The Abbey

Health and Safety Policy

The Abbey School, Reading

Reviewed by:	Head of Finance and Resources	September 2025
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17 Kendrick Road, Reading, Berkshire RG1 5DZ
Tel: 0118 987 2256 - **Email:** schooloffice@theabbey.co.uk
www.theabbey.co.uk

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General Statement of Health and Safety Policy

The Governors of The Abbey fully recognise their collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all employees, students, contractors, visitors (including parents) and others who could be affected by our activities. As employers we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all The School community so that effective learning can take place.

Governors fulfil their responsibility by appointing a Head of Finance and Resources with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, Governors have specified that that the school should adopt the following framework for managing health and safety:

- The Governor overseeing health and safety attends meetings with the Head of Finance and Resources each term.
- A termly report on health and safety covering statistics on accidents to students, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is prepared for the Lead Governor for H&S.
- The external fabric of the school, its plant, equipment, and systems of work are surveyed and inspected regularly by competent professionals.
- Reports from the competent professionals are considered by the Head of Finance and Resources who reports and makes recommendations to, Estates/Finance and General Purposes Sub-Committee these recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Head of Estates arranges with external contractors the kitchen equipment gas safety testing, regular deep cleaning, kitchen extraction ducting cleaning and pest control services.
- The school has Fire Risk Assessments, carried out by a competent person which are reviewed every year for progress on items in the action plan, and updated every two years by independent consultants, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Head of Estates and the Head of Finance and Resources submit a report and necessary recommendations to the Estates/Finance and General Purposes Committee.
- The school employs independent consultants to undertake a risk assessment for legionella, every two years and monthly water sampling and testing. In addition, Estates Staff undertake weekly flushing and temperature testing of all taps and showers. Monthly water sampling and testing of Swimming Pool water is carried out by an independent consultant.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.
- All members of staff are responsible for taking reasonable care of their own safety, that of students, visitors, temporary staff, volunteers, and contractors. They are responsible for co-operating with the Head, the Head of Finance and Resources and other members of the Whole School Leadership Team to enable the Governors to comply with health and

safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head of Finance and Resources.

- All staff are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed and amended.

Accident Reporting and RIDDOR

Objectives

- To ensure that accidents are recorded and reported in line with statutory requirements and insurance conditions.
- To ensure that accidents are appropriately investigated.
- To identify the root causes of accidents and implement the lessons learnt to prevent recurrence.

Guidance

- Any serious accident, incident, or medical emergency requiring an ambulance should be reported to the Head of Finance and Resources.
- Any other accident or injury should be treated by the Nurse, First Aider or individual as appropriate and followed up with an accident form.
- Accident forms are available from the Nurse, the Junior School Admin Team and Blenheim House.
- An accident form will normally be completed by the Nurse, Junior School Admin team or First Aider, but may also be completed by a member of staff involved in the accident not requiring medical or first aid treatment.
- The completed accident form is sent to The Head of Finance and Resources' PA who passes on to the Domestic Services Manager any reports that require follow up or further investigation. The Domestic Services Manager will investigate and recommend to the Head of Finance and Resources any further actions to be taken.
- The Domestic Services Manager will immediately alert any accident that they consider may be reportable under RIDDOR, to the Head of Finance and Resources.
- The Head of Finance and Resources will assess the nature of the accident and the reporting requirements. Reference will be made to the HSE Information Sheet EDIS 1 (rev3) (www.hse.gov.uk/pubns/edis1.pdf)
- If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports will be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone. (See para 1.3 for more information)
- All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Head of Finance and Resources and may include the taking of witness statements, photographs, and the production of a written report. All such reports will be reviewed by the appropriate Leadership team and the Health and Safety Committee.
- For serious incidents the Head of Finance and Resources will consider obtaining legal advice at the outset of any investigation.
- The Head of Finance and Resources will contact the school insurer where any incident is felt likely to result in a claim.
- Completed accident forms are filed by the PA to the Head of Finance and Resources. The forms are kept for a minimum of 25 years and categorised (students, staff, visitors).
- Accident reports are considered at every meeting of the School Health and Safety Committee.
- The School Nurse or designated person is responsible for escorting students to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the student are informed as soon as possible for anything other than a trivial injury.

RIDDOR

The School will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ("RIDDOR") and will ensure that the appropriate records are kept of accidents involving School activities.

Guidance for this is set out below:

- Most incidents that happen in schools or on school trips do not need to be reported to the HSE. If a student is injured in an incident and remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.
- Injuries to students and visitors who are involved in an accident at school or an activity organised by the school are only reportable under RIDDOR when:
  - the death of the person arose out of or in connection with a work activity; or
  - an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests are not treatment).
  - the HSE Information Sheet EDIS 1 (rev3) gives guidance and examples of whether an injury arises out of or in connection with work. If in doubt guidance should be sought from the HSE.
- Injuries and ill health to people at work are reportable by the responsible person under RIDDOR when:
  - accidents which result in death or a specified injury (which must be reported without delay). Also, a reportable occupational disease when confirmed by a doctor in writing. The HSE Information Sheet EDIS 1 (rev3) gives details of specified injuries and reportable diseases.
  - accidents prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days). These must be reported within 15 days of the accident.

  The responsible person is normally the employer of the injured person. The exception will be those that are self-employed, where the controller of the premises should report.
- Dangerous Occurrences (specified near miss events) are reportable under RIDDOR. The HSE Information Sheet EDIS 1 (rev3) contains the typical examples applicable to schools.

Near Misses

In addition to reporting actual accidents, injuries or illnesses, it is as important to report a 'near-miss'. A 'near-miss' can be anything that could have potentially resulted in an accident or caused an injury. Data produced by 'near-miss' reports can identify high risk areas or activities. Measures can then be put in place to mitigate or remove these risks.

Asbestos

Objectives

- To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
- To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the schools undertaking.

Guidance

- The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012("CAW")
- It is The School's policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

- Where asbestos exists or is suspected in any of The School Premises, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Head of Finance and Resources will arrange for this to take place with assistance from the Head of Estates.
- An asbestos register is maintained for each property where the School is the Duty holder showing the location, type and condition of the asbestos. The Head of Finance and Resources/Head of Estates /Estates Team will be responsible for the upkeep of the register.
- Details of the asbestos register will be made available to all occupants of any building and visiting contractors (as required).
- Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.
    - An asbestos management plan will be formulated [by an external competent person], in conjunction with the Head of Finance and Resources to either:
    - encapsulate any asbestos present and monitor its condition, or
    - have the asbestos removed by a licensed contractor.

The plan will specify:

- The person responsible for managing the asbestos and the asbestos register
- the schedule for monitoring the condition of the materials
- the associated channels of communication
- Where any work is likely to involve contact with asbestos containing materials, the Head of Finance and Resources / Head of Estates / Estates Supervisor will appoint an HSE licensed contractor to undertake the works.
- Where any of The School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they are accidentally exposed.
- Where an employee / contractor / student believes they have discovered asbestos they should contact the Head of Finance and Resources immediately so that appropriate action can be taken.

Security, Access Control, Workplace Safety and Lone Working

Introduction

The requirement for The School to ensure the safety and security of their premises rests on the general provisions of ISI Regulatory Standard 3 (2) (b), covering "the welfare, health and safety of students".

Security is treated as part of health and safety and is subject to the same regime of risk assessment. The School cooperates with the local police force, fire and rescue services and local communities, and aims to achieve a balance between providing reasonable security protecting students, staff, parents, visitors and contractors, and turning the school into a fortress.

Our policy for the security and workplace safety at The School is primarily to provide a safe and secure environment in which our students can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

Responsibilities

The Head has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety, lone working and monitoring while reviewing these arrangements on a regular basis.

The Head of Finance and Resources/Head of Estates /Estates Team is responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at

the start and close of every day. They are also responsible for switching on and off, the security alarms and for carrying out regular checks of the site, both when it is occupied and unoccupied.

The Head of Estates ensures that at least one member of the Estates team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. An Estates team member always remains on duty (as opposed to on call) until they have checked that the building is locked and empty. The On-Call Duty Manager carries a school mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance. A checklist is used to assist with the daily locking and unlocking procedure.

The Head of Finance and Resources along with the Head of IT Operations and their team are responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls and monitoring software to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. Details of all school computers, printers, copiers, scanners, projectors, screens, and other electronic is recorded on the asset register. The asset register is audited and updated annually.

Teaching Staff on Duty

At least one member of the teaching staff or the Duty Manager is always present on duty to supervise students whenever they are in the school outside normal school hours. Students are not allowed to be unsupervised on site. Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

Risk Assessments

The Head of Finance and Resources/Head of Estates or Estates Team have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy is available on the School's Information Bank and retained in the Estates Drive'. These risk assessments are included on the site Risk Assessment Register.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge and red lanyard, which should always be worn. They are shown the school's emergency evacuation notice and the way to the assembly point.

Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are required to escort their visitors whilst they are at the school and to ensure that they sign out and return their ID badges on leaving.

All contractors who work at the school on a regular basis must be enhanced DBS checked before commencing work on site. Contractors are issued with a contractor's badge and yellow lanyard.

When a major construction project is undertaken at the school, all site staff, supply chain and visitors will be contained within a physical site boundary and will not be permitted to access any areas outside of the site boundary. The Principal Contractor's Site Agent/Foreman and assistant will have an enhanced DBS checked. Anyone entering the site will be managed by the Principal Contractors Site Access policy and procedures and the contractor will be deemed liable for anyone on site.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to the School's risk assessment policy.

Access Control

There are electronic vehicle gates at the front and rear of the senior school, which are linked to Reception. The car park and pedestrian gates at the front of the school remain unlocked during the school day.

There are manual gates at Kensington and Abbey Gardens car parks, which remain unlocked during the school day but are locked overnight. The Pedestrian Gates are permanently locked. The entrances to the Nursery (Knell House) are always locked when EYFS children are in school.

Parking and deliveries

There are clear signs directing visitors to our visitors' area of the car park. There are warning signs restricting speed to 5mph, and speed humps to restrict speed. The Catering Manager has instructed our regular suppliers to the Senior School to make all food deliveries to the rear entrance of the school.

Reception

The Senior School Reception is covered between 7:30am and 6.00pm during weekdays in term-time and between 8:30am and 4.30pm during non-term-time apart from the Christmas and Easter closures.

Reception of all school buildings has restricted access, all visitors are signed in and are asked to wait, supervised in reception until their escort has arrived.

At all Junior School sites, Knell House, Abbey Gardens, Somerleaze and Kensington parents are asked at the end of the day to wait in designated collection areas. Students are handed over by the teacher to the parent/carer. In relevant year groups, students using school transport are escorted to the coach collection area. Alternative arrangements are agreed with parents for students in LIII.

Alarms

The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located in the following areas:

Senior School	Reception Lobby
Kensington	Reception
Somerleaze	R/H side main entrance door
Abbey Gardens	L/H Side of Rear exit door
Knell House	R/H Side of main entrance door

If either alarm goes off for any other reason, an electronic signal will be sent automatically to Custodian Monitoring Centre and the Fire Service or TH White Ltd will immediately be informed.

CCTV and monitors

The school is well covered, externally with CCTV cameras. Notices to this effect are clearly visible in all car parks. Monitors are located as follows:

- Senior School Reception: A small monitor showing CCTV coverage of the Side Gate and Rear Gate is located beneath the reception desk.
- Kensington Reception: A small CCTV screen built into the reception telephone, showing people waiting in front of the access control equipment.
- Abbey Gardens Reception: A small Monitor sits on the reception desk facing the receptionist, showing all Abbey Gardens CCTV views.
- Knell: A small Monitor sits on the reception desk facing the receptionist, away from the door opening, showing all Knell House CCTV views.
- ‘Lockdown’ alarm buttons are located behind reception at the Senior School and Kensington.

Training

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- New members of the teaching staff are given training in registration and in the arrangements for supervising students.
- Safeguarding their personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest students.

The briefing also covers:

- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic and medical staff are trained in keeping students safe.

Lone Working

If a member of staff wishes to work after 8.00pm, the normal school closure time, when there is no school organised event, they must arrange to do so in advance with the On-Call Duty Manager. They should notify the On-Call Duty Manager when they are leaving. If they have not left by 9.30pm the On-Call Duty Manager may ask them to do so.

Students

The school use PSHE and form time discussions during Skills for Life, to promote awareness of safety amongst all age groups. In the Senior School we focus on:

- using social media platforms safely, cyber bullying, media literacy, internet safety and the law, in particular sexting and pornography.
- Introduction of self-defence classes in response to student feedback on personal safety and discuss staying safe when travelling independently either on foot, or when using public transport.

Every student is given a locker in the Senior School for secure storage of their personal possessions. Junior school students give valuables to their teacher. We encourage students not to bring large amounts of money or valuables to school. If there is a planned after school activity, they can store it securely with reception.

Use of School Facilities by Members of the Local Community

Local community groups and businesses use our sports and hall facilities outside school hours, at weekends and in the holidays. Use is regulated by hire agreements that cover practical matters such as hours of usage, insurance and security. A member of the Estates team is always on site when outside groups are present.

Physical Security Measures - External doors and windows

All external doors to buildings are fitted with code-operated security locks or manual key locks which are always in operation.

Security Alarms

The security and fire alarms are regularly maintained, conform to British standards and are operated in accordance with the recommended code of practice.

Gates

There are electronic gates at the front and rear entrance of the Senior School. The main pedestrian entrances and the other gates are 2m in height and are secured by padlock at night.

Unsupervised Access by Students

Students do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept always locked when not in use. All flammables are kept securely locked in appropriate storage facilities. Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Security Lights

Every external door within the school is fitted with a motion sensor to the security alarm system. A combination of key code and manual locks and fobs are fitted to all external doors. We use security lights to protect the outside of our buildings. They are fitted by external doors and pathways around each building and are also connected with the pedestrian entrance and the car parks.

CCTV

CCTV cameras are in place covering access to all the school sites, main entrance used by visitors, the pedestrian and vehicle gates.

Notification has been given to the Information Commissioner that The School operates a CCTV system for the prevention and detection of crime and for the protection of students, staff and visitors and day-to-day management of the school.

Cameras will be used to monitor activities within the school and its grounds to identify criminal activity occurring, anticipated, or perceived. It will be used for the purpose of securing the safety and wellbeing of the students, staff and school together with its visitors. CCTV images will only be released to the Police upon request and will not be released for any other purpose.

The IT Team are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals, where the school's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00. £10.00 is the current maximum set by the Information Commissioner.
- To consult the Information Commissioner where there is doubt about the request www.gov.uk/government/organisations

The CCTV system is serviced regularly, and cameras are checked regularly to ensure that they continue to provide clear images. An annual checklist of our system is carried out by an approved CCTV contractor.

Physical Controls

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors, windows and gates are checked by the On-Call Duty Manager when locking up. Regular checks are made by the Estates team throughout the day to ensure that restricted areas remain secured.

The entrance to Knell House leads to the Nursery/Reception Department's own reception. All visitors, including contractors, will be asked to sign in at reception in Kensington and then wait outside Knell until a member of staff can greet them. Parents and carers are asked to wait outside Knell at the end of a session. Each child is handed over by a member of staff.

Management of infectious diseases and the management of public health incidents

Objectives

To ensure that, so far as reasonably practicable, infection risk is minimised.

To ensure the health and safety of:

- school employees
- school students
- contractors' employees
- sub-contractors
- any other persons who may be affected by the risk of infection.

Guidance

The Head of Finance and Resources will be responsible for the implementation of this policy.

Reference will be made to local and national guidance relating to a public health incident or outbreak.

More information and support can be found at Health protection in education and childcare settings https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities.

The following steps will be followed to address the risk and adopt measures where necessary and appropriate:

- Elimination: Stop an activity that is not considered essential if there are risks attached.
- Substitution: replace an activity with another that reduces the risk, Care is required to avoid introducing new hazards due to substitution.
- Engineering controls: Design controls that help control or mitigate the risk
- Administrative controls: identify and implement the procedures to improve safety (e.g. signage)
- Use of PPE in line with UK Health Security Agency Guidance.

Infections in education and childcare settings

Childhood infections are common and for most children and young people the risk of severe disease is low. Infections can be acquired at home or in the community and brought into education or childcare settings or acquired and spread within the setting.

Infections are caused by micro-organisms such as bacteria, viruses, fungi and parasites, otherwise known as germs. Germs are everywhere and most do not cause infection and can even be beneficial. However, some germs can cause infections, when they get into the wrong place, which can result in symptoms such as fever and sickness. See Appendix 11 or https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources

How infections spread?

It is important to understand how germs are spread and the actions that can be taken to break the chain of infection. The mode of transmission is a term used to describe how germs are spread from person to person. There are different ways that this can happen.

Airborne spread - Respiratory infections can spread easily between people. Sneezing, coughing, singing and talking may spread respiratory droplets from an infected person to someone close by. Examples of infections that are spread in this way are the common cold, COVID-19, influenza, and whooping cough.

Droplets from the mouth or nose may also contaminate hands, cups, toys or other items and spread to those who may use or touch them, particularly if they then touch their nose or mouth.

Direct contact spread - Infections of the skin, mouth and eye may be spread by direct contact with the infected area to another person's body. Examples of infections spread in this way are scabies, head lice, ringworm and impetigo.

Gastro-intestinal infections can spread from person to person when infected faeces are transferred to the mouth either directly or from contaminated food, water or objects such as toys or toilet flush handles. Examples of infections spread in this way include hepatitis A and Shiga Toxin-producing Escherichia Coli (STEC).

Environmental surfaces such as door handles and tables may also be contaminated with infectious particles. This can occur with viral gastroenteritis (for example, norovirus) because vomit contains many infectious virus particles.

Blood borne viruses are viruses that some people carry in their blood and can be spread from one person to another by contact with infected blood or body fluids, for example, while attending to a bleeding person or injury with a used needle. Examples of infections spread in this way are hepatitis B and HIV.

Human mouths are inhabited by a wide variety of organisms, some of which can be transmitted by bites. Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections, therefore, it is essential that they are managed promptly.

Transmission based precautions

Contact precautions

Used to prevent and control infections that spread via direct contact with a person or indirectly from the persons immediate environment (including equipment). This is the most common route of cross-infection from one person to another (transmission of infection).

Droplet precautions

Measures used to prevent, and control infections spread over short distances (at least one metre) via droplets from the respiratory tract of one person directly onto the eyes, nose or inside the mouth (a mucosal surface or conjunctivae) of another person. Droplets then spread into the respiratory system.

Airborne precautions

Measures used to prevent, and control infection spread without necessarily having close contact with another person via small respiratory particles (aerosols) from the respiratory tract of one person directly into a mucosal surface or conjunctivae of another person. Aerosols can penetrate deep into the lungs (respiratory system).

Elements of Standard Infection Prevention and Control Precautions which when carried out effectively help reduce the risk of transmission of infections:

- Environment or placement of someone who develops an infection
- Hand hygiene
- Respiratory and cough hygiene
- Personal protective equipment
- Safe management of the environment
- Safe management of equipment
- Safe management of linen or soft furnishings
- Safe management of blood and body fluids
- Safe disposal of waste (including sharps)
- Occupational safety or managing prevention of exposure to infection (including needlestick or sharps injuries, and bites)

Groups at higher risk from infection

For most children and young people, the risk from common infections is low and few will become seriously unwell.

Some children and young people have impaired immune defence mechanisms in their bodies because of a medical condition or due to treatment they are receiving (known as immunosuppressed). People who are immunosuppressed may have a reduced ability to fight infections and other diseases.

Most children and young people in this group will be under the care of a hospital specialist and will have received advice on the risks to them and when to seek medical advice. Children and young people in this group should continue to attend their education or childcare setting unless advised otherwise by their clinician. Parents should make sure the school is informed of any additional risks and discuss a care plan with the appropriate nurse or admin team.

If a child who may be at higher risk due to their immune system is thought to have been exposed to an infection such as chickenpox or measles in their setting, the parents and carers should be informed immediately so that they can seek further medical advice from their GP or specialist, as appropriate.

Women who are pregnant should ensure they are up to date with the recommended vaccinations, including COVID-19 immunisation (see chapter 5). Pregnant women should consult their midwife or GP immediately if they come into contact with positive cases of measles, mumps, rubella, slapped cheek syndrome and chickenpox as contact with these illnesses can affect the pregnancy and/or development of the unborn baby.

They should also avoid contact with animal litter trays due to the risk of toxoplasmosis.

Contractor Management

Objectives

To ensure that, so far as reasonably practicable, safety standards are complied with by contractors.

To ensure the health and safety of:

- school employees
- school students
- contractors' employees
- sub-contractors
- any other persons who may be affected by the work being undertaken.

Guidance

The Head of Finance and Resources /Head of Estates /Estates Team will be responsible for the implementation of this policy.

The Head of Estates /Estates Team will check the health & safety competence of any Contractor before appointment. The exact details may vary from case to case but will typically include:

- how the Contractor manages health & safety, e.g., policy, conducting risk assessments, access to competent advice
- who has overall responsibility for health & safety
- what training staff have had
- that the contractor has a valid DBS check
- provision of example risk assessments for the type of work they will be undertaking
- details of any serious accidents in the last 3 years
- references for the type of work from previous clients

Contractors are required to produce ‘Risk Assessments’ and ‘Method Statements’ when submitting quotations.

The Contractor's representative "Contractor Rep" will report to the person instructing the work (Estates Supervisor/Estates Team) and provide details of:

- general description and scope of work
- timescale for the work
- areas affected
- any foreseeable hazardous operations
- any hazardous materials or dangerous work practices

The Head of Estates or someone to whom he has deputised will advise the Contractor Rep on:

- premises emergency procedures including evacuation / assembly points
- facilities available to the contractor
- relevant operational rules and procedures, e.g. no-go areas, times of working
- access arrangements
- school activities which may affect the contractor’s work
- documentation required by the school
- the asbestos register

Outside normal school hours, work may be allowed by prior agreement with the Head of Estates.

The Contractor will be required to:

- ensure that work areas are safe
- ensure that work areas are tidy
- remove rubbish and redundant materials

Any hazardous works and use of machinery must comply with legislative requirements and be highlighted to the Head of Estates, this includes:

- Works involving asbestos removal
- hot work (The Abbey ‘Hot Works Permit’ must be used)
- excavations
- scaffolding
- overhead work
- use of flammable liquids
- work involving electricity
- work at height and involving lifting equipment
- any construction works

Any possible interference with alarm systems and emergency escape routes must be informed to the Head of Estates and suitable remedial arrangements agreed.

The Contractor Rep will report any accidents to the Estates team.

The Contractor is responsible for the provision of their own first aid arrangements.

Any discovery of suspected asbestos material must be reported to the School Rep immediately, work stopped, and the area cordoned off to prevent others coming into contact with the asbestos.

Control of Substances Hazardous to Health including Radioactive (COSHH)

Objectives

To ensure that foreseeable work activities using / generating hazardous substances are identified.

To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by activities at the school.

Guidance

Heads of Department (including support departments) will be responsible for the management of hazardous substances within their areas of responsibility. (Reference: Appendix 1)

Hazardous substances include:

- Those classified as very toxic, toxic, harmful, irritant and corrosive
- Biological agents connected with work with micro-organisms
- Substantial quantities of any dust
- Substances with a maximum workplace exposure limit assigned by the Health & Safety Executive
- Radioactive substances
- Any other comparable substance, e.g. pesticides

Typical areas which will need to be considered are:

- Chemical usage in science laboratories and in cleaning, maintenance and grounds maintenance
- Biological agents, such as bacteria and micro-organisms
- Adhesives, paints, cleaning agents etc. used in Art, D&T, drama, maintenance, cleaning and catering activities
- Fumes from soldering and welding in D&T, workshops & maintenance
- Wood dust from D&T, workshop and maintenance
- Pesticides in grounds maintenance, pest control
- Exposure to radioactive substances.

Heads of Department will ensure that:

- Where hazardous substances are used or stored on the school premises, a risk assessment will be undertaken, and any required control measures will be implemented
- Quantities of substances stored will be kept to a minimum and an inventory of substances is maintained
- Material safety data sheets (MSDS) for each hazardous substance in use will be available at the point of use and the instructions for transportation, storage, handling and disposal will be followed.
- Those using hazardous substances are competent to do so and where there are designated standards, e.g. use of pesticides
- Appropriate personal protective equipment will be available
- Hazard signs will be displayed at locations where substances are stored
- That students using hazardous substances are always supervised
- Any health surveillance requirements are identified, and appropriate surveillance implemented
- Appropriate information, instruction and training, together with the keeping of records takes place

- Where any contractors are used, suitable and sufficient risk assessments incorporate the use / generation of hazardous substances has been undertaken.

Maintenance, examination and testing of control measures will be the responsibility of the Head of Finance and Resources /Head of Estates and Head of Department. Such arrangements will cover:

- Fume cupboards
- Other local exhaust ventilation
- Respiratory protective equipment
- Other personal protective equipment, e.g. gloves, aprons, eye protection

Records will be kept by the Head of Finance and Resources /Head of Estates /Head of Department and will include:

- Records of the thorough examination and testing of local exhaust ventilation equipment (undertaken at least every 14 months) for a period of 5 years
- Records of inspection of respiratory protective equipment for a period of 5 years
- Records of health surveillance and monitoring for 40 years in relation to individuals.

The Head of Science appoints a member of the team to be the School Radiation Protection Supervisor (RPS). They will:

- Have attended an appropriate course in radiological protection
- Prepare risk assessments on each activity that involves the use of ionising radiation
- Prepare rules for working with radioactive substances
- Notify the Health & Safety Executive that the School is a "user"
- Ensure that practical work is limited to
- Sealed sources
- Specified Open source for half-life demonstration
- Ensure that apparatus capable of generating x-rays operating at 5 kilowatts or more (other than cathode ray oscilloscopes, television receiving sets or visual display units) are not used
- Ensure that experiments on radiological sources are only undertaken by year 12 and 13 students under supervision
- Ensure that younger students are limited to watching teacher demonstrations
- Ensure that a strict regime is implemented for the storage and accounting of radioactive substances (including a locked steel box, with warning sign)
- Ensure that a user log is kept for removal and return of substances
- Ensure that any staff have received appropriate training
- Ensure that emergency procedures include arrangements for dealing with radioactive materials

Electrical Safety

Objectives

To ensure that The School complies with the requirements of the Electricity at Work Regulations 1989 (EAWR) and to ensure that:

- Action is taken on the discovery of defects.
- Systems are in place for the inspection and repair of electrical installations and equipment.
- Inspection and test certificates are held as required by The Head of Estates.

Guidance

The School will appoint a person to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations 1989 and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training, IT, Science, Art and Drama Technicians, Catering Manager and Estates Staff have been trained to undertake visual inspections of portable equipment.

A portable appliance electrical inspection checklist is at Appendix 2 to this guidance.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Where simple maintenance tasks, such as lamp changing, are to be carried out by the Estates team, and those employees have received adequate training in that task.

The fixed wiring at The School will be examined on a 5-yearly basis in line with the IEE Regulations. An Electrical Installation Condition Report (EICR) will be produced by a competent person.

All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND(G) 236. (rev3) 2013 PAT testing will be undertaken by a combination of electrical contractor and trained members of the Estates Team.

The current test date will be displayed on each portable appliance.

Records of any fixed system and portable appliance work will be kept by the Head of Finance and Resources /Head of Estates. This will include repairs, servicing, maintenance or withdrawal from use.

Users of electrical equipment should visually check for defects before use.

Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which students bring to the school. All student laptop chargers are PAT tested by the Estates team.

Gas Safety

Objectives

To ensure that:

- Action is taken on the discovering of defects
- Systems are in place for the inspection and repair of gas installations and equipment
- Inspection and test certificates are held as required.

Guidance

All gases are stored in locked, ventilated, external compounds and that only competent, authorised personnel (Estates team, science technicians) are allowed to enter.

Flammable gases and oxygen are not stored together.

Only Gas Safe registered contractors are to work on installations on the Schools premises.

All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

Annual servicing and maintenance will be undertaken to ensure installation pipe work, appliances and flues are maintained in a safe condition. This will be on an annual basis.

Records of all work undertaken on gas systems / appliances will be kept by the Head of Finance and Resources / Head of Estates.

In the event of a leak or suspected leak: -

- turn off the gas supply
- if the supply cannot be turned off, or a leak is suspected then evacuate the area
- notify the gas supplier
- do not operate electrical equipment in the area
- cease all activities that may expose a spark or naked flame
- do not re-enter the area until the gas supply engineer has confirmed it is safe to do so.

General Workplace Safety

Objectives

To ensure that

- statutory requirements are met regarding the provision of a satisfactory working environment.
- so far as reasonably practicable, the continued well-being of employees and students.

Guidance

The Head of Finance and Resources/Head of Estates/Estates team will be responsible for the implementation of this.

Welfare

Suitable and sufficient welfare facilities will be available on school premises, including:

- toilet facilities, including those for the disabled
- washing facilities
- facilities for rest and to eat meals; and
- drinking water

Workplace Safety

Each area of the School premises classified as a workplace will:

- have adequate ventilation
- provide a suitable working temperature
- be adequately illuminated
- be kept in a clean condition
- have adequate access and workspace for the activity
- have suitable furniture and workstation
- be regularly inspected and assessed

Safe access and egress will be maintained in each workplace, including those for the disabled.

Provisions will be made to prevent slips, trips and falls and falling objects

Any storage racking will be inspected regularly and be fit for purpose.

Accidental falls from height will be guarded against with particular attention paid to working at height and work on roofs, balconies and gantries.

Signs will be displayed where appropriate to warn of risk, these being:

- prohibition signs, e.g. no access
- warning signs, e.g. danger electricity
- mandatory signs, e.g. eye protection must be worn
- emergency or first aid.

The school noticeboards displayed in Staff Rooms will also display:

- HSE Health & Safety Law poster
- Details of qualified First Aiders
- School insurance certificate

Public Safety

It is the aim of The School to ensure so far as is reasonably practicable, the health and safety of members of the public who may be affected by our work activities. Where any risk assessments identify risks to the public, appropriate control measures will be implemented.

Letting and Hiring

Objectives

To ensure that:

- Appropriate liaison is in place between Abbey Commercial Enterprises Ltd and the hirer.
- Any licensing / regulatory requirements have been identified and associated responsibilities agreed.
- Emergency and security issues have been adequately considered.

Guidance

All letting/hiring should be arranged through the PA to the Head of Finances & Resources.

The PA to the Head of Finances & Resources will establish what the needs of the hirer are and any specific licensing /regulatory requirements. The School holds a Premises Licence issued by Reading Borough Council which allows The School to sell alcohol, provide theatrical performances, showing of films, facilities for making music, providing live and recorded music amongst other things. The hirer may want:

- Public Entertainment Licence - this is required for the staging of a dance, disco, concert or similar type of entertainment if the event is open to the public. A licence is not required if the event is only by members of the organisation arranging it, (e.g. PTA or school) and their guests.
- Theatre Licence - this is required productions of dramatic performances (play, ballet or similar) where the public can attend (for the purposes of a Theatre Licence parents are deemed to be members of the public).

The hirer is briefed verbally and in their contract on the security policy of the school, specific areas to clarify are:

- the prevention of unauthorised access, including out of normal hours use
- the maintenance of escape routes / emergency access
- specific restrictions on use / rules of the school.

The hirer is briefed on the emergency procedures, including:

- knowledge of the evacuation route
- location of escape routes
- access to telephones
- access to first aid provision.

The PA to the Head of Finances & Resources will ensure, in conjunction with the Duty Manager that:

- relevant escape routes are unlocked and available for use
- the hirer is familiar with the layout, fire arrangements and location of designated assembly points
- the hirer is familiar with fire alarm call points, telephone locations and emergency contact numbers.

Insurance Arrangements

The PA to the Head of Finances & Resources will request details of insurance arrangements from the hirer and assess whether the school policy is appropriate.

Manual Handling

Objectives

- To minimise so far as is reasonably practicable, the need for manual handling.
- To ensure that only individuals who have received training in manual handling undertake such activities.
- Where manual handling is undertaken, it is conducted so that the risk of injury is reduced as far as is reasonably practicable.

Guidance

Heads of Department (including Support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment.

Heads of Department will:

- Consider whether the object needs to be moved at all
- Does this need to be moved by automation, e.g. using a lift truck?
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training.

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment.

All staff who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary.

Minibus Safety

Objectives

To ensure that:

- there is a suitable vehicle in a satisfactory condition for use.
- that staff using the vehicle are competent to do so.
- that the use of the minibus has been appropriately planned.

Guidance

Please see the School's Minibus Policy on the Information Bank for further information.

Occupational Health

Objectives

- To ensure that statutory requirements are met.
- That health risks are identified and controlled as soon as possible.
- To ensure, so far as is reasonably practicable, the continued well-being of employees.

Guidance

The Head of Finance and Resources, supported by the School's HR Department will be responsible for the implementation of this policy. Heads of Department (including support departments) will be responsible for assisting with the identification of requirements within their areas of control.

The school will undertake health surveillance on employees where it is specified by law. Health surveillance will also be undertaken on employees where:

- There is a known risk to the health of employees
- Where the health risk can be identified at an early stage; and
- Where the identification of the condition will allow successful treatment.

Areas where consideration of health surveillance is required will include exposure to:

- Noise or vibration
- Solvents, dusts, fumes, biological agents and other substances hazardous to health
- Asbestos, lead or work with compressed air
- Ionising radiation.

Health surveillance may take the form of periodic health questionnaires. New employees are asked to complete a pre-employment questionnaire to:

- Establish and advise whether any reasonable adjustments are required for new staff
- Advise on the employee's suitability to undertake their role.
- Monitor and take positive action to promote diversity of the workforce
- Undertake pre-employment, return to work (after long-term illness/injury) medical examinations and advise re ongoing health issues and / or
- Prescribed health surveillance required under specific legislation, which may include
- Skin inspections
- Audiometry
- Lung function tests

All reasonably practicable corrective action to ensure the health and safety of employees identified as suffering from work related illness will be taken. Reference should also be made to the School's Absence Policy.

The HR Department will be responsible for maintaining records of any health surveillance, which should be kept for at least 40 years (this is a legal requirement.eg under the Control of Substances Hazardous to Health Regulations). Information kept should include:

- Surname
- Forename
- Gender
- Date of birth
- Permanent address including post code
- National insurance number
- The date the check was carried out and by whom
- The outcome of the test / check
- Factual details of any decision taken by the occupational health professional in relation to the employee's work.

The results of any health surveillance will remain confidential. Any medical records associated with health surveillance or health reports will be subject to the provisions of the Data Protection Act.

Risk Management and Risk Assessment

Objectives

To ensure that:

- major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- identified control measures are implemented to control risk so far as reasonably practicable.
- those affected by school activities have received suitable information on what to do.
- the risk management strategy and risk assessments are recorded and reviewed when appropriate
- there is identification of those staff in school responsible for conducting risk assessment and monitoring its implementation.

Guidance

The Head and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. The responsibilities of Governors and or senior managers may be delegated.

Key risk areas include:

- Student supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding:
    - school trips
    - management of visitors on school premises
    - fire and emergencies
    - traffic and pedestrian interaction on site
    - management of hazardous substances
    - use of hazardous equipment e.g. in Art etc.
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with students on another site'

- risk areas which are not directly related to health and safety, including but not limited to:
    - financial
    - recruitment procedures including governing body oversight
    - reputational
    - terrorism, including the prevention of fundamentalism and extremism
    - student self-harming
    - security, specifically in EYFS areas, as appropriate.
- The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.
- Head of Finance and Resources / Head of Department will be responsible for the implementation of risk assessments.
- This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessments are dynamic and ongoing.
- All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Head of Finance and Resources /Head of Estates /Head of Department.
- A template risk assessment form is included at Appendix 4 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science.

- Risk assessments will take into account:

    - hazard - something with the potential to cause harm
    - risk - an evaluation of the likelihood of the hazard causing harm
    - risk rating - assessment of the severity of the outcome of an event
    - control measures - physical measures and procedures put in place to mitigate the risk.

- The risk assessment process will consist of the following six steps:

    - what could go wrong?
    - who might be harmed?
    - how likely is it to go wrong?
    - how serious would it be if it did?
    - what are you going to do to stop it?

- The Head of Finance and Resources/Head of Department will be responsible for the maintenance of risk assessment records. Review of the policy is undertaken by the H&S Committee.

- Risk assessments will be reviewed:

    - when there are changes to the activity
    - after a near miss or accident
    - when there are changes to the type of people involved in the activity
    - when there are changes in good practice
    - when there are legislative changes
    - annually if for no other reason

- A list of areas and copy of the form (non-exhaustive) which will require risk assessment is included at Appendices 4 & 5.

Safety Instruction and Training

Objectives

To ensure that:

- all employees (including temporary workers) are adequately trained to carry out their role in a safe and healthy manner.
- health & safety training requirements at all levels within the school are identified and reviewed.
- any statutory training requirements for specific activities are met

Guidance

All new employees will be given safety induction training which will include: -

- fire precautions and safety procedures;
- first aid and accident reporting arrangements;
- general information on health and safety;
- known hazards in the workplace and the control measures in place;
- the school's policy and procedures;
- specific topics relating to that person's role and their place of work, including departmental policies and risk assessments.

Specialist job related training will be conducted / organised as follows:

- Minibus - Educational Visits Officer/Director of PE & Sport
- Duke of Edinburgh Co-ordinator
- Science related - Head of Science
- Catering and Cleaning - Catering Manager / Head of Finance and Resources
- First Aid - School Nurse / Head of Finance and Resources
- Any individual requirements for subject / activity specifics - Head of Department / Line Manager

Refresher training will be given as appropriate to changes within the workplace and the role of the individual.

Records of training will be kept by the Head of Finance and Resources.

Swimming Pools: Pool Safety Operating Procedures (PSOP's)

Objectives

To ensure the health, safety and wellbeing of all pool users including Teaching Staff, Pool Staff, Students and Non-Teaching Staff, Visitors and those hiring the facility.

Guidance

The health and safety requirements for the swimming pool, are outlined in the Normal Operating Procedure (NOP) and the Emergency Action Plan (EAP).

Traffic Movements on Site

Objectives

- To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- That vehicles and traffic routes are separated wherever possible.
- That traffic routes are suitably signed and controlled.

Guidance

The Head of Finance and Resources has responsibility for the implementation of this guidance with support from the Estates team as appropriate.

The following areas are addressed:

- School Minibuses
- Vehicles on site
- Parking and deliveries
- Access control and security
- School buses
- School travel plan

The checklist at Appendix 6 covers design and layout, reversing, risk control and specific issues.

Signage is in place to designate speed limits, access areas, prohibited areas and parking facilities.

The Head of Finance and Resources is responsible for liaison with the police, highways authority, insurers/security advisers etc. regarding the School Travel Plan.

Parking arrangements are specified for:

- staff
- senior students
- visitors
- parents
- major events
- contractors

Deliveries will only be permitted during the hours specified and vehicles are only allowed to park in designated bays. Deliveries should be arranged in advance wherever possible with the responsible school manager.

School buses transport students to and from the school at agreed times. The Estates team will supervise the arrival and departure of the buses.

All use of the school minibuses, and the school van must be arranged via the Estates team. This will include the departure and return times of the vehicle so that suitable arrangements can be made regarding the overlapping with any other vehicle movements.

Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.

Cyclists should dismount once they arrive on site and use pedestrian walkways. Parking for cycles are provided.

Water Quality (including Legionella)

Scope

This is applicable to all employees of and contractors for the school who undertake activities associated with water services and systems. Water systems are considered to include all water plant, pumps, pipes, tanks, valves, showers, chillers and towers. See Appendix 6.

This section is to be read in conjunction with the following school documents that relate to 'Legionnaires' Disease and the Control of Legionella Bacteria in Water Systems (See Appendix 7):

- Control of Legionella Policy
- Written Control Scheme

Objectives

To clearly identify the responsibilities of individuals as appropriate.
To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in particular legionella, as follows: -

- water systems incorporating a cooling tower;
- water systems incorporating an evaporative condenser;
- hot and cold, water systems;
- other plant and systems containing water which is likely to exceed 20˚C and which may release a spray or aerosol during operation or when being maintained.

To ensure that systems are managed and controlled in accordance with the COSHH Regulations and the L8-2013 (4th Edition) Approved Code of Practice and HS(G) 274 guidance.

Guidance

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Estates team who have attended a certificated course in water safety awareness. They maintain appropriate records of testing and certification.

The school has appointed a competent consultant/contractor to conduct a risk assessment and draft a manual which specifies control regimes. Please see Appendix 8 for areas covered.

The School will:

- undertake a water quality risk assessment on all relevant water systems.
- the assessment will be updated as appropriate, for example if new equipment is added and as a matter of course reviewed every two years.
- the details of any risks will be made available to those persons who may be affected.
- copies of the risk assessment will be available for inspection by persons entitled to do so.
- if the risk assessment shows that there is a reasonably foreseeable risk, the Head of Finance and Resources / Head of Estates will ensure the implementation of safety precautions and control measures. In most cases, this will require a written Water Quality Scheme by a competent person and will involve contractors carrying out maintenance regimes on water systems.

A Water Quality Log Book will be maintained for each relevant system, available for inspection and will contain: -

- the risk assessment findings.
- the written scheme detailing control measures.
- the results of monitoring, inspections, tests or checks completed and the dates.
- details of the water system not in use and control measures taken.

Where school employees (e.g. Estates staff) have responsibility for implementing practical control measures, this is carried out on a weekly basis and a log maintained.

Where a contractor is employed by the School to implement specialist control measures, an example list of duties is included at Appendix 9 to this guidance.

The records will be kept for the period for which they remain current and at least 5 years following that period.

In the event of a positive water sample, the Water Contractor /Consultant will notify the Head of Finance and Resources/Head of Estates immediately. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head will be immediately informed, even if nobody is ill, and remedial action taken. The Chair of Governors must be notified immediately if anyone becomes ill with Legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

Working at Height

Objectives

To ensure that the school complies with the requirements of the Work at Height Regulations 2005 and to ensure that: -

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used.
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is properly inspected and maintained.

Guidance

The Estates Team will apply the following hierarchy for managing and selecting equipment for work at height, namely:

- Avoid work at height where possible.
- Use work equipment or other measures to prevent falls where it cannot avoid work at height
- Where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- A flowchart is included at Appendix 10 for controlling work at height.

The school requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it will be:

- The most suitable equipment for the task
- Give collective protection measures priority over personal protection measures
- Take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

Inspection of equipment used for work at height will be undertaken by a competent person in the (Estates Team) as appropriate.

Ladders will be used in accordance with HSE document INDG 402 Safe Use of ladders and stepladders.

Any contractors used by the school will be expected to follow the principles of this guidance.

Tree Safety Management Policy

Tree Safety

The Health and Safety at Work Act 1974 and Occupiers Liability Act 1957 and 1984 are the main acts of legislation providing compliance.

The Head of Estates is responsible on behalf of the school for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous because of decay or structural weakness and shows external signs of being in such a condition.

An initial tree survey will be carried out by a qualified Tree consultant (Arboriculturist).

Tree inspections will be carried out by a qualified Tree consultant (Arboriculturist) at two yearly intervals.

Comprehensive records will be maintained held electronically by the Head of Estates.

APPENDIX 1 - Model COSHH Assessment Sheet

	COSHH Risk Assessment No:	

School:	Section/Area:

Describe the activity or work process. *(Include how long and how often this is carried out and the quantity of substance used)*			
Location of process being carried out?			
Identify the persons at risk:	Employees ☐ *(including trainees)*	Contractors ☐	Public ☐ *(including students)*
Name the substance involved in the process and its manufacturer. *(A copy of a current safety data sheet for this substance should be attached to this assessment)*			

Classification *(state the category of danger)*

☐ Acute toxicity Cat 1-3	☐ Serious health hazard	☐ Aquatic Environment
☐ Acute toxicity (cat 4)	☐ Flammable	☐ Explosive
☐ Corrosive	☐ Oxidising	☐ Gas under pressure

Hazard Type

☐ Gas ☐ Vapour ☐ Mist ☐ Fume ☐ Dust ☐ Liquid ☐ Solid ☐ Other (State)

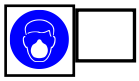
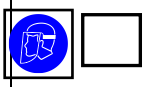
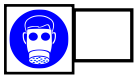
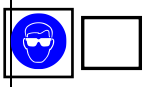
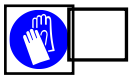
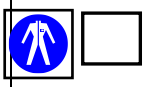
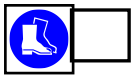
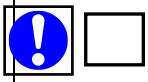
Route of Exposure
☐ Inhalation ☐ Skin ☐ Eyes ☐ Ingestion ☐ Other (State)

Workplace Exposure Limits (WELs) *please indicate n/a where not applicable*	
Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):

State the Risks to Health from Identified Hazards

Control Measures: *(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers*

Is health surveillance or monitoring required?	Yes ☐	No ☐

Personal Protective Equipment *(state type and standard)*			
 ☐ Dust mask		 ☐ Visor	
 ☐ Respirator		 ☐ Goggles	
 ☐ Gloves		 ☐ Overalls	
 ☐ Footwear		 ☐ Other	

First Aid Measures

Storage

Disposal of Substances & Contaminated Containers
Hazardous Waste ☐ Skip ☐ Return to Depot ☐ Return to Supplier ☐ Other ☐
(If Other Please State):

Is exposure adequately controlled?	Yes ☐ No ☐

What further action needs to be taken		
Action	**By Who**	**By what date**

Assessed by:

APPENDIX 2 - Six Monthly Portable Appliance Checklist

Users Six monthly Portable Appliance Checklist

School Site:	

The following checklist will help you assess whether you need immediate action by a Competent RFCA Approved Electrician.

The law requires that the electrical appliances be maintained in a safe condition. The testing will be carried out by a RFCA approved competent person as part of an on-going preventive maintenance programme on a two yearly basis.
THESE CHECKS APPLY TO ALL EXTENSION LEADS AND THEIR PLUGS.

Identify your equipment and where and how it iused. Unplug it then check the following:

	YES	NO	LOCATION	Comments/Notes
Visual Check of areas inspected:				
Are appliances plugged in to the mains supply?				
Are any appliances plugged in to the mains supply via a multi socket extension lead?				
Are in use multi socket extension leads used in good condition and not overloaded?				
Are all cables stretched out and not coiled up tightly?				
Are all cables laid out correctly so that they are not creating any trip hazards?				
Is there any damage, cuts, or abrasions (apart from light scuffing) on the cable?				
Is the outer covering (sheath) of the cable being gripped where it entethe plug or the equipment, (i.e. is the coloured insulation of the internal wiring showing)?				
Is the equipment being used in conditions where it is not suitable e.g. *Exposed to wet or large dusty workplace environments?*				
Is there any damage to the outer covering of the equipment or obvious loose parts or screws?				
Are there anynon-standard joints including taped joints in the cable?				
Visual number of plugs / wires damaged	**TOTAL**			
Visual number of plugs / wires with no problems	**TOTAL**			
Number of Portable Appliances visually checked	**TOTAL**			
NOTES: *If you have any problemsin the above then please specify: Location and damage the appliance should be immediately disconnected and not used till the appliance has been repaired and is back in full working order.*				

AREAS of the building not checked on this visit(please state WHY?)			
Dated:-	**Signed**		**Printed**
Position held:-			

PLEASE KEEP A COPY ONSITE AND SEND A COPY ONCE COMPLETED TO THE ESTATES TEAM

Page 1 of1

APPENDIX 3 - Risk Assessment Template

School name: **The Abbey School**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

You should review your risk assessment if you think it may no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

APPENDIX 4 - Areas requiring risk assessment (non-exhaustive)

Educational

- science experiments
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- CCF
- music
- drama & dance
- general classroom
- school trips

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies
- Students Safeguarding and Welfare

APPENDIX 5 - Traffic Checklist

Design and Layout

- Are the traffic routes wide enough for the movement of vehicles?
- Has consideration been given to the need for vehicles to pass each other?
- Can you use a one-way system?
- Does the layout allow safe movement of pedestrians close to vehicles?
- Are pedestrian walkways protected by physical barriers?
- Are storage tanks / sources of power which are close to traffic routes protected against impact?

Reversing

- Are arrangements in place for dealing with reversing vehicles?
- Are pedestrians separated from reversing activities?
- Have designated individuals been trained to assist with reversing activities where appropriate?
- Do such individuals have high visibility clothing?
- Have vehicle drivers been informed to stop if they lose site of the reversing assistant?

Risk Control

- Can arrangements be made for vehicles to be parked off site?
- Can you provide separate pedestrian access?
- Can you organise buses to be loaded / off loaded so that reversing is not required?
- Can you arrange deliveries / contractors' activities so that they do not coincide with school start / finish times and breaks during the day?
- Can you improve on site lighting?
- Have you communicated traffic arrangements to students and parents?
- Can drop off zones be provided for parents?
- Can you enforce speed restrictions on site?
- Can you provide increased supervision during peak vehicle/pedestrian movement times?

APPENDIX 6 - Internal Control Measures

All Operatives in the Estates Team have been trained in legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) to maintain good water hygiene:

Taps

- All cold taps are flushed for 2 minutes on a weekly basis (avoiding splashing to minimise the creation of an aerosol.
- All hot taps are flushed for 2 minutes, or until the temperature reaches 60 degrees C on a weekly basis (avoiding splashing to minimise the creation of an aerosol. Models with thermostatic valves fitted: at least 5 minutes [ordinary taps: 2 minutes, or until the temperature reaches 60°C. Contractors conduct monthly temperature checks of hot water by inserting a thermometer in the outflow of the first and last tap of each circulation system for the required period and recording the temperature. Our Water Consultant will be contacted about the safety implications if the hot water does not reach 50°C after running for 5 minutes.

Showers

- All showers heated directly by an instant water heater or through mains hot water is flushed through for 2 minutes weekly by On-call Duty Manager. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled monthly.

Toilets

Any toilet that is not used within a seven-day period is flushed each week, and the flushing mechanism on urinals checked.

Swimming Pool

- The water in the swimming pool is sampled three times daily.
- Total Chlorine, Free Chlorine and Ph levels are tested 3 times a day.

Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis.

Calorifiers / Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/hot water tanks is inspected monthly.
- The calorifiers/hot water tanks are inspected annually.

Drains

- Drains are inspected and flushed annually
- Debris is cleared from external drains weekly

Hot Water Systems

- Hot water systems that are shut off for the holidays must be heated to 60°C and then kept at that temperature for at least one hour to kill all bacteria.
- Staff then flush the system before use.

Cold Water Systems

- All cold-water systems that are unused during the holidays are also thoroughly flushed through before use. The systems are also chlorinated annually.

APPENDIX 7 – Legionnaires' Disease and the control of Legionella Bacteria in Water Systems

Introduction

The use, quality and reliable supply of water are vital to the proper running of The School's services and for the well-being of the staff, students and others, on, or using our site and services. Water is an essential facility, which is used for drinking and washing together with departmental use and the safe running of machinery.

Airborne water droplets can potentially contain Legionella bacteria, a micro-organism which creates a hazard to the health of any person as it can cause disease (legionellosis) and can cause the potentially fatal Legionnaires' disease. It is subject to legislative control through the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the Health and Safety at Work Act 1974.

The School recognises the importance of the water service and accepts its responsibility under the Health and Safety at Work Act 1974 and COSHH Regulations 2002 and to take all reasonable precautions to prevent or minimise the harmful effects of water contaminated with legionella bacteria to occupiers, students, staff and other persons working at or using its premises as well as members of the general public passing by the site.

Legionnaires' Disease can be fatal but, in most cases, can be controlled by proper care and maintenance of water systems. It is these preventive measures that the Estates Department wish to address across their estates for the protection of staff, students, contractors and visitors. The associated liability of such an outbreak, coupled with public attention attaching to even a suspected outbreak, necessitates the need for clear, concise guidelines to be published, recommending measures to be taken to control Legionella bacteria in water systems within the buildings owned, managed or maintained by The School.

The School, in implementing this policy, will use as a general source of practical guidance the Health and Safety Executives' Approved Code of Practice and guidance Legionnaires' disease - The control of Legionella bacteria in water systems (L8).

It should be noted that the regulations surrounding legionella require the duty holder (The School) to assess the risks associated with its water systems and implement a suitable 'written scheme' to control legionella bacteria in its water systems and to prevent or minimise exposure to contaminated aerosols. An outbreak or isolated case of Legionnaires' disease or legionellosis would not necessarily have to occur for legal action to be taken – it is the proper management of potential risk that is important.

This policy document contains details regarding Managerial Responsibilities, Building Services Management and Legislation, together with procedures which are required to manage water supplies within The School properties, to limit the risks associated with Legionella bacteria.

Legionella

Legionella is the bacterium that causes Legionnaires' disease which is identified as a pneumonia-type infection of the lower respiratory tract. Legionella bacteria can also cause a number of non-fatal flu like illnesses such as Pontiac fever.

Legionella ecology in water systems is not entirely understood. However, the following conditions have been documented as affecting its rate of growth:

- The presence of sediment, sludge, scale and organic material can provide nutrients and protection for Legionella. Legionella has been shown to colonise certain types of material used in the construction of water systems many of which also provide nutrients.
- Other organisms commonly encountered in water systems such as bacteria, amoeba and algae can provide a suitable nutrient and habitat in which Legionella can survive, multiply and concentrate.
- Legionella is most likely to proliferate in water systems which have a temperature between 20˚C and 45˚C. Human blood temperature of approximately 37˚C is that at which the bacterium is most active. Water within the above temperature range and which is stagnant, appears to provide the ideal conditions to promote colonisation by Legionella.
- Legionella will survive at temperatures below 20˚C but is considered to be in a dormant state with no colonisation activity. The bacterium does not survive temperatures maintained consistently at 60˚C or above.

Legionella bacteria are common and are found naturally in nature and can also colonise engineered water systems and may enter in small numbers from the mains water supply.

The most common route of infection is thought to be by inhaling small water droplets (as an aerosol) contaminated with the bacteria deep into the lungs. Susceptible individuals such as the elderly, smokers or the immuno-suppressed (already sick or ill) are more likely to become infected.

There is some evidence to suggest that susceptible individuals may also become infected by inhaling legionella bacteria from drinking contaminated water. Legionnaires' disease cannot be passed from person to person.

Policy Statement

It is the School's policy to manage all of its operations, with regards to the on-going design and maintenance of domestic water and air handling systems, in compliance with all current and relevant guidelines and legislation relating to the management and control of legionellosis, including legionnaires disease, so that the risk of infection to staff, students and others by Legionella is, so far as is reasonably practicable, reduced to a minimum. Measures to be taken to attain this objective include:

- The appointment of "Responsible Persons" competent to:
  - Identify and assess the risk of legionellosis resulting from work activities.
  - Develop, implement and maintain appropriate and suitable management systems, develop and maintain adequate records to demonstrate compliance with best practice and fulfil legal obligations, and;
  - Ensure compliance with this policy.
- The appropriate selection design, installation and maintenance of plant.
- The regular monitoring of Management Systems, Training Programmes and Treatment Procedures, to establish and ensure their continuing efficacy and legislation compliance.

The School's objectives to control the growth of legionella bacteria, detailed in the Policy Document and Written Scheme have been prepared on the interpretation, understanding and practical application of legal requirements in conjunction with the following guidelines and legal documents:

HSE Approved Code of Practice ACOP L8 (rev.3) – The control of Legionella bacteria in water systems.

Health and Safety at Work etc Act 1974

Control of Substances Hazardous to Health Regulations 2002

Water Supply (Water Fittings) Regulations 1999

Water Supply (Water Quality) Regulations 2010

BS EN 806-1:2000 Specifications for installations inside buildings conveying water for human consumption. (General).

BS EN 806-2:2005 Specifications for installations inside buildings conveying water for human consumption. (Design).

BS EN 806-3:2006 Specifications for installations inside buildings conveying water for human consumption. (Pipe sizing. Simplified method).

BS EN 806-4:2010 Specifications for installations inside buildings conveying water for human consumption. (Installation).

BS EN 806-5:2012 Specifications for installations inside buildings conveying water for human consumption. (Operation and maintenance).

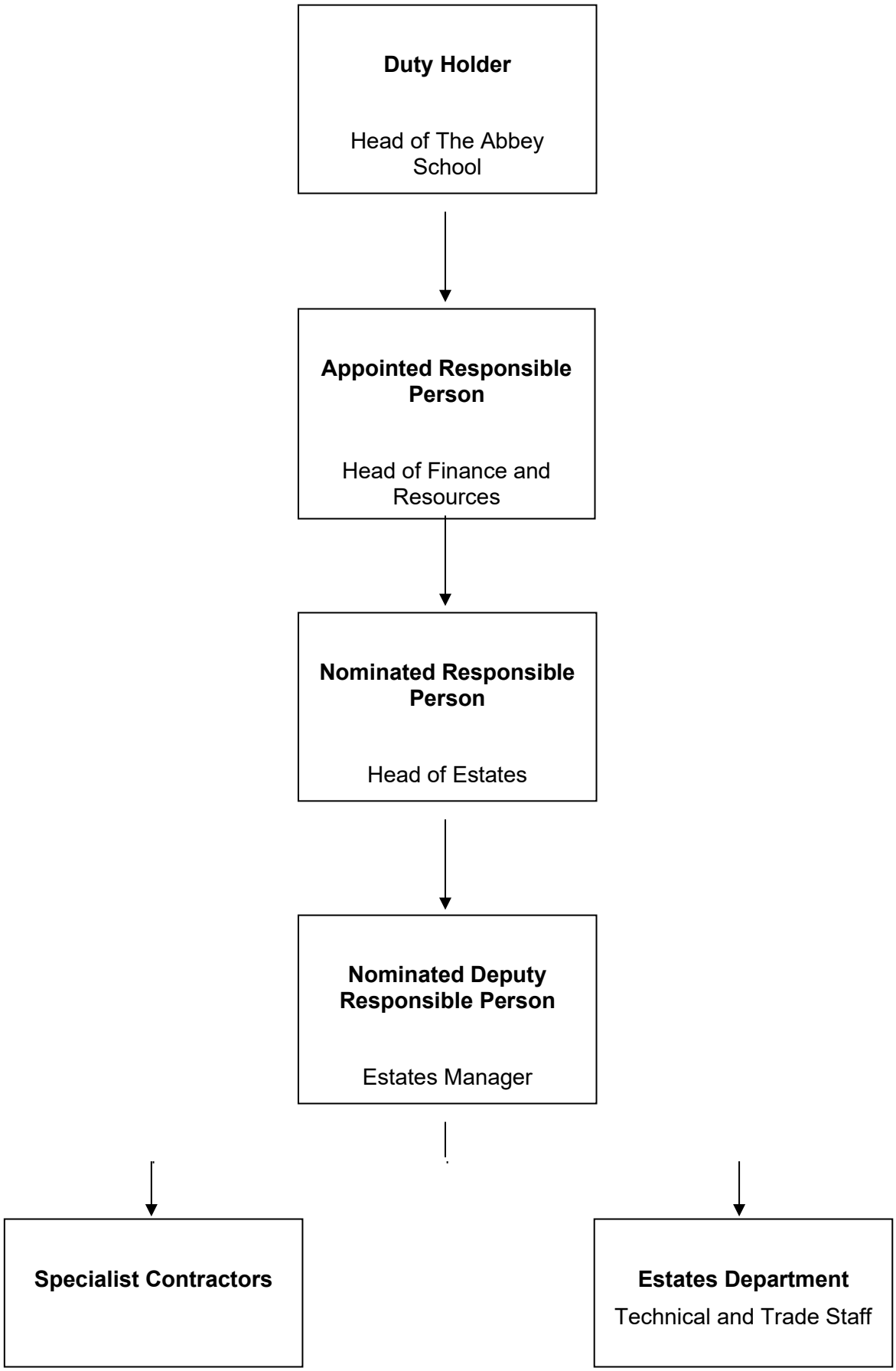
BS 8558:2015 Guide to the design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages. (Complementary guidance to BS EN 806).

Management Responsibilities

Category	Definition
Duty Holder	The organisation on which the statutory duty falls.
Appointed Responsible Person	The person or persons appointed by the Duty Holder to take managerial responsibility and to supervise implementation of precautionary measures for areas under their control.
Nominated Responsible Person	The Person or Persons, appointed by the Responsible Person, having suitable training and expertise to implement the precautionary measures on their behalf.
Deputy Nominated Person	The person or persons appointed to take operational responsibility in the absence of the Nominated persons.

Site Operatives	The person or persons responsible for carrying out the tasks detailed in the precautionary measures.
Specialist Contractors	The persons appointed to undertake water treatment services, sampling, monitoring, risk assessments, and reporting, as required, to confirm adequacy of the treatment service.

Management lines of communication



Preventative Measures

The School will undertake to:

- identify and assess sources of risk;
- prepare a scheme for preventing or controlling the risk;
- implement and manage precautions;
- keep records of the precautions implemented and will do so for each of the premises within the school's control.

To ensure that the highest standards reasonably practicable are maintained throughout properties within The School, all directives issued by authorities such as the Health and Safety Executive and the British Standards Institution relating to the control of legionella bacteria will be adopted where relevant and The School will endeavour to adopt the standards of best practice wherever possible.

These measures together with manufacturers and suppliers' recommendations addressed to specific plant items shall form the basis of the 'Written Control Scheme' for the control of legionella bacteria in water systems.

The Written Scheme will be adopted as necessary in all buildings developed, owned, managed and maintained by The School.

Risk assessment and record keeping are a statutory requirement for the control of Legionellosis. Ongoing risk assessment and record keeping are considered by The School as essential in relation to maintaining acceptable standards.

All buildings owned and operated by The School shall be risk assessed in accordance with the Approved Code of Practice L8.

Where a Risk Assessment indicates that there is a foreseeable risk, use of such equipment or systems leading to exposure will be avoided as far as is reasonably practicable.

Where this is not reasonably practicable, the written scheme for minimising the risk of exposure will be implemented.

Risk assessments have identified that the following systems and equipment are most likely to promote conditions where Legionella could thrive and can create water droplets which become airborne and in turn could be inhaled:

Domestic Hot and Cold-Water Systems	**Other Systems and Equipment**
Cold Water Storage Tanks Hot Water Calorifiers Hot Water Cylinders Gas Fired Water Heaters Electric Water heaters Water Softeners Showers Point of Use Water Heaters Hot & Cold water outlets Infrequently used Outlets or Services	Domestic Combination Boilers & DHW system Watering Points Emergency Showers Eyewash units Machine Tool Coolant Systems Fire Hydrants Air Handling Units

This list is not exhaustive, and the School will seek to eliminate or control the risks associated with any water system where the water could exceed 20°C and an aerosol could be generated during normal or abnormal operation.

The monitoring / control measures and procedures to reduce the risk of legionella bacteria in such systems are outlined in the separate written Control Scheme associated with this policy.

Written Scheme

Control Overview

This written control scheme will define how The School intends to manage the control of legionella bacteria within the School, in compliance with current legislation.

All buildings owned and operated by The School shall be risk assessed in accordance with the Approved Code of Practice L8.

Where the Risk Assessment indicates that there is a foreseeable risk, use of such equipment or systems leading to exposure will be avoided as far as is reasonably practicable.

Where this is not reasonably practicable, the written scheme for minimising the risk of exposure will be implemented.

The School, where practicable, will seek to:

- Avoid or minimise generation of aerosols.
- Avoid water temperatures between 20°C and 45°C by implementing a managed temperature control scheme for hot and cold-water services whereby hot water will be stored at or above 60°C and distributed above 50°C. Cold water always kept below 20 °C.
- Avoid water stagnation by ensuring that all systems are correctly sized and that all parts of the system are regularly used.
- Avoid use of materials that can harbour bacteria or act as a nutrient source by using only WRc approved materials.
- Keep all systems clean and in a hygienic condition through a managed scheme of regular inspection and cleaning and disinfection as required.
- Maintaining and operating all water systems in a safe and correct manner.

This written scheme will apply to all buildings owned and operated by The School.

Primary Management Responsibilities

The primary management responsibilities and appointments are laid out in The School Legionella Policy.

The person on whom the statutory duty falls (Head of The Abbey) has appointed in writing persons to take managerial and budgetary responsibility to implement the precautions detailed in the written control scheme.

For all buildings, maintenance is centrally funded and therefore the Head of Finance and Resources is appointed as the Responsible Person and has nominated the Head of Estates for the day-to-day implementation and supervision of the control scheme. The authority to implement any control measures has been delegated, whilst the overall management responsibility is retained.

Designated Responsibilities

Head of The Abbey

- To be the Duty Holder
- To appoint a responsible person/persons.

Head of Finance and Resources

- Appointed Responsible Person for all School buildings.
- Accepts role of undertaking Legionella control measures on behalf of Head of The Abbey
- Appoints Nominated Responsible Person.
- To provide all reasonable funding for Legionella control work as requested by authorised Estates Staff.

Head of Estates

- Appointed as Nominated Responsible person.
- To deputise for the Responsible Person in their absence.
- To manage the day-to-day monitoring and control regime.
- To ensure systems are maintained to meet the requirements of L8.
- To ensure all appropriate staff attend legionella training courses when provided.
- To ensure compliance with The Abbey Legionella policy and Written Control Scheme.
- To ensure systems are designed and specified to the requirements of L8.
- To ensure systems are installed to meet the requirements of L8
- To ensure all necessary documentation & records are completed.

Estates Staff

- To ensure compliance with The School's Legionella policy and Written Control Scheme.
- To undertake appropriate training on Legionella and Legionnaires Disease.
- To apply knowledge of legionella control during routine maintenance tasks, repair, and alterations to water systems.
- To inform the Head of Estates of any concerns regarding plant operation that may cause a non-compliance with L8.

Health & Safety Manager

- To provide advice, guidance and internal auditing as appropriate.
- To advise and coordinate inter-departmental and external activities as appropriate in the event of an isolated case or outbreak of legionnaires disease.

Specialist Contractors

- To carry out risk assessments, surveys, schematic drawings.
- To carry out water tank inspections, tank cleaning, shower head descaling and system chlorination.
- To carryout water softener maintenance.
- To carry out regular Legionella sampling when required.

RISK ASSESSMENTS

Frequency

All buildings owned and operated by The School will be risk assessed in respect for Legionella bacteria.

In general, Legionella risk assessments will be carried out and/or reviewed as follows:

- every two years, or;
- Whenever the system is significantly modified, or a building altered or refurbished.
- if water quality is declining, or;
- if a Legionella bacteria has been identified in the system at high levels (>1000 cfu's/l)
- upon Completion of new buildings.

Risk Assessors

The Head of Estates will employ suitably qualified and competent companies to carry out risk assessments on The School's behalf.

Schematic Drawings

Surveys will be arranged by the Estate Department to produce schematic drawings of water systems in all School buildings.

RECORD KEEPING

All current risk assessments, schematic drawings, cleaning and disinfection certificates, certificates of analysis or other contractor supplied records and records of routine monitoring and testing and training will be held by the Estates Department electronically.

All records will be kept by the Estates Department for a minimum of five years. All records will be made readily available for inspection to any outside body such as the Health and Safety Executive or local environmental health officer.

TRAINING AND INSTRUCTION

The Estates Department will arrange suitable training courses on Legionnaires disease and the control of Legionella bacteria for Estates staff who will be involved in the control process.

Training will be provided by a suitably qualified and competent trainer at the School, or at a specific training venue. Training will be given for new staff, and refresher training will be arranged for periods no longer than four years.

CONTROL METHODOLOGY

The Estates Department will manage, schedule, design, procure, and monitor all controls necessary to minimise the risk of legionella bacteria within The School.

CONTROL OF SYSTEMS AND ASSETS AT RISK

Asset Type	Task Detail	Freq	Control Limit	Action in the event of failure
Mains & Boosted Cold water	Take temperature	6M	Maximum 20ºC	Review design and operation
Mains & boosted Cold water	Inspect internal condition and external design	12M		Determined by contractor
Cold Water Storage Tank	Check incoming ball valve temperature and check stored temperature remote from the ball valve	6M	Maximum 20ºC < 2ºC rise	Review design and operation
Cold Water Storage Tank	Inspect internal condition and external design	12M	Determined by contractor	High priority will be cleaned and disinfected ASAP – as determined by external contractor Lower priority will be cleaned and disinfected under planned scheme at end of summer vacation or during Easter vacation
Hot Water System	Flow or Stored water temperature	W	Minimum 60ºC	Report to Head of Estates If falls consistently below 55ºC for more than one month sample for legionella then pasteurise and review risk assessment.
Hot Water System	Return Temperature (if present) Calorifier / Cylinder Gas fired water heater	W	Minimum 50ºC	Report to Head of Estates If falls consistently below 50ºC for more than one month sample for legionella then pasteurise and review risk assessment.
Hot Water Calorifiers / Cylinders	Note condition of drain water by opening drain valve until it runs clear	3M	Runs for 1 minute or until water runs clear	Solids should not allow to accumulate in the base of the vessel Review risk assessment
Hot Water Calorifiers / Cylinders.	Inspect internal condition	12M	Free from excessive scale and sludge	Clean, descale Review risk assessment
Wash hand Basins & Sinks	Sentinel taps Check hot and cold water temperatures after 1 minute and 2 minutes respectively in	M	Hot minimum 50ºC Cold maximum 20ºC	Rectify if possible within 7 days. If hot consistently below 50ºC (or cold >20ºC) then instigate legionella sampling and review risk assessment

Wash Hand Basins & Sinks	Check temperatures in representative taps. (TBA)	12M	As above	As above
Gas fired Water Heaters	Flow or Stored water temperature	1W	Minimum 60°C	Report to Head of Estates If falls consistently below 55°C for more than one month sample for legionella then pasteurise and review risk assessment.
Combination Boilers	Flow temp at Tap	3M	Minimum 50°C	Report to Head of Estates
Showers	Clean and descale showerheads	3M	n/a	Replace / Descale again as required
Fire Hydrants	Flush	1M	1 Minute or until water runs clear.	Report to Head of Estates
Infrequently used outlets	Flush	1W	1 Minute	Report to Head of Estates

Miscellaneous Risk Systems

Asset Type	Task Detail	Freq	Control Limit	Action in the event of failure
AHU	Check for absence of standing water and check condensate drip trays are clean and that drains are not blocked.	3M		

ACTION IN THE EVENT OF OUTBREAK

In the event of an outbreak being identified in the confines of The School's premises or in the immediate locality of any of its premises, The School will seek to fully cooperate with the relevant authorities involved.

It is the responsibility of a "proper officer" to declare an outbreak and in England and Wales this person would be appointed by the local authority and is usually a Consultant in Communicable Disease Control (CCDC).

The Proper Officer would invoke an Outbreak Committee and The School would make every effort to assist this committee in terms of:

- Shutting down any water systems capable of generating an aerosol as required.
- Taking water samples from the system before any emergency disinfection takes place.
- Providing health records as required.
- Cooperating fully with any investigation.

The investigation may involve:

- Tracing of pipework runs.
- Detailed scrutiny of all operational records.
- Statements from plant operatives and managers.
- Statements from contractors or consultants.

The Estates department will plan for such an event in consultation with the Business Continuity Plan, and the Health and Safety Manager.

Isolated or unconfirmed cases of Legionellosis

If an isolated case of Legionellosis or unconfirmed case of Legionellosis is notified to The School whereby the person may be suspected to have contracted the disease through contact with a water system(s) at The School either by working at or residing in at a School controlled premise or by visiting such a premise, then the Estates Department will be instructed to carry out a programme of emergency Legionella sampling of the system(s) involved in accordance with the written scheme for Legionella sampling. Use of the water system(s) should be suspended until an emergency clean, and disinfection of the system has taken place which would be carried out as soon as possible.

In the case or persons working directly with water systems at The School, then cases of legionellosis would be reportable under RIDDOR, if a doctor notifies the employer.

APPENDIX 8 - External Control Services

We employ external contractors to help us to manage water safety in the following areas:

Heating, Ventilation and Air Conditioning Systems

- Air conditioning and evaporative condensers are serviced annually.
- Boilers and heating plant are serviced annually and systems drained.
- The calorifiers / hot water tanks are checked and descaled annually.
- Inhibitor chemicals are topped up as required.

Water Sampling

An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Weekly:

Water fountains and taps are flushed and temperature tested by Estates Staff

Monthly:

- Swimming pool water is sampled and tested
- Plumbed water coolers are maintained by Crown water and Coffee Ltd
- Water fountains and taps are flushed and temperature tested by Estates Staff

Annually:

- Water samples from the calorifiers are tested
- The thermostats on taps are checked and repaired/replaced
- Point of use water heaters are checked and serviced
- The swimming pool is emptied and cleaned, filters checked
- Cold water tanks and pumps are inspected

Drains

External drains are inspected and jetted annually.

APPENDIX 9 - Water Risk Assessment Review

The School has employed H20 Environmental Services Ltd, a firm of water safety specialists to prepare a Risk Assessment Review for all the school buildings, and residential accommodation.

The manual includes schematic drawings of all hot and cold-water systems, water tanks, calorifiers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings.

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses
- Condition of the water throughout the premises
- The use of thermostatic mixing valves (to avoid scalding) to prevent set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

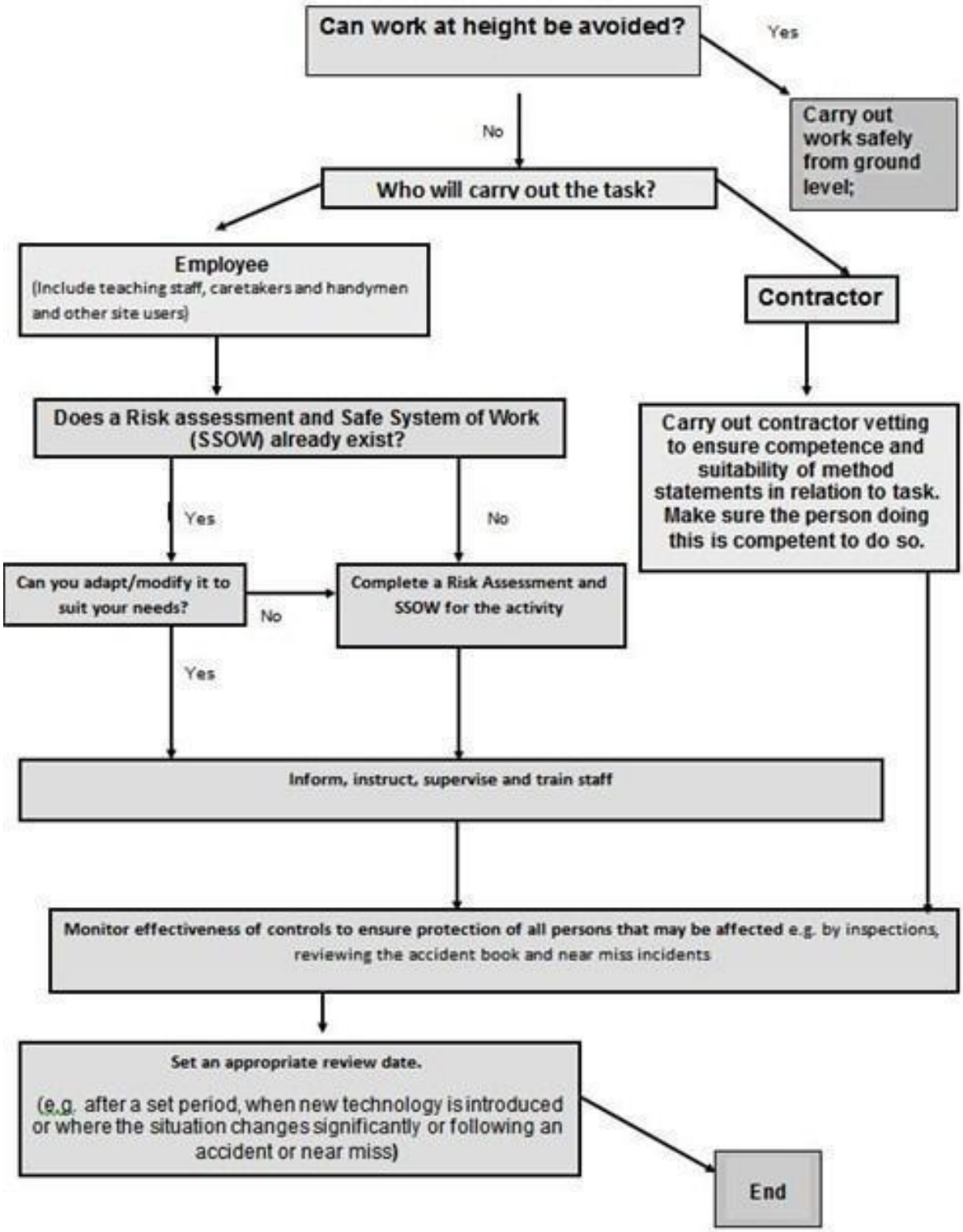
Physical Preventative Measures

The risk assessment review identifies a series of preventative measures to the physical structure of our buildings that are taken to control the risk of legionella at the school:

- All cold-water tanks have been covered to ensure that they are free from debris.
- "Point of use" water heaters have been introduced in the Science Building and Catering Department.
- Redundant pipe work has been removed from the Science Building and the Catering Department and will progressively be removed elsewhere as "point of use" water heaters are introduced.
- All hot pipes and calorifiers/hot water tanks have been insulated.
- Water is heated and stored in the calorifiers/hot water tanks at temperatures above 60 degrees C to kill bacteria
- Cold water is stored below 20°C, so that bacteria cannot thrive.

The manual is reviewed and updated annually, or each time that a new measure is introduced.

Appendix 10 – Working at Height Assessment Chart



UK Health Security Agency

HPECS guidance: Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Children should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT).
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see Managing outbreaks and incidents.

Infection	Exclusion period	Comments
Diptheria*	Exclusion is essential. Always consult with your UKHSA HPT.	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT.
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT. For more information, see Managing outbreaks and incidents.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepititis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your local HPT will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed.

Infection	Exclusion period	Comments
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your UKHSA HPT for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment.	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your UKHSA HPT.
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.

Infection	Exclusion period	Comments
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB. Exclusion not required for non-pulmonary or latent TB infection. Always consult your local HPT before disseminating information to staff, parents and carers.	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread. Your local HPT will organise any contact tracing.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing.