



*A Co-operative Academy*

## **Rickley Park Primary School Health and Safety Policy (November 2015)**

*This policy should be read in conjunction with the First Aid Policy, Medication in School Policy, Minibus Policy and Behaviour Policy.*

### **1. Key Values**

We have the same chances. We have the same choices.

We know that everyone has something special to contribute.

We persevere and work hard, not because we are told to but because we want to improve.

We stick together for the good of all.

We look after ourselves, each other and our world by taking responsibility for our actions.

We let everybody talk and have their say.

### **2. Statement of Intent**

2.1 The Governing Body of Rickley Park Primary School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation relating to its activities.

2.2 This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the School. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

### **3. Organisation**

#### **3.1 Responsibilities of Governing Body**

The Governing Body will:

- i. formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with all relevant legislation and will be reviewed at least once a year;
- ii. implement any new arrangements as necessary;
- iii. provide appropriate resources from within the School's budget to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (*e.g. premises and equipment maintenance, staff training*);
- iv. receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;

- v. seek appropriate specialist advice on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- vi. promote high standards of health and safety in the School.

### 3.2 Duties of All Employees

3.2.1 Most of the day-to-day responsibility for health and safety matters will be delegated to employees, e.g. *the Headteacher*.

3.2.2 All employees should:

- i. take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- ii. co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- iii. not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- iv. report to their line manager\* any serious and immediate danger to health and safety;
- v. report to their line manager\* any shortcomings in the arrangements for health and safety;
- vi. follow instructions when using any machinery, equipment, dangerous substance or safety device;
- vii. only use equipment when satisfied that they are competent to use it.

\* *The Headteacher should report to the Governing Body*

3.2.3 Disciplinary action may be taken against anyone disregarding safe working practices.

### 3.3 Responsibilities of the Headteacher or Other Designated Person (*School Business Manager*)

3.3.1 The Headteacher and School Business Manager will:

- i. have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body or Headteacher;
- ii. be the focal point for day-to-day references on health and safety at the School and give advice or indicate sources of advice;
- iii. report to the Governing Body hazards which cannot be rectified immediately or from within the resources of the allocated budget;
- iv. stop any misuse of equipment etc. (*Specialist advice may be obtained from a relevant Advisory Service*);
- v. arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- vi. ensure that instructions from external advisors on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- vii. seek specialist advice on health and safety matters when necessary.

### 3.4 Responsibilities of Other Employees

#### 3.4.1 Teachers

- i. Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary
- ii. Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary
- iii. Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.
- iv. Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.
- v. Ensure that personal protective equipment is used, where required by a risk assessment.
- vi. Exercise careful control of products to be made during practical lessons, including researching appropriate regulations e.g. trading standards.

#### 3.4.2 Site Manager / Cleaners

- i. Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (e.g. soap, towels).
- ii. Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

#### 3.4.3 All Employees - Additional Duties Arising from Employees Arrangements

- i. Check, as far as is practicable, that classroom and equipment is safe before use.
- ii. Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible
- iii. Inform their line manager of any concerns they may have about the safety of a particular task (e.g. manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the CEO for advice
- iv. All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (e.g. manual handling operations).

#### 3.4.4 Responsibilities of Pupils

- i. Exercise personal responsibility for the safety of themselves and others with whom they work
- ii. Observe all the health and safety rules of the school
- iii. Observe standards of dress that are consistent with high standards of health, safety and hygiene
- iv. Listen to and follow the instructions of any member of staff specially in an emergency
- v. Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.



#### 4.4 First Aid

4.4.1 The School Support and Administration Officer (*under the direction of the School Business Manager*) maintains an up-to-date list of employees that have been trained to First Aid at Work and Emergency First Aid in School levels

4.4.2 On expiry of certificates or when an employee who has been trained as a first aider leaves the School, the School Support and Administration Officer (*under the direction of the School Business Manager*) will make arrangements for another person to be trained to replace them.

4.4.3 The names of current first and emergency aiders are displayed in the First Aid room.

4.4.4 First aid boxes are kept at the strategic points throughout the School and travelling first aid boxes, along with sick buckets, are kept in the First Aid room.

4.4.5 The school minibus has its own first aid box and firefighting equipment which is checked as part of the regular service.

4.4.6 A termly check on the contents of boxes will be made by the School Support and Administration Officer.

4.4.7 Use of first aid materials and deficiencies should be reported to School Support and Administration Officer who will arrange for replacement.

4.4.8 First aid record books are kept in the following places in the School:

- Early Years
- First Aid Room

4.4.9 Details of contact numbers for the nearest hospital casualty department are set out below:

Milton Keynes Hospital (A&E Department)

Tel: 01908 660033

Address: Standing Way, Milton Keynes, Buckinghamshire, MK6 5LD

#### 4.5 Accident and Dangerous or Violent Incident Reporting and Investigation

4.5.1 An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the School Office as soon as practicable afterwards.

4.5.2 Accident reports should be drawn to the attention of and counter-signed by the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the HSE's procedures.

#### 4.6 Entering and Leaving the Premises

4.6.1 The site manager is responsible for opening and securing the building as necessary. The procedure is set out (*including disarming of intruder alarms*) in Appendix 3.

4.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Headteacher. See Appendix 5

4.6.3 Lone working is discouraged but the Governors recognise this is sometimes unavoidable. Please refer to Appendix 4 for the Lone Work procedures.

#### 4.7 Maintenance of Premises and Housekeeping

4.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The site manager will make a daily check. All employees are required to co-operate with decisions taken as a result of this check.

4.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard, should report it to the Site Manager.

4.7.3 Defective furniture should be reported to the Site Manager, who is responsible for ordering repairs.

4.7.4 The Health and Safety file for the new building is kept in the Site Manager's Office.

#### 4.8 Training

4.8.1 The School Business Manager will draw health and safety responsibilities and the school's health and safety arrangements to the attention of employees as part of their induction training

4.8.2 The School Business Manager will identify health and safety training needs in consultation with the employees concerned.

4.8.3 The School Business Manager is responsible for the School's training plan. It may be included in the School Improvement Plan.

4.8.4 Where certificates of competence are required for potentially hazardous activities the Site Manager (*under the direction of the School Business Manager*) is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

4.8.5 Employees who feel that they have need for health and safety training of any kind should notify the School Business Manager in writing.

4.8.6 The School Business Manager / Health and Safety Governor are responsible for reviewing the effectiveness of health and safety training.

#### 4.9 Work Equipment

##### 4.9.1 Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

	<u>Person Responsible for Selection/Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (e.g. ladders)	Site Manager	Site Manager	Site Manager	Every Use
2. Caretaking and Cleaning Equipment (including hand tools)	Site Manager	Site Manager / Cleaners	Site Manager	As used
3. PE and Play Equipment	Sports Coach / Teacher	*	Contractor	Annual
4. Technology	Teacher	*	Subject Leader	As used

## Equipment

5. Art and Design Equipment	Teacher	*	Subject Leader	As used
6. Stage Lighting Equipment	Headteacher	As Designated	Headteacher	As used
7. Mobile Staging & Seating/Pianos	Headteacher	As Designated	Headteacher	As used
8. Portable Electrical Appliances	Headteacher	*	Contractor	Annual

\* *Equipment in these categories with restricted use to be identified on a separate list*

### 4.9.2 Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is the Site Manager. The Site Manager must be appropriately trained for this.

### 4.9.3 Dangerous Parts of Machinery

Paper guillotines have been identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety. All staff will

- i. conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and
- ii. will take follow-up action (*i.e. taking machines out of service, arranging for repair or replacement and safe disposal*) when necessary.

## 4.10 Safety Inspections

4.10.1 Health and Safety inspections of premises will take place at least once every term. They will be initiated by the School Business Manager. The nominated person will conduct the inspection jointly with the Governing Body Health and Safety representative(s) if possible.

4.10.2 A summary of the report should be presented to the Governing Body for discussion and minuting. Responsibility for following up action on the report will rest with the School Business Manager.

## 4.11 Provision of Information

4.11.1 The School Business Manager is responsible for distributing all health and safety information received by the School for the maintenance of a health and safety information reference system.

4.11.2 All employees have been informed of existing information held on the School site relevant to them, and have access to all relevant policies / risk assessments in the policy file in the staff room. New employees will be informed of all relevant health and safety information as part of the induction process.

4.11.3 All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The School Business Manager will decide on the circulation of each document. A copy of the information will also be displayed on the School staffroom notice board. The abstract of the Health and Safety at Work Act 1974 is also displayed within the school.

#### 4.12 Curriculum Planning (e.g. Educational Visits, Work Experience)

4.12.1 Particular activities requiring the approval of specific persons are identified as follows:-

Educational visits including overnight stay – Chair of Governors

Educational visits (not including overnight stay) - Governor

Use of School transport (Minibus) - Headteacher

#### 4.13 Dangerous Substances

4.13.1 Inventories of dangerous substances used in the School are maintained by the following employees,

<u>Name/Post</u>	<u>Type of substance</u>
Site Manager	Cleaning Materials

#### 4.14 Manual Handling

4.14.1 The Headteacher / School Business Manager / Site *Manager* are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

#### 4.15 Radioactive Sources

4.15.1 The school does not use or allow any radioactive sources onto the school site.

#### 4.16 Personal Protective Equipment (PPE)

4.16.1 Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. **All employees** are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE which they use.

4.16.2 The Site Manager will be responsible for replacing worn PPE.

#### 4.17 Waste Management and Cleaning Arrangements

4.17.1 Waste is collected daily by **the cleaners** and the Site Manager will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Site Manager who will arrange for its disposal.

4.17.2 **All employees** are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Site Manager who will arrange for them to be dealt with.

4.17.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Headteacher / Site Manager.

4.17.4 The Site Manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the waste contractor.

4.17.5 The cleaning arrangements for the School are set out in Appendix 1.

4.17.6 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Site Manager/ School Business Manager who will assess whether the arrangements can be changed.

#### 4.18 Use of Premises Outside School Hours

4.18.1 From January 2016, the Finance Officer is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

4.18.2 From January 2016, the Finance Officer / Site Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*e.g. cordoning off, warning notice*).

4.18.3 The Site Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

#### 4.19 Safety Representatives

4.19.1 An employee appointed as a safety representative by his/her association or trade union is required to inform the School Business Manager. He/she will be offered facilities in accordance with the Authority's Code of Practice.

#### 4.20 Visitors and Contractors

4.20.1 All visitors and contractors should report on arrival on site to the School Office who will:

- i. identify a contact person;
- ii. issue a visitor badge
- iii. provide them with relevant health and safety information;
- iv. remind them of their duties to the School community (*if applicable e.g. contractors*)

4.20.2 Visitors will be invited to sign the visitor's book and will be informed of this request by means of a sign by the main entrance.

4.20.3 An employee seeing an unidentified person should act in accordance with agreed procedures.

4.20.4 The School is responsible for vetting a firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act

4.20.5 Responsibility for liaison with contractors is allocated as follows:

Building Cleaning	Site Manager
Building Maintenance and Improvements	Site Manager
Grounds Maintenance	Site Manager
Catering	School Support and Admin Officer

4.20.6 The risk assessment for the cash handling arrangements in the school is outlined in the financial procedures document and a review of the risks is undertaken by the Governing Body.

#### 4.21 Supplies (Purchasing/Procurement and Deliveries)

4.21.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for

their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

Role:

Headteacher

Deputy Headteacher

School Business Manager

4.21.2 Deliveries of goods will be reported to the Administration Team (*School Support and Admin Officer, School Business Support Officer, School Finance Officer*)

4.21.3 Arrangements for the safe movement and storage of supplies will be made by

Movement - Site Manager

Storage - Site Manager / Relevant Member of Staff

4.22 Catering

4.22.1 Cygnet Foods (External Contractor) are responsible for registering the food premises with the Environmental Health Officers.

4.23 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

4.23.1 Notification of visits and recommendations should be given to the Headteacher who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body.

4.24 Display Screen Equipment

4.24.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (*i.e. trained*) assessor of their workstations. They will be entitled to a regular eye test.

- School Business Manager
- School Support and Admin Officer
- School Business Support Officer
- School Finance Officer
- Headteacher

4.24.2 The School Business Manager is responsible for ensuring the risk assessment is carried out by a trained assessor.

4.24.3 The School Business Manager is responsible for initiating action required as a result of the assessment.

4.25 Noise

4.25.1 An employee concerned about the noise levels at work should report the matter to the School Business Manager who will arrange for remedial action or for an assessment to be made.

4.26 Smoking

4.26.1 The Governing Body has prohibited smoking in the School and in vehicles under its control.

4.26.2 Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils whilst on duty.

4.26.3 The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the School Business Manager.

#### 4.27 Administration of Medicines

4.27.1 The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

4.27.2 Records of requests for the administration of medicines to pupils which the school has agreed to meet are kept by the Administration Team (*School Support and Admin Officer*)

4.27.3 The administration of medicines record book is kept in the First Aid room.

#### 4.28 Vehicles (Refer to Minibus Policy)

4.28.1 The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the regulations for the use of vehicles.

4.28.2 School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in section 4.12.

4.28.3 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the School Business Manager (*prior to the first use of any vehicle*). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

4.28.4 The Headteacher is responsible for arranging insurance and maintenance.

4.28.6 The Headteacher is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

#### 4.29 Bullying/Harassment

4.29.1 The School's policy on behaviour (including bullying) is kept in the Policy Folder in the staffroom.

4.29.2 Records of bullying incidents and action taken are kept by the Deputy Headteacher.

#### 4.30 Audit, Review, Performance Measurement and Action Plan

4.30.1 The Headteacher / School Business Manager are responsible for presenting the School's Health and Safety Statement to the Governing Body.

4.30.2 The Finance and Premises Committee are responsible for carrying out:

- i. an annual review of the Statement and its implementation in the School;
- ii. a performance measurement exercise and;
- iii. including action for improvements in the appropriate development plan.

Employee absence statistics (*i.e. non-confidential*) for the purposes of performance measurement are kept by the School Business Manager and presented to the Pupils, Personnel and Parents Governors Committee on a termly basis.

4.30.3 The Governing Body are responsible for the external audit of the management of health and safety in the School.

Signed ..... Chair of Governors

Date .....

## Appendix 1: Cleaning Schedule



*A Co-operative Academy*

# Rickley Park Primary School Cleaning Schedule (March 2014)

## 1. INTRODUCTION

1.1 Rickley Park Primary School benefits from a new and purpose-designed building. For the benefit of our current, and future, children and staff it is essential that every member of the school community takes care of it.

1.2 This responsibility is emphasised in our key values, specifically “*We look after ourselves, each other and our world by taking responsibility for our actions*”, and our Golden Rules, specifically “*Take care of our school*”.

1.3 Whilst this responsibility is placed on every member of the school community, the cleaning staff have a role to play in maintaining the high standards of cleanliness and safety.

1.4 This document outlines the cleaning schedule for identified areas of the school and is aimed to maintain the high standards and ensure that all members of staff understand their responsibilities.

## 2.1 STAFFROOM

### Daily Tasks

Empty waste bin and dispose of waste as instructed wipe walls/ cupboard end in bin area	
Clean kitchen and buff up wall kettle, sink, taps, toaster	
Clean table tops	
Clean computer desk (no spray)	
Vacuum all areas	
Mop kitchen floor	
Clean inside and outside of microwaves	

### Weekly Tasks

Damp dust window sills, lower ledges, cabinets, skirting boards doors and surrounds (Monday)	
Damp dust light switches, telephone, fire call buttons and fire extinguishers (Tuesday)	
Damp dust table bases (Wednesday)	
Vacuum all chairs and upholstery	
Dust high ledges	
Wipe computer screens	

### As Required

Clean cupboard fronts, fridge fronts inc. fridge handles and dishwasher front	
De-scale sink and draining board	

## 2.2 RECEPTION

### Daily Tasks

Fully vacuum all carpet areas	
Clean entrance door glass both sides and door handles/ hand plates	
Damp dust tables ledges/shelves where accessible	

### Weekly Tasks

Damp dust table and chair legs	
Dust all accessible pictures and high dust	

## 2.3 OFFICES

### Daily Tasks

Empty waste bins and dispose as instructed	
Damp wipe all office furniture	
Vacuum all carpet areas	

### Weekly Tasks

Clean inside windows	
Damp dust window sills, ledges, cabinet tops, skirting boards, doors and surrounds	
Damp dust light switches, fire call buttons, fire extinguisher, inc. telephones	
Vacuum all chairs and upholstery	

## 2.4 CORRIDORS

### Daily Tasks

Vacuum all carpet areas	
Damp dust and dry stair banisters, hand rails	
Sweep and mop stairs paying attention to edges	
Clean windows where needed inc. door windows and handles	
Pick up any bags, coats, etc. from cloakrooms check shoe racks for rubbish and remove	
Clean lunch box trolleys and remove any rubbish	

### Weekly Tasks

Damp dust all window sills, ledges where accessible (Tuesday)	
Damp dust light switches, fire call buttons inc. extinguishers (Tuesday)	
Damp dust skirting boards, radiators, doors and surrounds (Monday)	
High dust (Monday)	
Check walls and clean when needed	

## 2.5 CLASSROOMS

### Daily Tasks

Empty bins and dispose as instructed	
Spray clean tables inc group rooms and teachers desks. <b>Please do not wet tables too much if very wet please dry off, Take care not to spray or wet any paperwork left on tables. Please RINSE your cloth in EVERY classroom</b>	
Change cloth used for cleaning tables	
Clean sink and surrounds buff taps and drainer	
Vacuum all carpet areas	
Mop all hard flooring	
Clean glass panel in the doors inc. group rooms, and door handles both sides	

Weekly

Damp dust window sills, ledges, cabinet tops, skirting boards inc. group rooms (Monday)	
Damp dust light switches, fire call buttons, fire extinguishers, and telephones (Tuesday)	
Damp wipe all doors and surrounds inc. kick plate (Wednesday)	
High dust projector and Hoover vents (Thursday)	
High dust	
Check walls and clean (as required)	

**2.6 WASHROOMS**

Daily Tasks

Clean inside and outside of toilet pans	
Clean both sides of toilet seat and buff, leave toilet seat up	
Clean hand basins and taps and buff up	
Clean toilet roll, soap dispensers and hand dryers	
Clean walls (where needed)	
Clean all splash backs and dry off	
Mop floors and put safety sign out	
Wash doors and handles both sides	

Weekly Tasks

High dust	
De-scale toilet and sinks (as required)	
Clean pipe work where accessible (as required)	

**2.7 SHOWER / CHANGING ROOMS**

Daily Tasks

Hoover all areas	
Mop all floors	
Clean mirror	

Weekly Tasks

Damp dust shelves	
Run showers twice	
Damp wipe doors inc. tops, tiles, and shower walls (fortnightly)	
Check walls and clean as required	

**2.8 LIBRARY**

Daily Tasks

Empty bins	
Damp dust Computer desks (NO SPRAY)	
Glass in doors and door handles	
Damp dust tables	
Damp clean children's seating	
Hoover	
Clean glass outside library	

Weekly Tasks

Feather dust computers inc. keyboard	
Spray cloth to clean computer screens and buff	
Damp wipe doors and surrounds	
High dust shelf tops lifting display books inc. all shelves in the corridor	
Damp dust light switches, fire call buttons, fire extinguishers, telephones, window ledges and sills	

Hoover chairs and damp dust chair legs	
Clean windows (when required)	

## 2.9 MEETING ROOM

Clean tables	
Hoover	
Feather dust computers inc. keyboard	
Spray cloth to clean computer screen and buff dry	
Damp dust all ledges where accessible	
Damp dust window ledges and sills	

### Weekly Tasks

High dust projector and hoover vents	
Clean windows (when required)	

## 3. PERIODIC HOLIDAY CLEANING

Clean down all walls and paintwork	
Move furniture and clean behind where possible (Work in pairs please)	
Deep clean all safety floors	
Clean all chairs inc. legs Clean table edges inc legs	
Deep clean toilets inc. walls, splash backs, all pipe work to be washed down, door frames, skirting boards, doors both sides, door handles both sides, High dust, Hoover vents.	
De-scale (Where needed)	
Clean all lockers inside and out if unlocked	
Clean fridges inside turn off and leave door open	
Clean dishwasher	
Windows inside classrooms, corridors, staffroom, reception and library (work in pairs please)	
Windows outside where possible (work in pairs please)	
Any additional works required as and when instructed.	

## 4. ADDITIONAL INFORMATION

4.1 On a weekly basis, the site manager is expected to audit an area and report back to the cleaner. The senior leadership are responsible for ensuring that the site manager fulfils this duty.

4.2 All supplies need to be ordered on a Friday and will be ready for collection on a Monday at the main reception before cleaning shift starts.

4.3 In the interests of Health and Safety, cleaning staff must only use cleaning products provided by the school. Bleach is not allowed in school when children are present.

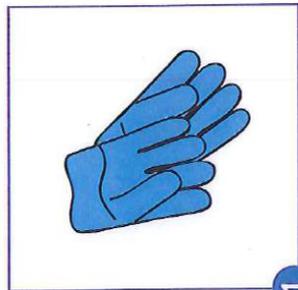
# JANGRO Product Guide



**Cleaner  
Disinfectant  
BA050-75**



**Health & Safety**  
Please refer to relevant  
COSHH Sheet.



**1**

Put on PPE.



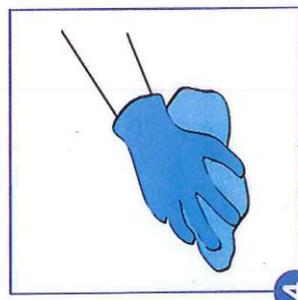
**2**

Place safety signs.



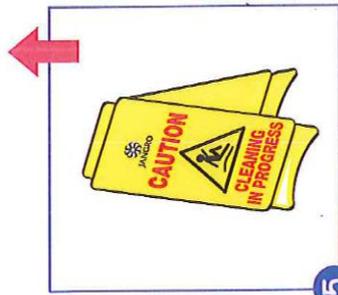
**3**

Spray solution onto damp cloth.



**4**

Wipe surface to be cleaned.



**5**

Remove safety signs.

[www.jangro.net](http://www.jangro.net)

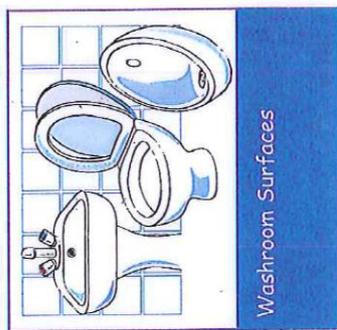
# JANGRO Product Guide



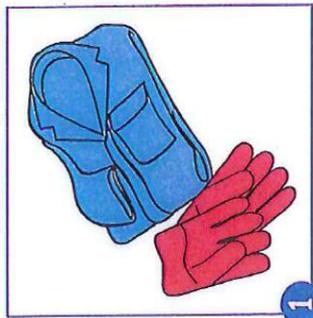
**Germicidal  
Washroom  
Cleaner  
Perfumed  
BC001-75**



**Health & Safety**  
Please refer to relevant  
COSH Sheet.

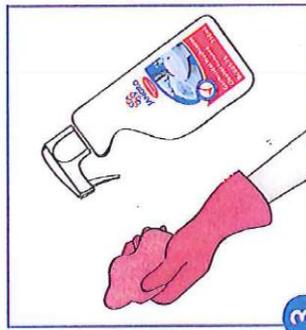


Washroom Surfaces



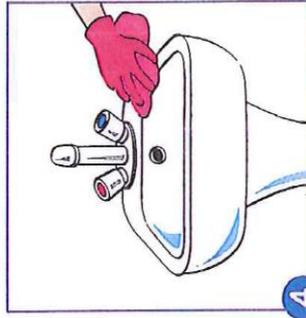
1

Put on appropriate PPE as indicated in COSHH/REACH data.



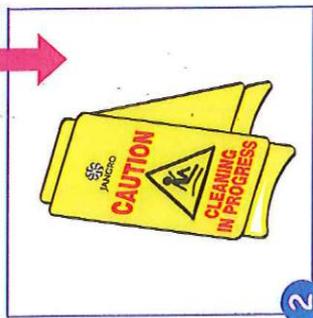
3

Spray solution onto cloth and wipe surface.



4

Wipe with a damp cloth.



2

Place safety signs.



5

Remove safety signs.

[www.jangro.net](http://www.jangro.net)

## **Appendix 2: Fire Evacuation Plan**



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# **Rickley Park Primary School Fire Evacuation Plan**

1. If the fire alarm sounds, leave the building quietly and exit via the nearest door.
2. The assembly point for all children and adults on site is the Astro Pitch.

### 3.1 Nursery and Reception

The main fire exit route for Nursery and Reception is via their outside learning areas and the adjacent path to the Astro pitch.

The secondary exit route for these rooms (if the primary route is blocked) is via the external doors at the rear of the Reception classroom, up the steps, across the Key Stage 2 playground and down the path to the Astro pitch.

### 3.2 Key Stage 1, Music Room, Community Room and Food Technology

The main fire exit route for these rooms is onto the Key Stage 1 playground and then up the path adjacent to the Nursery outside area to the Astro pitch.

The secondary exit route for these rooms (if the primary route is blocked) is via the external doors at the rear of the classrooms, around the outside of building (past the staff door), around the rear of the hall, across the crossing and into the Astro pitch via the top gate.

### 3.3 Key Stage 2 (Year 5&6)

The main fire exit route for these rooms is via the external doors at the rear of each classroom, across the Key Stage 2 playground and down the path to the Astro pitch.

The secondary exit route for these rooms (if the primary route is blocked) is via the internal door into the corridor, out of the fire exit at the end of the corridor, across the Key Stage 2 playground and down the path to the Astro pitch.

### 3.4 Key Stage 2 (Year 4)

The main fire exit route for these rooms is via the internal door into the corridor, out of the fire exit at the end of the corridor, across the Key Stage 2 playground and down the path to the Astro pitch.

The secondary exit route for these rooms (if the primary route is blocked) is via the internal stair case (between Year 4 and Year 5), out through the Year 1 playground exit onto the Key Stage 1 playground and then up the path adjacent to the Nursery outside area to the Astro pitch.

### 3.5 Hall and Kitchen

The main fire exit route for these rooms is via the external doors at the rear of the hall / dining hall, out of the gate, across the crossing and into the Astro pitch via the top gate.

The secondary exit route for these rooms (if the primary route is blocked) is via the internal door at the front of the hall, out of the main entrance, across the crossing and into the Astro pitch via the top gate.

### 3.6 Library, Additional Year 6 Classroom, Year 3, Group Rooms and Staff Room

The main fire exit route for these rooms is via the main stair case (DO NOT USE THE LIFT), onto the Key Stage 1 playground and then up the path adjacent to the Nursery outside area to the Astro pitch.

The secondary exit route for these rooms (if the primary route is blocked) is via the internal door into the KS2 corridor, out of the fire exit at the end of the corridor, across the Key Stage 2 playground and down the path to the Astro pitch.

4. Children to line up on the astro pitch facing away from the main car park.

5. During a fire alarm no persons may leave the site.

6. It is the responsibility of the Administration staff to take the class registers onto the playground and distribute to class teachers.

7. The Headteacher will assess the situation (*checking if there is a fire*) and will be responsible for contacting the fire brigade. Whilst the Headteacher is a trained fire marshal, nobody has the responsibility of tackling the fire. The priority is to ensure the safety of all children and adults.

8. For information:

Address	-	Rickley Park Primary School Rickley Lane Bletchley MK3 6EW
Telephone	-	01908 372979

9. Once children are lined up the class teacher must take the register (*staff are instructed not to just count children*). Once the register has been taken the class teacher must hold the register in the air to be collected by the Headteacher. If a child is unaccounted for the class teacher must inform the Headteacher immediately.

10. If it is a false alarm (or drill), and once everyone has been accounted for, the Headteacher will make the decision to allow children and adults back into the building. If there is a fire then the Headteacher will make that decision based on advice from the fire brigade.

### **Appendix 3: Securing the Premises Procedure**



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## **Rickley Park Primary School Securing the Premises Procedure**

### **1. Procedure for Unlocking the Premises:**

- Unlock and open vehicle and main pedestrian gates
- Enter the school via the main entrance and disarm the intruder alarm
- Unlock the staff entrance door, kitchen external door and playground doors (*Stairs, Street 2, Street 3 and KS2 Corridor*)
- Unlock the Astro Pitch
- Ensure that the library, server cupboard and staff room are unlocked
- Turn the main door onto automatic

### **2. Procedure for Securing the Premises:**

- Ensure that playground gates are closed and locked
- Turn the main door onto manual
- Lock the Astro Pitch
- Ensure that all classroom / specialist room external doors and windows are shut and locked
- Check that the hall, dining room and entrance hall lights are off
- Check the equipment in the Immersion Room is turned off
- Check emergency exits (*hall, bottom of staircase*)
- Check the building for remaining staff
- Lock the staff entrance door, kitchen external door and playground doors (*Stairs, Street 2, Street 3 and KS2 Corridor*)
- Arm the intruder alarm and leave via the main entrance
- Lock the main entrance door
- Close and lock vehicle and main pedestrian gates

## **Appendix 4: Lone Working Procedures**



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### **Rickley Park Primary School Lone Working Procedures**

1. The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

#### 2. Categories of Lone Worker:

Within Rickley Park Primary School a lone worker will most probably fall within one of the following categories:

- Those who work in an otherwise unoccupied part of the building
- Those who work in an isolated part of school grounds
- Those responding to an alarm call out after normal school hours

#### 3. Definition of Lone Working

Where staff are engaged in work (*either outdoors or indoors*) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

#### 4. Risk Assessment

4.1 It is the responsibility of the Headteacher/School Business Manager to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history.

4.2 Hazards identified will be evaluated by the Headteacher/School Business Manager for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

4.3 Contractors should be given the opportunity by the School Business Manager to complete their own Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

#### 5. Controls

5.1 Limited members of staff are key holder and, therefore, have access to the school outside normal school opening hours. These are: the site manager; the headteacher; the deputy headteacher and the SENCo.

*Normal school opening hours (term time):*

*Monday – Thursday, 7.30am – 6pm; Friday, 7.30am – 5.30pm*

5.2 The school site may be used by other user groups during periods when the school is officially closed to staff. This does not necessarily mean staff can access the building.

5.3 Staff, other than key holders, should seek the permission of the Headteacher / School Business Manager to work alone in the building outside of normal school hours.

5.4 The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher / School Business Manager. Whenever possible it is recommended that staff work with a colleague.

5.5 Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

5.6 Staff should lock the front gate and front door when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

5.7 Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

5.8 All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (*Headteacher's or School Business Manager's mobile phone numbers*) to call if the lone worker fails to return home at the expected time.

5.9 It is not normally practicable for the Headteacher / School Business Manager to periodically visit and visually monitor people working alone.

5.10 Contractors should have access to their own first aid kit suitable for treating minor injuries.

5.11 If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

5.12 In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

5.13 Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

5.14 All school personnel are reminded about the importance of maintaining a healthy work/life balance.

5.15 The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher/ School Business Manager any aspect of work related risks.

5.16 The Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

**Appendix 5: School Closure Procedure (Snow)**



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**Rickley Park Primary School  
 School Closure due to Snow And Ice: Decision Matrix**

Matters for Consideration	Yes	No
1. Has the Headteacher been directly advised to close the school by the Local Authority or the Police? If "Yes", close school.		
2. What are the local road conditions like at the moment? Have the main access roads (e.g. Rickley Lane, Whaddon Way, Shenley Road) been largely cleared and gritted? Are the estate roads reasonably safe if negotiated at low speed? In overall terms, are the roads reasonably safe for most staff, parents and children to travel to school? If "No", close school.		
3. What is the weather forecast for the rest of the day? Are conditions going to deteriorate with the likelihood of more snow and/or freezing conditions making travel increasingly dangerous? If "Yes", close school.		
4. Have pathways within the school boundary been cleared of snow and gritted? Are they largely free of ice and considered to be as safe as is reasonably possible? If "No", close school.		
5. Can sufficient staff get into school to provide a safe environment for the children? If "No", close school.		
6. Is the school's heating system working effectively and providing enough heat? If "No", close school.		

Other relevant considerations:

**If any of the shaded boxes have been ticked, CLOSE THE SCHOOL.**

School closure discussed by Headteacher and Chair of Governors on .....

(date) at ..... (time)

Decision to close or remain open communicated to parents / staff at ..... (time).

Signed by:

Headteacher: .....

Chair of Governors: .....

Date: .....

## **Appendix 6: MKC Health and Safety Contacts**



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### **Rickley Park Primary School Contacts at Milton Keynes Council for Health and Safety Advice and Assistance**

Advice and assistance is available from:

Health and Safety Officer	Tel. No. 01908 253526
Advisors and School Support Services	Tel. No. 01908 253341
Catering General Manager	Tel. No. 01908 252849
Head of Infrastructure (Cleaning and Catering)	Tel. No. 01908 252577
Education Planning (Security)	Tel. No. 01908 253375
Insurance Manager	Tel. No. 01908 252315
Corporate Maintenance Manager	Tel. No. 01908 252745
Passenger Transport Officer	Tel. No. 01908 252481
Road Safety Officer	Tel. No. 01908 252357