



ROWDEFORD SCHOOL

HEALTH AND SAFETY AT WORK GUIDANCE NOTES

The following guidance notes should be read in conjunction with the school's Policy on Health, Safety and Welfare; and Moving and Handling (including Lifting)

1. FOOD HYGIENE (COOKING AND NUTRITION AND PREPARATION OF FOOD BY RESIDENTIAL CARE STAFF AND BOARDING PUPILS)

- 1.1 With the exception of Cooking and Nutrition, and toast and snacks prepared by Residential Care staff and boarding pupils, all cooked food is prepared in the school kitchen, which is subject to all appropriate Health and Safety checks.
- 1.2 As a part of teaching and learning in Cooking and Nutrition, and also as preparation for independent living, pupils may be involved in the preparation of food. At such times pupils must be appropriately supervised to ensure both their own safety during food preparation, and that the food prepared is safe to eat.
- 1.3 Pupils must be guided about hygienic practices both before, and during, their involvement in the preparation of food.
- 1.4 In relation to the handling/preparation of food, staff should adhere to the guidance on personal hygiene, set out below.
- 1.5 All boarding units are required to take and record fridge temperatures on a daily basis.
- 1.6 All Residential Care staff are required to complete the Basic Food Hygiene course and to keep their certification current.

2. PERSONAL HYGIENE

- 2.1 Wash your hands frequently, particularly between tasks.
- 2.2 Always wash your hands after using the lavatory.
- 2.3 Always wash your hands after working in a laundry room, even if you are only leaving the room for a short period. Use the bactericidal soap provided.
- 2.4 Always wash your hands before handling or serving food, and before and after giving medication.
- 2.5 Protect personal clothing by wearing suitable protective clothing when involved in dirty or otherwise unhygienic jobs.
- 2.6 Wear clean protective clothing when handling food, and keep such clothing for handling food only.
- 2.7 Report any infection you are suffering from, particularly a bowel infection, to your line manager, as soon as possible.
- 2.8 Report any infectious illness with which you may have been in contact outside your workplace to your line manager, as soon as possible.
- 2.9 Wear disposable gloves when handling skin medications, i.e. ointments and gels.
- 2.10 Where pupils wish to become involved in domestic activities, i.e. laying tables, serving plated food, first ensure that they have maintained a reasonable standard of personal hygiene, and that hands are washed before involvement.

3. GENERAL HYGIENE

- 3.1 Bed linen should not be stripped onto floors. It should be placed directly from the bed into a washable or disposable container.
- 3.2 All bedding used by part-time boarding pupils should be changed at the end of the period of stay, including blankets and pillows.
- 3.3 Pillows should be washed or dry-cleaned on a regular basis.

- 3.4 Avoid, if possible, the movement of soiled linen through dining and recreation areas.
- 3.5 Soiled linen should be thoroughly rinsed before laundering.
- 3.6 Ensure that there are sufficient, easily cleaned, laundry containers for the transport and storage of soiled linen.
- 3.7 All sanitary accommodation should be cleaned and disinfected at least once daily, including door handles, taps, flushing levers, etc.
- 3.8 All drains and gulleys should be kept clean and be disinfected at least once a week.
- 3.9 Cleaning utensils and equipment such as buckets, mops and cleaning cloths should be regularly washed and sterilised.

4. INFECTIOUS DISEASES

- 4.1 Control of infection can only take place when exactly the same (universal) precautions are taken in every instance in which direct contact with a potentially infectious substance is likely.
- 4.2 Rather than identifying 'high risk' groups, the emphasis should be on applying the same infection control procedures for everyone, and regarding all blood and body fluids as potentially infectious.
- 4.3 Using, as a matter of course, good hygiene procedures at all times, minimises the likelihood of infection.
- 4.4 The body fluids requiring special care are:
 - Blood and blood products
 - Semen
 - Vaginal secretions
 - Amniotic fluid
 - Breast milk
 - Urine
 - Faeces
 - Vomit

Bodily fluid disposal kits are available from the Site Manager. Spillages on surfaces must be cleaned using an anti-bacterial cleaner.

Urine, faeces and vomit are only a risk for HIV if they contain blood.

The above guidelines apply to HIV, as well as Hepatitis B and other infectious diseases.

5. HAZARDOUS SUBSTANCES

- 6.1 Hazardous substances used in the school are dealt with under the Control of Substances Hazardous to Health Regulations, 2002 (COSHH).
- 6.2 The Site Manager maintains a file containing information about all of the potentially hazardous substances used in school. The file outlines any precautions that should be taken under COSHH regulations. Details will be brought to the attention of relevant staff.
- 6.3 Pupils should be prevented from coming into contact with substances that are listed under the COSHH regulations.

7. ASBESTOS

- 7.1 The school is regularly surveyed to identify the location of all suspected asbestos materials. This information is contained in the Asbestos Register, which is located on the Reception Desk. An asbestos information notice is also displayed in the school office.
- 7.2 The 'Asbestos Action Planner', within the Health and Safety Manual for Schools, and the Asbestos Register must be consulted prior to the commencement of any building or maintenance work, and the checklist must be signed to confirm that this has been done.

7.3 If, in spite of these control measures, there is an accidental release of asbestos fibres into the atmosphere within the school, emergency procedures will be put in place to limit exposure and risks to health, as per the directives on the Asbestos Notice.

8. MOVING AND HANDLING (INCLUDING LIFTING)

8.1 The Health and Safety at Work Act requires all employers to put in place a Policy on Moving and Handling.

8.2 All staff who are required to carry out manual handling tasks, should be aware of this policy and its accompanying guidance.

8.3 The school will make appropriate training and/or equipment available in order to remove or reduce the risk of injury from manual handling.

9. WORKING AT HEIGHT

9.1 Before working at height staff should consider whether the work could be done from ground level, or in another way.

9.2 If working at height is necessary, staff should decide upon the most appropriate form of access:

- Kick stool
- Stepladder
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- Ladder
- Scaffold tower

9.3 Under no circumstances should staff improvise or stand on chairs, boxes, shelves or other non weight-bearing object.

9.4 Work that can be carried out by school staff includes:

- Putting up displays
- Getting resources from shelves

The Site Team can carry out the following duties with regard to 9.2 and 9.3 above:

- Changing light bulbs (except where these are inaccessible safely from ladders)
- Fixing shelving, equipment and other sundries
- Making general repairs
- Any job as laid out in the site manager's contract and that can be carried out safely.

**Height work that should only be carried out by a contractor includes:

- Hot work of any description
- Work on roofs
- Changing of light bulbs above the height that is accessible by school step ladders
- Any work involving the use of scaffolding
- Any work that is accessible only by specialist equipment
- Any work that is above the height that is accessible by the school ladders.
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This is not an exhaustive list and the Site Manager will make an assessment before any work is to be carried out as to whether an outside specialist contractor should be called in.

9.5.1 Before using a ladder, staff must visually check that it is in good condition. Comprehensive ladder safety checks are carried out regularly by the Site Manager. If a member of staff assesses that a ladder is not in good condition, they should not use the ladder and instead inform the Site Manager.

10. TRIP HAZARDS

- 10.1 In order to avoid trip hazards, the following should be observed:
- Power cables on equipment must be properly stowed away when not in use
 - If cables pose a significant risk during use, e.g. in busy areas, caretaking/cleaning staff must post warning signs to warn of the hazard
 - Equipment must not be left in corridors and communal areas
 - Brushes, mops, etc. must be stored in such a way that they cannot topple over and become a hazard
 - Doormats should not protrude above the mat well

11. ELECTRICAL EQUIPMENT

- 11.1 Before using any electrical equipment staff should check that the plug and cable are in good condition and that there is no obvious damage to the equipment. If any defect is found staff should report it and must not use the item until repaired.
- 11.2 All electrical equipment should be safety tested annually and marked to this effect. If it is not marked it should not be used. The only exception to this is equipment less than one year old.
- 11.3 Staff should only use equipment with which they are familiar and aware of the safe working method.
- 11.4 Equipment must only be used for the purpose for which it was designed and in accordance with the manufacturer's guidance.
- 11.5 Staff must never leave equipment unattended.
- 11.6 Equipment must be properly stored and any damage must be reported promptly to the Site Manager
- 11.7 Personal equipment should be handed to the Site Manager for checking prior to its use in school.
- 11.8 . RCB now fitted to all distribution boards so 11.8 no longer needed

12. MANUAL HANDLING

- 12.1 Staff should not attempt to move any load if they have doubts about their ability to do so safely.
- 12.2 Wherever possible, staff must organise work to minimise manual handling and always use a suitable lifting aid.

For further guidance please refer to the school's Policy on Moving and Handling (including Lifting)

13. CARETAKING AND CLEANING STAFF

In addition to the above, Caretaking and Cleaning staff should comply with the following procedures.

SLIPPERY FLOORS

- 13.1 Wet or damp mopping** - warning signs should be placed before work commences. The minimum amount of water should be used so that the floor dries quickly.
- 13.2 Wet polishing** - warning signs should be placed before work commences. Do not walk across wet polish and, if possible, place barriers across the area until dry.
- 13.3 Waxing (spirit-based polish)** - over waxing will make the floor slippery. If this occurs, strip back to the floor seal and apply a thin coat of new polish. When dry the surface should be regularly buffed to keep the polish hard and evenly spread.
- 13.4 Spillages of food or liquids** - be vigilant. All spillages must be cleared up as quickly as possible.

- 13.5 Wet weather** - be aware that, in wet weather, surface water will accumulate. Mop as soon as possible and regularly.
- 13.6 Outside paths and pedestrian routes** - must be kept clear of debris, litter, moss and leaves, particularly in wet weather. In icy conditions walkways must be made safe by gritting. Supplies of sand or rock salt should be stored in a convenient area to minimise excessive lifting and carrying.

CHEMICALS, CLEANING AGENTS AND OTHER HAZARDOUS SUBSTANCES

- 13.7** Wherever possible, harmful substances should be substituted with safer alternatives.
- 13.8** Before any substance is used the school must assess its risk to the health of the user and others. See section 5.
- 13.9** Most cleaning products contain potentially harmful products and all users must take care at all times whilst handling them. Manufacturer and school guidance must be followed.
- 13.10** If personal protective clothing is necessary, e.g. gloves, apron, goggles, the school will provide them free of charge and they must be worn.
- 13.11** Staff must not mix different cleaning products as harmful fumes may be produced.
- 13.12** Staff must be aware of correct first aid procedures, especially for splashes to eyes. They should also consider any risk to other people in the vicinity and those who may be exposed after they leave.
- 13.13** If liquid is decanted into another container, the new container must be clearly labelled as to its contents.
- 13.14** All cleaning agents and caretaking products must be securely stored when not in use. Access by children should be prohibited.

14. WORK EXPERIENCE

- 14.1 All Work Experience placements for pupils will be risk assessed by the school's work-experience partner (currently Careers South West Ltd) This process will be instigated by the Careers Co-ordinator.
- 14.2

15. PREGNANCY

- 15.1 Once written notification of pregnancy is received, the Headteacher is required to specifically assess and record the risks to health and safety of three groups of women:
- Those who are pregnant
 - Those who have recently given birth (defined as having given birth or miscarried within the previous six months)
 - Those who are breastfeeding.
- 15.2 Where significant risks are identified that may cause harm to the mother or the child, the Headteacher must follow a course of action effective from the point at which the risk becomes unacceptable. This is:
- Reduce the level of risk as far as is reasonably practicable
 - If, after this action, some significant risk remains, consideration must be given to alterations to the employee's hours and conditions.
- 15.3 This will involve, for as long as necessary:
- Temporarily adjusting working conditions and/or hours of work
 - Redeployment to suitable alternative work
 - Suspension with pay (or without pay if the employee refuses to move to suitable alternative work).
- 15.4 Suspension will not affect the employee's right to the appropriate amount of maternity leave.

16. VEHICLE MOVEMENT IN THE SCHOOL GROUNDS

- 16.1 A 5mph speed limit is in force in the school grounds. Speed humps also curtail excessive vehicle speed.
- 16.2 Visitors must park in designated areas.
- 16.3 Delivery vehicles must report to the school office on arrival.
- 16.4 Delivery vehicles may only enter the school playground if authorised to do so by a member of staff and must be accompanied whilst in motion.
- 16.5 The gate at the entrance to the school playground is only to be opened by authorised school personnel.
- 16.6 Taxis will be directed by school staff, who will wear fluorescent safety jackets.
- 16.7 Taxi drivers will park their taxis and turn off their engines.
- 16.8 Taxi drivers/escorts will meet pupils at the entrance to the hall and escort them to their taxis.
- 16.9 Taxis arriving at school late will collect pupils from the main entrance to the building.

17. VIOLENCE AND AGGRESSION

- 17.1 The school will endeavour to provide a safe and comfortable environment to minimise the likelihood of violence and aggression.
- 17.2 Staff must comply with the school's policies and procedures on Security and Lone Working.
- 17.3 The school has a Behaviour Policy that allows everyone in the school to understand the boundaries of acceptable behaviour. All incidents of violence and aggression must be reported to the Senior Management Team as soon as possible, who will determine the appropriate response. This may involve applying sanctions and offering counselling and support.
- 17.4 The school has adopted the LA policy and procedures on Violence and Aggression to Staff.

18. INCIDENT REPORTING AND INVESTIGATION

- 18.1 Incidents involving pupils, staff and visitors are recorded in a Statutory Accident Book.
- 18.2 When full, the book must be retained for three years after the date of the last entry.
- 18.3 Wiltshire Council Incident Report and Investigation forms are used to report and record injuries, in accordance with HSE incident reporting procedures (see Accident Book).
- 18.4 Playground collisions and sporting injuries must be reported to the member of staff on duty, who will record the details as at 18.1.
- 18.5 The school will follow the Incident Reporting Procedure as set out in the Health and Safety Manual for Schools, which will ensure that all incidents are properly investigated and reported.
- 18.6 Accidents/incidents occurring during working hours and resulting in absence due to injury of more than 3 days must be reported by the Headteacher to the HSE via their 'Incident Contact Centre' on 0845 300 9923. Full details of HSE notifiable incidents are given in the Health and Safety Manual for Schools.

19. CONTRACTORS

- 19.1 The Governing Body will establish the competency of any contractor by:
 - Reference to LA approved lists
 - Obtaining references from previous customers
 - Examining the contractor's ability to comply with Health and Safety matters
 - Ensuring membership or registration of an accredited federation.
- 19.2 Contractors will be given clear instructions by the Site Manager whilst they are on the school premises.
- 19.3 Contractors will be made aware of the relevant parts of school safety policy, and operatives asked to read and sign a version.
- 19.4 Contractors will be asked to provide a copy of their safe system of work and/or risk assessments relevant to the work being carried out.
- 19.5 Contractors must hold the necessary level of Public Liability Insurance - currently £5million as stipulated by Wiltshire Council.

20. POLICY REVIEW

This policy will be reviewed by the Deputy Headteacher and Business Manager on an annual basis, and by the Governing Body, in line with the school's Policy Review Schedule.

This policy was reviewed in March 2016 and endorsed by the Governing Body at their meeting of 21 March 2016

Signed
(Clerk to the Governors)

Date