Health and Safety factors involved.
- Adequate notice given to parents of all facets of the trip and written permission obtained for a pupil to go on the trip.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- The expertise of Staff accompanying the trip.
- Accident and Emergency procedures.
- Contact person who knows the itinerary and is able to alert the Authorities the event of failure to make a pre-arranged contact.

3.11 FIRST AID and MEDICINE CONTROL

First Aid and Medicines are under the direct control of the School Nurse.

First Aid Boxes are always kept topped up from The School Nurse's supply kept in the Surgery.

The following items are also controlled by the School Nurse:

- The Accident Book - filled in for any injury, however minor, requiring treatment.
- Day Pupil's Medicines - kept in a locked cabinet and administered as directed.
- Medicines Book - detailing what has been given to whom, for the record.
- A stock of proprietary tablets and medicines for general use, kept in a locked cabinet.

The Surgery is always kept locked when there is nobody in the room.

3.12 CATERING

The School outsources its catering arrangements and the activities in the Kitchens are under the overall control of the Catering Manager under the management of Thomas Franks.

The Catering Manager ensures that activities are undertaken in line with the Food Safety (General Food Hygiene) Regulations 1995. The Food Hygiene (Amendment) Regulations 1990 are not applicable to the School's catering activities as hot food is eaten within two hours of preparation and cold food within four hours.

In order to ensure that activities are in compliance with the regulations, the following records and checks are carried out.

- Cleaning schedules are established and details recorded.
- Equipment temperature checks are carried out daily and the results recorded.
- Temperature of food is taken and recorded for each item when it comes out of the oven and immediately prior to serving.
- Equipment is maintained in accordance with a schedule and the details recorded.
- A full Management system for Food Hazard Analysis and Critical Control Point has been implemented.
- Health of the personnel in the Kitchens is constantly monitored and the wearing of jewellery, with the exception of a wedding ring, is not permitted.
- Induction training for new personnel is carried out to ensure that there is a full understanding of personal hygiene requirements.
- General hygiene inspections are carried out on a regular basis.

- Recommendations, following visits by the Environmental Health Officer, are instigated without delay.
- In addition to the above, all the kitchen staff have undertaken training in Food Handling.

3.13 SAFE PLACE OF WORK

The Schedules for keeping the premises in a clean and orderly condition during term time are devised by the Head of Housekeeping and are as follows:

DAILY:

Classrooms
 Changing Rooms
 Toilets
 Sports Hall
 Dormitories

LAUNDERING:

Laundry is carried out on a daily basis and there is a rota for changing the following:

Bed Linen
 Towels
 Tea Towels
 Clothes for Boarders
 Games Clothes for Boarders

3.14 CONTROL OF VEHICLES

The School regards Vehicle Control as a vital part of control over its activities on the site.

Warning Signs and Sleeping Policemen Ramps are employed to control the speed of vehicles in the grounds.

The following rules must be observed at all times:

- a) Speed must be kept to a minimum
- b) Care to be exercised always as there are children crossing roadways at all times
- c) Parking only to be carried out in designated areas

3.15 SECURITY OF SITE

The School has taken all reasonable steps to prevent unauthorised entry to its premises.

While the grounds can be entered easily at any time, all buildings are locked at night when not in use and many higher risk areas, such as Boarding Houses are accessed by key codes and are always locked.

The responsibility for ensuring that the premises are secure rests with the Duty Staff, Caretaker and Houseparents.

Should a problem with unauthorised entry occur in the future, The School will take the necessary steps to counteract the problem.

3.16 MACHINERY and PLANT

Maintenance on all the School Equipment is carried out on a regular basis to ensure that The School complies with its obligations under section 2(2)(a) of the Health and Safety at Work Act 1974. The Inspections and Checks are carried out as follows:

- a) Inspection of Guards and Mechanical Equipment by Ground Staff, Maintenance Staff and Teaching Staff before use.
- b) Biennial Checks on Electrical Equipment.
- c) Annual Service of Fire Extinguishers.
- d) Annual Service of Boiler Plant and Associated Equipment.
- e) Five yearly checks on Fixed Wiring Installations.
- f) Servicing of lifts under contract.

3.17 ENVIRONMENTAL CONTROL

CLASSROOMS, BOARDING ACCOMMODATION and GENERAL AREAS

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for the purpose to which the areas are put. The School endeavours to ensure that all areas are in line with the most up to date requirements in the Educational Sector.

TECHNOLOGY WORKSHOP, ART ROOMS and SCIENCE LABORATORIES

Conditions in these areas are monitored closely to ensure that they do not become contaminated when using substances that may be controlled under the Control of Substances Hazardous to Health Regulations 1994. All these areas use dilution ventilation but the School is mindful of the potential requirement to have local exhaust ventilation and keeps this under constant review.

The Science department have procedures in place for the safe disposal of waste chemicals.

SPORTS HALL

Conditions are monitored carefully to ensure that the optimum ambient temperature is maintained for sport activity.

3.18 NOISE

The School regards Noise as a very important issue and takes the following action in order to minimise its effect.

- Installations and equipment are looked at carefully to establish whether reductions in noise levels can be made by isolation, damping, absorption and insulation.
- Where it is not possible or practical to control by the methods in 1) Hearing Protectors will be used. (e.g. Clay pigeon shooting).
- Where applicable, Noise Meters will be used to monitor the noise situation and should action be required in order to comply with the requirements of the Control of Noise at Work Regulations 2005, steps will be taken to implement this.

Noise assessments will be carried out by the Health and Safety Officer with assistance from other personnel as appropriate. If it is found that there is a particularly severe problem, Noise

Specialists will be called in to do an in-depth survey and propose remedies to counteract the problem.

3.19 WASTE DISPOSAL

GENERAL WASTE DISPOSAL

The disposal of normal waste will be carried out by a Contractor.

CHEMICAL WASTE DISPOSAL

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

FOOD WASTE DISPOSAL

Disposal of Food Waste is carried out by the Contractor along with General Waste.

3.20 REPORTING PROCEDURES - Accidents and Near Misses

The procedures in use are in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations as follows:

a) Notification to the Health and Safety Executive by the HSE Approved Method if the following occurs:

1. Fatal Injury to Staff, Pupils or Any Other People in an accident on the premises.
2. Major Injury to Staff, Pupils or Any Other People in an accident on the premises - The Major Injury as listed in the Regulations.
3. Dangerous Occurrences listed in the Regulations.

b) Reporting

A report will be sent to the Health and Safety Executive of any notifiable incident covered by 1) 2) and 3) above.

A report will be sent to the Health and Safety Executive for any other injury which results in Staff being absent from, or unable to do their normal work for more than seven days.

A report will be sent to the Health and Safety Executive in the case of ill health listed in the Regulations.

Note: When reporting of accidents to pupils, the HSE guidance Education Sheet No 1 will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

c) Reporting Arrangements

Reporting to the HSE will be carried out electronically on the HSE's approved electronic reporting arrangements.

d) Record Keeping

A record will be kept of any injury, occurrence or disease requiring report as follows:

TIME : DATE : PLACE : PEOPLE INVOLVED : DESCRIPTION OF EVENT

3.21 PERSONAL PROTECTIVE EQUIPMENT

There are certain activities where hazards cannot be eliminated by other means and PPE is the only method of controlling the risk. Under the Personal Protective Equipment at Work Regulations 1992 the following procedure will apply by The School. The Head of the relevant Department should know that the following is in place for their staff:

- Provide suitable PPE
- Assess present PPE
- Maintain PPE
- Provide accommodation for PPE
- Ensure PPE is compatible
- Replace PPE where lost or damaged
- Ensure PPE is used properly through instruction and training of staff

Under the same Regulations, Staff will:

- Use the PPE correctly
- Always wear PPE
- Report any loss or defect

3.22 HAZARDOUS SUBSTANCES

Where substances are used that may be controlled under specific regulations e.g. Control of Substances Hazardous to Health (COSHH) the procedures are as follows:

- a) Listing of Substances being used to establish whether they come under COSH Regulations.
 - b) Carry out COSHH Assessment having regard to the following points:
 - Prevention or Control - ideally prevention by substitution of a non-controlled substance, but if not possible control.
- Control Measures to be adopted.
 - Maintenance of the Control Measures.
 - Monitor the situation to establish that the measures are effective.
 - Undertake Health Surveillance where relevant.
 - Carry out Instruction and Training to ensure the following are understood:
 - Use of the substances, their handling, storage and disposal
 - Emergency Procedures
 - Methods of Control
 - Use of Personal Protective Equipment
 - Record all information on relevant assessment form.

This type of assessment would be carried out by the relevant Head of Department with assistance from other Personnel as required.

3.23 DISPLAY SCREEN EQUIPMENT

The School, in line with The Display Screen Equipment Regulations 1992, carries out the following procedures where equipment is used that come under the regulations:

- a) Assess the operator of the Display Screen Equipment to establish if the operator is classified as a 'user' under the regulations.
- b) If there is a 'user' carries out an analysis of the Work Station to assess risks to Health and Safety - Work Station includes Display Screen Equipment, ancillaries, chairs, desks and immediate surrounding environment.
- c) Implement any requirements established in b).
- d) Plan or adjust activities of the 'user' to ensure that work is interrupted by breaks or changes of activity. The recommendations are that there should be a maximum usage of 50 minutes in every hour.
- e) Provide eye and eyesight tests for the 'user' or any person about to become a user.
- f) Provide appropriate eye and eyesight corrective appliances as necessary.
- g) Train the user or any person about to become a 'user' on the Health and Safety aspects concerned with the use of the Work Station.

3.24 RISK ASSESSMENT

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1999.

The Assessment will establish the following:

- a) The Hazards associated with a particular activity.
- b) The Potential Frequency and Severity of an accident.
- c) The Control Measures being employed to minimise the risk of an accident occurring.
- d) Any Further Action to be taken to adequately control the hazard.

The Assessments will be carried out by the Health and Safety Consultant or School Staff as appropriate.

A Risk Assessment Policy is in place.

3.25 MANUAL HANDLING

The School is aware of its obligations under 'The Manual Handling Operations Regulations 1992' and where there is a possibility of injury being caused the following action will be taken in line with the Regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible:
 - assistance from other personnel
 - use of sack barrows or other similar equipment etc.

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

3.26 WORK AT HEIGHT

The School is aware of the requirement to control work at height in order to comply with the requirements of The Work at Height Regulations 2005.

The regulations apply to all Work at Height where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective.

They apply to all access equipment which covers ladders and stepladders as well as more advanced equipment such as scaffolding and mobile access equipment.

In order to ensure that the School complies with these regulations, the following will be taken into account:

- Work at Height will be properly planned and organised.
- Those involved in Work at Height will be properly trained and competent.
- A Risk Assessment will be carried out to establish the correct access equipment.
- Equipment for Work at Height will be properly inspected and maintained.
- In addition, risks due to work on or near fragile surfaces will be properly controlled.

The School will further comply with the Work at Height Regulations by taking account of the following:

- Avoiding Work at Height if reasonable to do so.
- Using work equipment or other measures to prevent falls where work at Height cannot be avoided.
- Where the risk of a fall cannot be eliminated, using work equipment or other measures to minimise the distance and consequences of a fall.

3.27 CONTROL OF CONTRACTORS

The School is aware of its obligations under The Health and Safety at Work Act 1974 in so far as it applies to contractors on the School Premises.

In order to meet these obligations The School exercises control over contractors in the following way:

a) IDENTIFICATION OF SUITABLE BIDDERS

The following items will be taken into account:

- Adequacy of Health and Safety Policy
- Control Structure
- Safe Systems of Work in Operation
- Training Standards

b) IDENTIFICATION OF HAZARDS IN THE SPECIFICATION

The Contractor will be required to demonstrate that these hazards have been adequately taken into account. Apart from normal site hazards the following will also be considered:

- Special Hazards applicable - e.g. Asbestos
- Safe Access to/egress from the site
- Confined Space Entry
- Chemical Storage
- Occupational Health Risks including Noise

c) **APPOINTMENT OF CONTRACTOR**

Based upon the best bid, taking into account all factors

d) **ACCEPTANCE BY CONTRACTOR OF SCHOOL SAFETY RULES FOR THE SITE**

Full list of Site Rules available for contractors.

e) **CONTROL OF CONTRACTOR ON SITE**

- Nomination of person to co-ordinate all Health and Safety aspects
- Pre-commencement meeting to establish Contractor Liaison Person
- Arrangement of regular progress meetings
- Regular inspection of Contractor's operations
- Participation in site Safety Committee - where applicable
- Provision by Contractor of Written Method Statements in advance -
- particularly where they apply to 2 a)
- Notification by Contractor of all accidents etc.
- All machinery on site to have documentary evidence of Statutory
 - Inspections and Driver/Operator Training - where applicable

Contractors will be required to undertake their work in line with The Construction (Design and Management) Regulations 2015 - See separate sheet concerning these Regulations.

3.28 DESIGN and MANAGEMENT REGULATIONS 2015 (CDM)

The School will liaise with the appointed architect to ensure compliance of this regulation when necessary.

3.29 SAFETY COMMITTEE

The School has a Health & Safety Committee which meets on a regular basis and its purpose is to carry out the following:-

- To promote Health and safety throughout the School
- To receive reports from the Health and Safety Consultant on the effectiveness of the implementation of the Health and Safety Policy
- To consider and introduce additional Safety Rules that may be required from time to time
- To ensure that current Health and Safety legislation is being complied with
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence
- To carry out any inspection of the School that may be required

- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School
- To investigate any special hazards and to recommend action to be taken
- To consider any communication received from the Health and Safety Executive and recommend action to be taken as appropriate

3.30 CONSULTATION WITH EMPLOYEES

The School is aware of its obligations under The Health and Safety (Consultation with Employees)

Regulations 1996 and consults its employees on the following areas as covered by the regulations:

- Any changes which substantially affect their Health and Safety at work - changes in procedures, equipment or ways of working etc.
- Arrangements for using 'competent people' to assist in complying with Health and Safety legislation.
- Information on the likely risks and dangers arising from the work activities and measures to reduce or eliminate these risks.
- The planning of Health and Safety training.
- The Health and Safety consequences of introducing new technology.

The School adopts various methods for carrying out this consultation as the situation demands. Many situations can be satisfied by direct consultation but the School may consult by way of the Safety Committee if deemed appropriate.

3.31 ASBESTOS

In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos.

Survey: A Management Survey has been carried out for the premises.

A Refurbishment/Demolition Survey is carried out in areas where work is to be carried out to establish the full position and Asbestos is removed by Registered Contractor before work commences on any building.

Management: The Bursar is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Bursar carries out the following:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone who is likely to disturb asbestos containing materials about the location and condition of the material;

- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

3.32 HEALTH AND SAFETY EMERGENCIES

CRITICAL INCIDENTS

The School has anticipated the possibility of a Critical Incident occurring and has devised a Crisis Management Plan.

The Plan covers the constitution of a Crisis Committee, allocates responsibilities to members of staff as appropriate and also considers a series of possible Critical Incidents and the action by way of responses that the School would take.

DISASTER RECOVERY

Alongside the Crisis Management Plan, the School has devised a Disaster Recovery Plan.

The Plan covers the actions to be taken in order for the School to return to normal operations and the action to be taken to ensure that activities can continue on a temporary basis while remedial work is carried out.

3.33 OCCUPATIONAL HEALTH & STRESS

OCCUPATIONAL HEALTH

Occupational Health issues in the Education Sector are generally more evident in higher and further education where these apply to Pupils and Students.

In summary, these issues arise from the following areas:

- Laboratory Hazards
- Workshop Hazards
- Fieldwork and Site Work
- Clinical Activities
- Allergies associated with substances or animals

Pupil involvement at the School with the above activities is extremely low and the substances used by pupils are generally benign. Workshop activities are confined to Design and Technology where exposure to Noise and Vibration is minimal.

Activities carried out by Staff, particularly on the Grounds and in Maintenance Activities, are more likely to have aspects of Occupational Health.

Noise and Vibration issues have been considered and action taken where necessary and use of Substances is carefully controlled and monitored.

3.34 SLIPS and TRIPS

The School is aware that Slips and Trips are the most common of workplace hazards and make up over a third of all major injuries.

The School is also aware that Slips happen in wet conditions and that Slips and Trips often occur through poor housekeeping.

In order to address these issues, the School adopts the following procedures:

- Spills are managed carefully and are signed if immediate remedial action is not possible
- Appropriate cleaning regimes are in place
- Effective matting systems are employed with appropriate mats in place
- Footwear is specified and/or selected correctly for employees and pupils
- School premises have been designed or modified to ensure Trip Hazards are controlled
- Plant and the Premises are maintained on an ongoing basis
- Flooring is specified appropriately and renewed when necessary
- Housekeeping is maintained to a high level
- Supervision of Staff and Pupils is in place as required
- Risk Assessment is undertaken where extraordinary situations exist

3.35 VIOLENCE

The School acknowledges that it has a legal duty of care towards those who work at and attend the school, and a responsibility to ensure, as far as is reasonably possible, that the School is a safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

There are no circumstances in which violence towards any member of staff is acceptable, whatever form it takes, and no member of staff will be expected to accept exposure to violent behaviour as being part of their job.

The School has devised a Violence Policy which relates to violence and aggression directed at staff in connection with their duties, from whatever quarter. It links in with other policies such as the School's Disciplinary Policy.

In the case of violent or aggressive behaviour on the part of parents, the Head will remind them that they are on site by implied permission at certain times and for certain purposes by invitation. If necessary, the parents will be requested to leave the School's premises and should compliance with the request not be forthcoming, assistance from the police will be sought.

3.36 MONITORING POLICY

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Advisor. Checks will be made each term with an inspection being made of all areas of The School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the Document is fully up to date and correctly reflects the activities.

Cleaning Policy

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Appendices

- a) [School cleaning schedule](#)
- b) [Cleaning risk assessment](#)

Statement of intent

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement. This policy is designed to manage the cleaning and maintenance of Packwood Haugh School.

Staff, pupils and parents have the right to expect a clean and safe environment. The governing board is dedicated to ensuring the highest possible standards of cleanliness. Cleanliness contributes to the provision of a pleasant environment for pupils and staff, minimises the spread of infections and reduces the risk of infestations.

The main objectives of the cleaning policy are to:

- Enhance the appearance of the school, ensuring a healthy and productive learning environment.
- Control the spread of infection.
- Reduce the risk of slips, trips and falls.
- Assist in the maintenance of machinery.
- Protect school property including fabrics, fixtures and fittings.
- Ensure warranties are not invalidated.

This policy is distributed to all cleaners working at the school when they begin their employment. It must not be viewed as a final job description; all cleaning staff can be called upon by their supervisor to undertake additional tasks within their competence.

Prepared by : N Shaw 25.8.2024

Review date : October 2024

I. Legislative framework

1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- The School Premises (England) Regulations 2012
- The Manual Handling Operation Regulations 1992 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998
- (DfE) 'Advice on standards for school premises' 2015

1.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid Policy
- COSHH Policy
- COSHH Risk Assessment
- First Aid Risk Assessment

2. Employers' duties

2.1. The employer has a duty to provide:

- A cleaning schedule that meets the statutory requirement for a clean and safe working environment.
- Appropriate training for staff.
- Additional training in the handling of cleaning chemicals and dangerous substances.
- Data sheets in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Appropriate protective clothing.
- Personal protective equipment (PPE)
- All equipment required to meet the requirements of the cleaning schedule.
- Secure storage for cleaning materials and equipment.

3. Employees' duties

3.1. Employees have a duty to:

- Work to the standards outlined in the cleaning schedule.
- Attend appropriate training as required.
- As necessary, wear any personal protective equipment (PPE) provided by the employer.

- Report incidents to the Bursar as soon as possible.

4. Cleaning standards

- 4.1. Cleaning standards will be established in the cleaning schedule. This will establish the quality of cleanliness required and the legal requirements for compliance with health and safety regulations.
- 4.2. The cleaning schedule will outline the degree of cleaning appropriate to each area of the school, which may include:
 - Non-complex but labour-intensive cleaning (such as in classrooms and corridors).
 - Specialised cleaning of surfaces (such as high-storey windows and air conditioning ducts).
 - High-level cleaning and dust control (such as in kitchens, food technology classrooms, gymnasiums and computer rooms).
 - The sterilisation of surfaces and instruments (such as in science laboratories and medical rooms).

5. Work schedules

- 5.1. The cleaning schedule will ensure that:
 - Daily requirements are completed; these include the daily emptying of rubbish bins and the cleaning of changing rooms, washrooms and corridors/walkways.
 - Weekly requirements are completed; these include the vacuuming of all carpets.
 - Monthly requirements are completed; these include the deep cleaning of sanitary ware.
 - Spring cleaning is completed in every holiday; which involves a deep clean of all areas of the school.

6. Work method statements

- 6.1. Work method statements provide instructions to cleaning staff; they will include the following:
 - What is to be cleaned
 - The frequency of cleaning
 - The method of cleaning
 - The expected time required
 - The expected quality of outcomes
 - Any restrictions imposed

- The equipment to be used – outlining who will provide and maintain it
- Any materials and chemicals to be used
- Details of any risks associated with the tasks
- Any safety precautions that must be adopted, including the use of PPE and emergency procedures

6.2. If work method statements are not adhered to, it may cause manufacturers' or suppliers' warranties to be invalidated.

6.3. Work method statements should be made available to all cleaning staff.

7. Cleaning procedures

7.1. Cleaning staff should always:

- Work from the cleanest area to the dirtiest area.
- Refer to manufacturers' instructions.
- Use safe and appropriate equipment.
- Ensure equipment is clean and dry before starting a task.
- Plan their work route.
- Use hazard warning signs when the cleaning involves wet floor surfaces.
- Check all cleaning equipment for damage or wear.
- Report any defective or damaged equipment to their supervisor.
- Ensure all electrical equipment has been tested for safety.
- Perform necessary safety checks.
- Briefly test each machine after performing a safety check.
- Ensure cables are kept behind machines and do not present trip hazards.
- Avoid adjusting fittings on a machine that is plugged in.
- Wear appropriate PPE at all times.
- Ensure no mixing of cleaning agents.
- Ventilate any area where cleaning chemicals are being used.
- Add a cleaning agent to water, rather than adding water to the agent, to prevent the possibility of the agent being splashed into the eyes/onto skin.

8. COVID 19

8.1. Cleaning staff should read this policy in conjunction with the School's Social Distancing Policy and COVID 19 guidance issued to staff:

- Suitable levels of PPE should be maintained at this time in the school by the housekeeping department.
 - Gloves
 - Face masks
 - Aprons

- Hand sanitiser
- Soap
- Face shields
- Tissues
- All staff should wear disposal aprons and gloves when undertaking any cleaning, frequent hand washing should be maintained. Masks can be worn if the staff member wants to and will be supplied by the school. Masks should be used correctly (refer to [annex A](#) for guidance)
- Increased frequency in cleaning of high touch areas should be followed per the cleaning schedule and daily records maintained of this. (door handles, light switches, bannisters, taps, key codes, etc.)
- Deep cleaning guidance should be followed if there is a suspected case of COVID 19 at the School. (refer to annex B).

9. Risk assessments

- 9.1. Health and safety risk assessments are a legal requirement. Risk assessments will be completed at the planning stage of all cleaning tasks, along with suitable work statements. The risk assessment will identify any risks or hazards that may be involved in the job.
- 9.2. All risk assessments should be reviewed annually to ensure that they still adequately control all risks involved.
- 9.3. The level of detail in a risk assessment should be proportionate to the risk.
- 9.4. Contracted employees must be provided with information on the risks they may be exposed to whilst working on the premises.
- 9.5. If a contractor's activities may introduce new risks to the school's staff, the Bursar must be informed so that effective controls can be put in place.

10. Cleaning equipment

- 10.1. Cleaning staff will be provided with appropriate equipment to enable them to do their jobs effectively.
- 10.2. All cleaning equipment will be properly maintained in accordance with manufacturers' instructions.
- 10.3. Dirty and defective equipment will be disposed of in adherence with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 (as amended in 2015).
- 10.4. Cleaning equipment will be kept in a secure, clean and tidy location.

11. COSHH

11.1. COSHH regulations are intended to protect individuals from hazardous substances. Cleaning staff will understand that chemicals can be harmful and can enter the body through:

- Ingestion (eating and drinking).
- Inhalation (gases, sprays and dust).
- Absorption through the skin.

11.2. Staff will be trained to:

- Read container labels and note any risks.
- Understand that mixing chemicals is potentially dangerous.
- Use chemicals only for their intended purpose.
- Use PPE when handling chemicals.
- Store chemicals in accordance with manufacturers' recommendations.

11.3. All cleaning chemicals will be labelled in accordance with Classification, Labelling and Packaging (CLP) regulations.

11.4. The school will be provided with data sheets from suppliers that detail:

- The proper use of a substance.
- Health risks and fire hazards.
- How to use, transport and store the substance.
- Emergency action and first-aid advice.
- Other information, such as waste disposal requirements.

11.5. Where cleaning chemicals are being used, users of the building should be excluded from the immediate area whilst cleaning is in progress.

11.6. Cleaning chemicals, cleaning products and equipment will only be used by trained individuals.

12. Reporting

12.1. All accidents and incidents will be immediately reported to the Bursar, who will follow the accident reporting procedure outlined in the school's Health and Safety Policy.

13. Storage areas

13.1. Cleaning materials, equipment and chemicals will never be left unattended and will be locked away in secure cupboards when not in use.

13.2. Pupils and unauthorised staff will not have access to the storage cupboard.

14. Use of containers

14.1. Cleaning materials are commonly supplied in large containers and decanted into smaller containers for ease of use. Where cleaning agents are decanted:

- It must be safe to do so.
- Containers will be appropriately labelled (unlabelled containers will never be used).
- The re-use of bottles will be avoided, particularly those that had a different previous usage (i.e. drinks bottles) to avoid accidents.

15. Infection control

15.1. To prevent an infection outbreak, higher standards of cleaning are essential in first aid rooms, kitchens and toilets, and following incidents involving bodily fluids.

15.2. Areas of this nature require a deeper than usual level of cleaning whereby surfaces are rendered microbiologically sterile through disinfection.

15.3. During an outbreak, cleaning standards may be increased in all areas of the school premises.

16. Hand washing

16.1. Cleaners play an important role in supporting effective hand washing by:

- Ensuring high standards of regular cleaning in toilets, bathrooms, and hand washing facilities.
- Ensuring that liquid soap, hand sanitiser and disposable hand towel dispensers are clean and well-stocked.
- Disposing of discarded towels.

17. Pest control

17.1. Cleaning staff will be trained to identify and report any signs of pests, including the following:

- Sightings
- Faeces and droppings
- Damage and gnaw marks to woodwork
- Holes in sacks and boxes
- Spillages around packages
- Feet and tail marks in dust
- Scratching or other noises

17.2. Effective pest control will be achieved by:

- Maintaining clean premises.
- Ensuring the appropriate storage of foodstuffs.
- Disposing of waste on a regular basis.
- Contracting a recognised pest controller to inspect the school on a regular basis.

18. Graffiti

18.1. Graffiti in the form of lipstick or chalk marks will be removed with detergent.

18.2. More problematic graffiti will be removed using paint removers, bleaching and, where necessary, overpainting.

19. Chewing gum

19.1. The school operates a full ban on chewing gum. If removal of chewing gum is required, a dry steam machine may be hired to disintegrate the gum.

20. Toilets

20.1. Toilets, washrooms and showers will be kept clean and free from dirt at all times.

20.2. Cleaners will also be required to empty bins and replenish items such as toilet paper, soaps and towels.

20.3. Sanitary products and disposal units are provided in toilets for girls aged eight and over, and in facilities used by female staff members or visitors.

20.4. Cleaners will report cracks, leaks and broken surfaces to the Bursar as soon as possible.

21. Computer equipment

21.1. When cleaning computers, staff should:

- Use a vacuum to remove dirt, dust and hair from around the computer, on the casing and on the keyboard.
- Turn off the computer before cleaning.
- Be careful not to adjust any controls or disconnect any leads.

21.2. When cleaning computers, staff should never:

- Cause any component inside the computer to become damp or wet.
- Vacuum the inside of a computer.

- Spray or squirt any liquid onto or into computer equipment.

22. Carpets

- 22.1. To avoid dirt being transferred to carpets, matting is placed for six to nine steps at all significant entrances to the building.
- 22.2. Work method statements for carpet cleaning will depend on levels of footfall and occupancy. The basic requirement is thorough weekly vacuuming to remove loose soil and debris and reduce pile crushing.
- 22.3. Where necessary, immediate spot cleaning of spillages will take place to prevent their spread.
- 22.4. Dust bags will be changed when they are two-thirds full.
- 22.5. Where appropriate, wet extraction cleaning will take place every 6-12 months.

23. Windows

- 23.1. Window cleaning is contracted.
- 23.2. The school will conduct a risk assessment to ensure that all legal duties are being met.
- 23.3. The school and the contractor will ensure that employees have due regard to the school's Working at Heights Policy.
- 23.4. A Working at Heights Risk Assessment is in place for all window cleaning.

24. First aid

- 24.1. First aid support will be called for in all instances where a member of staff or pupil inhales fumes from, ingests or comes into contact with a toxic cleaning substance.
- 24.2. If a corrosive cleaning agent is inhaled by a member of staff, staff should:
 - Immediately move the person to an area with fresh air.
 - Rinse the affected person's nose and mouth with water.
 - Call for medical attention if any discomfort continues.
 - If a child is involved, seek medical assistance in every instance.
- 24.3. If a corrosive cleaning agent is ingested, staff should:
 - Immediately remove the victim from the source of exposure.
 - Call for medical attention.
 - Rinse the affected person's mouth thoroughly.

- Get them to drink plenty of water.

24.4. If a corrosive cleaning agent comes into contact with a person's skin, staff should:

- Remove the affected person from the source of contamination.
- Remove any contaminated clothing.
- Wash the skin with soap and water.
- Call for medical attention if the irritation persists after washing.
- If a child is involved, seek medical assistance in every instance.

25. Slips and falls

25.1. Spillages will be immediately addressed and treated as a priority.

25.2. Staff will use warning signs or prevent access to any floor surface that poses slipping hazards, no matter how minor.

25.3. Cleaning staff will wear appropriate footwear with adequate grip.

26. Personal protective equipment (PPE)

26.1. PPE includes uniforms, safety shoes and equipment such as gloves and goggles.

26.2. All cleaning staff will be issued adequate PPE and will be reminded of their responsibilities, including:

- Only using the PPE provided at work.
- Proper use of PPE.
- Regularly inspecting PPE.

27. Powered equipment

27.1. Cleaning staff will be trained to check and maintain electrical equipment, including the following:

- Performing visual checks to identify damage
- Checking the condition of plugs and cables
- Removing defective equipment from use and labelling it as 'out of order'
- Ensuring power cables are a suitable length
- Ensuring power cables are not strained during use
- Cleaning equipment after use

28. Measuring performance

28.1. The Bursar is responsible for the continuous monitoring of school cleaners' performance.

28.2. The Bursar will respond promptly to any reports or complaints of inadequate cleaning standards.

28.3. The Head of Housekeeping or Bursar will carry out occasional no-notice inspections to monitor if the work schedule is being followed.

29. Training

29.1. Cleaning staff will be appropriately trained and supervised.

29.2. Training will be conducted in-house and obtained from a number of external providers.

29.3. New staff will be given induction training, which will include all the information needed to safely and effectively begin their duties.

29.4. All cleaning staff will be trained in the school's health and safety procedures and arrangements, prior to beginning work.

29.5. Health and safety training will include the following:

- Manual handling
- The safe use of equipment and PPE
- COSHH regulations and handling chemicals
- Fire safety arrangements
- Working at height
- Lone working
- Emergency procedures

29.6. Supervisory staff will undertake formal training as necessary.

29.7. All staff training will be recorded, with particular emphasis placed on COSHH, manual handling, working at height and lone working.

29.8. Training programmes will be backed by appropriate supervision systems to ensure cleaning is undertaken to the expected standards.

30. Productivity

30.1. The Head of Housekeeping is responsible for ensuring cleaning staff meet the expected standards of productivity.

30.2. When determining expected standards, the following factors will be taken into account:

- The standard of cleanliness required
- The composition of floor surfaces

- The density of areas
- The quality of surfaces

31. Assisting cleaning staff

31.1. All school staff are required to help keep the school clean and tidy.

31.2. School staff can also assist cleaning staff by ensuring that litter is picked up and by reminding pupils of the need to keep the school clean and tidy.

32. Environmentally friendly cleaning

32.1. The school ensures that cleaning services are environmentally friendly by:

- Avoiding the use of toxic chemicals in cleaning products.
- Using biodegradable products whenever possible.
- Ensuring cleaning products are procured from sustainable sources.
- Supporting waste recycling and minimal waste schemes.

33. Policy review

33.1. This policy is reviewed every year by the Bursar.

33.2. The scheduled review date for this policy is October 2023.

Annex A – Guidance on Correct Use of PPE

How to safely use a face mask

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

Change your face covering if it becomes damp or if you have touched it.

Continue to wash your hands regularly.

Change and wash your face covering daily.

If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.

Practise social distancing wherever possible.

Guidance relating to the correct use of PPE can be found on the following link:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Annex B - Guidance for Deep Clean

According to Government guidelines on non-healthcare settings, the following procedure should be followed for any area requiring a deep clean:

Places where a person exhibiting COVID 19 symptoms has passed through, but spent minimal time in, such as corridors, must be cleaned thoroughly and on a REGUAR basis throughout the day, but without any significant changes to your normal cleaning routine using your recommended cleaning solutions you are already familiar with.

However, all surfaces that have come in contact with a symptomatic person must be thoroughly disinfected with the 50-1 bleach solution, including:

- all potentially contaminated high-contact areas such as toilets and bathrooms, door handles, light switches, hand-rails in corridors and stairwells.
- all hard surfaces, including desks/ desk lamps, floors, chairs, door handles and sanitary fittings must be cleaned with a velette disposable cloth or blue paper roll and disposable mop heads, following the dilution factor below:

Use a combined water and bleach disinfectant solution at a dilution of 50-1

**Note to make 1000ml (1 litre) of cleaning solution at a 50-1 mix ratio – Add 20ml of chemical to 980ml of water.

ALWAYS add the chemical to the water and not water to chemical –this will avoid chemical splash back that could occur by adding the larger quantity of water to the chemical.

ALWAYS wear suitable PPE when mixing /using any chemicals –follow the directions on the product packaging.

How to clean and disinfect safely:

The infection risk from an environment that has been contaminated with coronavirus decreases over time. It is not yet clear at what point there is no risk.

However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

To clean a room, you want to ensure you are using appropriate **Personal Protective Equipment (PPE) and Hand Hygiene:**

- The minimum PPE to be worn for cleaning an area with potential exposure to COVID-19 at our school is a **surgical face mask, eye protection** (Important PPE to protect the cleaner's eyes, mouth and nose is necessary) **disposable gloves** and an **apron**.
- Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
- Masks, gloves and aprons should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean your hands after removing PPE.
- Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and put into double waste bags.

Surfaces

- For hard surfaces:

- Using a disposable Velette cloth or Blue roll, clean hard surfaces with warm soapy water. Then disinfect these surfaces with 50–1 Bleach solution.

- Why clean twice you say –“by cleaning an area first with soapy water, it makes the chemical secondary clean more effective as the chemical is disinfecting a “clean” surface and not a dirty one which uses up more of the chemicals effectiveness on the dirty surface”

- Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles and light switches.

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes:

- Contact your Cleaning Supervisor for deep cleaning support.

- We have invested in a new “Fogging” machine which will speed up the deep clean process in areas needing additional help and support.**Note: All areas will need to be initially cleaned with soapy water before “fogging” can commence.

Linens and laundry

- When packing up laundry wear PPE. Do not shake dirty laundry; this minimises the possibility of dispersing the virus through the air.

- Wash items in accordance with the manufacturer’s instructions. Use the warmest water (60oC+) setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.

Waste

- Waste from potentially infected areas (including disposable cloths, mop heads and blue roll) 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. You must keep it stored safely for at least 72 hours, and then add it in with the normal waste.

- Gloves should be removed after cleaning a room or area occupied by ill persons. You must wash your hands immediately after gloves are removed.

- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds.

Further guidance issued by the Government can be found on the following link:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Social Distancing Policy

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Annex A – How to Safely use a Facemask

Last updated: 24 August 2024

Statement of intent

This policy outlines Packwood's approach to social distancing measures in light of the current coronavirus (COVID-19) pandemic, and how we will adhere to the guidance published by the government and health organisations.

While we are looking forward to opening in September, we understand the concerns of many of our stakeholders, e.g. parents and staff members. That is why we have created this policy – to outline the steps the school will take to mitigate the risk of infection spreading and, ultimately, ensure the safety of our school community.

We will be consulting parents and staff members to support our decision-making and will be updating this policy in light of updates to government guidance.

Prepared by : N Shaw 24.8.2023

Review date : 15.10.2023

34. Legal framework

34.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- Coronavirus Act 2020
- DfE (2020) ‘Coronavirus (COVID-19): implementing protective measures in education and childcare settings’
- DfE (2020) ‘Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)’
- DfE (2020) ‘Guidance for full opening: schools’

34.2. This policy operates in accordance with the following school policies:

- Bereavement Policy
- Absence Policy
- Medical Policy
- Behavioural Policy
- Staff Guidance in relation to COVID 19
- Risk Assessment for Full Opening in September

35. Risk assessments

35.1. Before opening in September, a risk assessment will be carried out to ensure sensible measures are put in place to protect staff members and pupils, including appropriate social distancing measures.

35.2. Staff members will be consulted as part of the creation process to ensure everyone’s needs are understood and accounted for.

35.3. Staff should be aware that there will be an increased need for risk assessments during this time and should constantly consider the need for one. They are responsible for ensuring one is in place for tasks and activities that they undertake. All risk assessments should follow the normal procedure of going to the Bursar or the Assistant Head to ensure that the requirements are met.

35.4. The risk assessment will address the following areas:

- Safety of the school premises
- Cleaning measures
- Infection control and the ability to implement protective measures, e.g. social distancing
- Supporting staff and pupil wellbeing
- Supporting pupils’ learning
- Safeguarding
- Communication of plans and procedures

36. Social distancing measures

Use of 'bubbles'

- 36.1. Consistent pupil bubbles will be used to ensure the risk of transmission is reduced. Where possible, and where the normal operation of the school will not be restricted, the size of these bubbles will be equivalent to a year group; otherwise, larger groups will be used, Acorns will be treated as one bubble.
- 36.2. The size of bubble is decided in conjunction ensuring we can deliver the full range of curriculum subjects and allow pupils to receive specialist teaching as much as possible.
- 36.3. Pupils will remain in these bubbles and will not mix with others during the school day or on subsequent days.
- 36.4. Prep School Staff will be permitted to move between bubbles but should continue to follow the school's social distancing measures where possible.
- 36.5. Teaching staff in years 3 to 8 will be asked to maintain a distance from pupils by staying at the front of the class, and away from their colleagues where possible.
- 36.6. Acorns staff will maintain social distancing where possible but will be treated as if they are within the bubble and are therefore not permitted to mix with others during the school days
- 36.7. Where possible, social distancing measures will be adhered to, including the two-metre rule. Pupils will be seated side-by-side facing forwards – any unnecessary classroom furniture will be removed to facilitate this.
- 36.8. Pupils will be allocated desks and not permitted to swap desks. They will remain in their form room for all lessons with teachers moving between classrooms.
- 36.9. The Headmaster will decide whether it is viable to hold lessons or classroom activities outdoors to help with adherence to social distancing measures.

Close Contacts

Teachers and staff must ensure that they do not become a close contact with any pupils or other member of staff. A close contact involves either face to face contact for any length of time, within 1 metre, or spending more than 15 minutes within 1 to 2 metres of an infected person. If any member of staff has become a close contact, they must let the Bursar know.

The school day

- 36.10. The Headmaster and SLT will review the school timetable and make amendments to reduce movement around the school, such as ensuring separate classroom areas are used for different bubbles.
- 36.11. Staff, pupils and parents will be sent a copy of the finalised timetable and will be informed of any changes to this timetable.

Travelling to and from school

- 36.12. Pupils start and finish times will be staggered as follows to maintain social distancing and minimise mixing.
- 36.13. Pick up and drop off procedures are communicated to parents in advance of the measures being put in place.
- 36.14. Clear signage is displayed highlighting where parents should drop off and pick up their children.
- 36.15. Parents are urged to avoid public transport where possible and to encourage their children to walk, cycle or drop their child off by a member of their household by car to school. Where public transport is used, parents and pupils are encouraged to follow government guidance on social distancing and other protective measures, e.g. wearing face coverings.

Assemblies

- 36.16. Assemblies will not take be held in large groups. They will be delivered over Microsoft Teams in form rooms with their Form teacher or in the theatre to a specific bubble.

Break and lunchtimes

- 36.17. Pupils will take their breaktimes and lunchtimes with the pupils in their bubble to avoid mixing.
- 36.18. Different areas of the school will be allocated for pupils to take their break and lunchtimes, so we can appropriately distance pupil bubbles.
- 36.19. To assist in distancing pupil groups during breaktimes and lunchtimes, they will be staggered at different times.
- 36.20. The playgrounds and grounds will be open so pupils are able to go outside during their breaktimes and lunchtimes; however, they will be required to remain within their bubbles and allocated areas.
- 36.21. Pupils will enter the dining room after hand washing along the link corridor??? and go straight to their allocated seats, remaining in their bubbles.
- 36.22. Acorns will have all meals delivered to the department to eat in their classroom / acorns play area.
- 36.23. All snacks will be delivered to the classrooms for the start of break and distributed by the teacher at the end of the preceding lesson.

- 36.24. Lunches will be staggered to ensure time can be allocated between each group for cleaning dining areas and surfaces.
- 36.25. Pupils will wash their hands before eating.
- 36.26. Staff lunch will be served in the dining room in a separate area from the children in clearly allocated distanced spaces.

Staffroom & Meetings

- 36.27. The staff room and other shared staff spaces will be adapted to ensure staff can maintain an appropriate distance from each other, if areas are not suitable for adaption other areas will be used when social distancing measures are needed.
- 36.28. Staggered usage of the teaching staff room will be undertaken which will naturally follow with pupils staggered break times for teachers.
- 36.29. Staggered breaks for maintenance/grounds and housekeeping staff will be introduced as necessary to maintain social distancing.
- 36.30. Refreshment facilities in the staff rooms will be available however staff rooms should not be used for 'socialisation' more than necessary.
- 36.31. Staff meetings face to face will be avoided unless absolutely necessary and social distancing can be maintained. Meetings will normally take place over Microsoft Teams.

PE lessons

- 36.32. Pupils will be kept in their bubbles for PE, sport and physical activity, contact sports will be avoided, and sports equipment will be thoroughly cleaned between each use by different bubbles.

Changing Rooms

- 36.33. Pupil changing rooms will be allocated to bubbles and staff must always ensure social distancing where possible.
- 36.34. Onsite staff should change at home when necessary, other staff needing to change should be aware of social distancing particularly in these areas and stagger changing from lunchtime onwards. Staff will be able to teach afternoon lesson in sports kit.

Sports & Extra-curricular clubs

- 36.35. The Headmaster will ask parents, where possible, to provide their children with their own equipment for participating in sports to minimise sharing and the potential for infection to spread.

36.36. Individual sports, like tennis, badminton and golf, where social distancing can be practised will be played. All other sports will be reviewed on an ongoing basis following government guidance at the time and an individual sport risk assessment based on the sport's governing body guidance must be completed ahead of the sport being played.

36.37. All equipment, e.g. tennis racquets and balls, and areas will be cleaned and disinfected before and after use.

36.38. Clubs and activities will be operated, providing they can operate alongside the school's wider protective measures, including keeping pupils within their bubbles.

1. Specialist Teaching Areas (Music, LS, Art, DT, Science, CS, Drama)

36.38.1. Heads of Department will need to produce a risk assessment and safe working & teaching guidelines in discussion with the SLT.

2. Boarding

36.39. The school's boarding houses will operate in 3 households following government guidance, the households will be split:

- Girls House
- Year 3-6 Boys House
- Year 7 & 8 Boys House

36.40. Staff & pupils will be split between households and should always remain in their household during boarding time.

36.41. Staff should try and ensure social distancing is maintained at all times. Some members of staff will have overall responsibility for the boarding houses so should ensure they do not become close contacts by additional use of face coverings.

36.42. In the event of fire safety of the children and staff is paramount and social distancing measures can be relaxed to ensure person safety.

3. Administration

36.43. Pigeon holes in staff rooms will be used to deliver the post.

36.44. All photocopying and laminating should be put in tray in the office to be done, not done by individuals.

Behaviour

36.45. The school's Behavioural Policy has been amended to include an annex outlining how social distancing will work when implementing the measures in the policy.

- 36.46. We understand that following some of the social distancing principles will be extremely challenging, so staff and pupils will not face any stringent action if they are unable to follow them.
- 36.47. If a staff member is unable to follow the principles, they should speak to a member of SLT.
- 36.48. If a pupil is unable to follow any social distancing measures, the Headmaster and relevant staff members will discuss whether additional support can be offered to help them do so.

Transport

- 36.49. Pupils and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. If this is not possible, and pupils and staff need to use public transport, they are required to follow guidelines on social distancing and wearing face coverings.
- 36.50. When organising dedicated school transport, we will consider the following:
- How pupils are grouped together on transport, ensuring this reflects the pupil groups organised in school as much as possible
 - Use of hand sanitiser upon boarding or disembarking
 - Additional cleaning of vehicles
 - Organised queuing and boarding / disembarking where possible
 - Distancing within vehicles where possible
 - The use of face coverings for pupils over the age of 11, where appropriate, e.g. if they are likely to come into close contact with people outside of their group
- 36.51. Pupils and their families will be informed of the new arrangements before they are implemented.

Supporting pupils

- 36.52. The SENCO will review EHC plans and risk assessments to determine whether appropriate support is in place for pupils with SEND ahead of their return to school.
- 36.53. The SENCO will consider the capacity for the pupil to understand and follow social distancing measures that have been put in place and ensure support is in place to aid in this, e.g. visual aids to explain the importance of social distancing.
- 36.54. When planning for each stage of reintegration, the implications for the wellbeing of pupils, staff and families will always be considered. One of the

school's key priorities in relation to wellbeing is ensuring that the school community feels safe when we open.

36.55. The DSL will liaise with the LA to discuss what wider support services are available and to secure additional support and early help, where possible.

37. Infection control measures

37.1. We know that implementing social distancing measures in a school setting is extremely challenging. Therefore, we will also implement robust infection control measures to help ensure the safety of our school community.

37.2. Infection control measures are implemented in line with the Medical Policy, which contains an annex on coronavirus measures.

37.3. All staff members will be briefed on what they can do to mitigate the risk of infection, and they will be reminded of their responsibilities relating to control measures on a regular basis by the Headmaster.

37.4. The school will communicate regularly with parents to outline the infection control measures in place and to explain parents' responsibilities in mitigating the risk of infection spreading. This is done to reassure parents and further mitigate the risk of infection spreading.

37.5. The following measures will be implemented across the school:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, have someone in their household who does, or have tested positive within the last 10 days do not attend the school for 10 or 14 days.
- Cleaning hands frequently – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces using standard products, such as detergents and bleach
- Minimising contact and mixing of pupils and staff by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaktimes)
- Ensuring individual and frequently used equipment (e.g. stationery) is not shared and that classroom-based resources (e.g. books) are only used and shared within bubbles. Resources that must be shared between groups, e.g. art equipment, will be cleaned frequently and always between use by different bubbles.
- Providing all teachers with their own keyboard to plug in to the computer in their classroom to reduce cross contamination.

- Provide all staff that may need to share desks with cleaning wipes to sanitise the workstation themselves before use along with increased sanitisation from the housekeeping department.
- Discouraging pupils from touching their faces or putting objects in their mouths
- Teaching pupils to wash their hands frequently, particularly after eating or using shared toys

37.6. To meet our duty to engage with the NHS Test and Trace process, we will ensure that staff members and parents understand that they must be ready and willing to:

- Book a test if they, or their child, are displaying symptoms of coronavirus.
- If they, or their child, were to test positive or contacted by NHS Test and Trace, provide details of anyone they have been in close contact with.
- Self-isolate if they have been in close contact with someone who develops symptoms of, or tests positive for, coronavirus.

37.7. The school will review guidance from the government regularly, and update this policy and other documents, e.g. the Risk Assessment for Full Opening in September, where necessary.

38. Personal protective equipment (PPE)

38.1. Reference to PPE in this section means:

- Fluid-resistant surgical face masks (also known as Type IIR).
- Disposable gloves.
- Disposable plastic aprons.
- Eye protection, e.g. face visor or goggles.

38.2. The government has advised that the majority of school staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.

38.3. In accordance with government guidance, PPE will be provided to staff in the following circumstances:

- Where staff are caring for pupils whose intimate care needs already require the use of PPE
- Where a pupil becomes unwell with symptoms of coronavirus at school and requires direct personal care until they can go home, a fluid-resistant surgical mask should be worn by the staff member caring for the pupil. If contact with the pupils is necessary, the staff member should wear disposable gloves, a disposable apron, and a fluid-resistant surgical mask. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.

38.4. When using face masks, staff will ensure the masks:

- Cover both the nose and mouth.
- Do not dangle around the neck.
- Are not touched once put on, except when carefully removed before disposal.
- Are changed once they become moist or damaged.
- Are only worn once and then discarded.

38.5. When using PPE, staff members will follow [PHE's guidelines](#) on putting on and taking off equipment. PHE's infographics will be displayed in areas of the school where PPE is likely to be used. Please also refer to guidance on how to safely use a face mask (annex A)

38.6. The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.

38.7. Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.

38.8. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:

- Putting it in a plastic rubbish bag and tying it when full.
- Placing the rubbish bag in a second rubbish bag and tying it.
- Putting it in a suitable container and secure place marked for storage for 72 hours.

38.9. Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.

38.10. In line with government guidance, pupils and staff will be asked to remove homemade non-disposable face coverings when they arrive at school. The wearer will be asked to bring a plastic bag to school to put the face covering into in order to take it home – the wearer must clean their hands once they have removed the face covering. If a staff member or pupil (or their parent) does not want to remove their face covering while at school, they should speak to the Headmaster or the most senior member of staff on site.

39. Communication

39.1. All social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.

39.2. Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures.

39.3. Staff will be engaged regularly to get their feedback on the arrangements that are in place.

39.4. Visual aids will be placed around the school to remind our community of the measures that we have put in place.

40. Monitoring and review

40.1. This policy will be reviewed at least weekly and after the release of additional government guidance.

40.2. All updates made to this policy will be communicated to all staff members and parents by the Headmaster & Bursar.

4.

Annex A – How to safely use a face mask

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.

Change your face covering if it becomes damp or if you have touched it.

Continue to wash your hands regularly.

Change and wash your face covering daily.

If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.

Practise social distancing wherever possible.

Guidance relating to the correct use of PPE can be found on the following link:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>