



# Health & Safety Policy

## **Important coronavirus (COVID-19) update**

We have added **Appendix B** to this policy, which provides details on further Health & Safety procedures during the coronavirus (COVID-19) pandemic.

## **Health & Safety Policy (Including EYFS)**

**Policy Review Date:** June 2020

**Reviewed By:** A Evans & SLT

**Next Review:** June 2021 (or following incident, legislation or interim guidance)

## Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Jan 18	3.1 Health & Safety Training (Including Risk Assessment Training)	Inclusion of when and by whom risk assessments are reviewed. Inclusion of training given to staff on how to complete a risk assessment.	8
Jan 18	3.6 First Aid and Supporting Medical Needs	Inclusion of staff responsibilities when taking medication.	11
Jan 18	3.24.1 Fire Evacuation Procedure	Inclusion of the Fire Evacuation Procedure	19
Jan 18	3.28 Water Safety	Inclusion of external consultant undertaking inspection, maintenance and treatment of all water outlets Inclusion of water cooler safety procedure.	21
Jan 18	3.34.2 Managing Contractors on Site	Inclusion of photographic ID required by all contractor staff. Inclusion of supervision of contract staff on site during the school day	23
Jan 18	3.35 Pest Control Management	Inclusion of the Pest Control Management policy.	25
Mar 18	3.24.1 Fire Evacuation Procedure	Fire Marshal responsibilities	19
Mar 18	Appendix A	Fire Marshal Area Clear Check List including a list of Fire Marshals	30
Mar 18	Appendix B	Health & Safety Committee Members	31
Jul 18	3.28 Water Safety	Inclusion of legionella sampling testing by external consultant.	21
Sep 18	3.36 Air Conditioning Units	Inclusion of Air Conditioning Unit inspection and maintenance procedure	29
Sep 19	Appendix A Fire / Fire Drill Areas Clear Check List and Fire Marshals	Updated check list following the relocation of the staff room	30
June 2020	Appendix B: Addendum to H&S Policy	Health & Safety procedures during the Coronavirus Pandemic (COVID 19)	32

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## **Section 1**

### **Policy Statement**

At Avalon School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Avalon School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The Governors regard the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Avalon School.

The Health and Safety at Work Act 1974 [HSW Act 1974](#) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors. This policy also follows guidance in the Department of Education's non-statutory publication Health & Safety Advice on Legal Duties and Power (February 2014) [DfE Health & Safety Advice Publication](#)

Anyone in a position to control the use of premises has a similar duty and must take measures to ensure, so far as is reasonably practicable; to ensure that the premises, equipment and materials provided for work are safe and do not put health at risk. This duty extends to the Headteacher and Governing Body.

Employees are required to ensure that the ways in which they work are without risk to themselves, to pupils, to other staff or visitors. They must co-operate with those with responsibilities for health and safety (e.g. by reporting areas of the premises, equipment or work practices which appear not to be safe and by adhering to policies and instructions from those in a supervisory capacity on matters relating to health and safety).

As well as their duties under the 1975 Act, employers have specific duties prescribed in regulations such as those relating to hazardous substances and to electricity.

Every employer is required to prepare a written statement of its policy on health and safety. This policy must be revised as often as may be appropriate. The policy statement must indicate the current organisation and arrangements, which are in place to carry out the policy, and copies of this policy should be distributed to all employees.

## **Section 2**

### **Roles and Responsibilities**

For the purposes of the Health and Safety at Work Act, Avalon School, is the employer. However, the Governing Body has responsibilities insofar as it has control of the functioning and premises of the school. All employees are made fully aware of their responsibilities and roles in contributing to maintaining a safe working environment.

#### **2.1 The Governing Body**

The Governing Body will ensure as far as reasonably practical:

- Give strategic guidance.
- Monitor and review health and safety issues.

- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

## 2.2 The Headteacher

The Headteacher is reasonable for the day to day running of the school and will:

- Promote a positive, open health and safety culture in school.
- Report to Governors on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Ensure that fire drills are carried out regularly.
- Meet with the Health & Safety Committee regularly to ensure any building/grounds issues are dealt with in a timely manner.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

## 2.3 The School Business Manager

The School Business Manager will support the Headteacher in their role and will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety training for staff INSET days or instruction external trainers.
- Keep up to date with new developments in Health and Safety issues for schools.
- Ensure any contractors on site are competent in health and safety matters.
- Attend Health & Safety Committee meetings.

## 2.4 The Site Manager

The Site Manager is responsible for the day to day maintenance of the building and grounds and will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the School Business Manager or Headteacher immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.

- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm and other tests as set out in the Fire Safety Log Book.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.
- Ensure contractors are issued with a Hot Works Permit where appropriate.
- Attend Health & Safety Committee meetings.

## 2.5 The Health & Safety Committee

The Health & Safety Committee will:

- Provide a good example, guidance and support to staff on health and safety issues.
- Meet regularly, at least once a term, throughout the school year.
- Ensure that all staff are aware of their responsibilities with regard to health and safety matters.
- Report any concerns regarding unresolved hazards in school to the School Business Manager or Headteacher immediately.

## 2.6 All School Staff

All school staff will:

- Read the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office / kitchen / hall or area of work etc in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to the Site Manager or School Business Manager and/or Headteacher.
- Complete risk assessments for trips and activities when necessary. Review annually.
- Review, contribute to and highlight any gaps in the school's risk assessments.

## 2.7 All Pupils

In accordance with the school rules and procedures on behaviour, all pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Follow Avalon School behaviour code and policy (refer to Anti-Bullying Policy and Rewards & Sanctions Policy).

### **Section 3**

#### **Methods and Arrangements**

The following procedures and arrangements have been put in place to eliminate or reduce risks as far as possible for the attention of all employees. Failure to observe these methods and arrangements will be considered a breach of contract of employment and may result in disciplinary action being taken. Refer to the Staff Code of Conduct and Disciplinary Policy.

Avalon School recognise that it is not possible to prepare in written form for every possible health and safety eventuality as circumstances may vary depending upon the nature of the work. However, employees are expected to act in a sensible manner and follow instruction given within the policy and by the Headteacher.

The Department of Education recommend that the following specific areas are covered in a Health & Safety Policy in the following advice note. [DfE Health & Safety Advice Publication](#)

#### **3.1 Training of Staff in Health & Safety (including Risk Assessments)**

The Headteacher is responsible ensuring the line managers undertake the induction of new staff. All new members of staff are given a copy of the Health & Safety Policy and informed where health and safety information, logs and records are kept.

All staff are regularly informed and updated on the actions to be undertaken in the event of hearing the fire alarm. All staff are trained in the correct way to lifted items (refer to Manual Handling Policy) and in working at height (refer to Working at Heights Policy).

First Aid training is undertaken by a number of staff members which is updated regularly. All staff are informed in the procedure of dealing with accidents and illnesses. Defib training is also undertaken by a number of staff members.

Staff individual health and safety training needs are assessed regularly.

It is the school's policy to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with the minimum risk to employees and pupils. Where residual risk remains, a safety standard is established and implemented. The Headteacher is responsible for ensuring risk assessments are completed and reviewed regularly in accordance with the Risk Assessment Policy. Risk Assessments are reviewed during the Health & Safety Week by the staff responsible for the particular area or activity and prior to the commencement of an activity or trip previously undertaken.

Staff training needs may be identified when completing the risk assessment process.

All staff must complete risk assessments prior to commencing a hazardous activity or when using specific equipment for curriculum purposes. All trips and off-site activities must be covered by a risk assessment prior to commencement.

Staff are given the appropriate training on undertaking and completing a risk assessment on induction and during staff meetings, Health & Safety Committee meetings or INSET training days. For guidance on undertaking and completing risk assessments refer to the Risk Assessment Policy.

### 3.2 Consultation and Communication with Staff

Health, safety and welfare information is provided to all employees and the policies and procedures are brought to their attention. Health and safety is on the agenda for all staff and management meetings.

### 3.3 Accident Reporting and Recording

The detailed procedures for reporting and recording of accidents are covered in the Medical & First Aid Policy.

We have a duty to report all serious accidents to the Health & Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. [HSE RIDDOR](#)

#### 3.3.1 Reporting Procedures – Serious Accidents and Near Misses

The procedures in use are in the line with RIDDOR as follows:

Notification to the Health & Safety Executive by the HSE approved method if the following occurs:

- a) Fatal injury to staff, pupils or any other person in the an accident on the premises.
- b) Major injury (as listed in the Regulation) to staff, pupils or any other person in an accident on the premises.
- c) Dangerous occurrences listed in the Regulations.

Reporting:

A report will be sent to the Health & Safety Executive of any notifiable incident covered by a), b) or c) above.

A report will be sent to the Health & Safety Executive of any other injury which result in staff being absent from or unable to do their normal work for more than seven days.

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

When reporting an accident to pupils, the HSE guidance Education Sheet N° 1 [HSE Report Sheet N°1](#) will be used to establish whether the accident is reportable or not as the reporting criteria are different for pupils and employees.

Reporting Arrangements

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

Record Keeping

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

Time

Date

Place

People Involved

Description of Event

### 3.3.2 Infectious Diseases

Under the Public Health Act 1984 ([Public Health Act \(Control of Diseases\)](#)) the local authority is responsible for the control of outbreaks of infectious diseases. Pupils suffering the early stages of infectious disease can rapidly spread the infection among other pupils and/or staff. Where staff are informed of, or become aware of, a pupil suffering from an infectious disease the Headteacher must be informed immediately. The Headteacher will consult the doctor or local authority for advice and guidance including advice about the need to exclude the child (and, where necessary, other close contacts). The Headteacher will also liaise with parents.

Please refer to the Medical & First Aid Policy for further guidance and clarification on infection control.

### 3.4 Off-Site Trips, including Residential Visits and School Led Activities

All off-site activities have a risk assessment and appropriate approval is sought from the Headteacher. All school visits and off-site activities have a named lead teacher who plans the visit and writes the risk assessment. The Headteacher is responsible for authorising visits and activities and ensure that appropriate adult:child ratios are in place. Parental authorisation is sought for all visits with the exception of local trips when generic approval is sought at the beginning of each year. Ensure portable first aid kits are available for all off-site trips and activities. Ensure that a first aider is present on all off-site trips / activities.

The Deputy Headteacher is the Educational Visits Coordinator (EVC).

The detailed procedures are covered in the Educational Visits Policy.

### 3.5 Health & Safety Emergencies – Major Accidents/Incidents

In the event of a major accident or serious incident staff should:

- Apply First Aid (as appropriate) and notify the Head teacher immediately
- Call 999 to summon an ambulance and/or other emergency services - providing all necessary details including details of any injuries, the address and phone number of the school, etc.
- Liaise with the Head teacher to make every effort to contact parents (where appropriate)
- If a child is injured and the parents cannot be contacted by the time the ambulance is ready to depart a member of staff must accompany the child to hospital (taking any available/relevant information)

#### Accident Investigation

All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Headteacher. The Headteacher is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.

All contractors must ensure that accidents involving their personnel are reported to the Site Manager, as well as their own reporting chain.

## Reporting Procedures

- All accidents, injuries, assaults and dangerous or potentially dangerous occurrences must be recorded and reported. This applies to accidents, injuries, etc. occurring on school premises or arising from school activities (e.g. school visits, etc.)
- Staff should report all accidents/injuries to the Headteacher and should complete the Accident Report Form which is located in the school office. Any accidents that result in a child being sent to hospital should be reported to the Headteacher.
- Injuries to employees - the employee must complete the Accident Report Form which is located in the school office.
- Injuries to employees, which result in absence from work for more than 7 days should follow the procedure as set out in the RIDDOR reporting system outline in section 3.3 of this policy.
- "Near Miss" or potentially dangerous occurrences should also be reported and in accordance with the RIDDOR reporting system outline in section 3.3 of this policy.
- In all cases the Headteacher should be fully informed and all completed forms/reports should be counter-signed by the Headteacher.

### 3.6 First Aid and Supporting Medical Needs

All procedures in relation to first aid and supporting children with medical needs are outlined in the Schools Medical & First Aid Policy. Risk assessments should be completed to ascertain the required number of first aiders and location/number of first aid kits. Appropriate training is to be provided. All risk assessments are to be regularly reviewed.

Procedures for administering medication are laid out in the Medical & First Aid Policy.

All staff should be aware of children and other staff that have allergies and what action is to be taken in the event of any allergic reactions.

Staff must seek medical advice if they are taking medication which may affect their ability to care for children, and any staff medication must be securely stored at all times.

Portable first aid kits are taken on educational visits / off-site trips and activities.

### 3.7 Pupils Taken Ill

In the event of pupils being taken ill at school staff should:

- Notify the school office.
- Provide pupils with the appropriate care, if the child is too ill to remain at school staff should consult with the school office in order for arrangements to be made to contact the parents/carers.
- If the child is to be taken home from school the child should be collected by a parent/carer (or other named responsible adult).
- In all cases parents/carers should be informed of the nature of the child's illness/ injuries.

For further guidance on the procedures for dealing with an unwell child refer to the Medical & First Aid Policy.

### 3.8 Managing Work Related Stress

Staff are encouraged to raise concerns about stress, health and well-being. The School will do all that it can to support staff as appropriate including examining possible alternative employment opportunities for the short or medium term. All details can be found in the Staff Handbook.

### 3.9 Work Place Safety for Staff, Pupils and Visitors

The School's approach to workplace safety is outlined as a whole in Section 1 Policy Statement of this document.

#### 3.9.1 Safe Systems of Work

It is the school's policy to ensure as far as is reasonably practicable, that all required tasks are carried out with the minimum of risk to employees, pupils and others on the site.

#### 3.9.2 Personal Safety

The school aims to provide all reasonable support and guidance to raise awareness and develop personal safety strategies. The school will not tolerate bullying and/or harassment, refer to section 3.10 of this policy for further guidance.

#### 3.9.3 Personal Protective Equipment (PPE)

Staff are provided with PPE when dealing with hazardous substances or bodily fluids.

#### 3.9.4 Welfare

The Site Manager will regularly inspected to ensure the school maintains good standards of ventilation, temperature, water supply, washing facilities, toilets and lighting etc in accordance with the Health, Safety and Welfare Regulations 1992 ([HSE HS&W Guidance](#)).

Heating and ventilation systems are to be maintained and inspected annually to ensure they remain suitable and sufficient.

If staff have concerns about any welfare issue they must report it to the Site Manager, School Business Manager and/or Headteacher.

#### 3.9.5 Signs and Signals

The Headteacher is responsible for ensuring that the Health & Safety poster is completed with up-to-date information and is displayed in the school office and staff room.

Fire exit signs are displayed appropriately in each room. All signs will be reviewed regularly by the Site Manager in accordance with the Fire Safety Log Book.

### 3.9.6 Supervision

Sensible, safe behaviour will be promoted to pupils by all members of staff. Dangerous or risky behaviour displayed by pupils will be addressed and dealt with in accordance with Avalon School behaviour code and policy (refer to Anti-Bullying Policy and Rewards & Sanctions Policy).

Pupils will only be allowed into or stay in classrooms under adult supervision. Appropriate supervision will be in place for cloakrooms and toilet access during break and lunch times. Refer to the Supervision Policy.

Appropriate levels of supervision will be maintained in playgrounds in accordance with the Supervision Policy.

Staff are instructed to provide comprehensive information when they are away from school eg accompanying a child so that their whereabouts and estimated time involved is known.

### 3.9.7 Noise

Should the Site Manager or Site Staff be required to use noisy equipment where normal speaking is inaudible ear defenders will be used in accordance with the Control of Noise at Work Regulations 2005 ([HSE CoNaW Guidance](#)).

### 3.9.8 Display Screen Equipment

Information of the safe working practices form part of the induction process.

Staff with desk based jobs are required to carry out a workstation self-assessment on an annual basis to assess the suitability of their workstation. All staff are encouraged to take regular breaks when working on computers.

Interactive white board presentation should have muted backgrounds to protect the viewer's eyes.

Eye tests can be arranged for staff that have concerns about their eye-sight.

## 3.10 School Security

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

The school has a secure perimeter and during the school day access is through a single entrance which is controlled via voice link to the office. Access to classrooms and beyond is through magnetically locked doors.

Out of hours there is a comprehensive alarm system connected to a 24hr monitoring system. In all cases, visitors are required to report to the school office on arrival to sign in and receive a visitor's badge. Visitors are escorted around the building.

Staff are required to be vigilant at all times and are to challenge any person who is not known to establish whether or not they should be on the school premises.

## 3.11 Violence to Staff

The school acknowledges that it has a legal duty of care towards those who work at and attend the school and a responsibility to ensure, as far as is reasonably possible, that the school is a

safe place in which both staff and pupils may work without fear of being subjected to violence or aggression.

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

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

The school will not tolerate bullying, aggressive or violent behaviour on the part of another member of staff at work and staff are instructed to report any such incidents to the Headteacher. This behaviour may trigger disciplinary action. Refer to the Staff Code of Conduct document and Disciplinary Policy.

The school will not tolerate bullying, aggressive or violent behaviour on the part of a child. Refer to the schools behaviour code and policy (refer to Anti-Bullying Policy and Rewards & Sanctions Policy).

### 3.12 Manual Handling

The school is aware of its obligation under the Manual Handling Operations Regulation 1992 ([HSE MHOR Guidance](#)) and where there is a possibility of injury being caused the following actions will be taken in line with the regulations.

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by mechanised process.
- Where activities involving risk cannot be avoid they will be subject to a risk assessment.
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely.
- Pupils and staff must only lift equipment and furniture within their own individual capability.

All staff are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. Refer to the Manual Handling Policy for further guidance.

### 3.13 Slips, Trips and Falls

The school is aware the slips, trips and falls are the most comment workplace hazards and make up over a third of all major injuries.

The school is also aware the sips happen in wet conditions and the slips and trips often occur through poor housekeeping.

The potential for slips, trips and fall in school has risk assessed and the appropriate control have been put in place.

It is responsibility of all staff to report any hazards on the school site which could cause harm or injury to a child, member of staff or visitor.

In order to address these issues, the school adopts the following procedure:

- Spills are managed carefully and are signed if immediate remedial action in not possible.

- Appropriate cleaning regimes are in place.
- Appropriate warning signage is used when floors are wet.
- Effective matting systems are employed with appropriate mats in place
- Appropriate footwear is selected by the employee or child.
- The premises are maintained on an on-going basis.
- Flooring is specified appropriately and renewed when necessary.
- Housekeeper is maintained to a high level.
- Risk assessment is undertaken where extraordinary situations exist.

### 3.14 Snow and Ice

A plan has been produced outlining the main pedestrian route that the Site Manager will strive to keep open during snowy and icy conditions. If it becomes impossible to keep this route clear the Headteacher is informed immediately and this information will contribute to any decision to close the school.

### 3.15 Movement of Vehicles On-Site

There are no parking facilities on site save for a single parking space which is designated to the Headteacher. Control of vehicles on-site is of paramount importance and a maximum speed of 5mph is allowed when driving on the site. Where the driveway is needed for delivery or refuse vans etc this should preferably take place when children are in classroom and not out to play.

The following rules must be observed at all times:

- Speed must be kept to a maximum of 5mph.
- Care must be exercised at all times as there may be pedestrians on the driveway.
- A banksman is always to be used when reversing.

### 3.16 Staff / Volunteers Driving Own Vehicles for School Activities

The Road Traffic Act 1991 ([RTFA Guidance](#)) requires all vehicles to be roadworthy and drive qualified to a set standard.

Only those persons authorised and in possession of the appropriate licence and driving experience are to drive vehicles on school business / activities. Drivers must have held a licence for 1 year and be over 25 years of age.

Driving licence in the UK uses the following standard Europe vehicle entitlement category:

- Cars – drivers of cars and vehicles with a maximum capacity of eight passengers may drive on their ordinary licences.

The appropriate motor insurance must be current and valid for business use if staff / volunteers use their own cars to carry persons / pupils for a school related business / activities.

It is the driver's responsibility to ensure that each time they take children out in a vehicle that the said vehicle is checked prior to use. Case law has established that staff may be held accountable in the event of an accident that is caused by use of an unsafe vehicle.

Drivers must be aware that apart from the need to comply with the usual traffic regulations, they are personally responsible for the state of the vehicle and its use under a permit or licence.

It is the Headteacher responsibility to remind staff of the above guidance.

### 3.17 Management of Asbestos

In line with the requirements of the Control of Asbestos Regulations 2012 ([HSE Asbestos Guidance](#)), the school is required to carry out a survey of the premises to establish whether any asbestos is present and if so what action if any is located, steps need to be taken wither to remove or control the asbestos.

A management survey was carried out by Local Asbestos Services (LAS) for premises in 2017. A small amount of asbestos was identified in the cellar. The asbestos is in tacked and stable. A copy of the survey can be found in the School Business Managers office.

Staff should be made aware of the location of any asbestos found in the school. All contractors should be made aware of the location and must sign to say that they have seen the report before starting work in the location.

### 3.18 Control of Hazardous Substances

The use of hazardous substances in school will be kept to a minimum. Where substances are used that may be controlled under specific regulations eg Control of Substances Hazardous to Health (COSHH) ([HSE COSHH Guidance](#)) the procedures are as follows:

The Site Manager will:

- List all substances being used to establish whether they come under the COSHH Regulations.
- Complete a COSHH assessment for all hazardous substances used on site having due regard for:
  - Prevention or Control – ideally prevention by substitution of a non-controlled substance, but if not possible control.
  - Control measures are adopted.
  - Maintenance of the control measures.
  - Monitor the situation to establish that the measure are effective.
- Undertake instruction and/or training to ensure that the following is understood:
  - Use of substances, their handling, storage and disposal.
  - Emergency procedures.
  - Methods of control.
  - Use of personal protection equipment.
- Record all information on relevant substances and their location.
- Ensure hazardous substances are never decanted into unmarked containers.
- Ensure that all hazardous substances are kept out of the reach of children.

### 3.19 Working at Height

The school is aware of its obligation under the Work at Height Regulation 2005 ([HSE WAHR Guidance](#)) and where there is a possibility of injury being caused the following actions will be taken in line with the regulations.

- Working at height risk assessments are to be completed.
- Working at height training is undertaken by the Site Manager and School Business Manager.
- Training of all other staff who may work at height eg putting up displays in school will be given the appropriate in-house training and advised that they must:
  - Use the appropriate equipment – step ladders etc.
  - Wear flat shoes when working at height.
  - Not to climb on furniture when working at height.
- Pupils are not allowed to use ladders etc in school.
- The Site Manager will ensure that all equipment is well maintained and fit for purpose.
- Appropriate record keeping and safe systems of work are kept by the Site Manager.

All staff are required to exercise discretion when working at height. The initial responsibility for assessing any working at height implications rests with the person undertaking the task. Refer to the Working at Heights Policy for further guidance.

### 3.20 Good Housekeeping

Tidiness, cleanliness and efficiency are essential for the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- The Site Manager will ensure that the Cleaning Service and cleaners carry out their work effectively.
- The Cleaning Service to regularly monitor the standard of cleaning undertaken.
- School to have sufficient and safe storage.
- Rubbish to be collected daily and placed in the appropriate waste containers.
- Wet floor signs to be used when necessary
- Glass is disposed of carefully and separate from other refuse so that accidental cuts are prevented.
- Where possible materials are to be recycled.

### 3.21 Maintenance / Inspection of Equipment and Tools

It is Avalon Schools policy to ensure that all work equipment and machinery is suitable for its intended purpose and provide adequate training in its use.

It is responsibility of the employee using the equipment / tools including PE equipment, benches, gardening equipment etc, to ensure that they are fit for purpose prior to use. All defects must be immediately reported to the Site Manager, School Business Manager and/or Headteacher.

Maintenance on all the school equipment is carried out on a regular basis to ensure that the school complies with its obligations under section 2(2)(a) of the Health & Safety at Work Act 1974. Refer to the Fire Safety Log Book and Water Safety Log Book for details on inspections and checked carried out.

### 3.22 Reporting Defects

The Site Manager makes regular inspections of the school, including the buildings, grounds, equipment, furniture etc. All defects brought to the attention of the Site Manager and/or School Business Manager who will make the appropriate and necessary arrangements for repair or disposal.

### 3.23 Electrical Safety

Avalon School will ensure that electrical installations are properly constructed, installed and maintained and that installation are suitable for the environment in which they are used. All items of portable electrical equipment in school are inspected and checked annually. Personal items brought into school should be PAT tested prior to use.

Defective equipment should be brought to the attention of the Site Manager, School Business Manager and/or Headteacher.

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly before the equipment can be used again.

Electrical equipment that is known to be, or suspected of being faulty must not be used.

If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured. It must be reported to the Site Manager and/or School Business Manager and must not be used until repair has been completed.

All fixed electrical installations / circuits are to be inspected and checked every 5 years.

### 3.24 Fire Safety

Avalon School believe that the prevention of fire is of vital importance, most fires are caused by negligence, carelessness or ignorance. A high standard of fire awareness, common sense and good discipline will keep the danger of fire to a minimum.

Fire exits have appropriate signage and are checked regularly by the Site Manager. Damaged or missing signs are recorded in the Fire Safety Log Book and repaired or replaced.

There are plans of the school showing the location of all alarm points and fire-fighting equipment displayed on notice boards around the school.

The fire alarm, emergency lighting, fire exits, fire-fighting equipment and smoke detectors are tested / checked regularly by the Site Manager in accordance with the Fire Safety Log Book.

A fire drill is practised and documented once a term by the Headteacher. Records are to be kept in the Fire Safety Log Book. Evacuation times and any issues which arise are reported to the Governors

Fire extinguishers are checked annually by a qualified contractor.

The Fire risk assessment is reviewed annually or when legislation requires by the Site Manager, School Business Manager and Headteacher.

Fire Marshall training is undertaken by the Site Manager and other appropriate staff.

For further details see the Fire Procedure Policy.

### 3.24.1 Fire Evacuation Procedure

Fire evacuation procedures are clearly displayed around the school.

#### **On discovering a Fire**

Operation the nearest fire alarm

Alert other people within your immediate vicinity

Do not attempt to tackle the fire unless you have been trained or feel competent to do so

Call the emergency services by dialling 9 999.

#### **On hearing the fire alarm:**

##### **Staff**

Do not delay – evacuate the premises immediately

Do not stop to collect personal possessions

Remain calm and proceed in an orderly manner

Make your way to the assembly point on the playground.

Teacher to escort their class to the assembly point on the playground

Do not re-enter the premises or site until the emergency services is satisfied that the premises and site are safe to re-enter

##### **Pupils**

When the fire alarm sounds:

Leave your books and all personal belongings where they are.

Follow your teacher's instructions and walk in silence out of the building by the nearest exit.

Line up, in silence, with the rest of your form on the playground.

Do not re-enter the school buildings until told to do so.

#### **Fire Marshal Responsibilities**

On hearing the fire alarm the trained Fire Marshals are to check their designated area to ensure that all staff, pupils visitors, etc have evacuated the area and report to the Headteacher or other responsible person that their area has been checked. A list of all Fire Marshals can be found in Appendix A.

Fire Marshals check the designated area and report the Headteacher or other responsible person who will complete the area clear check list (see Appendix A for Check List).

### 3.25 Food Safety

Avalon School believe that a nutritious balanced meal should be provided to promote a healthy diet. The Food Safety Act 1990, Food Safety (General Food Hygiene) Regulations ([Food Safety Guidance](#)) must be consulted to ensure the provision of nutritionally balanced meals and appropriate record keeping takes place.

All food handlers are trained in basic food hygiene as a minimum qualification. Regular refresher courses will take place as required.

The Catering Manager is responsible for ensuring that the fridge temperatures are taken and recorded daily. Food is served at the correct temperature and that a robust cleaning programme is undertaken daily.

Any pupils undertaking food preparation or cooking as part of the curriculum must be supervised at all times have a member of staff. Staff must be satisfied that the tasks are appropriate to the pupil's age and ability.

### 3.26 Gas Safety

Avalon School are aware that it has a duty to ensure that any gas appliance or installation is maintained in a safe condition and will not cause harm. The school will ensure that any require work will be carried out by a registered / qualified engineer.

All gas boilers are regularly checked by the Site Manager and inspected/serviced annually by a registered / qualified contractor in accordance with the Fire Safety Log Book.

All gas cylinders are installed by a registered / qualified contractor and checked regularly by the Site Manager in accordance with the Fire Safety Log Book.

Any defects or damage to either boilers or cylinders must be reported to the Site Manager, School Business Manager and/or Headteacher immediately.

### 3.27 Playground Safety

The playground equipment and it's used is to be supervised during break times during the school day.

The Site Manager will inspect the playground equipment daily to ensure that it is in a suitable state of repair. A decision will be made by the Site Manager and Headteacher in the case of inclement weather (damp/icy) as to whether the equipment is unsafe to use.

The outdoor playground equipment will be inspected annually by the installers.

Any defects are to be reported to the Site Manager, School Business Manager and/or Headteacher. Appropriate action will be taken to ensure the safety of the pupils using the equipment.

The Site Manager is to check daily the whole playground and outdoor play equipment.

Appropriate levels of supervision will be maintained in playgrounds in accordance with the Supervision Policy.

### 3.28 Water Safety

Legionella is covered under the COSHH Regulations ([COSHH Legionella Guidance](#)). Legionella is a type of bacteria that is common in nature and artificial waste systems. They can survive at low temperatures and thrive at temperatures between 20°C and 45°C. They are killed at higher temperatures and this is the main method used for their control in domestic waste systems. Legionella can also be found in rivers, ponds and streams. The disease is usually contracted by breathing in infected droplets of water that penetrate into the lung resulting in pneumonia type symptoms.

A registered/qualified consultant will undertake and review a risk assessment for legionella annually. Copy of the risk assessment can be found in Advanced Water Technology log book in the Site Managers Office.

The site manager will regularly check and record the water quality / temperature in accordance with the Advanced Water Technology log book. Any treatments will be carried out by a registered/qualified contractor.

The Site Manager will undertake legionella sampling once every 12 months which will be tested by an external registered/qualified consulting testing company. Records of finds are recorded in the Advanced Water Technology log book.

The Site Manager will ensure that taps are fitted with temperature restrictors to ensure that hot water does not cause harm or injury.

Water coolers are regularly inspected and appropriately maintained by the rental company.

Suspected outbreaks must be reported to the local authority environmental health department.

### 3.29 Smoking

Avalon School operate a Smoke Free School Policy and as such smoking is not permitted anywhere within the school buildings or grounds. It is the schools view that smoking should be actively discouraged. It is acknowledged that some staff, visitors, parents do smoke and it is the schools aim to help reduce and/or break the habit. Refer to Smoke Free School Policy for further information and guidance.

### 3.30 Alcohol, Drugs and Solvents

Avalon School operate an Alcohol and Drug Free Policy and as such drinking or drug taking is not permitted anywhere within the school buildings or grounds. Any member of staff who reports for duty under the influence of alcohol, illegal drugs, bring alcoholic beverages or illegal drugs into the school or consumes an alcoholic beverage or illegal drugs whilst on duty may be subject to disciplinary procedures. Refer to the Staff Code of Conduct and Disciplinary Policy.

### 3.31 New and Expectant Mothers at Work

Working with children can pose a significant risk for pregnant workers therefore; any member of staff who believes that they may be pregnant must inform the Headteacher as soon as possible.

A detailed individual risk assessment will be carried out when an employee informed the Headteacher that they are pregnant.

The expectant mother must inform the Headteacher of any medical conditions which have arisen as a result of the pregnancy in order for working conditions to be re-assessed. It is essential that the expectant mother notifies the Headteacher in writing as early as possible. Until the Headteacher receives written notification they cannot take any further action, such as altering working conditions or hours of work.

The Headteacher will follow procedures in accordance with the HSE New and Expectant Mother Guidance ([HSE Pregnancy & Expectant Mothers Guidance](#)) once written notification has been received.

Avalon School will provide a suitable place for pregnant and breastfeeding employees to rest, including somewhere to lie down if necessary.

### 3.32 Visitors / Parent Helpers

It is the duty of Avalon School and all employees within the school to ensure the health and safety of all visitors / parent helpers.

The school will ensure that there is appropriate signage to direct visitors / parent helpers to the school office.

All visitors / parent helpers must sign in and out at school office. All visitors / parent helpers must wear the appropriate visitor badge. All visitors / parent helpers must be made aware of the schools Visitor Guidance Leaflet.

Visitors should not be allowed to enter the school unaccompanied.

### 3.33 Work Experience Students

All work experience placements must be approved by the Headteacher prior to the placement commences.

All students will undertake a health and safety induction including location of tour of school, introduction to staff and immediately supervisor, welfare facilities, times of breaks and emergency evacuation procedures.

Student will be expected to follow procedures as outlined in the Safeguarding Policy and Staff Code of Conduct Policy. Students will be encouraged to communicate any concerns to their supervisor or Headteacher.

High School or Higher Education organisations from which the placement has been arranged will undertake a health and safety agreement and checklist with the student prior to the placement commencing.

### 3.34 Selecting and Managing Contracts

Avalon School is aware of its obligation under the Health & Safety at Works Act 1974 in so far as it applies to contractors on the schools premises.

### 3.34.1 Selecting a Contractor

In order to meet these obligations Avalon School exercises control over contractors in the following ways:

#### Identification of Suitable Contractors

When identifying a suitable contractor the following will be taken into consideration:

- Adequate health and safety policy.
- Control structure.
- Safety working systems.
- Training standards.

#### Identification of Hazards

The contractor will be required to demonstrate that any hazards have been adequately taken into account including:

- Special hazards eg asbestos.
- Safe access to and egress from site.
- Confined spaces / entry.
- Chemical storage.
- Occupational health risks including noise.

#### Appointment of the Contractor

The appointment of the contractor will be based on the best value for money bid taking into account all factors.

#### Acceptance by Contractor of School Rules

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Headteacher or School Business Manager.

### 3.34.2 Managing a Contractor

#### Control of Contractor on Site

All contractors are required to produce suitable and sufficient risk assessments before carrying out any work on Avalon School premises. The risk assessments will be reviewed by the Site Manager, School Business Manager and/or Headteacher.

The contractor is to provide a copy of their health and safety policy, method statements, competency certificates and permits to work as required. Details of the plant and equipment being brought onto site is to be provided including maintenance and inspection logs.

All contractor employees who attend Avalon School are required to provide photographic ID on arrival. All contract staff must sign in at the school office and provided with a visitors badge.

If contractors attend school during the school day, ie when children are still on the premises, all contractor staff are to be accompanied by a member of staff.

Regular site meetings with the Site Manager, School Business Manager and/or Headteacher to take place during the works.

Any injuries or accidents must be reported to Site Manager, School Business Manager and/or Headteacher and work is to cease immediately.

Any breaches in health and safety may lead to suspension or termination of the contract.

Any concerns staff may have should be reported to Site Manager, School Business Manager and/or Headteacher.

### Contractors Safety Guidance

At Avalon School we are about the safety and well-being of our staff, children and visitors. We are committed to the highest standards of education and care. It is the schools policy to only use contractors whose is committed to the same high safety standards. To help the school ensure safety is given its full importance, we ask contractors to observe the following rules whilst working at Avalon School.

No work should be carried out at the school unless it has been pre-planned with the Headteacher and a formal record of exactly what is to be done is available for checking.

Any changes to plans must be notified before the work commences.

Hot works permit must be obtained from the Site Manager if applicable.

Any specific hazards must be notified in advance to the Site Manager, School Business Manager and/or Headteacher so that the necessary precautions can be taken to protect staff and pupils.

Avalon School operates a no smoking policy throughout its buildings and grounds.

Avalon School will not tolerate alcohol or illegal drugs being consumed within its buildings and grounds.

We maintain high standards and would ask that all contractors turn up dressed appropriately and moderate their language and behaviour whilst on the school premises.

All contractors are to sign in and out of the premises. Upon signing out contractors must ensure that they leave the area where the work has been carried out is in a safe and tidy condition, all equipment is removed and waste is disposed of thoughtfully with due consideration to the environment.

Emergency fire arrangements will be explained to the contractors.

Materials and equipment that are required during the works must not compromise the safety of staff and pupils.

Fire exit routes must not be obstructed.

No liability will be accepted by Avalon School for any contractor's property that is damaged or missing. It is the responsibility of the contractor to ensure that all equipment and personal possessions are safe and secure at all times.

### 3.35 Pest Control Management

Avalon School is aware of its obligation under the Health & Safety at Works Act 1974 in so far as it applies to the control of pests and aims to successfully control pests in the school to protect pupils and staff from noxious pests.

Certain parts of schools, for example, kitchens, food stores, hall and grounds can provide ideal conditions for certain pests. Pests carry organisms that can be transmitted to humans, such as Salmonella bacteria, Leptospira (Jaundice), Gastroenteritis and Typhus etc. Children and infants and some vulnerable adults are more susceptible than the general public to the harmful effects from pests. Children and infants are more susceptible because of their immature immune systems and because they play on the floor and place objects and fingers in their mouths. Some vulnerable adults are at risk because their immune systems may have been chemically suppressed.

It is not a legal requirement in a school to have a pest control contract but it is a legal requirement that schools manage pest control.

#### 3.35.1 Type of Pest

The following is a list of the common pests currently found in Great Britain:

Ants	Cockroaches	Houseflies	Moths	Rats
Beetles	Fleas	Mice	Pigeons	Wasps
Bed Bugs	Foxes	Moles	Rabbits	Woodlice

##### Ants

The commonest species of ant is the black garden ant. Limited measures can be taken by the Site Manager but professional pest control contractors should be brought in if large numbers of ants' nests are found.

##### Bats

Bats may only be handled by those licensed to do so. They cause no direct harm though their droppings may cause problems with smell and insect infestations. If bats are found on or near school premises, the local Environmental Health Officer should be contacted. The Bat Conservation Trust, can be contacted if help is needed to remove injured or dead bats.

##### Bees, Wasps and Hornets

Wasp nests are normally built in sheltered spots, with easy access to outside. They can be found in areas such as wall cavities, roof spaces and under eaves. They can grow to around the size of a football as the summer progresses. Only female wasps sting, but they can do so repeatedly. Honey bees live in colonies often greater than 30,000 in roof and wall cavities and hollow trees. They swarm in early summer. They have a barbed sting and die once this is used but will sting when provoked. Professional vermin control contractors should be contacted to rid a school of wasp or hornet infestation. If there is a problem with honey bees, a local bee keeper or Environmental Health Officer should be contacted to relocate, not destroy, the nest as they are a protected species.

### Cockroaches

There are two types of cockroach found in the UK; the Oriental cockroach and the German cockroach. Cockroaches will feed on almost anything from food to faecal matter. They are commonly found in kitchens and heating systems. They prefer warm moist conditions and they reproduce rapidly; a German cockroach can produce up to 240 eggs per month. They can spread bacteria and usually indicate that food preparation areas are not clean. Germs can be spread from the body of a cockroach or from their droppings. They can carry dysentery, gastro-enteritis, typhoid and food poisoning organisms. Contamination occurs when the cockroaches come into contact with foodstuffs. Professional pest control contractors should be brought in to control and destroy infestations.

### Fleas

Fleas are external parasites, living off the blood of mammals and birds and include cat/dog fleas, human fleas and rat fleas. Beside the problems posed by the flea itself, they can also act as a vector for disease, for example, fleas can transmit a variety of viral and bacterial diseases to humans and other animals. Professional pest control contractors should be brought in control and destroy infestations.

### Flies

Flies carry disease and tend to be around in the warmer weather in Spring and Summer. Flies are attracted to food.

### Foxes

Foxes are increasingly seen in urban and suburban areas as well as rural areas. The fox is primarily carnivorous, and they are highly effective scavengers finding waste in towns and cities plentiful. The law prevents the use of poisons or illegal traps or snares to control foxes and it is illegal to shoot them in urban areas. Foxes can carry toxocariasis, a parasitic roundworm which can be passed to humans. Infection is extremely rare and only affects around two people per million in the UK each year. Fox faeces may contain bacteria which can cause sickness in humans, so faeces should not be directly handled. Fox dens are established in January/February for cubs born in March. If a fox den is discovered in school grounds, the Environmental Health Officer should be contacted.

### Mice

“House” mice are considered amongst the most troublesome and economically damaging rodents in the UK. They nest in the ground or in any protected location in nests constructed of shredded fibrous material such as paper. The female produces 5 to 10 litters per year, averaging five per litter. Mice contaminate foodstuffs with their urine, droppings and hair and amongst the diseases they may transmit to humans are Salmonellosis (food poisoning), rickettsialpox and lymphocytic choriomeningitis. Mice also chew cables and wiring, and this can cause short-circuiting and increase fire hazard. Professional pest control contractors should be brought in if mice dropping or nests are found.

### Pigeons

Pigeons can carry psittacosis which can cause respiratory illnesses and flu-like symptoms, if humans are exposed to infected birds. Pest control contractors are empowered to control and destroy pigeons if they pose a threat to public health. Other measures can be taken to prevent pigeons nesting such as wires on window sills and netting across open pathways and courtyards.

### Rats

Common rats live in any situation that provides food, water and shelter. The common rat is the most widespread of its species and is widely found in urban and rural areas. Their favourite foods are cereal products, although they will eat almost anything that humans eat. Rats can transmit several diseases to humans including Weil's disease which is a bacterial infection that attacks the kidneys and liver and can be deadly. Professional pest control contractors should be brought in if rat dropping or nests are found.

### Squirrels

The main threat from squirrels is that they enter roof spaces and chew woodwork, strip insulation from wiring and water pipes and drown in open water tanks causing contamination. Preventative measures should also be taken such as blocking gaps and entry holes with wire mesh and ensuring frequent inspection of roof spaces. Professional pest control contractors should be brought in evidence of squirrel activity is found.

## 3.35.2 Buildings and Grounds

Building and grounds often offer an ideal breeding ground for pests. Roof spaces and corners provide shelter from the elements. Boiler rooms, over several degrees warmer than the rest of the building, stuffed with debris and insulating materials are also ideal places for pests to build their nests. Holes in external walls give easy access to sources of food and water and need a mesh barrier in place. Scheduled systematic cleaning of areas contaminated with food is an essential measure to reduce the risk of infestation.

## 3.35.3 Control Measures

Avalon School will instruct a qualified pest control contractor to regularly monitor for pest activity and undertake control measure when necessary.

The School will aim to stop pests getting in to our kitchen and food storage areas with well-fitted doors, covered drains, fly screens and an Insectocutor.

Any evidence of the presence of pests including droppings, "chew-marks" on carpets and wiring, insect droppings and nests in all parts of the school buildings or grounds must be reported to the Site Manager or School Business Manager and/or Headteacher.

The Site Manager will monitor any pest activity and liaise with qualified pest control contractor when necessary.

Adequate cleaning measures for the kitchen are in place. The kitchen staff clean on a daily basis. The kitchen staff have dedicated cleaning days during the school year and the school also pays for a deep clean (high level) of the kitchen three times a year

The school is cleaned daily and a deep clean of the school is undertaken annually.

Boiler rooms are kept free of rubbish and other items

Roofs are checked regularly for any damage caused by pests or evidence of pests nesting

All grass and garden areas, including Warwick Drive, are maintained by the Site

Manager. Ensure that the grass is kept short so as not to harbour any pest and to destroy any habitat that may attract the possibility of foxes/moles/rabbits etc making their dens

Faeces when found will be cleared immediately

The School aims to ensure that waste management is dealt with well. Classroom and office bins are emptied daily. Large external bins are kept away from school buildings in the bin store at the front of the school grounds. Kitchen waste is not left in the kitchen and is also moved daily to the bin store. Recycling from around is regularly emptied in to the bin store located by the Site Managers office. The local authority regularly collect the general waste and recycling from the school bin stores.

Non-chemical methods of eradication will be used before considering the use of pesticides

#### 3.35.4 Pest Control Contractor

A reputable, suitably qualified pest control contractor will be able to eradicate pests/vermin and ensure that the buildings and grounds are clean and safe for reoccupation. The contractors will also ensure that any pesticides or other toxins used to eradicate infestation are safely administered without risk to users of the building.

#### 3.35.5 Roles and Responsibilities

The Site Manager is the named member of staff responsible for pest control and will:

- Routinely check the school buildings for any evidence of pests.
- Contact a pest control company if necessary
- Contact the Environmental Health Officer at the local authority if necessary.

If staff suspect the presence of pests, then they should inform the Site Manager or School Business Manager and/or Headteacher immediately

If an infestation is discovered:

- The affected areas should be closed pending the arrival of the pest control contractor or local authority environmental health team member.
- No food or drink should be prepared nor, should pupils and staff re-occupy the space until the pests have been eliminated, disposed of and the area thoroughly cleaned.

#### 3.36 Air Conditioning Units

Air conditioning units are installed and maintained by 4 Seasons Air Conditioning in accordance with Department of Communities & Local Government guidance on Improving the Energy Efficiency of our Buildings ([DC&LG Air Conditioning Unit Inspection Guidance](#)) in the Science/Art Classroom and ICT Classroom.

Instructions on the use and settings of the air conditioning units are available in both classrooms and a copy is kept by the Site Manager in the Air Conditioning Maintenance Log.

The units are inspected regularly and in particular the filter by the Site Manager in accordance with the Air Conditioning Maintenance Log.

Avalon School has entered into a maintenance agreed with 4 Season Air Conditioning who will inspect and maintain the units in accordance with this agreed as stated in the Air Conditioning Maintenance Log.

Any defects noted by staff must be reported to the Headteacher and Site Manager / School Business Manager. Air conditioning units must not be used until defect has been repaired.

#### **Section 4 Monitoring**

Monitoring will take place annually and will also be undertaken whenever there is a change of circumstances relating to the school and its use.

Avalon School expect all employees to effectively plan, organise, implement control, monitor and review the preventative and protective measures required to ensure the promotion and health and safety in this school.

Avalon School believe that a healthy and safe school environment is a fundamental part of promoting effective teaching and learning.

#### **Section 5 Reviewer and Governing Body Sign-Off**

This policy will be given to all staff members who must read.

J Callaway, Headteacher

C Kidd, Chair of Governors

## Appendix A

### Fire / Fire Drill Areas Clear Check List and Fire Marshals

<b>Office/Science&amp;Art Building</b>	
Main Office	
Visitors Toilet	
Children's Toilet	
Medical Room	
Site Managers Room	
Science/ Art Classroom	
Staff Room	

<b>Main Building</b>	
Kitchen/ Hall	
Ladies Toilet Ground Floor	
Learning Support Classroom	
Reception Classroom	
Year 1 Classroom	
Year 1 Toilets	
Year 2 Classroom	
Year 3 Classroom	
Year 4 Classroom	
Year 5 Classroom	
Year 6 Classroom	
ICT Classroom	
Music Classroom	
Library	
Girls Changing room/ Toilet	
Boys Changing room/ Toilet	
Deputy Headteacher's Office	
Toilet First Floor	
Headteacher's Office	

<b>Nursery &amp; Pre-School</b>	
Nursery Office	
Pre-School Classroom Adventures	
Nursery Classroom Explores	
Nursery Classroom Discoverers	
After School Room	

<b>Year Groups &amp; Staff</b>	
Staff Members	
Peripatetic staff	
Visitors	
Nursery Explorers	
Nursery Discoverers	
Pre-School Adventurers	
Reception	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

<b>Fire Marshals</b>	
Martin Ashton	
Jenny Brew	
Jo Callaway	
Jackie Duffy	
Ann Evans	
Ruth Kililiku	
Susanne McCabe	
Sally Parkins	
Alison Prandle	
Louise Rigby	
Bill Spence	
Linda Tottey	
Jess Tweed	

<b>Date of Evacuation:</b> .....	<b>Time of Evacuation:</b> .....
<b>All Persons accounted for: Yes ..... No .....</b>	<b>Time taken to evacuate:          Mins          Sec</b>
<b>comments/Issues identified:</b>	

**Appendix A**  
**Health & Safety Committee Members**

Mrs Joanna Callaway	Headteacher
Mr Martin Ashton	Deputy Headteacher
Mrs Heather Probert	Catering
Mr William Spence	Site Manager
Mrs Sally Parkins	Lower School Leader
Mrs Christina Roberts	Infant Teacher
Mrs Ruth Kililiku	Junior Teacher
Mrs Alison Prandle	Nursery Manager
Mrs Jacqueline Duffy	Deputy Nursery Manager
Mrs Ann Evans	School Business Manager

## **APPENDIX B: Addendum to Health & Safety Policy**

### **HEALTH & SAFETY PROCEDURES DURING THE CORONAVIRUS PANDEMIC**

#### **Statement of intent**

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety for the school community. This appendix includes provisions which the school will have due regard for during the coronavirus (COVID-19) pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released. This policy will be implemented alongside the school's COVID-19 Operational Risk Assessment for Avalon school reopening from 1<sup>st</sup> June 2020 and other relevant school policies including:

Medical and First Aid Policy

Infection Control Policy

Child Protection & Safeguarding Policy and Addendum

Parent Information Guidance on wider reopening of Avalon School from 1<sup>st</sup> June 2020

Staff Information Guidance on wider reopening of Avalon School from 1<sup>st</sup> June 2020

#### **1. Legal framework**

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

DfE (2020) 'Actions for early years and childcare providers during the coronavirus outbreak'

DfE (2020) 'Actions for education and childcare settings to prepare for wider opening from 1 June 2020'

DfE (2020) 'Implementing protective measures in education and childcare settings'

DfE (2020) 'Planning guide for primary schools'

DfE (2020) 'Safe working in education, childcare, and children's social care settings, including the use of personal protective equipment (PPE)'

PHE and DfE (2020) 'Coronavirus (COVID-19): guidance for educational settings'

PHE (2020) 'COVID-19: cleaning in non-healthcare settings'

#### **2. Social distancing measures**

- 2.1. The school will adhere to the government's social distancing guidelines as much as is possible.
- 2.2. To ensure the risk of coronavirus transmission in school is as low as possible, the following actions will be taken:

Staff, pupils, parents, carers and any visitors will be told not to enter the premises if they are displaying symptoms of coronavirus.

The way pupils arrive at school will be reviewed, with a view to reducing any unnecessary travel on coaches, buses and other public transport. Pupils, parents and staff will be encouraged to walk or cycle to school if they are able.

**Class sizes:** These will be reduced to no more than 15 pupils where possible, based on the number of teaching staff available. Pupils will be in the same groups every day to avoid unnecessary mixing.

**EYFS Nursery & Pre School:** Class sizes will be reduced to no more than 8 pupils where possible, based on the number of teaching staff available. Pupils will be in the same groups every day to avoid unnecessary mixing.

Pupils will be sat at desks that are two metres apart and will be required to sit in the same seats every day.

Classroom doors and windows will be opened for air flow where possible.

Where possible, one-way systems are implemented in busy areas and 'pinch points', e.g. corridors, staircases, entrances and exits. Some areas may be temporarily closed if needed.

Break and lunch times and the movement of pupils around the school will be staggered to prevent large groups of pupils from gathering.

At lunch time, both pupils and staff will be asked to remain two metres apart and will eat their lunches in their classroom base or outdoors in a designated area.

Pupils will be asked to visit the toilet one at a time.

Staff will ensure pupils keep a safe distance whilst in play areas or taking part in physical exercise. The school will utilise outdoor space to ensure pupils are more able to maintain social distancing.

The school will review and revise any processes involving large numbers of people gathering, e.g. fire drills.

All unnecessary staff gatherings will be avoided, e.g. where possible, meetings will take place via video conference from different classrooms or offices.

Parents will be discouraged from gathering at school gates. Floor markings will be placed in pick-up areas to ensure parents maintain a two-metre distance from one another. Parents have been informed where and when to drop off and pick up their children via email and with signage at the school. Only one parent should attend for each child.

Parents have been given a Parent Information Guidance Handbook to communicate the school's arrangements for wider reopening from 1<sup>st</sup> June 2020.

The school will receive a limited number of visitors at any one time, and only when necessary.

Staff will consider using age- and developmentally appropriate ways to encourage children to follow social distancing, handwashing and other guidance, e.g. through games, songs and stories.

- 2.3. The school will conduct a risk assessment to identify sites where social distancing and infection control may be more challenging, with particular regard to the needs of clinically vulnerable individuals.
- 2.4. The school will ensure strict social distancing and infection control measures can be put in place to protect clinically vulnerable individuals.
- 2.5. The school will not permit clinically extremely vulnerable individuals to enter the premises at this time.

### 3. Additional hygiene and cleaning measures

- 3.1. Anyone who is showing symptoms of coronavirus will be told to stay at home for at least 7 days and encouraged to get tested. Further actions to take following testing are outlined in section [5](#) of this Addendum (Appendix B).
- 3.2. All staff and pupils will be:
  - Told to frequently wash their hands with soap and hot water for at least 20 seconds, or use an alcohol-based sanitiser.
  - Encouraged not to touch their faces.
  - Told to use a tissue or their elbow to catch coughs and sneezes, and to use bins for tissue waste.
- 3.3. Pupils who have difficulty washing their hands will be supported by a member of staff, with social distancing in place where possible.
- 3.4. Disposable tissues and lidded bins will be available in every classroom. If the classroom does not have a sink with hot water and soap, the school will make hand sanitiser available.

**EYFS:** Staff will ensure thorough handwashing before and after supporting children who need help with nappy changing, going to the toilet or eating.
- 3.5. Sharing food, drink, utensils, equipment and soft toys will be avoided as much as possible. Equipment, toys and surfaces will be cleaned and disinfected more frequently than usual.
- 3.6. The handling and exchange of shared resources will be minimised, particularly resources that cannot be properly cleaned, e.g. books and soft toys. Teachers will be asked to wash their hands and surfaces before and after handling pupils' workbooks.
- 3.7. The frequency of cleaning will increase, particularly for surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with 'COVID-19: cleaning of non-healthcare settings' guidance: [cleaning in non-healthcare-settings](#)

- 3.8. Equipment, including stationery, keyboards, tables, chairs, door handles, light switches and bannisters, will be cleaned and disinfected regularly.
- 3.9. Parents will be asked to wash their child's clothing after each day in school. Arrangements for uniform have been communicated to parents in the Parent Information guidance booklet and the school will be flexible if pupils are unable to wear some or in the current circumstances, e.g. if they have outgrown it or some items cannot be machine washed.

#### **4. Preventing the further spread of infection**

- 4.1. If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow Public Health England's 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. [covid-19-stay-at-home-guidance](#)
- 4.2. If a pupil is awaiting collection, they will be moved to a room where they can be isolated and receive adult supervision, if required. Where possible, a window/door will be open for ventilation. The isolation room will be the medical room.
- 4.3. Where isolation is not possible, the pupil will be moved to an area which is at least two metres from anyone else.
- 4.4. If the pupil needs to use the toilet whilst waiting to go home, they will be required to use a separate bathroom. This bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.
- 4.5. If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves, in which case a test will be available.
- 4.6. Staff will wear PPE, including gloves, a face mask, and an apron, if direct personal care or close contact with an unwell pupil is necessary, and if a two-metre distance apart cannot be maintained. If deemed necessary, eye protection can also be worn.
- 4.7. After removing their PPE, staff will wash their hands thoroughly for at least 20 seconds following any contact with someone who is unwell. Staff have received instructions on how to put on and remove PPE items.
- 4.8. When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for at least 20 seconds after all PPE has been removed and disposed of appropriately.
- 4.9. If there is visible contamination to an area, e.g. with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth and nose, including a fluid resistant face shield.
- 4.10. Areas where a symptomatic individual has passed through and spent minimal time, e.g. corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.

- 4.11. All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g. door handles.

Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using the EC4 Sanitiser in the correct concentration solution (see COSHH assessment form supplied by ICS cleaning contractor) or an alternative disinfectant which is checked to ensure it is effective against enveloped viruses

- 4.12.

When cleaning, staff will be asked to:

Avoid creating splashes and spray when cleaning.

Dispose of any cloths and mop heads used by putting them into waste bags.

Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.

Ensure that bins are emptied throughout the day.

- 4.13. Waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and stored for 72 hours or more to reduce the risk to waste disposal workers.

## **5. Testing**

- 5.1. School staff and pupils will have access to testing if they develop symptoms of coronavirus. If their test is negative, the staff member or pupil can return to school after self-isolation. If their test is positive, the staff member or pupil will stay in self-isolation.
- 5.2. If a staff member or pupil is confirmed to have coronavirus, the rest of their class or group will be asked to self-isolate for 14 days as a precaution and their household members. The close contacts of the unwell staff member or pupil will also be traced and tested.
- 5.3. If multiple coronavirus cases are confirmed within the school, Public Health England will conduct an investigation and advise the appropriate action, which may include a wider group being asked to self-isolate.

## **6. Communication with parents**

- 6.1. The school will inform parents about the measures being taken and request they provide support with implementation, e.g. by encouraging measures to continue at home.

## **7. Pupils with SEND**

- 7.1. The school will work with parents to decide how best to continue supporting any pupils with EHC plans whilst ensuring they stay healthy and safe.
- 7.2. Some pupils with SEND may be unable to follow social distancing guidelines. In these circumstances, staff will increase their level of self-protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

## **8. Monitoring and review**

- 8.1. The Headteacher is responsible for continually monitoring Public Health England and DfE updates and updating this appendix in line with any changes to government guidance.

Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders