



## ALL SAINTS SCHOOL

# Health and Safety Policy

(Including First aid, Intimate Care and Bodily Fluids)

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<b>Review Date:</b>	July 2019
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<b>Links with other policies:</b>	Admissions Policy
<b>Signed:</b>	

# **All Saints School**

## **Health and Safety Policy STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE**

### **STATEMENT OF INTENT**

#### **Introduction**

This is a Statement of Organisation and Arrangements for All Saints Lessingham. Copies of these documents, along with other information on health, safety and welfare matters will be found in the school office and on the school cloud, staff information folder and the school website.

This Statement deals with those aspects over which the Directors have control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The aim of the Statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular: -

- (a) To establish and maintain a safe and healthy environment throughout the school;
- (b) To establish and maintain safe working procedures among staff and pupils;
- (c) To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances;
- (d) To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
- (e) To maintain a safe, secure and healthy place of work with safe access and egress;
- (f) To formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- (g) To lay down procedures to be followed in case of accident;
- (h) To provide and maintain adequate welfare facilities.

### **ORGANISATION**

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### **Responsibilities and duties in matters concerned with Safety**

The Directors and the school staff work together to ensure their health, safety and welfare objectives are achieved.

#### **The Directors**

The Education Reform Act 1988 gives Directors important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular the Directors are responsible for:

- (a) A clear written policy statement;
- (b) Specifying who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
- (c) Making sure everyone knows about the policy and understands it;
- (d) Involving everyone in making the policy work;

Ensuring the organisation of the staff including:

- (a) Making sure those responsibilities for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training;
- (b) Displaying information in the school confirming who has responsibility for health, safety and welfare;
- (c) Making sure that everyone has sufficient information about the risks they run and the preventive measures they should take;

Planning and setting standards including:

- (a) Identifying hazards, undertaking risk assessments and setting standards;
- (b) Having clear plans for coping with sudden emergencies;
- (c) Developing a positive health and safety culture;

Measuring performance and learning from experience including:

- (a) Ensuring accidents are reported and accurate records are kept for all areas of health, safety and welfare;

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- (b) Ensuring investigations are made and risk assessments are reconsidered when accidents occur;
- (c) Reviewing school's health and safety policy and performance annually and taking action on the review's findings, including amending the school policy, if necessary.

### **The Head Teacher**

The day to day responsibility for all school health, safety and welfare organisation and activity rests with The Head Teacher, who will liaise with the Managing Director. The Head Teacher and Managing Director will:-

- (a) be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
- (b) co-ordinate the implementation of the Directors' health, safety and welfare procedures in the school;
- (c) make clear any duties in respect of health and safety which are delegated to members of staff;
- (d) maintain contact with agencies able to offer expert advice;
- (e) report all known hazards immediately to the Directorship using hazard report forms and stop any practices or the use of any plant, tools, equipment, machinery, etc they consider to be unsafe, until satisfied as to their safety;
- (f) put in place procedures to monitor the health and safety performance of the school;
- (g) make recommendations to the Directors for additions or improvements to plant, tools, equipment, machinery, etc which present hazards;
- (h) make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations;
- (i) review from time to time:
  - (i) the emergency procedures
  - (ii) the provision of first aid in the school
  - (iii) the risk assessmentsand make appropriate recommendations to the Directors;

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- (j) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- (k) recommend to the Directors changes and improvements in welfare facilities;
- (l) Report to the Directorship annually on the health and safety performance of the school.

### **Obligation of all Employees**

The Health and Safety at Work Act 1974 states:-

“It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”.

The Act also states:-

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

In order that the Act be observed, *all* employees are expected:

- (a) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- (b) to observe standards of dress consistent with safety and/or hygiene;
- (c) to exercise good standards of housekeeping and cleanliness;
- (d) to know and apply the procedures in respect of fire, first aid and other emergencies;
- (e) to use and not willfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- (f) to co-operate with other employees in promoting improved health and safety arrangements in the school;

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- (g) to co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officer of the Health and Safety Executive.
- (h) to report all accidents, defects and dangerous occurrences.

### **Teaching/Non-Teaching Staff holding posts/positions of special responsibility**

These staff, including The Head teacher, Senior Leaders, School Finance Director and Caretaker:

- (a) Have a general responsibility for the application of the school's Health and Safety Policy and are directly responsible to The Head Teacher for the application of the health and safety procedures and arrangements;
- (b) Will establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances  
(eg chemicals, boiling water and sharp tools);
- (c) Will resolve health, safety and welfare problems members of staff may refer to them or refer to The Head Teacher or Senior Leadership any problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) Will carry out regular health and safety assessments of the activities for which they are responsible and, submit reports to The Head Teacher or Senior Leadership;
- (e) Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- (f) Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought;
- (g) Will advise The Head Teacher on requirements for health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- (h) Will inform the School Finance Director of any accident they or pupils incur.
- (i) Will keep the School Finance Director informed of any new procedures, products, activities and chemicals that become part of the schools set up.

### **Special obligations of Class Teachers**

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The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of the teachers. If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with The Head Teacher before allowing work to take place.

Class teachers are expected:

- (a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- (b) To know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- (c) To give clear instructions and warnings to pupils as often as necessary;
- (d) To follow safe working procedures personally;
- (e) To require the use of protective clothing and guards where necessary;
- (f) To make recommendations to The Head Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- (g) To avoid introducing personal items of equipment (electrical or mechanical) into the school;
- (h) To report all accidents, defects and dangerous occurrences to the school First Aider or to a member of the Health and Safety Team.

### **Health and Safety Representatives**

The Directors and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. The School Health and Safety Representative is the Caretaker. Health and safety representatives must be allowed to investigate accidents and potential hazards, pursue employees' complaints and carry out school inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example about accidents, and to have paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of The Head Teacher or Directors.

### **The Pupils**

Pupils are expected:

- (a) To exercise personal responsibility for the health and safety of themselves and others;

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- (b) To observe standards of dress consistent with safety and/or hygiene;
- (c) To observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- (d) To use and not willfully misuse, neglect or interfere with things provided for his/her health and safety.

All pupils and parents should be made aware of the contents of this section.

### **Visitors**

Visitors should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school are made aware of the health and safety policy applicable to them. Visitors have to sign a Visitors Book in the office and are issued with a badge.

### **ARRANGEMENTS**

#### **Supervision of Pupils**

**For further information see the Staff Handbook and School Brochure sections on Discipline, Bullying, Sanctions and School Rules.**

These include references to:-

- (a) Commencement/end of the school day (responsibility for pupils on the premises is only accepted from taxi drop off to taxi pickup;
- (b) Break times and lunch times;
- (c) The movement of Pupils between different parts of the building;
- (d) The action of pupils in science laboratories, food technology rooms and other practical rooms, including the external sports centres.
- (e) Car parking including arrangements for disabled persons;
- (f) The presence on site of contractors.

#### **Provision of First Aid**

First aid boxes are provided at the following points:-

School Medical Room, Science room, kitchen and staff kitchen

Each box contains only standard first aid requisites and a guidance card.



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### Emergency Procedures

#### Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- (a) First Aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from danger.
- (b) The SCHOOL MEDICAL ROOM is located in the school house near The Head Teacher's room and the main office. ....**Mrs Boughton, Mrs McLeod, Mrs Howitt, and Mrs Gardiner**.....have first aid responsibilities but all Teaching Assistants have been trained in First Aid.
- (c) Transport to hospital. If an ambulance is required the emergency "999" service should be used. It may be appropriate in cases of a less severe nature to transport a Pupil to a casualty department/Doctors Surgery without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company).
- (d) No casualty should be allowed to travel to hospital unaccompanied.
- (e) Reporting Accidents to Pupils and non-employees. If taken to hospital immediately after the incident every case of injury or accident no matter how minor must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses.
- (f) Reporting Accidents to Employees. For employees only, an entry must be made on the incident report forms, which are available on from the school office. All accidents/incidents reported are followed up by either The Head Teacher or the Managing Director, by completing the appropriate sections of the forms.
- (g) For all accidents where any person is injured causing an absence in excess of three days, the report must be forwarded immediately to the Health and Safety Executive (HSE) within seven days. For serious injuries reports must be made immediately by telephone to the Departmental Administrator for Accident Reports as all such incidents must be reported by telephone to the HSE without delay. These are the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations (RIDDOR).

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- (h) All first aiders are trained in the use of an epipen and have received specialist Diabetic Training.

### **Intimate Care**

All Saints Lessingham is committed to ensuring that all staff responsible for intimate care of Pupils and young people will undertake their duties in a professional manner at all times.

This school takes seriously its responsibility to safeguard and promote the welfare of the Pupils and young people in its care.

The Directors recognise their duties and responsibilities in relation to the Disability Discrimination Act, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against. Also that Pupils who require support with toileting and changing also require this care and attention which does not embarrass or cause unnecessary stress or upset to individuals.

We recognise that there is a need for Pupils and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care; discussion of the Intimate Care procedures and practices are discussed fully with parents/carers and records are kept of when intimate care intervention is required.

### **Definition:**

Intimate care is defined as any care which involves washing, touching or carrying out a procedure that most Pupils and young people carry out for themselves, but which some are unable to do. Disabled Pupils and younger Pupils with toileting issues may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Our approach to best practice:**

- The management of all Pupils with intimate care needs will be carefully planned and fully discussed with parents and carers.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice. It is best practice for the adults to always have support when toileting a child; however, this is not always practical within the classroom situation. As the Disabled toilet is situated in the main school corridor a second member of staff will be required. When the medical room is used in the House the Head Teacher's office is next door, so a member of the office staff or Head could be the second person. Careful consideration will be given to individual

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situations to determine how many adults should be present during intimate care procedures. Where possible one Pupil will be cared for by one adult with a second adult outside the door for support and safety for the child and member of staff.

- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any Pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences, including which adult will support them (the majority of the time). At all times the Pupils will be spoken to and have the situation explained to them.
- Staff will be supported to adapt their practice in relation to the needs of individual Pupils taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any Pupil requiring regular intimate care
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
- The needs and wishes of Pupils and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

### **Child Protection:**

The Directors and staff of All Saints Lessingham recognise that disabled Pupils are particularly vulnerable to all forms of abuse.

- Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Lead for Safeguarding.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

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- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

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Appendix 1 – record of discussion with parents:

### Intimate Care Guidance - Toileting plan discussion with parents/carers

*Record of discussion with parents/carers*

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

	Details	Action
Working towards independence, e.g. taking Pupil to toilet at timed intervals, rewards		
Arrangements for changing, e.g. who, where, privacy		
Level of assistance needed, e.g. undressing, hand washing, dressing		
Moving and handling needs, e.g. equipment, training needs, hoisting equipment		
Infection control, e.g. wearing gloves, disposal of soiled items		
Sharing information, e.g. rash, infection, family/cultural customs		
Resources needed, e.g. toilet seat, step, creams, disposal sacks, change of clothes, gloves		
Other		

Signed:.....

Appendix 2: Planning

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### Intimate Care Guidance - Intimate care checklist (preparation for plan)

#### *Planning for intimate care*

Pupil's name:..... DoB.....

Admission date. ....

	Discussion	Actions
<b>Facilities</b>  Suitable toilet identified? Adaptations required? <ul style="list-style-type: none"><li>• Changing table/bed</li><li>• Grab rails</li><li>• Step</li><li>• Locker for supplies</li><li>• Hot and cold water</li><li>• Lever taps</li><li>• Mirror at suitable height</li><li>• Disposal unit/bin</li><li>• Hoist</li><li>• Other moving and handling equipment</li><li>• Emergency alarm</li><li>• Other</li></ul>		
Family provided supplies <ul style="list-style-type: none"><li>• <b>pads</b></li><li>• <b>Wipes</b></li><li>• <b>Spare clothes</b></li><li>• <b>Other</b></li></ul>		
School provided supplies <ul style="list-style-type: none"><li>• Toilet rolls</li><li>• Antiseptic cleanser</li><li>• Cloths/paper towels</li><li>• Soap</li><li>• Disposable gloves/aprons</li><li>• Disposal sacks</li><li>• Bowl/bucket</li><li>• Milton/sterilising fluid</li><li>• Other</li></ul>		

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<p><b>Good practice</b></p> <ul style="list-style-type: none"> <li>• Advice sought from Health professionals?</li> <li>• Moving and Handling Co-ordinator?</li> <li>• Parent/carer views</li> <li>• Pupil's views</li> <li>• How does child communicate?</li> <li>• Agree use of language to be used</li> <li>• Preferences for gender of carer</li> <li>• Training required for staff?</li> <li>• Awareness raising for all staff</li> <li>• Other</li> </ul>		
<p><b>PE issues</b></p> <ul style="list-style-type: none"> <li>• Discreet clothing required?</li> <li>• Privacy for changing?</li> <li>• Other</li> </ul> <p>Specific advice for swimming</p> <ul style="list-style-type: none"> <li>• From parents/carers</li> <li>• From Health professionals</li> <li>• Moving and Handling Co-ordinator</li> </ul>		
<p><b>Support</b></p> <p>Designated staff</p> <p>Back-up staff</p> <p>Training for back-up staff</p> <p>Transport</p> <p>School visits</p> <p>Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> <li>• By whom</li> <li>• When</li> <li>• To be reviewed when</li> </ul>		

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### Appendix 3 – Permission

#### Intimate Care Guidance - Permission form

*Permission for school to provide intimate care*

Pupil's name:.....

DoB:.....

Parent/Carer name(s):.....

Address:.....

.....

.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....

### Appendix 4 – Record of intervention



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### Intimate Care Guidance - Recording sheet

#### Record of intimate care intervention

Child's name..... DoB.....

Name(s) of staff involved.....

Date	Time	Procedure	Signature(s)	Comments

Appendix 5 – Disability Discrimination and Intimate Care – linked to Equalities Policy

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### Disability Discrimination Legislation

The Disability Discrimination Act provides protection for anyone who has a 'physical or mental impairment that has a substantial, long term and adverse effect on his/her ability to carry out normal day to day activities'.

Disabled Pupils in schools will include those with Cerebral Palsy, Muscular Dystrophy, Downs Syndrome, Epilepsy, Diabetes, visual and hearing impairments, ADHD, Autistic Spectrum Disorder, gross obesity and HIV/AIDS amongst many others. Some of these disabled Pupils and young people will have delayed continence as a result of their condition, or may never be able to attain continence.

Schools have a responsibility to meet the needs of Pupils with delayed personal development in the same way that they would meet the needs of Pupils with delayed development in any other area.

**Disabled Pupils should not be excluded from any activity due to incontinence, sent home to change, or parents expected to attend school to deal with toileting needs.**

A disabled child must not be put at a substantial disadvantage compared with his non-disabled peers, and the school has a legal duty to make reasonable adjustments to ensure less favourable treatment does not occur.

The Disability Equality Duty requires schools to promote positive attitudes towards, and eliminate harassment of disabled people. Establishing good practice in intimate care procedures will help a school meet its duties in these and other areas of the Duty.

An admission policy that sets a blanket requirement for continence, or any other aspect of development, for all Pupils is discriminatory. Schools should be reviewing all policies and practices to ensure compliance with the law.

### Body Fluid Spillage

#### Introduction

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and Pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. This information is to be used in conjunction with Public Health England: Guidance on infection control in schools and other childcare settings (September 2014).

There are Body Fluid Disposal Kits available at All Saints Lessingham reception, in the First Aid Room and in the Disabled Toilet

Staff are advised to contact the Head of Maintenance so that he can arrange for a member of his team to help to clean the area appropriately, but the initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident:

### Body Fluid Spillage Clean-Up Procedure

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1. Cordon off the area until clean-up is completed.
2. Put on disposable gloves from the nearest First Aid kit.
3. Use Biohazard clean up Kits on the affected area and allow the spill to absorb. (Stored in the medical room and Disabled toilet.
4. Wipe up the spill using these and then place in a bin (which has a bin liner).
7. If the spillage has been quite extensive then the area may need to be closed off until the area can be cleaned correctly.
8. The area must be cleaned with disinfectant following the manufacturer's instructions.
9. An appropriate hazard sign needs to be put by the affected area.
10. The area should be ventilated and left to dry.
11. All reusable cleaning equipment needs to be appropriately disinfected according to the manufacturer's instructions.
12. Anyone involved in cleaning up the spillage must wash his or her hands.

### **Please note that:**

- ☐ The bin that has had the soiled paper towels put in needs to be tied up and ideally placed in the yellow bin or double bagged and put in an outside bin.
- ☐ Any article of clothing that has been contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home.
- ☐ Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (yellow bag). If not available then the gloves being used need to be taken off inside out so that the soiled item is contained within them. This can then be double bagged and disposed of appropriately.

## **Fire and Emergency Procedures**

It is the duty of all members of staff to carry out the procedures as set out in the All Saints Lessingham Fire Orders and Emergency Procedures and Evacuation Policy Document," prepared by The Head Teacher and approved by School Directors: which has been issued to all Staff.

## **Review of Emergency Procedures**

The Head Teacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the school. Where necessary he will make recommendations to the Directors.

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### Information about the Arrangements

The Head Teacher will ensure that pupils and staff are familiar with the arrangements set out in this section of the Policy Statement.

### Food Safety

Hazard	Who could be harmed	Risk level	Precautions and control measures
Tripping, falling and slipping	Staff and Pupils	Medium	1. Floor to be dry and cleaned of food and other matter likely to cause slipping. 2. Cooking area access only to Pupils engaged in the activity and who are under strict supervision. 3. Running, jumping and pushing to be strictly prohibited. 4. Wheelchairs and people who are restricted movement to be carefully positioned. 5. Table heights to be appropriate to Pupil height. 6. Pupils never to sit stand or kneel on chairs or stools.
Food contamination caused by clothing	Staff and Pupils	Low	1. All participants to wear a clean apron reserved solely for food preparation – rolled up sleeves 2. Staff/Pupils PVC - coated aprons cleaned with hot, soapy water before and after use. 3. Aprons put on only in the cooking area and removed when leaving it for any purpose. 4. Long sleeves to be rolled up, and scarves and other accessories (except for religious head scarf) to be removed.
Food contamination caused by hair, nail polish, rings and bacteria on hands.	Staff and Pupils	Low	1. Long / medium length hair to fastened back using bands and clips; and wisps to be secured away from face. 2. Prior to food handling, hands to be washed, using hot water and soap and dried with paper towels.
Food contamination caused by cuts, sores, boils and dressings.	Staff and Pupils	Low to medium	1. Blue plasters used to cover cuts and sores. 2. More extensive existing injuries must be covered with vinyl or latex (plasters or gloves).
Food contamination caused by bacteria spread by illness	Staff and Pupils	Low to medium	1. No participant feeling sick or unwell to be permitted to enter the cooking area. 2. No participant suffering or recently recovered

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			from sickness, diarrhoea to be permitted to enter the cooking area.
Food contamination caused by bacteria from equipment and / or surfaces	Staff and Pupils	Low and medium	<ol style="list-style-type: none"> <li>1. Surfaces to be wiped with a disposable cloth retained solely for the purpose.</li> <li>2. No outdoor / indoor clothing, bags, brief cases, files, books or boxes to be placed on cooking surface.</li> <li>3. Cooked raw ingredients to be kept separated, both in storage and in preparation.</li> <li>4. Equipment to be hot washed to remove all food particles and thoroughly dried before storage.</li> <li>5. Chopping boards and especially plastic bowls to be scrubbed with hot water, detergent and air dried.</li> <li>6. Food, cleaning agents and cloths including tea towels never to be stored with equipment.</li> </ol>
Food Storage	Staff and Pupils	Low to medium	<ol style="list-style-type: none"> <li>1. All foods to be covered to prevent cross contamination.</li> <li>2. Dry goods to be stored in sealed containers and in a clean, dry designated area well away from cleaning agents, paints, stationary and other potential contaminants.</li> </ol>
Food contamination contracted through soil or other growing medium.	Staff and Pupils	Low to medium	<ol style="list-style-type: none"> <li>1. Cooking aprons never to be worn when picking or harvesting produce.</li> <li>2. Hands to be washed thoroughly after picking, harvesting and washing produce.</li> <li>3. Soil and other growing media to be removed by washing prior to food preparation.</li> <li>4. Open wounds to be covered prior to handling soil covered produce.</li> </ol>
Food contamination contracted through waste on table, in bins or on the floor.	Staff and Pupils	Low to medium	<ol style="list-style-type: none"> <li>1. Waste bins to be lined, full bags to be tied and sealed and disposed of promptly.</li> <li>2. Food waste bins to be washed and disinfected immediately after emptying.</li> <li>3. Accidental spillages of food to be wiped, swept or vacuumed, and the floor washed before and after (never during) cooking activities.</li> <li>4. Bags and outdoor clothing never to be placed on work surfaces.</li> </ol>
Reactions to food, allergic or intolerance	Staff and Pupils	Medium to high	<ol style="list-style-type: none"> <li>1. All adults, Pupils and visitors to provide detailed information on any known or suspected allergies or intolerance to food stuffs or cleaning agents.</li> <li>2. Alternative foodstuffs may be available for any Pupils with food allergies or intolerances. In some</li> </ol>

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## Health and Safety Policy

			cases, it may be deemed necessary to exclude certain ingredients from the recipes or, in extreme cases, to exclude the participant from the cooking activity – alternative cooking opportunities sought – see allergy lists in HT office.
Dangers from heat, fire and electrical hazards	Staff and Pupils	Low to medium	<ol style="list-style-type: none"> <li>1. Flammable materials not to be stored or situated close to cookers.</li> <li>2. Cooker or hob and over to be operated only by adult in charge.</li> <li>3. Emergency evacuation procedure to be in place and understood by all participants.</li> <li>4. Emergency exits to be kept clear or obstruction - free at all times.</li> <li>5. A fire blanket and suitable fire extinguishers to be available at all times.</li> <li>6. Electrical equipment must be certified for safe use by an authorised person or body.</li> </ol>
Burns from ovens, equipment liquids or food stuffs	Staff and Pupils	Low to medium	<ol style="list-style-type: none"> <li>1. Oven gloves to be used to carry hot food pans / tins.</li> <li>2. Pan handles turned inwards but not over hot hobs.</li> <li>3. Adults only to carry hot liquids. Care where Pupils stir serve hot liquids.</li> <li>4. Hot food and liquids never to be unattended and always placed out of reach.</li> <li>5. Pupils to be kept well away from cookers and ovens.</li> </ol>

Cuts from knives and other equipment including graters	Staff and Pupils	Medium	<ol style="list-style-type: none"> <li>1. All sharp knives and other sharp equipment (eg. skewers) to be stored in an appropriate place when not in use – in staffroom</li> <li>2. Knives to be counted out and in. Sharp knives never to be left out during set up preparation, in readiness for lesson or after use.</li> <li>3. Appropriate type and size of knives to be selected for age of Pupils.</li> <li>4. Bridge and claw safe cutting techniques to be taught and supervised.</li> <li>5. Personal Behaviour plans to be considered when using knives – see Head Teacher RQ.</li> <li>6. Pupils to be supervised at all times during all cooking activities.</li> </ol>
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Cuts or injury from electrical processors and blenders including hand blenders	Staff and Pupils	Medium	1. Pupils never to be permitted to handle or operate this type of equipment unsupervised – blenders/smoothie makers require adult to operate. 2. Equipment to be used only by competent adults and only following reading of appliance instruction handbook.
Choking on small pieces of food or inhalation of small ingredients	Chiefly Pupils	Medium	1. Tasting sessions of small pieces of fruit or other small ingredients to be conducted in a calm, unhurried manner and supervised. 2. Pupils to be encouraged to follow adult guidance on tasting and eating slow. 3. Pupils never to eat foods from cupped hand with head thrown back. 4. Pupils to taste and eat food only at the invitation of the adult in charge.

### CONCLUSION AND REVIEW

#### Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), The Head Teacher should immediately advise The Managing Director (Policy and Planning). If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the Directors or Head Teacher in pursuance of the Health and Safety Policy should immediately report the circumstances to The Head Teacher. The Head Teacher should then initiate appropriate remedial action. If it proves impossible for The Head Teacher to resolve the matter he should then report the facts to the Managing Director (Policy) or the Senior Administrative Officer (Policy and Planning).

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by The Head Teacher.