Rutlish School

Health and Safety Policy

Committee ownership for this policy: SBC, Curr, Incl, Prem, RR6, FGB	School Business Committee
Must be approved by FGB: Y / N	Y
Required by:	Statutory
Frequency of review:	Annually
Date last reviewed:	Autumn 2026
Date of next review:	Autumn 2027
Display on website: Y / N	Y
Responsible	School Business Manager
This policy will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.	

Contents

1 AIMS 3
2 LEGISLATION 3
3 ROLES AND RESPONSIBILITIES 4
3.1 The local authority and governing board 4
3.2 The Governing Body 4
3.3 The Headteacher 4
3.4 Lead Governor 4
3.5 School Business Manager 5
3.6 Teaching, Support Staff and others holding positions of special responsibility 5
3.7 Class Teachers and Learning Support Assistants 6
3.8 All Employees 6
3.9 Students 7
3.10 The Private Finance Initiative (PFI) 7
3.11 Contractors 7
4 SITE SECURITY 3
4.1 Management of Contractors 3
4.2 School Security and Visitors 3
4.3 Emergency Procedures – Fire and Evacuation 3
4.4 Fire Safety 3
4.5 COSHH 4
4.6 Gas safety 4
4.7 Legionella 4
4.8 Asbestos 4
4.9 On-Site Vehicle Movements 4
5 EQUIPMENT 5
5.1 First Aid Boxes 5
5.2 Defibrillators 5
5.3 Equipment 5
5.4 Electrical equipment 5
5.5 PE equipment 6
5.6 Display Screen Equipment and Workstations 6
5.7 Specialist equipment 6
5.8 Safe Plant and Equipment 6
6 LONE WORKING 6
7 WORKING AT HEIGHT 6
8 MANUAL HANDLING 6
9 EDUCATIONAL VISITS 7
10 LETTINGS 7
11 VIOLENCE TO STAFF 7
12 SMOKING 7
13 INFECTION PREVENTION AND CONTROL 7
14. NEW AND EXPECTANT MOTHERS 8
15. OCCUPATIONAL STRESS 8
16. OCCUPATIONAL HEALTH 8
17. CRITICAL INCIDENT MANAGEMENT 8
18. GENERAL RISK ASSESSMENTS 8
19. RISK ASSESSMENT OF CURRICULUM ACTIVITIES 8
20. ACCIDENT / INCIDENT REPORTING AND INVESTIGATION 8

21 TRAINING **10**
22 ARRANGEMENTS AND PROCEDURES **10**
23 INFORMATION AND ADVICE **10**
24 HEALTH AND SAFETY REPRESENTATIVES **10**
25 CONSULTATION WITH EMPLOYEES **10**
26 MONITORING **11**
APPENDIX 1 ..... **11**
Table of Mandatory Arrangements Rutlish School 11
APPENDIX 2 ..... **13**
Training Summary 13
APPENDIX 3 ..... **15**
Glossary of Terms Used in this Policy 15
APPENDIX 4 ..... **16**
Key Roles Referred to in this Policy 16
APPENDIX 5 ..... **17**
Lone Work Procedure 17
APPENDIX 6 ..... **19**
Infection Advice and Time Off School 19
APPENDIX 4 ..... **21**
Guidance Note – Selecting & Managing Contractors in Schools **21**
Appendix 7 ..... **3**
Matrix between the school and PFI 3

1 AIMS

Statement of Intent

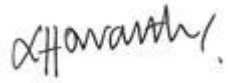
The Governing Body believes that effective health and safety management supports our delivery of education and services to students.

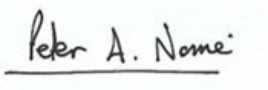
We consider the health and safety of students, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

a) Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
b) Providing a safe and healthy working environment.
c) Ensuring safe working methods and providing safe equipment.
d) Have robust procedures in place in case of emergencies.
e) Assessing and controlling the risks that arise from our work.
f) Complying with and where possible exceeding statutory requirements.
g) Preventing accidents and work-related ill health.
h) Providing effective information, instruction and training.
i) Monitoring and reviewing systems and preventative measures to make sure they are effective.
j) Ensuring adequate resources are made available to fulfil our health and safety responsibilities.
k) Ensure that the premises and equipment are maintained safely, and are regularly inspected.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Signature:  Job Title: Headteacher Date: 13 October 2026

Signature:  Job Title: Chair of Governors Date: 13 October 2026

2 LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

a) The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
b) The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
c) The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
d) The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
e) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
f) The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
g) The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
h) The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
i) The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

3 ROLES AND RESPONSIBILITIES

3.1 The local authority and governing board

The London Borough of Merton has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Governing Body has a duty to take reasonable steps to ensure that staff and Students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Body, as the employer, also has a duty to ensure that:

a) A clear written policy statement is created and maintained which promotes suitable attitudes towards health and safety in staff and students.
b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
c) Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
d) Inform employees about risks and the measures in place to manage them.
e) A lead governor for health and safety is nominated.
f) Those with responsibility for health and safety have sufficient experience, knowledge and training to perform the tasks required of them.
g) Clear procedures are created for the assessment of risks from hazards and to produce safe systems of work.
h) Sufficient funds are set aside with which to operate safe systems of work.
i) The school's health and safety policy and performance are measured and reviewed annually.

3.3 The Headteacher

The Headteacher is responsible for the following:

a) Being fully and visibly committed to the Statement of Intent for health and safety.
b) Ensuring that a clear written local health and safety policy is created.
c) Ensuring that the policy is communicated to all relevant people.
d) Ensuring appropriate information on significant risk activities is provided to visitors and contractors.
e) Ensuring appropriate consultation arrangements are in place for staff and their Trade Union representatives.
f) Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
g) Arranging for risk assessments of the premises and working practices to be undertaken.
h) Ensuring safe systems of work are in place as identified from risk assessments.
i) Ensuring there is enough staff to safely supervise Students.
j) Ensuring that suitable emergency procedures are in place and regular fire drills are held.
k) Ensuring that equipment is inspected and tested to ensure it remains in a safe condition.
l) Ensuring records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
m) Ensuring arrangements are in place to monitor premises and health and safety performance.
n) Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
o) Ensuring that all incidents are investigated and suitable remedial actions are taken.
p) Reporting to the Governing Body annually on the school's health and safety performance.

In the Headteacher's absence, the SBM assumes the above day-to-day health and safety responsibilities.

3.4 Lead Governor

The Lead Governor is responsible for the following:

a) Being fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Scrutinising and reviewing health and safety performance.

c) Providing support and challenge to the Headteacher in fulfilling their health and safety responsibilities.
d) Ensuring in particular that risk assessments of the premises and working practices are carried out and documented.

3.5 School Business Manager

The SBM is responsible for the following:

a) Co-ordinating and managing the annual risk assessment process for the school.
b) Co-ordinating performance monitoring processes.
c) Making provision for the inspection and maintenance of work equipment.
d) Managing the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.
e) Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
f) Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment.
g) Ensuring that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

3.6 Teaching, Support Staff and others holding positions of special responsibility

These individuals (e.g. Deputy/Assistant Headteachers, Curriculum Co-ordinators, Heads of Faculty, Heads of Departments, Technicians, Administration staff and Site Managers etc.) assist the Headteacher in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

Function	Responsibility
Applying the school's Health and Safety Policy or relevant Health and Safety Codes of Practice to their own department or area of work with direct responsibility to the Headteacher for the application of the health and safety procedures and arrangements	Heads of department
Carrying out regular health and safety risk assessments of the activities for which they are responsible	Heads of department
Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; relevant Health and Safety Codes of Practice etc., for their area of work	Heads of department
Resolving health, safety and welfare problems referred to them by members of staff, and/or referring to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them	Heads of department
Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and recording these inspections where required	Heads of department
Ensuring so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety	Heads of department
The school has a separate Trip policy	Trip Leader
Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training	Senior Leadership Team
Assisting with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out	Heads of department
Arranging health and safety courses to meet identified staff training needs	SBM / PFI
Preparing an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility	Heads of departments
Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly	SBM/Site Team

Function	Responsibility
Ensuring that regular workplace inspections are carried out	Senior Leadership Team
Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section	SBM
Disseminating health and safety information to appropriate persons throughout the school	Heads of department
Arranging for all amendments to school health and safety policies to be communicated to all school staff	Communicated (via Staff Handbook)
Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements	SBM
Ensuring that contractors, members of the public and visitors follow the school's safety procedures	Site Team and PFI and host departments
Ensuring that contractors working on at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence	Site Team and PFI
Ensuring equipment maintenance records are kept and maintained including: o Maintenance of fire alarm, fire extinguishers and fire doors; o Maintenance of gas appliances; o Inspection and testing of portable electrical equipment; o Maintenance of hoists, lifting equipment etc.	PFI and SBM
Ensuring that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities	HR Co-ordinator

3.7 Class Teachers and Learning Support Assistants

All teachers and LSAs are required to:

a) Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
c) Give clear oral and written safety instructions and warnings to students when necessary.
d) Follow safe working procedures.
e) Require the use of protective clothing and guards where necessary.
f) Make recommendations to the Headteacher or their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
h) Report all accidents, defects and dangerous occurrences to their Head of Department.

3.8 All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
b) Cooperate with school management in complying with relevant health and safety law.
c) Use all work equipment and substances in accordance with instruction, training and information received.
d) Report to their manager any hazardous situations and defects in equipment found in their work places.
e) Report all incidents in line with the incident reporting procedure.
f) Act in accordance with any specific health and safety training received.
g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
h) Exercise good standards of housekeeping and cleanliness.
i) Co-operate with appointed Union Health and Safety Representative(s).

3.9 Students

Students, allowing for their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.
b) Observe standards of dress consistent with safety and/or hygiene.
c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
d) Use and not wilfully misuse, neglect or interfere with objects and equipment provided for their health and safety.

3.10 The Private Finance Initiative (PFI)

On 25 November 2002 the Local Authority entered into a Project Agreement (the "PFI Contract") with New Schools (Merton) Limited (the "PFI Contractor"). Under the terms of the PFI Contract, the PFI Contractor has the exclusive right to provide certain services relating to Rutlish School including:

a) Building and Building Services Maintenance
b) Energy and Waste Management
c) Security, Health and Safety and Site Supervision Functions

("**PFI Services**")
The PFI Contractor has subcontracted certain PFI Services to OCS.

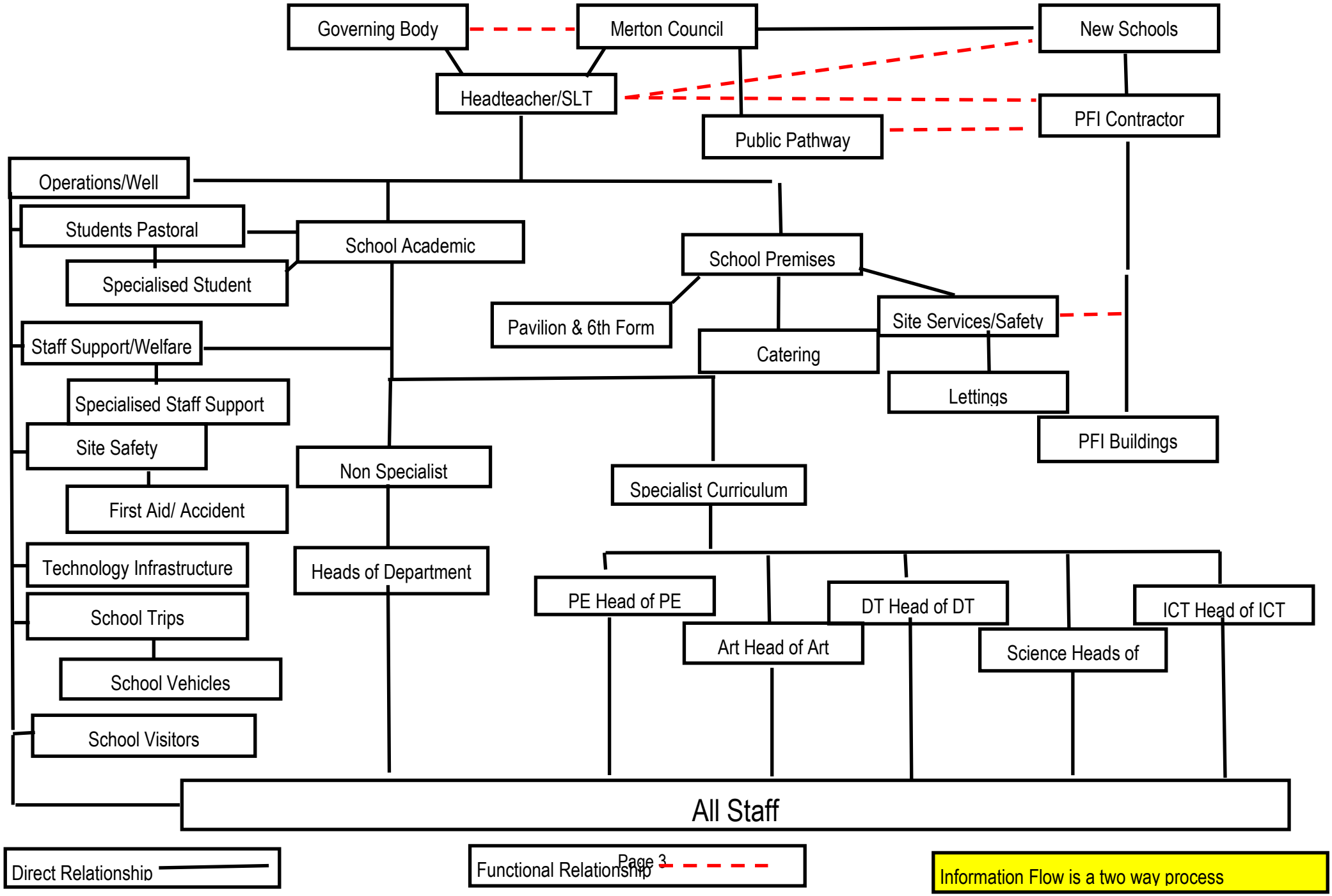
In addition, the Local Authority has appointed OCS to provide services on a centralised basis which include certain services provided to Rutlish School.

Each of the PFI Contractor, OCS maintain health and safety policies in respect of statutory duties applicable to them.

Appendix

3.11 Contractors

Contractors will agree health and safety practices with the Headteacher/SBM before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.


Governing Body
Merton Council
New Schools
Headteacher/SLT
PFI Contractor
Public Pathway
Operations/Well
Students Pastoral
School Academic
School Premises
Specialised Student
Pavilion & 6th Form
Site Services/Safety
Staff Support/Welfare
Catering
Lettings
Specialised Staff Support
PFI Buildings
Site Safety
Non Specialist
Specialist Curriculum
First Aid/ Accident
Technology Infrastructure
Heads of Department
PE Head of PE
DT Head of DT
ICT Head of ICT
School Trips
Art Head of Art
Science Heads of
School Vehicles
School Visitors
All Staff
Direct Relationship
Functional Relationship
Information Flow is a two way process

4 SITE SECURITY

The site team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems, the maintenance is under the PFI contract.

The Key Holding Company, Site Manager and SBM are key holders and will respond to an emergency.

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: Site Team daily and Premises Governors' Committee every term.

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff every term.

4.1 Management of Contractors

SBM or PFI are responsible for ensuring that contractors are selected and managed following guidance and documentation available from the Merton Intranet.

4.2 School Security and Visitors

All visitors must report to Reception in the Manor House where they will be asked to sign the visitor's book and wear a visitors' badge.
Other arrangements to ensure the security of students and employees on site are: CCTV; staff on break and lunch duties at critical points, adults and students are challenged by SLT/staff.

4.3 Emergency Procedures – Fire and Evacuation

a) Escape routes are checked by site team daily. A more detailed check is carried out weekly.
b) Fire extinguishers are maintained and checked by the PFI daily. A more detailed check is carried out monthly.
c) Alarms are tested by site team every Friday at 16:30.
d) Emergency evacuation procedures will be tested once every term by the Fire Officer.

4.4 Fire Safety

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week at 16.30.

New staff will be trained in fire safety and all staff and Students will be made aware of any new fire risks.
In the event of a fire:

a) The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
b) Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
c) Staff and Students will congregate at the assembly points. These are School field, Cage and basketball court if field not in use.
d) Form tutors will take a register of Students, which will then be checked against the attendance register of that day.
e) Staff and Students will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. This is outlined in emergency plans or personal emergency evacuation plans (PEEPs) for students.

4.5 COSHH

Senior Science Technician, DT Technician and (in respect of cleaning materials) Site Team, PFI/Cleaning Contractors are responsible for identifying hazardous substances and ensuring Safety Data Sheets and COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Intranet.

Schools are required to control hazardous substances, which can take many forms, including:

a) Chemicals
b) Products containing chemicals
c) Fumes
d) Dusts
e) Vapours
f) Mists
g) Gases and asphyxiating gases
h) Germs that cause diseases, such as leptospirosis or legionnaires disease

Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and in a locked cupboard. Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Heads of Department are responsible for ensuring all required actions and control measures are implemented.

4.6 Gas safety

a) Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
b) Gas pipework, appliances and flues are regularly maintained.
c) All rooms with gas appliances are checked to ensure that they have adequate ventilation.

4.7 Legionella

a) A water risk assessment has been completed by HSL (water contractor) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
b) This risk assessment will be reviewed every Annually and when significant changes have occurred to the water system and/or building footprint.
c) The risks from legionella are mitigated by the following: e.g. temperature checks, heating of water, disinfection of showers, flushing etc.

4.8 Asbestos

The asbestos register and asbestos management plan is held by PFI at PFI office, main building and in the SBM office.

a) Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
b) Facilities Management Company is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Headteacher and SBM.
c) Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
d) A record is kept of the location of asbestos that has been found on the school site.

The latest asbestos report can be found here. Asbestos Report.pdf

4.9 On-Site Vehicle Movements

Delivery lorries are required to liaise with site team before coming on site.

5 EQUIPMENT

5.1 First Aid Boxes

First aid boxes are kept at:

Building	Location
Field	Pavilion
Innes (Top Floor)	Art Office
Innes (Bottom Floor)	Attendance Office
Innes (Bottom Floor)	DT Office
Manor House	Reception
Main Building (Ground Floor)	Science Prep Room x 2
Main Building (First Floor)	Library
Main Building (Second Floor)	Maths Office
Centenary	Staff Room
RR6	RR6 Office

At least once every term the content of first aid boxes is checked to ensure that they are complete and the contents are in date. This is the responsibility of the First Aiders.

5.2 Defibrillators

Building	Location
Main Building	Foyer outside canteen
Innes	Outside Attendance office
Pavilion	Kitchen

5.3 Equipment

a) All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

b) All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

5.4 Electrical equipment

a) All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
b) Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
c) Any potential hazards will be reported to Site Team/ IT Team immediately.
d) Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
e) Only trained staff members can check plugs.
f) Where necessary a portable appliance test (PAT) will be carried out by a competent person.
g) All isolators switches are clearly marked to identify their machine.
h) Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
i) Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

5.5 PE equipment

a) Students are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
b) Any concerns about the condition of the gym floor or other apparatus will be reported to the Head of PE/Site Team.

5.6 Display Screen Equipment and Workstations

The SBM is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet/Ihasco.

5.7 Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

5.8 Safe Plant and Equipment

a) Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.
b) The school must summarise its general arrangements for organising inspection, maintenance and testing of plant and equipment. PFI
c) Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by PFI.
d) Any problems or defects with plant and equipment should be reported to PFI.

6 LONE WORKING

Lone working may include:

a) Late working
b) Home or site visits
c) Weekend working
d) Site manager duties
e) Site cleaning duties
f) Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

The guidance for lone working is in the Appendix 5.

7 WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

a) The Site staff and trained staff retain ladders for working at height.
b) Students are prohibited from using ladders.
c) Staff will wear appropriate footwear and clothing when using ladders.
d) Contractors are expected to provide their own ladders for working at height.
e) Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
f) Access to high levels, such as roofs, is only permitted by trained persons.

8 MANUAL HANDLING

Manual handling risk assessments will be carried out by PFI and following guidance and documentation available on the Merton Intranet.

9 EDUCATIONAL VISITS

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA). The school's EVC co-ordinates all education visits.

10 LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

11 VIOLENCE TO STAFF

Assessment of the risks of violence to staff will be carried out by the Headteacher following guidance available on the Merton Intranet. Where applicable the assessment cross-refers to the school's behaviour policy.

12 SMOKING

Smoking is not permitted anywhere on the school premises, this includes vaping.

13 INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and Students to follow this good hygiene practice, outlined below, where applicable.

13.1 Handwashing

a) Wash hands with liquid soap and warm water, and dry with paper towels.
b) Always wash hands after using the toilet, before eating or handling food, and after handling animals.
c) Cover all cuts and abrasions with waterproof dressings.

13.2 Coughing and sneezing

a) Cover mouth and nose with a tissue.
b) Wash hands after using or disposing of tissues.
c) Spitting is discouraged.

13.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

a) Wear goggles if there is a risk of splashing to the face.
b) Use the correct personal protective equipment when handling cleaning chemicals.

13.4 Cleaning of the environment

a) Clean the environment frequently and thoroughly

13.5 Cleaning of blood and body fluid spillages

a) Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
b) When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
c) Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
d) Make spillage kits available for blood spills.

13.7 Clinical waste

a) Always segregate domestic and clinical waste, in accordance with local policy.
b) Remove clinical waste with a registered waste contractor.
c) Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

13.8 Students vulnerable to infection

Some medical conditions make Students vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children.

13.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. Summarised in appendix 6.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

14. NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

a) Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

b) If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

c) Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

15. OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

You may want to elaborate on how your school supports staff wellbeing. If applicable, cross reference to other policies that deal with stress at work.

16. OCCUPATIONAL HEALTH

Access to occupational health services is via HR Co-ordinator and is provided by Merton Borough Council.

17. CRITICAL INCIDENT MANAGEMENT

Critical incidents will be handled in accordance with the Critical Incident Management Policy.

18. GENERAL RISK ASSESSMENTS

General Risk Assessments are coordinated by SBM following guidance and documentation available on the Merton Intranet.

19. RISK ASSESSMENT OF CURRICULUM ACTIVITIES

Relevant Heads of Department/Heads of Faculty and subject teachers will carry out risk assessments for Curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Intranet.

20. ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

The Officer Manager in Manor House is responsible for ensuring that accidents or ill health involving employees, visitors or students (which subsequently require hospital treatment) are reported and investigated using the online accident reporting and investigation system at: http://intranetapps/accident/ and in line with the Corporate Accident and Investigation procedure.

Minor injuries and first aid treatment given to employees, visitors or students are recorded in the school's Incident Report Log. This is accessed via the school's Management System and is available to all first aiders to add accidents/incidents.

The Lead Governor for Health and Safety reviews the logs termly and reports findings to the School Business Committee.
The Office Manager - Main Office is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

20.1 Reporting to the Health and Safety Executive

The Office Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The LBM/Office Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences
These include:

a) Death

Specified injuries, these are:

a) Fractures, other than to fingers, thumbs and toes
b) Amputations
c) Any injury likely to lead to permanent loss of sight or reduction in sight
d) Any crush injury to the head or torso causing damage to the brain or internal organs
e) Serious burns (including scalding)
f) Any scalping requiring hospital treatment
g) Any loss of consciousness caused by head injury or asphyxia
h) Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

a) Carpal tunnel syndrome
b) Severe cramp of the hand or forearm
c) Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
d) Hand-arm vibration syndrome
e) Occupational asthma, e.g from wood dust
f) Tendonitis or tenosynovitis of the hand or forearm
g) Any occupational cancer
h) Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

a) The collapse or failure of load-bearing parts of lifts and lifting equipment
b) The accidental release of a biological agent likely to cause severe human illness
c) The accidental release or escape of any substance that may cause a serious injury or damage to health
d) An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences
These include:

a) Death of a person that arose from, or was in connection with, a work activity*
b) An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

a) A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
b) The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
c) The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – http://www.hse.gov.uk/riddor/report.htm The LA will submit RIDDOR on behalf of the school.

20.2 Managing Medicines

Parents/Carers have to complete an 'Administering Medicines Form' if their son needs to take medicine during school hours. The Inclusion Manager or Medical Need Co-ordinator meet with parents/carers to assess whether some students need to have a Medical Care Plan in place. All medications are stored in a locked cupboard in Manor House and returned to parents/carers annually to ensure that they are up-to-date and continue to be prescribed.

21 TRAINING

Our staff are provided with health and safety training as part of their induction process. Staff who work in high risk environments, such as in science labs or DT, or work with pupils with special educational needs (SEN), are given additional health and safety training or will receive health and safety training in the following areas.

See Appendix 2: Training Records and Training Needs Identification.

a) Health and safety training records are held by the HR Co-ordinator.
b) Training needs will be identified, arranged and monitored by: all Senior Leadership Team.

22 ARRANGEMENTS AND PROCEDURES

See Appendix 1

This details the operational arrangements in place at Rutlish School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. students, students, staff, visitors, contractors etc.

The Arrangements and Procedures will either be located here in this document as part of the health and safety policy of Rutlish School. If this is the case, then the page number of the relevant arrangements or procedures must be entered in the Location of Arrangement column.

Where, for operational reasons and ease of use, size of file/folder etc. certain arrangements e.g. fire safety management; critical incident management; school trips etc. are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

23 INFORMATION AND ADVICE

a) Statutory health and Safety Law Poster(s) is displayed at Main staffroom in Manor House.
b) Health and safety advice is available from the Headteacher and from Corporate Safety Services on (020) 8545 3384.
c) The school has several arrangements in place for communicating and consulting with staff, including staff being every Monday and whole school meetings on inset days where health and safety items can be discussed.

24 HEALTH AND SAFETY REPRESENTATIVES

The Headteacher and Governing Body of Rutlish School recognise the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

25 CONSULTATION WITH EMPLOYEES

The SBM has responsibility for consulting with employees in respect of health and safety matters.

26 MONITORING

This policy will be reviewed by the SBM annually. At every review, the policy will be reviewed by the SBC and approved by FGB.

APPENDIX 1

Table of Mandatory Arrangements Rutlish School

Subject Heading	Name and Job Title of Person responsible	Location of Arrangement (page ref.)	Reviewed
Accident Reporting and Investigation	Office Manager investigates / Overall Responsibility Headteacher	Manor House para 20 page 10	Annually
Asbestos Management	PFI, Local Authority, PFI Contractor	PFI office, main building para 4.8, page 6	1, 3, 6 months and annually
Client Handling	SBM, and SENCo	Manor Houses and Inclusion	N/A currently no students needing this support.
Communication and Consultation with employees on health and safety matters	Appointed Safety Representative	para 0 page 12	Annually
Control of Hazardous Substances (Inventory and security)	Heads of Science and DT	Main Building, DT Block (Innes) and PFI office, main building para 4.5, page 10	Annually
Critical Incident Management	Headteacher	Policy maintained para 17, page 10	Annually
Educational Visits / School Trips, including residential visits and any school-led adventure activities	EVC	Templates completed for each visit or trip Para 9, page 9	Annually
Fire Safety and Emergency Arrangements including Evacuation Procedures	SBM, PFI Contractor, PFI, Local Authority	T1 Office, Main building para 4.3, page 5	Annually with FRA, and any changes to the buildings
First Aid Arrangements and Supporting Medical Needs	First Aiders	Locations of first aid boxes set out in para 5.1 page 7. Medications kept in Manor House, para 20 page 10	Annually
Health and Safety Training for all staff	All SLT/HR	Certificates kept in Manor House para 21, page 11 (Online)	Annually
Lettings	SBM/Site Manager	SBM Office para 10, page9	Annually
Lone Working	Headteacher	Manor House	As per LA update
Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)	PFI/SBM, Site Manager	Maintained on the PFI's Compliance Portal. Para 5.7 page 8	Annually
Manual Handling of Static Loads	PFI and DT Technician	PFI office, site team, main building, DT block para 8, page 9	Annually
Managing Work Related Stress Occupational Health Services	HR Co-ordinator	Manor House para 15, page 10	As per LA update
On-Site Vehicle Movements	PFI	PFI office, main building para 4.9, page 7	N/A

Personal Protective Equipment (PPE)	Responsibility of the relevant employer: PFI and HODs	PFI office, main building para13.1, page 9	As per guidance Annually
Risk Assessment (including general and activity/task specific)	SBM	Manor House para 18 page 10	N/A
Safety in School Science (CLEAPSS)	Senior Science Technician	Main building page 13	Annually
School / Workplace Safety Inspections	SBM	Meeting minutes kept at Manor House page 3	Annually
School Security Inc. Violence and Aggression to Staff	Headteacher	Codes of conduct on the intranet, paras 11, page 7	As per LA update
Selecting and Managing Contractors	PFI	PFI office, main building, para 4.1, page 5	5 years
Slips, Trips and Falls	First Aiders	Located all around the school Para 5, page 7	Annually
Workstation (Display Screen Equipment) Assessments	SBM	Manor House para 5.6, page 8	New starters change in environment

APPENDIX 2
Training Summary

Training Type	Relevant Staff
INDUCTION	
Health and safety induction training will be provided for all new employees and for work experience placement students by SBM following guidance and documentation provided by CPD.	All new employees
STRATEGIC HEALTH AND SAFETY MANAGEMENT AND PREMISES MANAGEMENT TRAINING	
Accident Reporting and Investigating	Office Manager (Headteacher has overall responsibility)
Asbestos Awareness	PFI/Site Team
Control of Substances Hazardous to Health	Senior Science Technician/ DT/Site Team
Critical Incident Management	Headteacher
Display Screen Equipment (workstations)	Admin Officers
Educational Visit Co-ordinator Training	EVC
First Aid	First Aiders
Fire Risk Assessment	Fire Officer/ SBM
General Awareness for Staff	Online Training
General Awareness for Managers	Senior Leadership team
Safe Manual Handling of Static Loads	PFI & DT Technician
Water Safety	PFI/SBM
CURRICULUM/SUBJECT SPECIFIC HEALTH AND SAFETY TRAINING	
Science	
SS Management of Health and Safety for Heads of Science	Heads of Science and their Deputies Senior Science Technician
CLEAPSS Health, Safety and Risk Assessment for Classroom Teachers	Heads of Science Senior Science Technician
CLEAPSS Radiation Protection Supervisor Training	Heads of Science and their Deputies
CLEAPSS Technicians' Health and Safety	Senior Science Technician
Design and Technology	
CLEAPSS Health and Safety Management for Heads of D&T	Head of Dept. and Deputies
CLEAPSS operating in the prep room and workshops safely and effectively	DT Technician
Level 2 Award in Food Safety	DT Technician
PE	
Risk Management in PE and School Sport	Head of PE
Outdoor Education	
Outdoor Education	Educational Visits Co-ordinator
Occupational Risks	
Emergency First Aid at Work	Emergency First Aider

Training Type	Relevant Staff
Manual Handling	PFI, Site Team and DT Technician
Caretaking / Site Management	
School Caretakers Health and Safety Awareness	Site Team
Safe Use and Inspection of Ladders and Stepladders	Site Team
Minibuses	
Minibus driver training: All drivers are expected to participate in the Merton Community Transport training scheme (MIDAS) taking both classroom and practical driving sessions.	Minibus drivers

APPENDIX 3

Glossary of Terms Used in this Policy

CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for students with special needs – see http://www.cleapss.org.uk/about-cleapss
EVA	The Local Education Authority's educational visits adviser.
EVC	Educational Visits Co-ordinator, - a member of school staff appointed to coordinate all educational visits and with the status to effect change and be the focus of good practice. (See http://oeapng.info/evc/)
PFI	Facilities Management Co-ordinator (OCS)
SBM	School Health & Safety Co-ordinator
SLT	Senior Leadership Team

APPENDIX 4

Key Roles Referred to in this Policy

Role	Performed By
Office Manager in Manor House	Office Manager
Appointed Safety Representative	Union Rep/Staff member
CLEAPSS Head of Design and Technology	Head of Design and Technology
CLEAPSS Heads of Science	Head of Biology, Head of Chemistry, Head of Physics
Clerk to Governors	Clerk
DT Technician	Technician
Educational Visits Co-ordinator (EVC)	Head of Geography
First Aiders	Managed by Office Manager
Facilities Management Co-ordinator (PFI)	OCS/PFI
Fire Officer	SBM
Head of PE	Head of PE
Heads of Department	The school heads of department as listed on the school website.
Headteacher	Headteacher
Lead Governor for Health & Safety	Chair of Premise
Local Authority	London Borough of Merton
HR Co-ordinator (recruitment/safeguarding)	HR Co-ordinator
School Health & Safety Co-ordinator (SBM)	SBM
Senior Leadership Team (SLT)	Headteacher, Deputy Headteachers, Associate Headteachers, Assistant Headteachers, School Business Manager
Senior Science Technician	Technician

APPENDIX 5
Lone Work Procedure

Rutlish School is committed to protecting the safety and welfare of all employees.

Lone workers should not be at more risk than any other staff members.

Legal requirements
Legislation requires that in specific circumstances a minimum of two staff must always be involved in the workplace and specifies that a safe system of work should be developed and followed, such circumstances include

- Entry into confined spaces
- Using ladders e.g. putting up display or lights for school plays
- Certain fumigation work and other work involving substances hazardous to health.
- Work involving trainees who have not received sufficient training.
- Certain construction work or use of specialised machines

Definition of a Lone Worker
Lone workers are those who work by themselves without close or direct supervision. Lone workers on the school site are likely to fall in to one of the following categories.

- Site staff opening up and locking the school site
- Staff embarking on a school trip early in the morning or arriving back late at night
- Staff staying on to finish work after others have left, or those who regularly work late or start early, before anyone else gets into the building
- Staff who either through contractual obligation or through choice attend the school site during the holiday period.
- Staff who work in isolated parts of the building e.g. the third floor classrooms, the Manor House.

Working from home:

- If unwell to contact the absence line.
- Heads of departments to check on staff regularly.

The School Site & Day
Rutlish School is a large site with a number of detached buildings. The working hours of a normal school day is 7.30am – 6pm. School staff are not expected to be on the school site beyond 6pm unless special events have been organised.

Risk Assessment
Where possible working alone should be avoided. However, inevitably there will be situations where staff find themselves working alone. When working alone staff should only carry out tasks that are deemed to be low risk e.g. administrative work.

Control Measures

- If staff are to engage in activities that involve them working alone outside of normal hours their line manager must be aware and where necessary, complete an appropriate risk assessment.
- When agreeing to lone working arrangements the line manager must consider the capabilities and training of the employee. If the risk is heightened due to lone working the line manager should not agree.
- The lone worker should notify someone of their intended time at work and their intended time of return. For those that work during the holiday periods staff are required to sign in and out with the site team who remain on site all day and can be contacted by radio, phone or email.
- 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 (Line Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.
- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police. Staff should 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.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- Staff who are considered vulnerable should not be authorised to work alone.

- Lone workers must be considered capable of responding correctly in an emergency situation.
- Lone workers should not undertake activities that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task. e.g. working at height.
- Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

The policy recognises that alternative control measures may need to be put in place to reflect the possible risks associated with tasks undertaken by the lone worker.

Procedures for Line Managers
Once agreed Line managers must put in place appropriate monitoring system to ensure staff working alone remain safe. This will include periodically visiting staff and observing staff working alone.

Records
Copies of risk assessments should be stored by the relevant line manager and also forwarded to the school central meetings monitoring email.

Employees Responsibility
All employees have a general duty to take care of themselves and others whilst at work. Lone workers must familiarise themselves with the lone working procedures.

If working practices change then Employees must inform their line manager and where appropriate a new risk assessment should be put in place.

APPENDIX 6

Infection Advice and Time Off School

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Covid	If you have tested positive avoid contact with other people for 5 days after the day you took your test. People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).

Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

APPENDIX 4

Guidance Note – Selecting & Managing Contractors in Schools

Introduction

The guidance note aims to assist schools in the development of a procedure for managing contractors by providing some brief guidance on the pre-qualification stage and the suggested approach of ensuring processes reflect the types of work being carried out by contractors.

Pre-Qualification Questionnaire (PQQ) Stage

The process of managing contractors always starts at the Pre-Qualification Questionnaire (PQQ) stage, in order to ensure the contractor can demonstrate they have suitable and sufficient arrangements in place for managing health and safety and are able to undertake the type of work being procured. This is often referred to as undertaking due diligence.

This is most easily achieved through the use of contractors with membership of one of the recognised Safety Schemes in Procurement (SSIP), such as CHAS, Safe Contractor etc., as these services require the contractor to

provide evidence of safety management systems in order to acquire and maintain the accreditation. The use of a contractor with membership of an SSIP-accredited organisation does not, however, negate the need for risk assessment, the development of safe systems of work, and robust monitoring of safety performance.

To further assist with creating reasonable procedures for managing contractors, it is suggested that the school consider splitting up contractors into three 'categories', based on the nature of their work:

Permanent on-site contractors (Cleaning, Catering etc.)

When looking to engage contractors of this nature, normal due diligence processes outlined above must be applied at PQQ stage to ensure a management system for health and safety is in place. Once short listed, discussions should then be held with the contractors on the risks involved with their work that may impact school operations and vice versa if there are risks associated with the school operation or premises. This is in order to develop risk assessment and appropriate safe systems of work.

Following engagement, performance monitoring for the duration of the contract is required to ensure that safety goals are met.

Contractors who are on-site periodically (Fire alarm engineers, water safety operatives etc.)

These are contractors who are generally on site periodically to carry out specific tasks that are unlikely to change. As with the above, normal due diligence checks apply, however additional checks should also be carried out and documented to ensure that the contractor holds specific accreditations/memberships required for the specialist role to be undertaken to reliably demonstrate their competency for the work, especially where safety critical equipment or systems are being worked on; for example, those working on fire systems (extinguishers, detection, and alarm systems etc.) should be registered with British Approvals for Fire Equipment (BAFE), contractors working on electrical systems should be registered with the National Inspection Council for Electrical Installation Contracting (NICEIC) etc..

Again, once approved, discussions should be held with the contractors to develop a risk assessment and subsequent safe system of work for the tasks they routinely carry out, taking account of risks arising from the work but also any impact from the school's operation or premises-related factors. Their safety performance should then also be subject to monitoring and records of such monitoring kept. Should there be a significant change that affects the work being carried out, or the way the work is carried out, the assessment and associated safe systems of work should be reviewed.

Contractors engaged for one-off works (Building works, plant installation/removal etc.)

These contractors are those generally those engaged to complete works that are not recurring and may be of a larger scope than the above. In such cases, the same need for due diligence checks with regard to health and safety apply before appointing the contractor for the work.

Once appointed and before work begins, the school must ensure that the contractors provide relevant Risk Assessments and Method Statements (collectively known as RAMS) in time for the school to review before the work is carried out. This will give the school enough opportunity to highlight and take action on any risks arising out of the work that may affect the school's operations.

Before the work begins, the school must also ensure that the contractor is given adequate information regarding any hazards present at the school, including undertaking and providing an asbestos Refurbishment and Demolition Survey for the area of work, and providing copies of the school's emergency procedures. The school must also clearly describe other expectations they have regarding safeguarding, DBS checks, cleanliness, behavioural standards, access arrangements etc. and should consider the creation of 'house-rules' that clearly outline these expectations to contractors.

Additionally, works that are considered to be of high-risk, including but not limited to: high-voltage electrical work, hot works, work at height etc. must be subject to a Permit to Work. As with other types of contractors, it is vital to monitor safety performance for the duration of the works and work together to resolve any safety issues identified.

Evidence of Due Diligence and Performance Monitoring

Any measures taken to conduct due diligence checks (including confirming competency through professional memberships) and monitoring performance should be formally recorded to provide evidence that the selection process is robust and proportionate, that effective monitoring takes place, and that appropriate action is taken to address deficiencies where they occur.

Appendix 7
Matrix between the school and PFI

Service Task	Hard FM Contractor	Caretakers	G&G Contractor	Catering Contractor	Cleaning Contractor	School	1st Response	Repair/Fix	Comments
4 - Building & Building Services Maintenance									
Asbestos Register	✓	✓	☐		☐		N/A	N/A	Caretaker and soft services to have access to Register. Caretakers to carry out 6 monthly checks of register to ensure up to date. Any issues found are to be reported to helpdesk. HFM checks per designated timeframes within Annual Review.
BMS - Controls	✓						Hard FM Provider	Hard FM Provider	
Mechanical Services Motor Control Panels (non BMS)	✓						Hard FM Provider	Hard FM Provider	
Boiler Lock-Out - first response and reset	☐	✓	☐	☐	☐		Caretaker to investigate and reset if safe to do so		Ensure caretakers are trained to reset. All events to be logged on helpdesk.
Boiler Lock-Out	✓	☐	☐	☐	☐			Hard FM Provider to carry out any repairs or detailed investigation	Ensure caretakers are trained to reset. All events to be logged on helpdesk.
Boilers (Full service- Gas safe regs) first line & maint	✓						Hard FM Provider	Hard FM Provider	
Gas Systems (Safety Checks - Meters and Mains)	✓						Hard FM Provider	Hard FM Provider	

Gas Systems (Safety Checks, shut-off v/vs, gas taps, etc)	✓						Hard FM Provider	Hard FM Provider	Includes all Gas taps, (lab services and science dept)
AHU Plant First line inspection & maintenance & full service	✓						Hard FM Provider	Hard FM Provider	
Air Conditioning Units (refrigeration plant)	✓						Hard FM Provider	Hard FM Provider	
Heating and HW Pressure Systems and Vessels	✓						Hard FM Provider	Hard FM Provider	
Extract & Supply Ductwork Inspection & Cleaning	✓						Hard FM Provider	Hard FM Provider	Area upto 1m from appliance to be cleaned by soft servies eg catering provider, incl local filters. Vent Surface clean responsibility of Cleaners. Main ductwork, inside vents, HFM.
Heating Systems, pumps, valves, pipework, outstation controls, etc	✓						Hard FM Provider	Hard FM Provider	
Heating Fault Local (Room)	✓	☐	☐	☐	☐			Hard FM Provider to carry out any repairs or detailed investigation	Process / procedure to be established eg capture of relevant information incl temperature from a calibrated device. HFM to provide if necessary.
Heating Fault Local (Room) - initial response, investigation, temperature capture etc	☐	✓	☐	☐	☐		Caretaker to investigate and reset if appropriate or safe to do so		Process / procedure to be established eg capture of relevant information incl temperature from a calibrated device. HFM to provide if necessary.
Heating Fault Whole School	✓	☐	☐					Hard FM Provider	
Heating Fault Whole School - initial response,	☐	✓	☐				Caretaker to investigate		Simple reset by caretakers. All events to be logged on helpdesk for asset history info etc.
Radiators (circuit inspection & bleed) valve checks	☐	✓					Caretaker	Caretaker	

Radiators - annual ppm check pre / postheating season	✓	☐					Hard FM Provider	Hard FM Provider	
Gas Fired Water Heaters (Full service- Gas safe regs) first line insp & maint	✓						Hard FM Provider	Hard FM Provider	
HW Systems, pumps, valves, pipework, etc	✓						Hard FM Provider	Hard FM Provider	
Closed Circuit Water inspection, testing and treatment	✓						Hard FM Provider	Hard FM Provider	
Thermostatic mixing valves check and service	✓						Hard FM Provider	Hard FM Provider	
Calorifier full service	✓						Hard FM Provider	Hard FM Provider	Per L8 management regime
Kitchen Extract Fans (inspect & degrease filters and ductwork)	✓						Catering Provider	Hard FM Provider	Cleaning of cooker hood filters and first 1m of duct from kitchen end by Catering Contractor; rest of system cleaned by HFM
Kitchen Extract Fans (inspect & degrease filters and ductwork)	☐			✓			Catering Provider	Catering Provider	Cleaning of cooker hood filters and first 1m of duct from kitchen end by Catering Contractor; rest of system cleaned by HFM
Local Exhaust Ventilation Systems including Fume Cupboards	✓						Hard FM Provider	Hard FM Provider	Excludes Mobile Fume Cupboards - School Equipment
Local Exhaust Ventilation Systems including Fume Cupboards - emptying of local dust capture/ swarf etc	☐					✓	School	School	
Flushing of little used outlets - PPM	✓	☐	☐				Hard FM Provider	Hard FM Provider	Per L8 management regime
Calorifier Flow and Return Temperature Checks	✓						Hard FM Provider	Hard FM Provider	Per L8 management regime
Water Temperature Checks - Sentinel Outlets	✓						Hard FM Provider	Hard FM Provider	Per L8 management regime
Water hygiene - Rotational Taps	✓						Hard FM Provider	Hard FM Provider	Per L8 management regime

Water hygiene - Water Samples taken by Hard FM Contractor subcontractor	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	Per L8 management regime
Water hygiene - Risk Assessment - PPM	✓	**Caretaker to have access**		**Catering Provider to have access**	**Cleaning Contractor to have access**	**School to be provided with a copy as they are THE duty holder.**	Hard FM Provider	N/A	Per L8 management regime Copy to be provided to school to manage school / authority related parties for the avoidance of doubt, **SCHOOL** entity is THE Duty holder.
Water hygiene - Shower head/water fountain descale - PPM	✓	☐	☐				Hard FM Provider	Hard FM Provider	Per L8 management regime
Water Fountains - Per L8 Management Regime (Hard FM responsibility items as per agreed list)	✓	☐	☐	☐	☐	☐			Per L8 management regime
Water Fountains - leasing costs, charges for routine servicing, repair and replacement inc filters	☐	☐	☐	✓		✓			
CWS Storage tanks inspection	✓						Hard FM Provider	Hard FM Provider	Per L8 management regime
RCD Testing/Inspection	✓						Hard FM Provider	Hard FM Provider	
Electrical - Local Power Failure (RCD Trip, lights, sockets)	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider to carry out any repairs or detailed investigation	
Electrical - Local Power Failure (RCD Trip, lights, sockets) - initial reset / problem assessment	☐	✓	☐	☐	☐		Caretaker to investigate and reset if appropriate		

							or safe to do so		
Electrical - Whole School Power Failure	✓	✓	☐				Caretaker to investigate	Hard FM Provider	
Electrical - PAT (School Equipment)	☐	☐	☐	☐	☐	✓	School	School	
Electrical - PAT (Cleaning Equipment)	☐	☐	☐	☐	✓		School	School	
Electrical - PAT (Catering Equipment)	☐	☐	☐	✓	☐		School	School	
Electrical - PAT (PFI Equipment)	✓	☐	☐	☐	☐		Hard FM Provider		HFM to PAT Test PFI equipment - list to be confirmed.
Electrical -Fixed Wire Systems	✓						Hard FM Provider	Hard FM Provider	
Lightning protection - PPM & Reactive	✓						Hard FM Provider	Hard FM Provider	
Emergency Lighting test (annual full test)	✓						Hard FM Provider	Hard FM Provider	Includes Monthly Drop Test per BS 5266
Fire Doors, Escape Routes & Signage Daily Visual Inspection	☐	✓	☐	☐	☐		Caretaker	N\A	Results of daily inspections to be recorded and submitted to HFM for record keeping / verification. Items requiring attention will be noted by HFM co and actioned / resolved as required eg PPM / RM, damage provisions. All remedials from PPMs will be logged on the HD.
Fire Door - PPM	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Emergency Lighting test - PPM & reactive		✓	☐	☐	☐		Caretaker	Hard FM Provider	Key switch test by caretakers per BS requirements. All records to be submitted to HFM for logging on asset management system.

Emergency Lighting test monthly test - PPM & reactive	✓	☒	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Access Control Weekly System Check	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Access Control System Maint & Service	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
CCTV System Weekly System Check	☐	✓	☐	☐	☐	☒	Caretakers	-	
CCTV System Maint & Service	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Disabled toilet alarm activation	✓	☐	☐	☐	☐			Hard FM Provider	HFM Provider to carry out any repairs or detailed investigation once logged on helpdesk.
Disabled toilet alarm activation - initial investigation and reset	☐	✓	☐	☐	☐		Caretaker		Caretaker to investigate and reset if appropriate or safe to do so. HFM Provider to carry out any repairs or detailed investigation once logged on helpdesk.
Disabled toilet alarm testing - Weekly Pull test	☐	✓	☐	☐	☐		Caretaker	Hard FM Provider	Caretaker to investigate and reset if appropriate or safe to do so. HFM Provider to carry out any repairs or detailed investigation once logged on helpdesk.
Intruder Alarm activation - initial responses and keyholder call outs	☐	✓	☐	☐	☐		Caretaker		Caretakers to make initial assessment. HFM Provider to provide training to the caretakers on system.
Intruder Alarm activation - call out back up to caretakers. [HFM NOT keyholders]	✓	☐	☐	☐	☐			Hard FM Provider	
Intruder Alarm Service & Maintenance	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Fire Alarm activation - initial response / attendance at all activations	☐	✓	☐	☐	☐		Caretaker		
Fire Alarm activation - call out / backup to caretakers [HFM not keyholders or first line respondents]	✓	☐	☐	☐	☐			Hard FM Provider	

Fire Alarm & detection system Service & Maintenance	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Electromagnetic Fire Door 'detente' release checks (To be completed as a part of weekly call point activation)	☒	✓	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Weekly fire alarm point testing	☐	✓	☐	☐	☐		Caretaker	Caretaker	All records to be submitted to Hard FM.
Fire door checks (6 monthly)	✓	☐	☐				Hard FM Provider	Hard FM Provider	
Fire damper checks	✓						Hard FM Provider	Hard FM Provider	
Annual fire stopping checks per SFG20	✓						Hard FM Provider	Hard FM Provider	Based on register of known activities ie where HFM or its sub contractors / supply chain have been since previous inspections. ALL other issues relating to fire stopping breaches will be as a result of other parties and outwith hard fm fee scope / to be instructed.
LOLER - Lifts & Lifting Equipment inspection and certification	✓						Hard FM Provider	Hard FM Provider	
Passenger & Goods Lifts Maintenance	✓						Hard FM Provider	Hard FM Provider	
PUWER - Ladders/Towers	☒	✓	☐	☐	☐		Caretaker	Caretaker	
PUWER - Ladders/Towers - Hard Fm Co equip	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
PUWER - Mansafe Systems	✓						Hard FM Provider	Hard FM Provider	
Swimming Pool - daily and weekly checks and tests							Hard FM Contractor	Hard FM Contractor	
Swimming Pool - Bacteriological tests							Hard FM Contractor	Hard FM Contractor	
Swimming Pool - Full Maint 3m, 6m & A (Filters, pumps,etc)							Hard FM Contractor	Hard FM Contractor	

PE & Gym Equipment Inspection & repair (Fixed)	✓						Hard FM Provider	Hard FM Provider	
Air Compressor Service & Maintenance	✓						Hard FM Provider	Hard FM Provider	
Automatic Doors						✓	School	School	
Automatic Gates						✓	School	School	
Electrical - External lights checks & Service incl relamp	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Catering Equipment Gas Safety Checks	⊟			✓			Catering Provider	Catering Provider	
Cleaning - Clinical Waste Disposal	✓	**Soft Services (Initial)**					Hard FM Provider	Hard FM Provider	
Data, TV & Voice cabling	✓						Hard FM Provider	Hard FM Provider	
Catering Equipment - Gas Safety Checks PFI equipment with Hard FM	✓						Hard FM Provider	Hard FM Provider	
Catering equipment: Refrigeration, Cooking equipment, Extraction and Servery - Repairs and Maintenance	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	List of Equipment circulated separately dated 151221 Version 2
Design Technology Equipment Inspection	⊟					✓	School	School	
Design Technology - PFI Equipment - Hard FM	✓					☐	Hard FM Provider	Hard FM Provider	
Catering - Grease Interceptors (hygienic clean)	✓			☐			Hard FM Provider	Hard FM Provider	Subject to catering interface protocol. All degreasers / consumables for dosing equipment and interceptors etc to be by catering provider.
Ceiling Tile Inspection & Replacement	⊟	✓	☐				Caretaker	Caretaker	Tiles to be provided by HFM for Caretakers to fit. Reactive maintenance only, lifecycle with HFM. Up to single storey - HFM for high level areas.

External Fabric Inspection & Repairs	✓	☐	☐				Hard FM Provider	Hard FM Provider	For example, for graffitti items, Initial response to be by caretaker to obscure offensive items in all cases, then addressed through maintenance, lifecycle or Vandalism protocol etc
External lighting including controls	✓						Caretaker	Hard FM Provider	As per LED flowchart for relamping
Internal Lighting (general purpose, inspect, relamp, etc)	✓	✓	☐	☐	☐		Caretaker	Hard FM Provider	As per LED flowchart for relamping
Lighting (security) Service & maintenance	✓	☐	☐	☐	☐		Caretaker	Hard FM Provider	As per LED flowchart for relamping
External Roof inspection & Repairs	✓						Hard FM Provider	Hard FM Provider	
Internal & External Door Inspection & Repairs	✓	☐	☐				Hard FM Provider	Hard FM Provider	
Internal Fabric Inspection & Repairs	✓	☐	☐				Hard FM Provider	Hard FM Provider	
Internal Maintenance/New Works & Repairs (notice/white boards, shelves etc)	✓	☐	☐				Hard FM Provider	Hard FM Provider	SWR to be raised for additional works
Window Replacement or Repair	✓						Hard FM Provider	Hard FM Provider	
Window Glass Replacement or Repair	✓		☐	☐	☐		Hard FM Provider	Hard FM Provider	
Hard Floor Repair or Maintenance (Internal & External)	✓		☐		☐		Hard FM Provider	Hard FM Provider	
Soft Floor (Carpet/Vinyl) Replacement or Repair (Internal & External)	✓		☐	☐	☐		Hard FM Provider	Hard FM Provider	This item could be subject to Schedule 15
Kiln Inspection/Service						✓	School	School	Kilns are School equipment
Lighting (stage / floodlights) Service & maintenance	☒	✓				✓	School	School	
PA System service & maintenance	✓						Hard FM Provider	Hard FM Provider	

Plumbing & Sanitary Ware service & maintenance/Repair/Replace	✓	☐	☐				Hard FM Provider	Hard FM Provider	
Insect Control Units - 12 monthly Inspection	☐	☐	☐	☐	✓		Cleaning Contractor	Cleaning Contractor	
Room Clock Changes - Oct/Mar	☐	✓	☐	☐	☐		Caretaker	Hard FM Provider	Caretakers will complete task to single storey height. Hard FM all other clocks e.g. Centenary Building Rutlish
Sewage Pumps (RLP) service & maintain	✓						Hard FM Provider	Hard FM Provider	
Window Restrictors - 6 monthly checks	☐	✓					Caretaker	Hard FM Provider	
Caretakers Houses - Repairs and Maintenance	✓	☐					Hard FM Provider	Hard FM Provider	Includes everything outwith the list included in the "Caretakers Houses - Day to Day Maintenance" line below
Caretakers Houses - Day to Day Maintenance	☐	✓					Caretaker	Caretaker	Hard FM responsible for Repairs & Maintenance including boiler servicing but through their Service Licence Agreement with the Council, Caretakers are required to keep their premises in good condition and to make good all damage and to carry out the following day to day repairing obligations: • repair or replacement of floor finishes; • repair of ceiling and other exposed internal finishes; • cleaning gutters, downpipes and unblocking drainage systems; • repair of surface finishes and glazing; • minor repairs to window and fitting and adjustment and glazing repairs;
Window Blinds	✓	☐					Caretaker	Hard FM Provider	
5 - Grounds Maintenance									
Leaf Clearance	☐	✓	✓	☐	☐		Caretaker	G & G Contractor	

Tree Maintenance, Pruning and **Root Management**	☐	☐	✓	☐	☐		G & G Contractor	G & G Contractor	
Grass sports areas- Football, rugby pitches, running tracks	☐	☐	✓	☐	☐		G & G Contractor	G & G Contractor	
Clean and clear - Playgrounds, carparks, roadways & gullies		✓	✓	☐	☐		Caretaker	G & G Contractor	All vegetation
Pothole Repair to Hard Surfaces - Playgrounds, carparks, roadways, no bigger than 200mm and in isolation (25kg Temporary tarmac repair per item)	✓	☐		☐	☐		Hard FM Provider	Hard FM Provider	
Repairs to Hard Surfaces - Playgrounds, carparks, roadways & gullies	✓	☐		☐	☐		Hard FM Provider	Hard FM Provider	Hard FM, included in LC
Flower & shrub beds, hedges, trees and nature areas		☐	✓	☐	☐		G & G Contractor	G & G Contractor	
AWP Maintenance (Weekly brush, litter/leaf picking)		✓	☐	☐	☐	✓	Caretaker	N\A	
Signage Inspect Maintain / Clean	⊟	✓	☐	☐	☐		Caretaker	Hard FM Provider	Caretakers will complete task to single storey height. Hard FM above
Boundaries Treatments, Gates, Fences and Inspections CLEAN AND INSPECTIONS	⊟	✓		☐	☐		Caretaker	Hard FM Provider	
Boundaries Treatments, Gates, Fences **(including within the school sites) Repairs and maintenance**	✓	⊟		☐	☐		Caretaker	Hard FM Provider	Caretaker to make safe including after a security breach
Boundary Walls - regular visual inspection	⊟	✓	☐	☐	☐		Caretaker	-	
Boundary Walls	✓	⊟	☐	☐	☐		-	Hard FM Provider	
Gutter & Downpipe Clearance & Clean	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Litter Picking		✓	☐	☐	☐		Caretaker	Caretaker	

Gritting Pavements & Car Parks		✓	☐	☐	☐		Caretaker	Caretaker	
External Doors & Stairwells Clean		✓	☐	☐	✓		Caretaker	Caretaker	
Audit Monthly		☐	☐	☐	☐	✓	Authority	N\A	
Rutlish Field - maintenance and any repair or remedial works associated with the hard surfaces including the run up and long jump pit (sand), and structure of the cricket nets.	✓	☐	☐	☐	☐	☐	Hard FM Provider	Hard FM Provider	
Rutlish Field - maintenance and repair or remedial works of the water supply to the field, as identified on plan	✓	✓				✓	Hard FM Provider	Hard FM Provider	
Monitor and manage energy consumption - meter reading and local energy saving measures	☐	✓				✓	Caretaker	School	
Maintain necessary water supplies and distribution systems.	✓					☐	Hard FM Provider	Hard FM Provider	Utilities are procured by others, note HFM, so obligation only extends to maintaining within distribution of Site, where within proj co demise ie connection at "our" side of the meter to the final point of delivery
Maintain necessary gas supplies and distribution systems.	✓					☐	Hard FM Provider	Hard FM Provider	Utilities are procured by others, note HFM, so obligation only extends to maintaining within distribution of Site, where within proj co demise ie connection at "our" side of the meter to the final point of delivery
Maintain necessary electricity supplies and distribution systems.	✓					☐	Hard FM Provider	Hard FM Provider	Utilities are procured by others, note HFM, so obligation only extends to maintaining within distribution of Site, where within proj co demise ie connection at "our" side of the meter to the final point of delivery
Manage energy consumption effectively	✓	✓	✓	✓	✓	✓	N\A	N\A	
Energy & Waste Management Plan/Review	☐	✓				✓	Caretaker	Caretaker	

7 - Cleaning & Waste Management									
Cleaning Services General		✓	☐	☐	✓		Caretaker	Cleaning Contractor	
Cleaning Services Refresh		✓	☐	☐	✓		Caretaker	Cleaning Contractor	
Graffiti Removal		✓	☐	☐	✓		Caretaker	Cleaning Contractor	
Cleaning - Feminine Hygiene Service		☐	☐	☐	✓		Cleaning Contractor	Cleaning Contractor	
Cleaning - Kitchen Daily and Dining Room post lunch	☐	✓	☐	✓	✓		Catering Contractor	Cleaning Contractor	
Cleaning - Kitchen Deep Clean	☐	☐	☐	✓	☐		Catering Contractor	Cleaning Contractor	
Cleaning - Window Cleaning External & Internal		☐	☐	☐	✓		Caretaker	External Contractor	
Data, TV & Voice cabling		✓	☐	☐	✓			N/A	
Design Technology Equipment Inspection		✓	☐	☐	✓			N/A	
Waste Removal Services (not building waste or school waste outside agreement)		☐			✓	✓	Cleaning Contractor	School	
Move waste from kitchen to site bin store	☐	☐	☐	✓	☐	☐	Catering Contractor	Catering Contractor	
Collect and remove grounds and gardens waste	☐	☐	✓	☐	☐	☐	G&G Contractor	G&G Contractor	
Waste Removal Services (Redundant Laboratory Stocks)		✓	☐	☐	☐	✓	School	N\A	
Spill Kit Inspections - 3 Monthly - For Soft Services supplied Spill Kits only	☐	☐	☐	✓	☐	☐	Catering Contractor	Catering Contractor	
Spill Kit Inspections - 3 Monthly - Plant Rooms	✓	☐	☐	☐	☐	☐	Hard FM Provider	Hard FM Provider	
Cleaning Services - Audits at frequencies required by the contract.		✓	☐	☐	☐	✓	Authority	Authority	

8 - Security, H&S and Site Supervision Functions									
Evacuation Procedures & Drills - Caretaker to take lead co-ordinator role.	☐	✓	☐	☐	☐	✓	School	N/A	
Fire Risk Assessments - all areas excl hard fm areas eg plant rooms etc	☒	☐	☐	☐	☐	✓	School	School	Joint Assessment
Fire Risk Assessments - hard fm areas only eg plant rooms, hard fm accomodation etc	✓	☐	☐	☐	☐	☐	Hard FM Provider	Hard FM Provider	Joint Assessment
Fire Alarm System Maintenance	✓						Hard FM Provider	Hard FM Provider	
Fire Alarm callpoint weekly test activation	☒	✓	☐	☐	☐	☐	Caretaker	Hard FM Contractor to carry out any repairs or detailed investigation if unable to reset	Caretaker to keep records up to date at all times re points activated.
Fire Alarm callpoint third party activation	✓	✓	☐	☐	☐		Caretaker to investigate and reset if appropriate or safe to do so	Hard FM Contractor to carry out any repairs or detailed investigation	
Fire Extinguishers (Portable) - Monthly Visual & 12 Monthly Physical PPM	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	
Fire Extinguishers (Portable) - Replacement	✓	☐	☐	☐	☐		Caretaker	Hard FM Provider	
Pest Control - PPM & Reactive		✓	☐	☐	✓		Caretaker	Cleaning Contractor	Pest Control SFM, andy repairs and maintenance HFM
Security - General & Personnel Safety		✓	☐	☐	☐		Caretaker	N/A	

Security - Key Management	☒	✓	☐	☐	☐		Caretaker	-	Management by Caretaker to suiting document provided by PFI Contractor. Replacement of locks and keys by HFM - chargeable item if for lost keys.
Security - Key Management	✓	☐	☐	☐	☐		Caretaker	Hard FM Provider	Management by Caretaker to suiting document provided by PFI Contractor. Replacement of locks and keys by HFM - chargeable item if for lost keys.
Security - Access Control Passes	✓	☐	☐	☐	☐				Management by Caretaker Access Control Passers. Replacements by HFM - chargeable item if for lost pass.
Security - Key register & Process		✓	☐	☐	☐		Caretaker	N/A	
Passenger Lifts - Weekly Auto Dialler Checks		✓	☐	☐	☐		Caretaker	Hard FM Provider	
9 - Catering									
Catering Provision	☐			✓			Catering Contractor	Catering Contractor	
Catering Waste removal		☐	☐	✓	☐	☐	Catering Contractor	Catering Contractor	
Cleaning - Dining Area and all furniture daily	☐	☐	☐	✓	☐		Catering Contractor	Catering Contractor	
Cleaning - Kitchen Daily and Deep Clean	☒	✓	☐	✓	✓		Catering Contractor	Catering Contractor	
Catering Cleaning (Spot clean after each sitting including tables, floors and litter pick)	☐			✓	✓		Catering Contractor	Catering Contractor	
6 monthly Deep Cleaning - Dining Area and kitchen	☒	☐	☐	✓	✓		Catering Contractor	Catering Contractor	
Extract & Supply Grill cleaning	☒	☐	☐	✓	✓		Catering Contractor	Catering Contractor	
Extract & Supply Grill cleaning	✓	☐	☐	☐	☐		Hard FM Provider	Hard FM Provider	Cleaning of cooker hood filters and first 1m of duct from kitchen end by Catering Contractor; rest of system cleaned by HFM
Cashless system - upgrade and make fully operational	☐	☐	☐	✓	☐		Catering Contractor	Catering Contractor	

Cashless system - equipment maintenance	☐	☐	☐	✓	☐		Catering Contractor	Catering Contractor	
Cashless system - day-to-day operation	☐	☐	☐	✓	☐		Catering Contractor	Catering Contractor	

10 - Porterage and Assistance									
Porterage and Assistance, including minor moves & exam set-ups given correct notice		✓	☐	☐	☐		Caretaker	Caretaker	
Porterage and Assistance - Setting up and clearing furniture for periodic events		✓	☐	☐	☐		Caretaker	Caretaker	
Porterage and Assistance, including minor repairs to school furniture if no cost		✓	☐	☐	☐	☐	Caretaker	Caretaker	
Porterage of Assistance of Parcels		✓	☐	☐	☐		Caretaker	Caretaker	