



## HEALTH AND SAFETY POLICY FOR SCHOOLS

### Iver Heath Junior School

Where appropriate, this policy should be read in conjunction with the Buckinghamshire County Council Health and Safety Policy.

### PART 1: GOVERNING BODY STATEMENT OF INTENT

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. We are committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet our responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Taking reasonable steps to make sure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings;
- Promoting a sensible and proportionate approach to health and safety, making use of competent health and safety advice when required;
- Working in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance;
- Ensuring staff receive adequate information, instruction and training to enable them to carry out their responsibilities competently;
- Ensuring that health and safety management is an integral part of decision making and organisational processes;
- Providing a safe and healthy working environment for our staff, pupils and others working in the school;
- Ensuring safe working methods are in place and providing safe equipment.

- Communicating and consulting with our staff and their trade union representatives;
- Complying with statutory requirements and where possible best practice;
- Investigating and learning the lessons from accidents, incidents, near misses and work related ill health incidents;
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives;
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

**Name of Headteacher:** Gary Jones

**Name of Chair of Governors:** Leigh Tugwood

**Date:** September 2020

**Review Date:** September 2021

## **PART 2: RESPONSIBILITIES AND ORGANISATION**

### **1. INTRODUCTION**

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

### **2. THE GOVERNING BODY**

The Governing Body recognises its responsibilities for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils;
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities;
- A lead governor for health and safety is nominated;
- People have sufficient experience, knowledge and training to perform the tasks required of them;
- Clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Health and safety performance is monitored and targets for improvement are set
- Ensuring that the site and premises is maintained in a safe condition and that sufficient funding is allocated;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- The school's health and safety policy is reviewed regularly (at least once annually ) and implementing new arrangements where necessary;

### **3. THE HEADTEACHER**

Leadership of health and safety is about managing risk sensibly – not trying to eliminate it altogether. The Headteacher will provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.

The Headteacher is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Ensure that the school is following Buckinghamshire Council's Health and Safety Policy and has effective arrangements for managing the real health and safety risks at the school.
- Be fully committed to the Governing Body's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Act as the "Responsible Person" under the Fire Safety Order within the School.

- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
- Nominate themselves or a senior manager as the Health and Safety Co-ordinator;
- Undertake all relevant training appropriate to their role and ensure staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees;
- Attend Swimming Pool Awareness for Headteachers training if the school has its own swimming pool;
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities;
- Ensure that risk assessments are undertaken in relation to directly managed staff, for example, job based risk assessments, stress risk assessments, return to work risk assessments, personal emergency evacuation plans;
- Ensure safe systems of work and procedures are developed and are implemented;
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people;
- Ensure that they seek timely assistance and advice where expert help is required from Health and Safety Consultancy team;
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported to County and the HSE (where appropriate) and investigated and the findings acted upon without delay;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them;
- Ensure information that may assist safety representatives in their role is provided to them;
- Participate and make recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies
- Report to the Governing Body any health and safety issues which cannot be resolved;
- Ensure the requirements of the Occupier's Liability Acts 1957/1984 are complied with to reduce risk to lawful and unlawful visitors;
- Monitor and review health and safety performance through:
  - termly health and safety inspections of work areas/practices;
  - setting health and safety targets and objectives through appraisals and other supervisory reviews;
  - reviewing incidents and accidents;
  - monitoring commissioned and contracted work for compliance;
  - ensuring that the management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act;

- ensuring audit action plans are implemented;
- reporting to the Governing Body at least annually on the school's health and safety performance

#### **4. LEAD GOVERNOR FOR HEALTH AND SAFETY**

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety;
- To scrutinise and review health and safety performance;
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their health and safety responsibilities;
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented;
- To arrange a termly inspection of the school by either themselves or another Governor and to provide a report to the Governing Body.

#### **5. RESPONSIBILITIES OF THE SENIOR LEADERSHIP TEAM (SLT)**

The SLT will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report.

#### **6. HEALTH AND SAFETY COORDINATOR (HEADTEACHER OR A SENIOR MEMBER OF STAFF (SLT))**

In some schools the Business Manager, Business Director or Bursar takes the lead for health and safety on site. They often provide the focal point for the school's health and safety management arrangements. Their school wide roles may include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on site procedures and the precautions to follow;
- accident and incident reporting;
- implementation, monitoring and review of training procedures;
- preparation of reports and returns for the school leadership team

The Health and Safety Coordinator has the following responsibilities to:

- Attend appropriate health and safety training courses including IOSH Managing Safely and Managing Fire Safety Training to enable them to discharge their duties effectively;
- Ensure that a fire risk assessment is completed by a competent contractor for the school and that it is implemented and reviewed at least annually;
- Promote health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensure the Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensure that the Health and Safety Notice Board is kept up to date;
- Ensure the correct accident, incident and near miss reporting procedures are followed and that, where appropriate, accidents are investigated;
- Arrange termly health and safety inspections and ensuring follow up action is completed and records kept available for audits;
- Ensure appropriate procedures for school visits is followed;
- Participate in any Health and Safety Audits arranged by the County Council;
- Provide health and safety induction training for all staff;
- Provide basic fire awareness training for all staff at least every six months. Refer to training notes section 3.3 Health and Safety Policies and Procedures.
- Keep an up to date record of staff health and safety training;
- Ensure that all statutory inspections are completed and records kept;
- Make provision for the inspection and maintenance of work equipment;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitor contractors on site and ensuring they consult the Asbestos Log before starting work.
- Coordinate and manage the annual risk assessment process for the school;
- Coordinate performance monitoring processes;
- Manage records of all health and safety activities including management of building fabric and building services in liaison with County and other contractors;
- Advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

## **7. TEACHING AND SUPPORT STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy/Assistant Headteachers, Heads of Faculty, Heads of Department, Business Managers, Caretakers/Site Managers [Delete as appropriate]

They have the following responsibilities to:

- Apply the school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Carry out regular health and safety risk assessments of the activities for which they are responsible;
- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work;
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety;
- Investigate any accidents that occur within their area of responsibility.

## **8. HEADS OF SUBJECT DEPARTMENTS HAVE THE FOLLOWING SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:**

Heads of Departments and/or Curriculum Leaders have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department.

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly ( at least annually );
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

- Report all accidents, defects and dangerous occurrences to the Headteacher and/or Health and Safety Coordinator.

## **9. CLASS TEACHERS**

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures;
- Require the use of protective clothing and guards where necessary;
- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process;
- Report all accidents, defects and dangerous occurrences to their manager.

## **10. SAFETY REPRESENTATIVES**

Safety representatives do not have responsibilities under this policy; however they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

The Governing Body believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

## **11. STAFF**

All of the school workforce play an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches.

When developing learning opportunities, staff should focus on controlling the real risks, not eliminating all risks. Health and safety is about doing things safely, not finding reasons not to do them.

In particular staff must:

- comply with the school's health and safety policy and procedures at all times;
- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
  - check classrooms/work areas are safe;
  - check equipment is safe before use;
  - ensure safe working procedures are followed;
- co-operate with managers in complying with relevant health and safety safe systems of work and procedures;
- use all work equipment and substances in accordance with instruction, training and information received;
- wear, use, store, maintain and replace personal protective equipment as appropriate;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- take part in and contribute to health and safety inspections, risk assessments etc. as appropriate;
- report
  - accidents, incidents of violence and aggression and near misses;
  - ill health caused by work activities;
  - defective equipment or premises, hazardous situations and other health and safety concerns;
  - report immediately to their Headteacher/Line Manager any serious or immediate danger.

## **12. PUPILS**

Pupils, allowing for their age and aptitude, are expected to:

- take personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

*Note: A flow chart showing the management of health and safety hierarchy should be included at this point in the policy.*

## **PART 3: PROCEDURES AND ARRANGEMENTS**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

### **1. LEAD GOVERNOR FOR HEALTH AND SAFETY**

The lead governor with responsibility for scrutiny of health and safety performance is Dan Williams.

### **2. ASBESTOS MANAGEMENT**

The asbestos register and asbestos management plan is held at: Care takers office

The Caretaker is responsible for

- making arrangements for dealing with asbestos in compliance with the County Council's policy;
- ensuring that contractors who may be working in areas where asbestos has been identified consult and sign the register;
- ensuring that any changes to the register are notified to Building Services, Property Consultancy;
- informing Property Consultancy immediately on 01296 383238 if any asbestos containing materials are damaged releasing asbestos fibres or may have been released.

For further guidance refer to section 4.2 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **3. AUDIT, REVIEW, PERFORMANCE MEASUREMENT AND ACTION PLAN**

The Headteacher is responsible for reviewing the School's Health and Safety Policy and ensuring all staff signed a list to acknowledge that they have read and understood the policy.

The Headteacher is responsible for ensuring the implementation of recommendations of any health and safety audit reports carried out by the County Council

#### **4. CATERING**

The Business Manager is responsible for registering the food premises with the local Environmental Health Officer, District Council;

The Business Manager is responsible for

- monitoring the preparation of food and the nutritional standards of meals;
- the maintenance of satisfactory hygiene standards;
- ensuring that temperature of the refrigerator and freezer are monitored and logged;
- ensuring an adequate schedule of deep cleaning is undertaken.

#### **5. CONSULTATION WITH EMPLOYEES**

Any employee appointed as a safety representative by their Association or trade union will be offered suitable facilities to undertake their work.

For further guidance refer to section 1.2 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

#### **6. CONTRACTORS - SELECTION AND MANAGEMENT**

Contractors are selected and managed following guidance and documentation in section 9.4 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

#### **7. EDUCATIONAL VISITS**

Inclusion Manager is responsible for ensuring that educational visits, including residential visits and any school-led adventure activities, will be risk assessed and organised following guidance produced by the County's Education Visits Co-ordinator.

#### **8. ENFORCING AUTHORITY VISITS**

Headteacher is responsible for implementing any recommendations following a visit by the Enforcing Authorities and reporting matters requiring authorisation/action to the Governing Body or LA.

## 9. FIRE AND OTHER EMERGENCY ARRANGEMENTS

Headteacher is responsible for

- ensuring fire risk assessment is undertaken by a competent contractor and regularly reviewed;
- developing local fire safety procedures to ensure
  - personal emergency evacuation plans (PEEPS) are carried out for people with disabilities, i.e. staff, pupils, visitors;
  - fire evacuation drills are carried out at least termly;
  - a roll call is taken at the Assembly Point;
  - that no-one attempts to re-enter the building until the all clear is given by the emergency services;
  - firefighting and fire detection equipment is serviced and maintained annually;
  - regular reminders to staff on fire safety.

Caretaker is responsible for

- maintaining the Fire Log;
- checking weekly that evacuation routes remain clear and that final exit doors are openable;
- checking firefighting equipment weekly remains in a useable condition, e.g. fire extinguishers, fire blankets;
- testing the alarms every week from different call points and recording the tests in the Fire Log;
- testing the emergency lighting at appropriate intervals

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

| Type of emergency procedure | Location(s)   |
|-----------------------------|---------------|
| Fire Evacuation Procedure   | School office |
| Bomb Alert                  | School office |
| Gas Leak                    | School office |
| Electrical Fault            | School office |
| Water                       | School office |
| Storm or Flood Damage       | School office |
| Lockdowns                   | School office |

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Headteacher, Deputy Headteacher or in their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. A member of the Senior Leadership Team will liaise with the emergency services when they arrive and take advice from them.

**Note: The priorities are as follows:**

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

**10. FIRST AID**

First aid boxes and first aid record books are kept at: medical room

Travelling first aid boxes are kept at: medical room on hooks on the wall

First aid officer is responsible for making a termly check of the contents of all first aid boxes.

The nearest medical centre/NHS GP Iver Heath Health Centre, 01753 651632

The nearest hospital with accident and emergency facilities is Wexham Park

The following employees are qualified to provide first aid:

| <b>Name of Employee</b> | <b>Job Title</b>        | <b>Qualification</b>        |
|-------------------------|-------------------------|-----------------------------|
| Abigail Eady            | TA                      | Emergency First Aid at Work |
| Donna Austin            | Midday Supervisor       | Emergency First Aid at Work |
| Donna Hobday            | Midday Supervisor       | Emergency First Aid at Work |
| Donna O'Donoghue        | Attendance Officer      | Emergency First Aid at Work |
| Faye Kingsnorth         | Midday Supervisor       | Emergency First Aid at Work |
| Gemma Dillon            | Midday Supervisor       | Emergency First Aid at Work |
| Gemma Hastings          | Cleaner                 | Emergency First Aid at Work |
| Kerry Cicco             | School Secretary        | Emergency First Aid at Work |
| Patricia Tilbury        | Midday Supervisor       | Emergency First Aid at Work |
| Paulina Odongo          | Midday Supervisor       | Emergency First Aid at Work |
| Rebecca Tutin           | TA                      | Emergency First Aid at Work |
| Suzanne Martin          | TA                      | Emergency First Aid at Work |
| Barbabra Townsend       | Teacher                 | First Aid Essentials        |
| Charlotte Kightley      | TA                      | First Aid Essentials        |
| David Mensah            | Teacher                 | First Aid Essentials        |
| Elaine Anglin           | Deputy Head             | First Aid Essentials        |
| Elizabeth Monger        | TA                      | First Aid Essentials        |
| Hannah Wong             | Teacher                 | First Aid Essentials        |
| Jane Bishop             | TA                      | First Aid Essentials        |
| Leigh Gwatkin           | Teacher                 | First Aid Essentials        |
| Linsey Ryan             | Teacher                 | First Aid Essentials        |
| Lisa Andrews            | School Business Manager | First Aid Essentials        |
| Natalia Khanzadeh       | TA                      | First Aid Essentials        |
| Palika Rajapakse        | TA                      | First Aid Essentials        |
| Sam Tanner              | Teacher                 | First Aid Essentials        |
| Seemab Sayyed           | TA                      | First Aid Essentials        |
| Tom Smith               | Teacher                 | First Aid Essentials        |

For further guidance refer to section 3.2 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **11. HEALTH AND WELL-BEING**

Headteacher is responsible for monitoring absence owing to stress related illness and promoting wellbeing

For further guidance refer to section 8.4 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **11.1 Occupational Health**

Access to occupational health services is through PAM Group via HR

### **11.2 Employees Assistance Programme**

Employees Assistance is provided by PAM Assist and is a completely independent and confidential personal support service, which is available 365 days 24 hours;  
Freephone number: 0800 882 4102

## **12. INCIDENT REPORTING AND INVESTIGATION**

Secretary is responsible for reporting accidents, incidents and near misses, as soon after the event, as possible using the Assessnet on-line recording system.

Secretary is responsible for contacting the Health and Safety Team immediately to report a serious incident (accident, incident (physical assault, threat, verbal abuse) or near miss). Where appropriate/practicable a Health and Safety Adviser will visit the school the same day to provide support and investigate the incident. Telephone 01296 674412 or email  
[healthandsafety@buckcc.gov.uk](mailto:healthandsafety@buckcc.gov.uk)

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept at: Medical Room

Headteacher will investigate all incidents and act on findings to prevent a reoccurrence or similar accident/incident. Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

For further guidance refer to section 3.1 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## 13. INSPECTIONS

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by Caretaker

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

Formal health and safety inspections will be carried out termly with the Health and Safety Governor.

For further guidance and information refer to section 2.5 and 2.5a health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## 14. INFORMATION, INSTRUCTION AND TRAINING

### 14.1 INFORMATION AND ADVICE

A [Health and Safety Law Poster](#) is displayed at: staff room door

Health and safety advice is available from the Health and Safety Team via the HR Service Desk.  
Telephone: 01296 382233                      E-mail: [bucksprod@service-now.com](mailto:bucksprod@service-now.com)

### 14.2 HEALTH AND SAFETY TRAINING:

#### 14.2.1 Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by Headteacher which covers the following guidance and documentation that is available from [https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

*BCC Health and Safety Policy  
Codes of Safe Practice and Guidance  
Premises Asbestos Log  
Job Based Risk Assessment and other appropriate assessments  
Accident Reporting Arrangements  
Safe Use of Work Equipment  
Good Housekeeping, Waste Disposal and Cleaning Arrangements  
Special Hazards/Responsibilities Associated with their Work Activity  
Safe Practice in School Swimming*

*School Health and Safety Policy  
Education Visits Policy Document  
Premises Legionella Log  
Fire and other Emergency Arrangements  
First Aid Arrangements  
Procedures for Hazardous Substances  
Hazard Reporting and Maintenance Procedures  
Special Needs of Young Employees (e.g. Work Experience Placements)*

### **14.2.2 Training Records and Training Needs Identification**

Secretary is responsible for identifying training and refresher training needs and keeping health and safety training records. Staff and governors named below have received or will receive health and safety training in the following areas (amend as appropriate):

|   |   |  |
|---|---|--|
| <i>Asbestos Awareness</i>                   | <i>IOSH Working Safely</i>                                      | <i>Personal Safety of Employees</i>  |
| <i>COSHH Awareness</i>                      | <i>Legionella</i>   | <i>Pool Carers Course/Refresher</i>  |
| <i>Emergency First Aid at Work</i>          | <i>Load Risk Assessor for Moving and Handling</i>               | <i>Pool Safety Awareness for Headteachers</i>                                  |
| <i>Fire Safety Training</i>                 | <i>Manual Handling (Loads)</i>                                  | <i>Safe Playground Inspection</i>  |
| <i>First Aid at Work</i>                    | <i>Minibus Training (County)</i>                                | <i>Supporting Pupils with Medical Conditions (formerly Managing Medicines)</i> |
| <i>Food Safety in Catering</i>              | <i>Paediatric Moving and Handling with/without hoists</i>       | <i>Team Teach training</i>   |
| <i>Governor's Role in Health and Safety</i> | <i>Paediatric First Aid (for schools with children below 5)</i> | <i>Visual Tree training</i>  |
| <i>IOSH Managing Safely/Refresher</i>       | <i>PAT Testing</i>  | <i>Working at Height</i>   |

### **14.2.3 Strategic Health and Safety Management and Premises Management Training**

#### **Specific course for Governors**

- The Governor Role for Health and Safety (provided by Governor Services, BLT): Dan Williams

#### **Courses for Senior Leadership Teams**

- Asbestos Awareness (Headteachers/Health and Safety Coordinators): Linda Pomeroy
- Fire safety training (for Headteachers/Health and Safety Coordinators) : Linda Pomeroy
- IOSH Managing Safely/Managing Safely Refresher 4 day/1 day course (for Headteachers/Health and Safety Coordinators): Headteacher to complete
- Legionella Training (Headteachers/Health and Safety Coordinators): Caretaker
- Managing the Personal Safety of Staff : Headteacher

#### ***14.2.4 Curriculum/Subject Specific Health and Safety Training***

##### ***Primary and Secondary Art – Ceramic***

- Training for the use of the kiln and control measures to reduce the risks from using clay;

##### ***Primary and Secondary PE and School Sport***

- All Swim England School Swimming Course. Contact is Mandy Carey at [swimming@ahs.bucks.sch.uk](mailto:swimming@ahs.bucks.sch.uk) or visit the B\IC Swimming SchoolsWeb page at [https://schoolsweb.buckscc.gov.uk/curriculum-learning/swimming/.](https://schoolsweb.buckscc.gov.uk/curriculum-learning/swimming/)): PE coordinator to complete

##### ***Primary Food Technology and Occasional Catering Events***

- Food Hygiene and Safety Level 2:

|                   |                         |
|-------------------|-------------------------|
| Lizzie Monger     | Food Hygiene and Safety |
| Patricia Tilbury  | Food Hygiene and Safety |
| Pauline Odongo    | Food Hygiene and Safety |
| Gemma Dillon      | Food Hygiene and Safety |
| Donna Austin      | Food Hygiene and Safety |
| Natalia Khanzadeh | Food Hygiene and Safety |
| Donna Hobday      | Food Hygiene and Safety |
| Jane Bishop       | Food Hygiene and Safety |
| Elaine Anglin     | Food Hygiene and Safety |
| Kerry Cicco       | Food Hygiene and Safety |
| Lisa Andrews      | Food Hygiene and Safety |
| Sue Martin        | Food Hygiene and Safety |

### **14.2.5 Occupational Risks**

- Fire Warden Training (available through Fire Training Bucks and MK Headteacher, Deputy headteacher, secretary, business manager)
- Supporting Pupils with Medical Conditions (includes Managing Medicines): secretary and business manager
- Team Teach training: Headteacher, identified class teachers and TAs

### **14.2.6 Caretaking/Site Management**

- Asbestos Awareness : Caretaker
- COSHH Health and Safety Workshop: Caretaker
- IOSH Working Safely course – a 1 day basic health and safety course : caretaker
- Legionella: Caretaker

## **15. LEGIONELLA**

Headteacher is the Premises Responsible Person for the management of Legionella

Caretaker is the Nominated Legionella Controller who has been trained to be responsible for checking water temperatures and flushing appropriate outlets as part of the Legionella programme

For further guidance refer to section 4.4 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **16. LETTINGS**

Business manager is responsible for co-ordinating lettings of the premises and for giving health and safety including emergency information to hirers.

## **17. NOISE**

Any employee concerned about the noise levels at work should report the matter to headteacher who will arrange for remedial action or for an assessment to be made by the Health and Safety Team or a specialist contractor.

For further guidance refer to section 9.3 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **18. OUTDOOR PLAY EQUIPMENT**

Headteacher is responsible for ensuring outdoor play equipment and safety surfaces is

- regularly inspected by person who has attended Safe Playground Inspection course;
- inspected and maintained annually by a competent contractor;
- repaired or taken out of use, as required.

Caretaker is responsible for inspecting the equipment and safety surfacing weekly.

Caretaker is responsible for ensuring outdoor play equipment is adequately supervised when in use.

For further guidance refer to section 10.7 health and safety policies

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **19. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Suitable Personal Protective Equipment (PPE) goggles, gloves, hearing protection etc will be provided free of charge, where identified as necessary by a risk assessment.

All employees are responsible for informing Caretaker, when they become aware of a need to repair or replace PPE, which they use.

Class teachers are responsible for making arrangements for laundering soiled PPE, e.g. overall, lab coats, aprons, etc.

For further guidance refer to section 11.1 health and safety policies

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### ***19.1 Respiratory Protective Equipment***

Caretaker is responsible for the provision, training in use, safe storage and replacement of respiratory protective equipment .

For further guidance refer to section 11.1 health and safety policies

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **20. PORTABLE ELECTRICAL APPLIANCES**

Business manager is responsible for ensuring that portable electrical appliance testing is carried out at the frequencies in section 10.3 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

Staff should not bring electrical equipment onto the school site unless they have authorisation and the appliances have been portable appliance tested.

## **21. RISK ASSESSMENT**

### **21.1 GENERAL RISK ASSESSMENT**

General risk assessment will be coordinated by Headteacher following guidance and documentation in section 2.1 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

They will be responsible for ensuring risk assessment relating to jobs, locations, work equipment, chemicals and activities are produced by appropriate persons and appropriately communicated to staff and ensuring the actions required are implemented.

### **21.2 FIRE RISK ASSESSMENT**

Gary Jones, Headteacher is the Responsible Person under the Fire Safety Reform Order;

Headteacher is the Competent Person (must hold a IOSH Managing Safely Certificate (or equivalent) and attended Fire Safety training) who is responsible for:

- ensuring a fire risk assessment is carried at regular intervals by a competent Fire Risk Assessor contractor;
- regularly reviewing the fire risk assessment;

For further guidance refer to section 3.3 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **21.3 MANUAL HANDLING RISK ASSESSMENTS (LOADS)**

Manual handling risk assessments will be carried out by Headteacher following guidance and documentation in section 5.2 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

They will be responsible for ensuring any actions required are implemented, including training needs.

### **21.4 MOVING AND HANDLING RISK ASSESSMENTS (PEOPLE)**

Moving and handling risk assessments will be carried out by Headteacher following guidance and documentation in section 5.2 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

They will be responsible for ensuring:

- assessments are regularly reviewed by an appropriate person and actions required are implemented;
- appropriate people attend
  - Paediatric Moving and Handling training/refresher training annually;
  - Load Risk Assessor training/refresher training annually

## **21.5 COMPUTERS AND WORKSTATION ASSESSMENTS**

Headteacher is responsible for identifying 'users' and ensuring workstation assessments are undertaken (Using HSE Guidelines) and any corrective action required implemented.

The following employees are classified as users of display screen equipment; they will be entitled to a regular eye test and spectacles if recommended by the optician for DSE use.

| <b>Employee Name</b> | <b>Job Title</b>    |
|----------------------|---------------------|
| Gary Jones           | Head Teacher        |
| Kerry Cicco          | School Secretary    |
| Lisa Andrews         | Business Manager    |
| Donna O'Donoghue     | Attendance officer  |
| Rhondda Rowell       | Inclusion Manager   |
| Elaine Anglin        | Deputy Head Teacher |

For further guidance refer to section 6.1 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **21.6 VIOLENCE AND AGGRESSION TO STAFF**

Assessments of the risks of violence and aggression to staff will be carried out by headteacher following guidance and documentation in section 7.1 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **21.7 RISK ASSESSMENTS OF CURRICULUM ACTIVITIES**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using guidance from Bucks Grid for Learning, CLEAPSS, Association for Science Education (ASE), and Association for Physical Education (afPE), BCC Health and Safety Policies and other recognised sources of competent advice

## **21.8 RISK ASSESSMENTS FOR HAZARDOUS SUBSTANCES**

Caretaker is responsible for

- ensuring an inventory is kept of hazardous substances:
- COSHH data sheets are available and risk assessments are produced and regularly reviewed by appropriate persons for Science, Design Technology, Caretaking and Cleaning, Swimming Pool Maintenance, Catering, Grounds Maintenance;
- ensuring that the assessments have been communicated to staff and ensuring the actions required including provision of training are implemented.

For further guidance refer to section 4.1 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **22. SAFE PLANT AND WORK EQUIPMENT**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body /County

Any problems or defects regarding plant and equipment should be reported to Caretaker.

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to employees who have been appropriately trained.

### **22.1 CARETAKING AND CLEANING EQUIPMENT**

Caretaker is responsible for ensuring that

- caretaking and cleaning equipment is regularly inspected and maintained; this includes powered cleaning equipment, power and hand tools
- users/operators are trained and supervised;

Caretaker have been authorised and trained to use caretaking and cleaning equipment.

For further guidance refer to section 9.15

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **22.3 GAS EQUIPMENT**

Craetaker is responsible for ensuring that

- gas equipment is serviced and maintained annually;

For further guidance refer to section 10.9 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

### **22.6 MANUAL HANDLING EQUIPMENT (LOADS)**

This includes equipment used for the manual handling of loads. Linda Pomeroy, Caretaker, is responsible for ensuring that manual handling equipment such as sack barrows; flat-bed, trolleys, pallet trucks etc are maintained in a safe condition.

For further guidance refer to section 5.1 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **22.7 MOVING AND HANDLING EQUIPMENT (PEOPLE)**

Caretaker is responsible for ensuring that:

- evacuation chairs are serviced regularly;
- all slings hoists, both ceiling mounted and mobile are inspected and serviced every six months by a competent contractor;
- slings are laundered regularly and kept in a hygienic condition;
- all wheelchairs, standing frames are inspected and serviced annually by a competent person and kept in a safe and hygienic condition;
- other special needs equipment is kept in a hygienic condition and good working order;

For further guidance refer to section 5.2 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **22.8 WORKING AT HEIGHT - ACCESS EQUIPMENT**

Caretaker has overall responsibility for the selection, inspection, and maintenance of all access equipment, e.g. leaning ladders, stepladders, tower scaffolds, powered access equipment, fall arrest equipment.

Caretaker is responsible for ensuring appropriate training is provided, employees are appropriately supervised and that suitable risk assessments are carried out.

Caretaker is responsible for inspecting access equipment and maintaining the Access Equipment Log (Ladder and Step Ladder Log)

For further guidance refer to section 10.2 health and safety policies and procedures

[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **22.9 EQUIPMENT AND MACHINERY IN CURRICULUM AREAS**

### **22.9.1 ART AND DESIGN EQUIPMENT (CERAMICS)**

Caretaker is responsible for ensuring that

- kilns are regularly inspected, maintained and serviced annually;
- local exhaust ventilation systems are serviced and maintained annually;
- faulty equipment is taken out of use and repaired or removed;
- users/operators of equipment are trained and supervised;

### **22.9.2 DESIGN AND TECHNOLOGY EQUIPMENT**

D&T coordinator is responsible for ensuring that

- design technology equipment is regularly inspected, maintained and serviced annually;
- local exhaust ventilation systems are serviced and maintained annually;
- faulty equipment is taken out of use and repaired or removed;
- users/operators of equipment are trained and supervised;

### **22.9.3 PHYSICAL EDUCATION EQUIPMENT (PE)**

PE coordinator/ Caretaker are responsible for ensuring that

- PE equipment is regularly inspected, maintained and serviced annually by a competent contractor;
- faulty equipment is taken out of use and repaired or removed;
- cleaning schedule for gym and sports hall floors is implemented;

### **22.9.5 STAGE LIGHTING**

Caretaker is responsible for ensuring that

- stage lighting equipment is regularly inspected, and portable appliance tested at appropriate intervals by a competent contractor

## **23. RADIOACTIVE SOURCES**

Caretaker is the school's Radiation Protection Adviser

Caretaker is the school's Radiation Protection Supervisor, they are responsible for:

- following the CLEAPSS guidance L93;
- ensuring the security of the sources;
- maintaining the condition of the sources;
- ensuring the Use Log is completed every time the sources are removed from the store cabinet;

## **24. SEVERE WEATHER**

Caretaker is responsible for making arrangements to ensure safe access and egress during adverse weather, e.g. snow and ice.

Caretaker is responsible for clearing and gritting appropriate pedestrian and vehicle routes on the site.

For further guidance refer to section 9.7 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **25. SITE SAFETY, HOUSE KEEPING AND WASTE MANAGEMENT**

### **25.1 SITE SAFETY**

All employees and governors must report any hazards to Caretaker who will arrange for repairs or action to remove hazard.

### **25.2 LOCATIONS OF MAIN SERVICE ISOLATION POINTS**

The locations of the positions of all main service isolation points are as follows:

|             |                |
|-------------|----------------|
| Water       | PE cupboard    |
| Electricity | Alarm cupboard |
| Gas         | Alarm cupboard |

### **25.3 HOUSEKEEPING**

All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

### **25.4 CLEANING ARRANGEMENTS**

All members of staff are responsible for clearing up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to Caretaker who will arrange for them to be cleared.

The school will be cleaned by: Cleaning team every day at: 3:30-6:00. Staff should avoid areas where floors have been wet mopped.

### **25.5 WASTE MANAGEMENT**

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

Caretaker is responsible for arranging safe disposal of hazardous, special and/or clinical waste.

Caretaker is responsible for ensuring

- waste is collected daily and stored in appropriately sited secure containers;
- waste containers are secured in either a compound or by being chained

## **26. SITE SECURITY AND VISITORS**

All visitors must report to Secretary where they will be asked to sign the visitor's book and wear a visitor's badge.

Caretaker is responsible for unlocking and locking the building, arming and disarming security alarms etc

## **27. SMOKING**

Secretary will ensure that

- all persons coming onto the school site understand that smoking is prohibited including the grounds and in school vehicles;
- no smoking signs are displayed at the entrance to the school;
- information on the no smoking policy is included in the lettings policy.

For further guidance refer to section 8.1 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **28. SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

Secretary is responsible for writing or adopting the County Model Policy for Supporting Pupils with Medical Conditions following the statutory guidance issued by the DfE.

Secretary is the accountable person for implementing the school's policy on Supporting Pupils with Medical Conditions.

Secretary is responsible for

- keeping a log of pupil's medication;
- ensuring medication remains in date;
- ensuring consent forms are completed

Inclusion manager is responsible for undertaking and reviewing Individual Health Care Plans using the template available in section 8.9.

Secretary is responsible for compiling an inventory of pupils who have been diagnosed with asthma or have been prescribed a salbutamol inhaler

Secretary are responsible for management of controlled drugs following guidance and documentation

For further guidance refer to section 8.9 health and safety policies and procedures  
[https://schoolsweb.buckscc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/)

## **29. SWIMMING**

Headteacher is responsible for school swimming and ensuring staff are appropriately trained

## **30. TEAM TEACH**

Headteacher is responsible for arranging Team Teach training and monitoring its effectiveness.

## **31. VEHICLES**

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the County Council policy contained in "*Regulations for the Use of Vehicles 2016*"

Business manager is responsible for ensuring that all employees who drive for work have a valid licence and business insurance (business insurance is also available for school from County Insurance)

For further guidance refer to section 9.12 health and safety policies and procedures  
[https://schoolsweb.bucksc.gov.uk/health-and-safety/health\\_and\\_safety\\_policies/](https://schoolsweb.bucksc.gov.uk/health-and-safety/health_and_safety_policies/)

### ***31.1 On-Site Vehicle Movements***

The segregation of traffic and pedestrians will be controlled by the following measures: Signage and clear markings

## **32. WORK EXPERIENCE**

Business manager is responsible for

- co-ordinating work experience placements;
- ensuring risk assessments are completed by the employer;
- ensuring students are visited in their placements;

## **33. REVIEW OF POLICY**

This policy will be reviewed annually.

## **COVID-19 Health & Safety – Annex**

### **Government Guidance**

[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#) for information on health and safety, and what to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings - GOV.UK](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings - GOV.UK](#) - Guidance for education and childcare settings on how to implement protective measures. **updated 1<sup>st</sup> June**

[Safe working in education, childcare and children's social care](#)

The government have produced a [guide for employers](#) on 8<sup>th</sup> April

Please also see the government guidance on [cleaning for non-healthcare settings](#).

### **COVID-19 Testing**

The government announced on 23<sup>rd</sup> April that school staff who are showing symptoms of coronavirus will now be able to access free tests.

#### **Who can be tested?**

The government's priority is testing patients to inform their clinical diagnosis. In addition, they are now also testing:

- essential workers with symptoms
- people who live with essential workers and have symptoms

Essential workers definition includes education and childcare workers, including:

- support and teaching staff
- social workers
- specialist education professionals

This means essential workers can find out whether they have the virus, and so that they can return to work if they test negative. Testing is most effective within 3 days of symptoms developing.

## **How can school staff be tested?**

Referral can be either self-referral or employer referral, and be through one of the below methods:

- Regional testing sites
- Home testing
- Mobile testing units
- Satellite centres
- NHS facilities

**Employer referral :** To obtain a login to the employer referral portal, employers of essential workers should contact [portalservicedesk@dhsc.gov.uk](mailto:portalservicedesk@dhsc.gov.uk).

**Self-referral:** please see [Coronavirus \(COVID-19\): getting tested](#)

Buckinghamshire Public Health team advice for all staff - If you register for testing but your symptoms are worsening please consider whether it is safe to drive to a testing site. In case of doubt, why not consider asking a member of your household to drive you, or choose the home testing option.

Please see [Coronavirus \(COVID-19\): getting tested](#) for the details

## **Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will be eligible for testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

## **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the [full list of essential workers](#). Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

## **Social Distancing in educational establishments**

### **What does effective social distancing involve in practice in educational settings?**

As much as possible, children, young people and staff should be spaced apart at all times.

This means:

- sitting children at desks that are far apart
- ensuring everyone queues and eats further apart than normal
- keeping apart when in the playground or doing any physical exercise
- visiting the toilet one after the other
- staggering break times
- putting guidelines on the floor in corridors
- avoiding unnecessary staff gatherings

Social distancing measures should also be in place when providing meals, or food for collection, from families of free school meal pupils not in school.

Where possible, adults should space out from one another and where possible encourage the children to do so too. If you have small number of pupils attending your provision, halls could be used and whilst the weather is good outdoor spaces. Leaving the doors open for fresh air also helps.

This approach also applies to further education settings, including for learners who may be taking part in practical learning. Clear messaging to young people attending the setting about the purpose of social distancing, and personal hygiene, is likely to be particularly important.

### **Administering first aid when social distancing**

The guidance acknowledges that social distancing will not always be possible with young children, purely because they will not be diligent about practicing it through a lack of understanding. First aid is another reason that exceptions may need to be made with children.

Protective clothing of any sort over and above what would normally be used (e.g. disposable gloves when dealing with a bleeding cut) with individuals who are not showing any symptoms is not recommended. Good hand washing and regular cleaning of surfaces is the best approach to take.

## Personal Protective Equipment

### **Do Staff need Personal protective equipment (PPE) including face coverings and face masks?**

[Buckinghamshire Public Health flowchart](#) to explain the use of PPE in educational settings

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings (to protect other people) may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum. Buckinghamshire Council have secured limited sets of PPE (masks, gloves, aprons and visors) for all educational settings in the county. This has been distributed to seven council hubs across the county for collection w/c 18<sup>th</sup> May. This is for us in the two situations outlined above only.

**The Buckinghamshire Public Health Team** advice that good hand washing and respiratory hygiene is the most effective way of reducing the spread of infection:

- washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you blow your nose, sneeze or cough, eat or handle food
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who have symptoms
- cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands
- clean and disinfect frequently touched objects and surfaces

The advice for schools, colleges and childcare settings is to follow steps on [social distancing](#), [handwashing and other hygiene measures](#), and [cleaning](#) of surfaces.

Guidance on obtaining PPE, including NHS guidance on supply of PPE, what to do if you have a shortage of PPE, donning and doffing PPE and general principles about usage can be found here: [Personal protective equipment \(PPE\) and Infection Prevention and Control Procedures | Buckinghamshire Council](#)

Government guidance can be found here [Guidance to educational settings about Covid 19](#)

### **Staff supporting pupils with SEND**

Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. The government will shortly publish additional advice for settings caring for children and young people with complex needs.

The government have published [guidance for special schools, specialist colleges, local authorities and any other settings](#) managing children and young people with education, health and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people

## **Cleaning**

### **Daily cleaning regimes**

We recommend that all educational settings follow the Public Health England (PHE) guidance on [cleaning for non-healthcare settings](#).

Where healthcare, and certain personal care support, is delivered within settings (particularly special schools), then additional measures may apply: see [PHE guidance](#).

Settings should clean and disinfect equipment, toys and surfaces more regularly. This includes keyboards, mouse, tables, chairs, door handles, light switches and bannisters.

### **Deep cleaning**

Deep cleaning is not necessary on an ongoing basis. Clean and disinfect regularly touched objects and surfaces more often than usual, using your standard cleaning products.

## **Handwashing**

Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.

Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day.

Consider how to encourage young children to learn and practise these habits through games, songs and repetition.

Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.

### **Why is handwashing advised over hand sanitiser?**

Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.

Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

## **Wearing jewellery**

It is fine to wear jewellery as normal, provided handwashing guidance is being followed.

## **Staff/Pupils - Showing Symptoms and Confirmed Cases**

[Please see Public Health England flowchart](#) - what they to do if you are made aware of suspected or confirmed cases among staff or pupils.

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### **Reporting of confirmed cases**

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and COVID-19

If an employee has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure to work; there is a requirement under RIDDOR to report it to the Health and Safety Executive as a reportable disease. There is also a requirement if a worker dies as a result of occupational exposure to the coronavirus.

The Health and Safety Executive (HSE) have published guidance to employers on the reporting of work related COVID cases see below.

[Health and Safety Executive- COVID-19 RIDDOR Reporting](#)

To flowchart attached guides Managers/Headteachers through the reporting process, however if you have any queries please contact the health and safety team at [healthandsafety@buckinghamshire.gov.uk](mailto:healthandsafety@buckinghamshire.gov.uk)

## **Other Health and Safety Questions**

### **Do we have to have first aiders on site to open?**

Ideally there should be the provision of at least one appointed First Aider on school premises regardless of their level of qualification at this time. In some cases more than one may be required but this will be based on the schools assessment of their first aid needs. It is the responsibility of individual schools to assess whether their level of first aid provision is adequate.

If however this cannot be achieved, the school are to contact the Emergency Services for assistance in the event of an emergency.

From the 16<sup>th</sup> March, The Health and Safety Executive have recognised that it is reasonable and practical to extend the validity of current certificates by up to 3 months if people are unable to attend due to Coronavirus. They will also be reviewing the matter over the coming months.

Schools must communicate their arrangements for first-aid to all employees, especially if there has been a change in how this would be accessed in an emergency.

See the Early Years page for more information on first aid certification in the Early Years

### **How else can Education Settings help to reduce the spread of the virus?**

Education settings can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the Public Health advice:

- tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
- consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport
- ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible
- stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering
- discourage parents from gathering at school gates
- follow the [Guidance on social distancing for everyone in the UK - GOV.UK](#)

### **Will contact tracing be in place in educational and childcare settings?**

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts.

The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.

### **Should educational settings ask parents/carers to report pupils' temperatures at the start of each day?**

Educational settings should reiterate to parents/carers the need to follow the advice on coronavirus (COVID-19), including the whole household entering 14 days of self-isolation if anyone in the household develops a fever or a new, continuous cough. They are advised to follow the [staying at home guidance](#).

Parents/carers and schools do not need to take children's temperatures every morning, but should be vigilant about signs of a temperature.

### **Can you advise on what to do when you get home to minimise infection to your loved ones?**

The government advice is that there is no need for stringent cleaning of people or clothes following a day in an educational or childcare setting. This is only required by medical and care professionals providing intimate care to people with coronavirus (COVID-19).

The advice for settings is to follow steps on [social distancing \(as well as possible\), handwashing and other hygiene measures](#) including [cleaning](#) of surfaces, including frequently cleaning and disinfect objects and surfaces that are touched regularly, using your standard cleaning products. [Posters, leaflets and other materials](#) are available.

The Buckinghamshire Public Health team understand that some staff may want to change, clean and wash their clothes. Clothes can be washed per the normal manufacturers' guidance.

### **Ramadam Guidance**

The holy month of Ramadan is usually a time for Muslims to get together for communal prayer, meals and charitable work. This year for our Muslim staff and pupils it will feel very different and the council's Public Health team has issued guidance for this coronavirus period. Even if you are not observing Ramadan yourself, you may find it helpful to be aware of their advice:

- Anyone who is unwell, frail or has an existing health condition is exempt from fasting – those with specific concerns should contact their GP.
- Important guidance on fasting during Ramadan for people with diabetes is available from [Diabetes UK](#).
- It is important that anyone who is fasting drinks plenty of fluids to reduce the risk of dehydration.
- Ramadan is an excellent time for focusing on ways to eat and live more healthily- the [British Nutrition Foundation](#) offers advice on eating and Buckinghamshire's [Live Well Stay Well](#) website is a great place to start for help to quit smoking or lose weight.
- Keeping in touch with friends, family and members of communities online and over the phone is important – see this [Muslim Council of Britain](#) guidance for Ramadan during the coronavirus lockdown.
- Please see also the World Health Organisation guidance: Safe Ramadan practices in the context of the COVID-19