



Health & Safety Policy

This policy applies to all areas of the school

Introduction

Kirkstone House School is committed to ensuring the safety, health and welfare of its employees, pupils, the public and others working at, or using, the school premises. This policy has regard to DfE Health & Safety responsibilities and duties for schools April 2022. The school complies with the provisions of the Health and Safety at Work Act 1974 and regulations made under that act, in particular the Management of Health and Safety at Work Regulations 1999. The Policy also has regard to non-statutory advice: Health and Safety on Legal Duties and Powers 2014.

The Proprietors of the school will take steps as far as is reasonably practicable, to ensure that all the operations within the school environment, both educational and support, are delivered in a manner that is safe and healthy for all. Their duties as employers are to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises, for example on school visits.

Employer Responsibility:

Employers must:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- Introduce measures to manage those risks
- Tell their employees about the risks and measures to be taken to manage the risks
- Ensure that adequate training is given to employees on health and safety matters.

School Health and Safety Management Structure

Overall responsibility for all matters related to health and safety lies with:

- The Proprietors (Mrs B K Wyman, Mr G Wyman (Site Manager)

On-going considerations regarding Health and Safety includes the following:

- Any legislative changes regarding Health and Safety will be actioned by Mr G Wyman. ensures that all staff are made aware of changes and documentation is up to date.
- When an accident/incident has been recorded in the accident book, discussion will take place between Mr. G Wyman and The Headteacher – Mrs. C L Jones in order that preventative measures may be actioned to prevent a re-occurrence.
- Health and Safety issues raised by staff/pupils/parents/visitors etc. and in room audits will be discussed by Mr G Wyman who will take action on any matter arising.
- Health and Safety within the School is reviewed through consideration of: incident data; audits; parent/pupil feedback and information from Safety Tours and classroom risk assessments. The school will also follow guidance from professionals who carry out annual



checks on health and safety.

- Risk assessments are reviewed annually or before as required and action is taken with regard to updating as necessary.
- The Risk Assessment Policy is reviewed annually or before if needed following any incident of a Health and Safety nature.
- On-going appropriate training needs for staff with regard to Health and Safety are identified and actioned by Mr. G Wyman.
- Mr G Wyman monitors the implementation of professional advice regarding the external and internal fabric of the school, its plant, equipment and systems of work.
- Mr G Wyman is responsible for specific safety rules and procedures for safe systems of work (e.g. safe storage, handling and use of chemicals in the Science Laboratories).
- Mr G Wyman monitors communication and publicity relating to health and safety in the workplace.
- The Headteacher - Mrs. C L Jones encourages employee consultation, suggestions and the reporting of defects to promote a whole school awareness of individual responsibility for health and safety at work.
- The school will alert parents to matters relating to health and safety for pupils, such as reminders in relation to out of bounds.
- Mr G Wyman provides the necessary safety devices and protective clothing, through risk assessment if a safer working environment cannot be achieved by any other means.
- Dr. B. Ramsay acts as an independent advisor to the school and will conduct a health and safety audit after any reported incident.

Employee Responsibility

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee.

The law requires employees to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Comply with all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to Mr. G Wyman any potential hazards, or defects in equipment and any shortcomings in the school's work systems or procedures. The completion termly of a premises audit aids this process. All information is collated by Mrs. A Nightingale who then sends the audit to Mr. G Wyman for any action required.

Employees should be aware that the Proprietors will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.



Organisation for Health and Safety

Arrangements for Risk Assessment

We aim to take a commonsense and proportionate approach to risk assessment and risk management which are tools to enable pupils and staff to undertake activities safely. Our Educational Visits Policy fully documents risk assessments on visits including dynamic risk assessments. Risk assessments for routine activities in school such as Sports Day are written in line with the School's general health and safety policies and procedures.

School Site and Grounds

Risk assessments for the school site will be undertaken by:	Mr G Wyman Following specialist advice
The findings of the risk assessment and any actions to be taken will be reported to:	Mr G Wyman
Person responsible for ensuring the action required is implemented:	Mr G Wyman
Person responsible for checking the implemented actions have removed/reduced risks:	Mr G Wyman
Review of assessment will take place:	Annually or as required if practice or legislation changes.
Audit will take place following any incident	An Independent Health & Safety Advisor

Safe Plant and Equipment

Person responsible for identifying equipment/plant requiring maintenance:	Mr G Wyman
Person responsible for ensuring effective maintenance procedures are drawn up and that annual checks are carried out by third party registered professionals.	Mr G Wyman
Person responsible for ensuring that all identified maintenance is implemented:	Mr G Wyman
Problems with plant/equipment should be reported to:	Mr G Wyman
Person responsible for checking that new plant and equipment meets health and safety standards before purchase:	Mr G Wyman

Safe handling and use of substances

Person responsible for identifying all substances which need a COSHH assessment	Mr G Wyman & Head of Science
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Person responsible for undertaking COSHH assessments	Mrs S McLean
Person responsible for ensuring all actions identified in the assessments are implemented	Mrs S McLean & Mr G Wyman
Person responsible for ensuring that all relevant employees are informed about the COSHH assessments	Mrs S McLean
Person who will check that new substances can be used safely before they are purchased	Mrs S Mclean
Review of assessment will take place:	Annually or as required if practice or legislation changes or following an incident.

Information, instruction and supervision

The Health and Safety Law poster is displayed	In the Main School Office
Health and Safety advice is available from	URisk Safety Services Mr G Wyman and Dr. B Ramsay
Person responsible for ensuring that employees are given relevant health and safety information	Mr G Wyman Headteacher - Mrs C L Jones
The Employers Liability (Compulsory Insurance) Certificate is displayed	In the Main School Office

Competency for tasks and training

Job specific health and safety training will be identified, provided or arranged by	Mr G Wyman from third party providers such as SSS Training and Health & Safety companies such as URisk.
The Headteacher - Mrs C L Jones authorises and gives instruction for the training to be arranged for the specific jobs listed	Science Labs - Teachers/Assistants Food Tech - Teacher/Assistant Kitchen – Catering staff Cleaning staff
Training records are kept on personnel files by	Mrs A Nightingale
Training will be identified, arranged and monitored by	Mr G Wyman, Mrs C L Jones (for teaching staff)



Accidents, first aid and work-related ill health

<p>The appointed persons/first aiders are</p>	<p>Mrs A Howard (Senior School) (PE) Ms E Wilson (Senior School) Mr N Ball (Senior School) (PE) Mrs S McLean (Senior school) Mrs D Weston (Senior school) Mrs K Siddon (Lower school) Mrs A Currall (Lower school) Mr G Wingrove (Lower school) Mrs M Slater (Lower school) Mrs L McLean (Lower school) Mrs C Clarke (Lower school) Mrs E Tate (Lower school)</p>
<p>The first-aid facilities and first-aid boxes are located</p>	<p>Main Office Medical Room + Box 1,2,3 – kept fully equipped for school outings</p> <p>Senior School Classrooms Food Technology Science Library/Sports Hall Art Learning Support Music School PE Changing Room</p> <p>Dining Hall Lower School Staff kitchen Staff Common Room</p> <p>School Vehicles School minibuses x 2</p>
<p>All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at</p>	<p>Senior School Main Office</p> <p>Lower School Mr G Wingrove- Office</p>



Person responsible for reporting accidents, diseases and dangerous occurrences to the HSE/local authority (as appropriate) RIDDOR	Mr G Wyman
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Monitoring

To review our safe and healthy working conditions, and ensure continued safe working practices we will	<p>Active checks</p> <ul style="list-style-type: none"> • Ensure all new staff receive induction training on health & safety and their responsibilities • Carry out regular reviews of risk assessments • Be aware of and implement any legislative changes and good practice recommendations • Communicate any change to policies or procedures to staff/others. • Promote staff awareness and encourage the reporting of actual or potential health and safety problems to the appropriate person • Take advice from URisk, Risk Assessments and Audits. • Conduct Health & Safety walks to identify any issues <p>Reactive checks</p> <ul style="list-style-type: none"> • Investigate all reported problems • Document findings and take necessary actions to rectify/remove problems • Action an independent audit
Person responsible for investigating accidents, actual or potential risks and act on findings to prevent recurrence	Mr G Wyman Dr. B Ramsay

Emergency procedures – fire and evacuation

Person responsible for ensuring the fire risk assessment is undertaken and implemented	Mr G Wyman with URisk Safety Services acting as the competent person
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Escape routes are checked every month by:	Mr G Wyman
Fire extinguishers are maintained and checked annually by:	Mr G Wyman Newflame – Peterborough
Alarms are tested every Saturday by:	Mr G Wyman
Emergency evacuation will be tested termly or on the request of the Headteacher	Mr G Wyman
Personal Emergency Evacuation Plans for individual pupils	SEN Department

School Transport

School staff can drive the school mini bus without a special licence as long as this has the permission of the Principals and as long as the following conditions are met:

- The staff member obtained their driving licence before January 1997; or
- The staff member obtained their driving licence later, but has held it for at least 2 years and is not being paid to drive the minibus and the minibus weighs no more than 3.5 tonnes and is not used for hire or reward.

Person responsible for the safety/maintenance of school transport	Mr G Wyman
Person(s) responsible for advising pupils on appropriate behaviour etc when travelling on school transport	Mr G Wyman, Designated Bus Drivers Staff accompanying pupils on school trips
Person responsible for ensuring that those driving school minibuses have the appropriate licences/insurance cover/training	Mr G Wyman

Working with VDU/DSC

Person responsible for carrying out workstation assessments which will include: <ul style="list-style-type: none"> • equipment, furniture, and the work environment • the job being done • any special needs of the individual 	Mr G Wyman Mr D Lees (Pupils - IT Teacher)
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Person to whom health and safety issues should be reported	Mr G Wyman
Where risks are identified who will implement the measures taken to reduce them	Mr G Wyman Mr D Lees

Managing Legionella

Legionella Risk Assessment – Appendix A

Managing Asbestos

Asbestos Policy – Appendix B

Managing Pests

Pest Control Policy – Appendix C

Working at height

(HSE Working at height 2014)

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Staff and pupils at Kirkstone House are not permitted to use ladders or to undertake any activity at height.

Work, if at all possible is done from the ground. Work at height is always carried out by the Proprietor or contractors and is properly planned and supervised. Only people with sufficient skills, knowledge and experience are employed to perform a task at height.

The following are all requirements that the School considers when planning and undertaking work at height:

- weather conditions that could compromise the safety of the worker are taken into account;
- the place at which people will work at height is first checked, e.g. the roof;
- exclusion zones will be established before work at height commences to avoid any injury from falling debris;
- materials and objects will be safely stored so that they will not collapse or cause injury if disturbed;
- there is a set emergency procedure
- correct equipment is used and HSE guidance is followed on the safe use of ladders and step ladders.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions and to co-operate with their employer to enable their health and safety requirements to be complied with.



For an employee, the laws says that:

- any identified hazards noticed must be reported to their employer
- equipment and safety devices supplied to them must be used in accordance with training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing).

Managing Contractors

This part of the Health and Safety policy sets out the procedures to ensure that the School will undertake to ensure compliance with the relevant legislation with regard to the use of contractors on the School premises to the benefit of all pupils and staff, and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

We must ensure that contractors who carry out work on the School premises do so in a way that does not create risks for pupils, staff, visitors or contractors. Reactive and emergency maintenance and repairs cannot be pre-planned but every effort will be taken to ensure they are carried out safely. As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. At the time of writing, the relevant legislation is: i. Health and Safety at Work Act 1974. ii. Electricity at Work Regulations 1989. iii. Workplace (Health, Safety and Welfare) Regulations 1992 iv. Personal Protective Equipment at Work Regulations 1992. v. Provision and Use of Work Equipment Regulations 1998. vi. Gas Safety (Installation and Use) Regulations 1998. vii. Management of Health & Safety at Work Regulations 1999. viii. Work at Height Regulations 2005. ix. Control of Asbestos Regulations 2006. x. Construction (Design and Management) Regulations 2016. xi. Keeping Children Safe in Education 2016.

Further guidance is obtained via the Health and Safety Executive – www.hse.gov.uk

Definition of Contractor

A contractor is any person not employed or managed by the School and who has the freedom to plan how they will carry out the work they are contracted to do. This includes the full range of contractors, sub-contractors and consultants.

Works undertaken by contractors can be risky because they have to be carried out on site and in situations which are unfamiliar to those contractors. Accidents and incidents can occur if contractors do not know about the hazards on site, and the employees on that site do not know the demarcation lines between what the contractors are doing and they themselves should be doing. These problems can be avoided if the work is properly assessed and managed.

This is a whole school policy which also applies to all aspects of the School including.

Unforeseeable circumstances may make it necessary to change detailed arrangements when the work is under way. This will always be done by the Proprietor of the School, Mr G. Wyman Manager and the health and safety implications of any changes will be taken into account.



Selecting Contractors

For major works, and where possible for maintenance and minor works, the School will use reputable contractors recommended by architects or surveyors or those which the School has used previously and with whom there is a good relationship and knowledge of the site.

Management and Responsibilities

Frequent communication between the contractor and the School is the key to a low-risk and efficient project. The Proprietor is responsible for ensuring that:

- A Risk Assessment is carried out.
- Pupils, staff and visitors are safe and do not interfere with the contractor's legitimate activities during work in occupied premises. However, unless in the case of an emergency, all work will be carried out by contractors in out of school hours, ie holidays
- Pupils and staff are clearly informed of areas that they may not enter.
- Contractors are safe and operate in a safe method, using suitable risk assessed safe systems of work. This is a legal obligation and includes the provision of information in relation to asbestos.
- The Proprietor completes and reviews the Contractors on-site checklist with the Contractor.
- All people are protected from harm caused by work activities. Therefore, the Proprietor will advise the contractor through the appropriate channels, about any hazard which arises as a result of the contractor's operations.
- The school's insurance covers the activity.
- The main contractor is responsible for: the health and safety, induction and checking safeguarding and ID of all personnel on their site.
- All employees, as well as employers, have a general duty under the Health and Safety at Work etc. Act 1974 to have due regard for their own and other's health and safety, ensuring that maintenance and building work is carried out in a safe manner and with the minimum of risk.
- Children should not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with children. However, it may be impossible to control this and there may be occasions when contractors do come into contact with children (such as when entering or leaving the site). The School will therefore ensure arrangements are in place to ensure that these workers are DBS-checked by the contractor in the same way as school employees (in accordance with KCSIE September 2024).

Major development work

Major development work includes new buildings, extensions and significant refurbishment. In this instance, the entire site/building, or part of it, defined by a temporary screen or fence is screened off. Major development work will only be carried out when staff and pupils are on holiday and the site is closed to any member of the public.

Reporting Injuries and Accidents

Serious work-related injuries to a member of staff or pupil must, by law, be recorded and reported. The Proprietors of the School are responsible for this, but staff may be asked to prepare a report. We will report:

- deaths
- major injuries



- over 3 day injuries - where an employee is away from work or unable to perform their normal duties for more than 3 consecutive days
- where there is an accident connected to the work activity which causes injury to pupils, members of the public not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences where something happens that does not result in an injury, but could have done.

This is in line with the requirements found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Policy Review

This policy will be regularly reviewed as an ongoing working document by the Principals and the Headteacher and if necessary revised in response to any change in legislation, the identification of any additional risks or specific professional advice on an annual basis or more frequently if required.

Links with other Policies and documents

First Aid Policy (and Appendices)
Fire Safety Policy
Educational Visits Policy
Safeguarding Policy
Missing Pupil Policy
Business Continuity Plan
KCSIE September 2024
Legionella Risk Assessment
Asbestos Management Policy
Pest Control Policy

Signed

(Principals: Mrs B K Wyman, Mr G Wyman)

Authorised by

Headteacher

Dated

March 2025

Date of next review

March 2026



Appendix A

Policy on Control of Legionella

The school recognises its legal responsibilities to take all reasonable precautions to prevent or control the risks to staff, pupils and others from exposure to Legionella bacteria.

This Policy defines the school's arrangements for the management of Legionella and the measures to be taken for the protection of staff, students and visitors to its premises. It defines how the school will identify and manage the risks arising from exposure to Legionella bacteria in water systems. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992

Legionella is a potentially fatal form of pneumonia caused by the inhalation of water droplets infected with the legionella bacteria. Legionella bacteria can occur naturally in lakes, rivers, and in the water systems of buildings, such as schools. The bacteria thrive between temperatures of 20°C and 45°C; however, it can be killed by elevated temperatures or chemical treatment methods.

Since Legionella bacteria are widespread in the environment, they may also contaminate and grow in purpose-built (man-made) water systems such as cooling towers, evaporative condensers and hot and cold water systems. Under certain favourable conditions created in these man-made water systems, Legionella bacteria can multiply, increasing the risk that human exposure to the bacteria will occur.

The principal sources of risk within the school are the hot and cold water service and the water tank. Legionella is normally contracted by inhaling Legionella bacteria in tiny droplets of water (aerosols), deep into the lungs; there is no documented evidence of the disease passing from person to person. It can affect anyone, however, some people are at higher risk of infection, including:

- People over 45 years of age Smokers and heavy drinkers People suffering from chronic respiratory or kidney disease People with diabetes, lung and heart disease
- Anyone with an impaired immune system (immunosuppression)

Legionella bacteria can also cause less serious illnesses which are not fatal or permanently debilitating. The collective term used to cover the group of diseases caused by Legionella bacteria is Legionellosis.

To comply with its legal duties, the school will:

- adopt the guiding principles set out in relevant Approved Codes of Practice ii. iii. iv. v. vi. vii. viii. ix.
- identify and assess sources of risk;



- appoint a 'Responsible Person' to ensure that the school meets its health and safety duties and takes responsibility for controlling any identified risk;
- clearly define the organisational arrangements for achieving compliance (see Roles and Responsibilities);
- prepare, implement and manage a course of action for controlling a risk if unforeseen and could not be prevented;
- keep records and check that what has been done is effective;
- ensure that resources are made available to achieve compliance;
- ensure that all those personnel involved in the management of legionella risks are appropriately informed, instructed, and where necessary, trained and supervised;

Roles and Responsibilities

The Proprietor is the Responsible Person (LRP) who is responsible for:

- the health and safety of all employees and pupils and ensuring this provision is effective and sufficient;
- appointing suitably qualified Water Treatment Services Providers to manage the necessary procedures for the prevention and control of Legionella;
- ensuring that risks pertaining to legionella are managed so far as is reasonably practicable;
- putting sensible and robust procedures in place to manage legionella risks;
- ensuring that legionella control measures have been implemented and are still appropriate and effective;
- implementing and maintaining the school's planned preventative maintenance system for the control of Legionella bacteria within the school's water distribution systems;
- ensuring that persons carrying out Legionella risk assessments, monitoring and remedial works to operational systems is suitably qualified and competent to do so ensuring that records of risk assessments and precautions are maintained;
- putting in place arrangements for reporting an outbreak or suspected outbreak of Legionella;
- ensuring that the requirements of this Policy are implemented;
- ensuring Legionella risk assessments are reviewed regularly, for example when there is any significant change to the installation, a change to the use of the building, or the results of checks indicating that control measures are no longer effective;
- ensuring procedures to manage risk are in place and that actions identified from minimising the risk listed in the risk assessment are reviewed, and actions undertaken accordingly;
- communicating with employees with regard to relevant information on the risks and control measures being undertaken to control Legionella bacteria;
- ensuring immediate action in response to notification of positive samples (out of specification results) and for the implementation of remedial actions;
- ensuring that Legionella-related incidents are appropriately investigated and, where necessary, reported under RIDDOR Page 5 Legionella Management Plan April 2024;
- identify and assess sources of risks relating to legionella, e.g. checking the water systems;
- prevent and control any risks that arise following a legionella risk assessment;
- keep and maintain up-to-date records of any legionella risks and the control measures implemented.



Specialist Services: URisk Safety Services conducted a full Legionella Risk Assessment on 1st April 2025.

Management of Risk

Completing and Recording Water Temperatures:

Water temperature record sheets are completed and recorded in the log book. Hot water should be at least 50c after 1 minute's flow and cold water below 20c after 2 minutes flow. If temperatures cannot be achieved, remedial action in the form of investigation and maintenance will be taken. Scientific test may be required when there appears to be problems with the water supply e.g. discolouration or temperature problems and URisk will be informed to undertake further testing.

Hot and Cold Temperature Monitoring (Monthly)

A single cold and hot tap on the main hot and cold water systems which are not connected via a thermostatic mixing valve are to be run for 1 minute in the case of the hot tap and 2 minutes in the case of the cold tap. Checking is carried out monthly and recorded on a Water Temperature check list.

Yearly Bi-annual checks

Any cold water tank will be inspected annually to ensure that there is not a build up of any foreign bodies and flushing / cleaning carried out as necessary. Cold water tank temperatures should be recorded bi-annually and flow rates checked.

Flushing Infrequently used Taps

Hot or warm water left in pipes for long periods can allow Legionella bacteria to multiply presenting a risk when finally discharged e.g. taps after Summer holidays. Infrequently used taps are identified on the weekly 'Flushing' sheet. Each tap is flushed for several minutes to ensure that stagnant water is fully discharged.

Actions in the Event of negative Temperature Monitoring Checks

In the event of a negative test being noted by the Responsible Person, the following actions will be taken;

If hot water;

- Boiler settings will be reviewed to ensure that the temperature can be raised;
- Further additional temperature checks will be made after 48 hours to ensure that the problem does not persist;
- Further action will be taken through the acquisition of further advice and maintenance.

If cold water:

- The situation will be monitored closely for a period;
- If the temperature remains above 20c, then external services will be used for advice and maintenance.

In either case, if monitoring indicates an on-going issue then the water supply will be examined by a suitably qualified contractor to ensure that a legionella risk is managed.



In the event of that a test of water supply indicates that legionella is present in high concentrations then the following actions will be carried out;

- HSE will be informed who will take steps to ensure that the situation is managed and controlled;
- any processes which are capable of generating and disseminating airborne water droplets will be shut down until remedial cleaning or any other work has been done;
- emergency disinfection will be arranged;
- the health of anyone on site likely to have been exposed will be monitored to see if there are any cases of undiagnosed illness.

Procedure for Disinfection

If the School produces a sufficiently high result after testing, and a risk assessment commands action, it will be disinfected by an approved contractor. The responsible Person will arrange the time and date with the selected contractor.

Affected areas will be withdrawn from use until disinfection has been completed. Flushing of outlets in these areas will cease until disinfection has been completed.

A supply of clean water for the kitchen area will be drawn off from an uncontaminated source and stored in containers on the morning of a disinfection visit. Once disinfection commences, the water system will not be usable except WCs until the contractors declare it safe. (note drinking water can only be drawn from bottles).

Alternative hand cleaning methods will be instigated to supplement the wearing of protective gloves for personal care.

Date of Policy: April 2025

Review Date: April 2026



Appendix A

Legionella Control Log Book

Property Name	Kirkstone House School
Building Owner	Mr E.G Wyman
Responsible Person	Mr E. G. Wyman
Schematic Available	Yes
Review of Risk Assessment	April 2026
Professional Contractors	URisk Safety Services
Person responsible for routine monitoring work	Mr C. Sanders



Appendix B

Asbestos Policy

Asbestos Management Plan

The Asbestos management Plan sets out the actions taken within the School premises to manage asbestos containing materials. (ACMS). It is in accordance with The Control of Asbestos Regulations 2012 (CAR) and follows advice given in Managing Asbestos in your School or College: DfE 31st October 2024, updated 11th March 2025.

This plan sets out how the risks from asbestos are to be managed and the procedure for ensuring that no one on site disturbs asbestos-containing materials (ACMS). The premises Asbestos Register is used to produce this plan.

The register is regularly maintained and adequate for the management of asbestos on a day to day basis. If building alterations / major refurbishment projects are proposed a more detailed survey will be in order.

A copy of this plan, the premises survey and register is held in a central folder in the Deputy Head's Office in Senior School.



Asbestos Management Plan

Kirkstone House School

The Asbestos Register is a record of information collected from previous records (where asbestos remains in situ) and a management asbestos of all buildings on the site. All revisions to the asbestos register are communicated to all staff and any contractors on site.

Responsibilities:

The site Duty Holder: Mr E.G. Wyman, Proprietor

Person with day to day operational responsibility for managing asbestos on site: Mr E.G. Wyman

Annual visual inspection updates to the asbestos register for the site: URisk Safety Services.

Author of the Plan: Mr E.G Wyman.

Reviewing the Plan:

Date of Plan: 3rd February 2025

Date of next review: 3rd February 2026

How the location and condition of asbestos-containing material is recorded:

Asbestos information is held centrally including the management survey and asbestos register in a folder in the Deputy Head's Office. There is a clear survey on where ACMS is on site and all encapsulated asbestos sites are labelled.

The School has a management survey in which as far as is reasonably practicable, the presence and extent of asbestos materials is located. Representative samples have been analysed to ascertain the type of asbestos present in each location.

Date of last visual inspection of labelling:

December 2024 **Action required:** Labelling to be actioned in order to highlight dangers of moving and interference.

Action taken: January 2025 completed.

Monitoring arrangements for asbestos: All areas are encapsulated and an independent company URisk is contacted if there are any concerns.

Staff are informed where encapsulated asbestos is on site and know how to report any concerns.

Prior to any works being carried out, all contractors will be sent the report and will sign the register upon arrival.

**Regular Visual Inspection Check records:**

In addition to the day to day requirement to report any damage to asbestos materials, the Site Duty Holder, Mr E.G. Wyman carries out regular visual non-intrusive walk round inspections to monitor and assess the condition of known asbestos materials.

He will note:

- Signs of disturbance
- Scratches
- Broken edges,
- Cracked or peeling paint
- Debris.

If concerns are raised, an asbestos specialist will be consulted. Any work completed will be recorded with a date for completion.

Appendix A Visual Inspection Sheet.

Prior to any works intrusive surveys will be carried out to ensure that no contractors are exposed to asbestos.

Training:

Latest training: 6th May 2025 Mr E.G Wyman

Uncontrolled Release of Asbestos

Employers must deal with all uncontrolled releases of asbestos into the workplace quickly and appropriately. This applies to circumstances where asbestos is accidentally disturbed as a result of work or where asbestos is unintentionally released as a result of a failure of control measures such as a leak from an enclosure.

The steps required to clean up such releases must be appropriate for the scale of the release and the potential for further release and spread of fibres.

The clean-up of any release that leads to potential exposures or at or above the control limit or that are not sporadic and of low intensity e.g. releases of asbestos lagging, loose fill. Asbestos coatings (not textured coatings) or largescale releases of AIB must be done by a licensed contractor.

What to do if there is a release

The School will immediately report to Mr E.G.Wyman who holds responsibility for managing asbestos on site.

In all cases, where there has been an uncontrolled release of asbestos materials into the workplace, the School will take the following steps to contain the area and do the following:

- Warn people who may be affected
- Exclude people from the area who are not needed to deal with the release
- Identify the cause of the uncontrolled release
- Regain adequate control as soon as possible



- Ensure that anyone in the work area affected who is not wearing PPE leaves the area immediately
- Arrange for decontamination of anyone contaminated by dust and debris
- Ensure that contaminated clothing or PPE is disposed of safely
- Ensure that measures are taken to contain and reduce fibre release.
- Record any person who has potentially been exposed to asbestos fibres in the accident book and on their personal record.

In incidents where ACMs or suspect ACMs are encountered, **staff must not:**

- Attempt to remove the ACM / suspected ACM
- Attempt to clean up any debris
- Use nay brushes or vacuum cleaners as this will cause particles to be airborne and dangerous.

How to clean up after a release

A licensed contractor and analyst will be employed to thoroughly clean and check the area. When cleaning up after a release, the School will ensure that:

- The contaminated area is thoroughly cleaned of debris or dust that may have become contaminated by asbestos fibres
- Those doing the work wear appropriate PPE
- Those employed to carry out the clean-up have appropriate expertise and training
- Checks are made through air sampling to make sure that the remedial measures have been effective
- Only those people essential for carrying out repairs and other necessary cleaning and maintenance work are allowed into the affected area (other than emergency services).

RIDDOR Reporting

The Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013 places duties on employers and people in control of work premises (the responsible person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences including near misses. Exposure to asbestos is reportable under RIDDOR when a work activity causes the accidental release or escape of asbestos fibres into the air in a quantity sufficient to cause damage to the health of any person. Such situations are likely to arise when work is carried out without suitable controls or where those controls fail.

Date of Review: February 2026 or before as required

Links with other policies: Health and Safety Policy

Authorised by

Mrs C L Jones
Headteacher
On behalf of the Proprietors

Dated

February 2025

Date of next review

February 2026



Appendix A
Visual Inspection Sheet Record

Date:	
Name and status of person carrying out inspection	
Outcome/Comments/Description	
Action and Time Frame	



Appendix C

Pest Control Policy

Introduction:

Pest control in schools is crucial for maintaining a safe and healthy environment for all to work in. Our aim is to ensure that the School has effective pest control to protect pupils, parents, staff and visitors from noxious pests.

We are mindful of our statutory obligations under the following regulations and we understand the School's legal duty to have effective pest control.

The Prevention and Damage of Pests Act 1949

The Food and Safety Act 1990

The Food Hygiene Regulations 2006

Health and Safety at Work legislation 1974.

Premises:

We are mindful that certain parts of a school, for example; kitchens, food stores and dining halls can provide ideal conditions for certain pests such as cockroaches, mice and rats. Premises can also provide an ideal breeding ground for pests. Roof spaces and corners provide shelter from the elements. Insulating materials and debris can provide places for nest building.

We are also aware that pests may invade a building during weekends and holidays when there is no fear of disturbance. An Inspection of the site is always carried out therefore at the end of August which is the peak pest season especially for wasps. In this way we can ensure that we start the new School year with a robust pest control policy in place.

Pest Control Measures:

The following are in place:

- There are regular inspections of the school premises through Health and Safety walks to identify any potential pest problems and areas of concern. Evidence for the presence of pests may include: droppings, chew marks on wood, carpets or wiring, insect droppings and nests. If noted action is taken and pupils kept away from the affected area until such time as the matter is resolved.
- A record is kept of traps in order to monitor any pest activity.
- Waste management: School waste is removed every afternoon with canteen waste being removed immediately after lunch at 1pm. Other rubbish is placed in bags in a designated area and collected when School closes. Any bags which arrive late are loaded into a vehicle and removed from the site.
Playground bins are regularly emptied and the site does not have a litter problem.
The Dining Room and Food Room implement strict food safety measures and pest control protocols. For example, pupils are not allowed to remove food from the dining room.
- Good Hygiene Practices: All rooms and storage areas are cleaned daily to discourage pests. In particular the kitchen staff clean thoroughly on a daily basis. All classrooms are cleaned at the end of the School day, bins are emptied and any rubbish is removed.



- All grass areas of the School are maintained regularly and any issues reported to the proprietor.
- Rooves are checked regularly for any damage caused by pests or evidence of pests nesting.
- Professional pest control is used when necessary to treat and manage any pests identified. The contractors will ensure that any pesticides or other toxins used to eradicate infestation are safely administered without risk to building users.
- Pupils are aware that if they see any vermin, they should report it to the main office. Pupils are made aware if there are pests on site awaiting removal such as wasp nests and they understand that any such area is out of bounds.
- A risk assessment for animal activity on site is in place.

Responsibility:

Mr E.G Wyman as Proprietor has responsibility for controlling and arranging removal of pests from the School site. He will routinely check the School buildings for any evidence of pests. He will contact the pest control company if necessary. He will contact the Environmental Health Officer if necessary. If staff suspect the presence of pests then they should inform the site manager immediately.

Date of Policy: February 2025

Review date: February 2026 or before if required.

Links with other policies: Health and safety

Guidance from The Food Standards Agency

Authorised by

Mrs C L Jones
Headteacher
On behalf of the Proprietors

Dated February 2025

Date of next review February 2026