

# Upton Westlea Primary School

## Health and Safety Policy



Approved by staff: September 2023

Signed: K Carruthers

Approved by Governors: November 2023

Signed: L Dalton

Review Date: September 2024

# 1 Statement of Intent

- 1.1 The Governors, Headteacher and Site Maintenance Officer has overall responsibility for the health, safety and welfare of staff, students and visitors at Upton Westlea Primary School. Our school recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.
- 1.2 The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.
- 1.3 The safety culture of Upton Westlea is the product of individual and group values, attitudes, perceptions, competence, and patterns of behaviour. This policy includes our vision to ensure that Upton Westlea Primary School has a strong and positive safety culture through communication, training, collaboration and leading by example.
- 1.4 Together, we are committed to achieving the following objectives:
  - 1.4.1 To provide, as far as reasonably practicable, a safe and healthy working environment for all.
  - 1.4.2 To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
  - 1.4.3 To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
  - 1.4.4 To have an effective system for communicating and consulting on health and safety matters.
  - 1.4.5 To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.
  - 1.4.6 To encourage, promote and continuously improve Upton Westlea's health and safety performance.
  - 1.4.7 To ensure that we protect the environment.

## **2 Responsibilities for Health and Safety**

### **2.1 Overall Responsibilities**

- a) The persons responsible for health and safety are the Head teacher and Site Maintenance Officer. It is their role to check that the following occur:-
  - Fire drills to be carried out at least once a term.
  - Lockdown drill carried out once a year
  - Governors to be kept informed of fire drills, risk assessments and other health and safety checks which occur throughout the year.
  - Risk assessments are carried out before a school trip and the necessary county guidance followed.
- b) A Governor, the Headteacher and the maintenance officer are responsible for checking on health and safety within the school building. These checks are carried out termly and a report made.
- c) It is the responsibility of staff and governors to ensure that all reasonable steps are taken to rectify or isolate any dangers which exist within the boundaries of the school. It is also our responsibility to make children aware of possible sources of danger within and outside the school and to educate them in safety procedures in order to reduce the risk of personal injury or injury to others.
- d) It is the responsibility of co-ordinators to do risk assessments for their subject areas. This is to ensure the safe working practices which are necessary to ensure the risks associated with primary school curricular activities are adequately controlled. The details of this can be seen in the "Safety in the Primary School Curriculum Activities" guidance book which all staff will be familiar with.
- e) We follow county guidelines for all health and safety issues.

### **2.2 Responsibility for ensuring health and safety standards are maintained and improved through**

#### 2.2.1 Communication

#### 2.2.2 Training

#### 2.2.3 Policy Review

- (a) The Health and Safety Policy is to be monitored and reviewed on a regular basis.

#### 2.2.4 Monitoring, Reporting and Supervision

- (a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Governing Body to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy.

## **3 Arrangements for Health and Safety**

### **3.1 Risk Assessment**

- 3.1.1 Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

### **3.2 Training**

- 3.2.1 Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.
- 3.2.2 Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

- 3.2.3 Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

### 3.3 Workplace Safety

- 3.3.1 The School will take reasonable steps to ensure that the school environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

- 3.3.2 Any hazards around the site that are noticed by any member of staff should be reported to the Headteacher and Site Maintenance Officer.

#### (a) Display Screen Equipment (DSE)

- (i) The recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:
- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
  - backache
  - fatigue and stress
  - temporary eye strain.
- (ii) Upton Westlea adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:
- Work areas are risk assessed and arranged to enable safe practices to be carried out.
  - Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
  - Regular breaks are taken when working with DSE.
  - Upton Westlea encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

#### (b) Manual handling

- (i) Upton Westlea operates in accordance with the *Manual Handling Operations Regulations* (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. Upton Westlea will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.
- (ii) Risk assessments are carried out by the Headteacher, Deputy Headteacher, Site Maintenance Officer and Teachers (where appropriate) and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While Upton Westlea takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. Upton Westlea expects employees:
- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
  - to follow safe systems of work as determined by the result of the risk assessments
  - to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately

- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.
- performed when equipment is shut down etc and providing adequate information, instruction and training.

**(c) Slips and Trips**

(i) Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables

(ii) To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space

**(d) Work at Height**

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The school will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,

- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height.

### 3.4 Fire Safety and Evacuation

- 3.4.1 Upton Westlea Primary School carries out whole school fire drills every half term. There are emergency exits located and signposted around the school.
- 3.4.2 Escape routes and fire doors are checked daily to ensure that they are free from obstruction.
- 3.4.3 Fire risk assessments are carried out, recorded, and regularly reviewed. Fire alarm safety checks are carried out regularly and recorded.
- 3.4.4 PEEPs (Personal Emergency Evacuation Plans) are written for vulnerable children / children with specific needs.
- 3.4.5 The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

### 3.5 Accidents at School

The accident procedure which the school will follow is as follows:

#### Minor Accidents - Cuts, Grazes etc.

All teachers and midday assistants have appropriate knowledge to deal with minor cuts and grazes and will be dealt with as follows:

- Wash the wound with cold running water
- Use a medi-wipe to clean the wound - NEVER USE COTTON WOOL - IT IS NOT STERILISED
- If necessary, use a plaster or bandage to stop bleeding or flow of blood from staining clothes.
- Sterile disposable gloves will be worn when treating cuts and grazes.

A supply of first aid materials is kept in a drawer in the Office and a box in the staff toilet. There is also a box of medical supplies in the school kitchen, on the Junior Landing and all classrooms.

Any accident major or minor must be dealt with promptly. If the injury appears more serious than a minor cut and requires further attention or if there is a degree of doubt, and it is possible that further medical help may be required, the following procedure should be followed:

- Inform the Head (or deputy if she is not available)
- Contact the parents to let them know what has happened. Ask parents to pick the child up, if necessary, and agree with parents what action should be taken. In case of emergency phone for an ambulance first, then inform parents either at home, at work or other emergency number.
- Ask First Aider to attend to the accident making the injured person as comfortable as possible.
- All accidents which need treatment must be recorded on a **Minor Incident form** which is kept in a folder in the first aid room. Completed forms must be returned to the school office where they are filed.
- In the event of someone needing to go to hospital an accident **Report Form A** must be completed and given to the school office staff to be sent to the Health and Safety team. These forms are kept in the office.
- A letter will be sent home notifying parents of an injury (unless very minor).

**N.B.** (a) If there is any doubt about whether to contact parents, contact them to cover yourself

(b) If it is not possible to contact parents or friends, the Head must act "in loco parentis".

#### Head Injuries

Look out for:

- Vomiting
- Concussion - loss of memory re events causing accident
- Headaches

- Loss of vision / squint / dilation of pupils
- Dizziness / drowsiness / coma. Do not let person go to sleep
- Weakness of limbs

In any event of any of the above the child's parents should be contacted immediately and the child taken to hospital.

All other head injuries should be reported to parents at the end of the day regardless of the symptoms. Head injury letters are kept in the Accident file.

### **Nose Bleeds**

- Use gloves to treat.
- Hold head forward about 45 degrees - do not tilt backwards.
- Pinch nose - hold nostrils for up to 10 minutes, tell victim to breathe through the mouth.
- If still bleeding after 10 minutes continue holding nose for a further 10 minutes
- If still bleeding ask parents to collect child and take child to doctors or hospital.

**All classes have their own First Aid box and book in which to record incidents.**

## **3.6 Building and site maintenance**

3.6.1 The Head of School and Site Caretaker are responsible for ensuring that the school premises are maintained so as to comply with health and safety laws and are easily accessible and reasonably safe for the whole school community.

3.6.2 Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos
- Legionella
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

### **Management of Asbestos**

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. Upton Westlea Primary School will:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos- containing materials – or materials which are presumed to contain asbestos – (annual inspection completed by Eaton Environmental).
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan after each annual inspection so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

### **Management of Legionella**

Information on the duty to manage legionella is contained in the L8 Approved code of Practice. The control of legionella bacteria in water systems.

Upton Westlea Primary School will:

- Avoid water temperatures between 20 °C and 45 °C and conditions that favour the growth of legionella bacteria and other microorganisms
- Avoid water stagnation which may encourage the growth of biofilm
- Maintain the cleanliness of the system and water in it
- Taking action to ensure the correct and safe operation and maintenance of the water system if remedials are identified after completion of the annual risk assessment. (annual inspection undertaken by Concept Environmental)

### 3.7 Lone Workers (See Lone Worker Policy)

3.7.1 There will be some situations where staff at the school will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the school at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

3.7.2 Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

3.7.3 As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

3.7.4 Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

#### Unacceptable lone worker activities

3.7.5 The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height**
- **Manual handling of heavy or bulky items**
- **Transport of injured persons.**

3.7.6 Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.



- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

**3.7.7 It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.**

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

**3.7.8 Pupils must follow the following guidelines related to lone working in school:**

- No pupil should work unsupervised in an outer building and will be required to move into a designated area in the main building.
- All pupils unless supervised should vacate the site before 3.00pm
- Pupils who arrive before 8.30am are not supervised unless a school activity is taking place, i.e. extra curriculum club
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

### **3.8 Violence in the workplace**

3.8.1 The Health and Safety Executive (HSE) defines work-related violence as, ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. This can include verbal abuse or threats as well as physical attacks.

3.8.2 Upton Westlea is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

### **3.9 Vehicle and pedestrian segregation**

3.9.1 Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

3.9.2 Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

3.9.3 Where taxi’s are required to collect / drop off children, Upton Westlea will follow LA guidance and recommendations. The LA (specifically transport) will take reasonable steps to ensure that taxi drivers have the appropriate Operator’s licence, are insured, MOT’d and drivers have been DBS checked.

3.9.4 Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the school at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

### **3.10 Emergency procedures**

3.10.1 In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the school will carry out its emergency procedures which include:

- Raise the alarm,
- Evacuate,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

3.10.2 There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

3.10.3 **It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency. Every child MUST have at least two emergency contact numbers.**

(a) How the school communicates with parents/families/carers during an emergency

Telephone call to home number of parent/s

Telephone call to emergency contact

Test message

Email

Mobile communication platform

(b) The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

### 3.11 Control of Substances Hazardous to Health

3.11.1 There are areas in the school where hazardous substances will be stored. Upton Westlea has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions Upton Westlea takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the caretaker's office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

3.11.2 Substances that are for use in the science lessons are under the responsibility of the science lead. For more information on the control of these substances please see the supporting science department health and safety document, which can be found

3.11.3 All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

### 3.12 Occupational Health / Welfare

- 3.12.1 The Governing Body takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.
- 3.12.2 We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.
- 3.12.3 We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.
- 3.12.4 Upton Westlea is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. Upton Westlea will address any instances of bullying and will adopt methods to reduce bullying in our school.

### 3.13 Off-site visits

- 3.13.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place The Governing Body will ensure that:
- the objective of the visit is clear
  - the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
  - they are informed well in advance about less routine visits
  - the headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
  - in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
  - it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate (EVOLVE)
  - a sufficient level of insurance is in place
  - the headteacher or group leader reports back after the visit.
- 3.13.2 Off-site visits are carefully planned and detailed information obtained in relation to:
- responsibilities for off-site visits
  - parental consent
  - transport
  - supervision
  - emergencies
  - adventure activities
  - off-site risk assessments (EVOLVE)
  - safeguarding
- 3.13.3 Seatbelts and Car Safety
- a) We only use coaches and min buses where seat belts are provided. We instruct the children (and staff) to use seatbelts at all times when the bus is moving.
  - b) Staff who transport pupils to and from events must have fully comprehensive car insurance and are eligible to transport children.
  - c) Children below a given height (see car seat guidance) are only taken in a car if they have a booster seat.

### 3.14 Selecting and managing contractors

3.14.1 It is vital that any company or persons invited into the school under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

3.14.2 When engaging a contractor the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

3.14.3 We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

3.14.4 A contractor checklist is completed by the site maintenance officer.

3.14.5 For information on safeguarding pupils against visitors or contractors to the school, please read our **Safeguarding policy**.

### 3.15 Food Safety and Hygiene including Allergens

3.15.1 Upton Westlea engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

3.15.2 A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided. Edsential provides appropriate training for their staff.

3.15.3 In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

3.15.4 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

3.15.5 Upton Westlea and Edsential takes all allergies seriously and it is important that **parents inform the school immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

3.15.6 Upton Westlea and Edsential operates the school in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:

- The food's name
- A full list of ingredients, emphasising any allergenic ingredients

### **3.16 Site security and visitors**

3.16.1 School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

3.16.2 To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site,
- Have designated key holders
- Engage the services of an alarm monitoring company

### **3.17 Medicines**

3.17.1 Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

3.17.2 We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policies on Administering Medicines and Asthma.