

Shaftesbury Park Primary School



"A Local School with a Global Perspective"

Health and Safety Policy

2021 - 2022



Health and Safety Policy

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Reviewed	To Be Approved	Date of Next Review
September 2021 C Imms & J Parmenter	November 2021 Governing Body	September 2022

Policy

Legislation

Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc. Act 1974 is the fundamental piece of health and safety legislation in this country that all employers must adhere to. It covers everyone who is affected by work activity. It is a general document which places the burden of legal responsibility for health and safety at work with the employer.

Electricity at Work Regulations 1989

All work involving electricity will be carried out in accordance with the Electricity at Work Regulations 1989. The Estates Office are responsible for ensuring that all portable electrical appliances are checked for electrical safety and appropriate certificates are issued or records kept.

First Aid

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first aid provision for staff.

Management of Health and Safety at Work Regulations 1999

Risk assessments are required for the School under the Management of Health and Safety Regulations 1992 (as amended in 1994), Manual Handling Regulations 1992, Control of Substances Hazardous to Health Regulations 1999, the Display Screen Equipment Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, and the Personal Protective Equipment Regulations 1992.

Policy Statement

The Governors and Headteacher of the School recognise the responsibility placed on them by the Health and Safety at Work etc. Act 1974, and the duties required by the LA.

It is the intention of the Governors and the Headteacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

The Governors wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work etc. Act 1974. The Governors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

The Governors and Headteacher are committed to ensuring a safe and healthy working environment for all staff, pupils and visitors including the provision of safe equipment and procedures.

This document details the policy and procedures with which all staff are expected to work and abide by, all staff have access to this document and are encouraged to familiarise themselves with its contents.

This policy will be reviewed annually to ensure that it is up to date. The reviewed policy will then be ratified at the next full Governing Body Meeting.

Signed

On behalf of the Governors Date

Signed

Headteacher Date

Policy Monitoring

The policy has been constructed with the agreement of representatives from the school's Health and safety Panel, Governors, Headteacher and staff side representative and incorporates recommendations given by the Education Department at Wandsworth Council.

The policy is put into practice and monitored on a daily basis. The results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out by means of a walk around by the Headteacher, Premises officer, Union representative and if possible a member of the Governing Body.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

Roles and Responsibilities

Governing Body

The Governing Body, in consultation with the Headteacher, will make itself familiar with the requirements of the Health & Safety at Work Act 1974 and any other Health & Safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999.

The Governing body will also maintain effective Policy, Organisation and Arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made. Identify and evaluate all risks related to the everyday business of the school and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others. Established systems must be clearly documented and be understood by all staff.

All meetings of the Governing Body should include items on Health and Safety in the school, number of incidents, accidents and security.

Headteacher

The Headteacher will ensure:

This policy and the Council's health and safety policy are complied with at all times, ensure that a competent Officer is appointed, is provided with appropriate training and undertakes their duties as required.

That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.

The maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person in accordance with Council procedures.

First aid provisions are made in accordance with the first aid arrangements management guidelines.

All employees including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk.

Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire-fighting equipment is readily available and properly maintained.

That consultations with local trade unions on health and safety procedures are undertaken and ensure their effective implementation and be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.

Purchasing policy for the procurement of goods and services that will ensure safety issues are met.

That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.

Liaise with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school to prevent the spread of infection.

Ensures that records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.

Staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

Premises Officer

The Premises Officer has a very important role within the school with regards to Health and Safety so it is important that he/she is trained in all aspects of personal safety.

Liaising as necessary with other relevant staff, the Premises Officer will take primary responsibility to:

Ensure that all communal areas, particularly those associated with fire escape routes, are reasonable and practicable kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.

Make arrangements for the safe working of contractors on site ensuring so far as is Reasonable, that their work is segregated from the main school users, and in accordance with the Wandsworth's recommendations.

Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.

Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public and equipment for which he/she is responsible.

Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry.

Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.

Ensure that all fixed and portable electrical equipment receives inspection/ maintenance in accordance with guidance.

Ensure that "risk assessments" required by the management of health and safety regulations, are carried out as appropriate in respect of work carried out by his/her staff.

Report to the Headteacher any circumstance preventing him/her from carrying out his/her health and safety responsibilities.

All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.

Teachers

All teachers must ensure that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present.

They should make these checks on a daily basis.

Check fire exits in the classroom area are working, unobstructed and are unlocked during the school day.

Not to issue medication to any child (unless written authorisation is obtained from the parent, following guidance given on the packet or bottle). In all cases medicines given will immediately be entered in the Medicine Book with full details, together with the signature of the member of staff.

Implement policies and procedures within their classroom, be aware of location of nearest first aider, fire exits and evacuation procedures.

Under no circumstances to leave a child on their own, and insure that there is sufficient adult to child ratio in classroom/areas at all times.

Report any signs of illness, or potential illness, in themselves, or of in any child in their care to the Headteacher immediately.

Report any accidents involving children in the classroom or areas for which they are responsible, make sure all incidents are recorded in the accident book and where appropriate the First aider, Headteacher, parents and emergency services are contacted.

Check equipment for damage or hazards that could potentially harm a child or adult, i.e. broken furniture or toys and supervise children when using equipment that could cause harm, e.g. scissors, knives. Where possible make safe or remove.

Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Headteacher should be advised of the hazard/issue.

All Staff

All staff are required to take reasonable care of their own Health & Safety and any other persons who may be affected by their acts or omissions at work.

Co-operate with their employers on health and safety matters and not interfere with or misuse anything provided for their health, safety and welfare.

Ensure that they familiarise themselves with the Health & Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

Be familiar with the Schools Health & Safety Policy and all safety regulations as laid down by the Governing Body;

Ensure Health & Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;

See that all plant, machinery equipment is adequately guarded and equipment is in good and safe working order

Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;

Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.

Report any defects which they observe in the premises, plant, equipment and facilities.

Report all accidents, verbal threats and physical assaults and near misses using the LA accident reporting procedures.

Take an active interest in promoting Health & Safety and suggest ways of reducing risks.

Not to bully or abuse (whether mentally or physically) any child, member of staff, contractor or visitor.

To use personal protective equipment, and other equipment, provided and to use it in a safe manner - this includes items of work wear whether washable or disposable.

Joint Staff Consultative Arrangements

The Governing Body, through the Headteacher should (where possible) make arrangements for the establishment of the Safety Committee.

Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee.

The Safety Committee will report to the Governing Body, Headteacher and Education Department as requested.

Codes of Practice and Safety Rules

The Governing Body will adhere to Guidelines and Codes of Practice published by the LA, DIES and recognised safety bodies such as the Health and Safety Executive.

The Members of the Safety Committee are:

- Chair of Governors
- The Headteacher
- Staff Representative

The objectives of the safety Committee is to insure that all aspects of Health and Safety within the school and areas of work are addressed and in so far as possible all potential hazards are identified and addressed with effective procedures / plans put in to place.

Risk Assessment

The Headteacher will ensure that regular risk assessments are undertaken on the school premises, methods of work, changes in practices or working environments and all school sponsored activities.

The LA requires a regular programme of planned assessments to be completed in high risk areas such as laboratories, workshops etc. In other activity areas, establishments should work towards undertaking termly risk assessments.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial control measures where required.

The Termly Health and Safety Monitoring checklist is available from Education Admin 020 8871 8001 or you can download it from the Wandsworth Schools information site:

<http://i4s.wandsworth.gov.uk/>

Training

Safety Induction must be given to all new employees on the first day of employment. These instructions should take the form of a checklist and new staff should be informed of the School's Health and Safety Provisions e.g. action to be taken in the event of fire, fire exits and knowledge of first aid reporting arrangements.

Training must also be given to all Key staff and staff with special responsibilities such as the Premises Officer and First Aid staff.

The following is a list of training that staff can attend, which the LA can arrange

- First Aid
- Portable Appliance Testing
- Manual Handling
- Ladder Training
- Primary School Swimming
- Disabilities Awareness Course for Teachers & Helpers
- Display Screen Equipment
- COSHH

The School will need to keep a record of all staff who have been trained and the expiry dates of any certificates.

Key Personnel

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the school's health and safety policy, training or instructions.

Non-teaching staff shall report hazards to their immediate line manager or Health and Safety Liaison Officer who shall address the issue in accordance with the policy. Teaching staff shall follow the guidance outlined in the teachers responsibilities.

Specific Responsibilities

The following staff have been nominated to be responsible for the following areas of health and safety within the school:-

Fire Safety	Premises Officer
First Aid	As defined on first aid notices
Administration of Medicines	Lead/First aider
COSHH	Head/Premises Officer
Electrical Safety	Premises Officer
Asbestos	Head/Premises Officer/Governors
Display Screen Equipment	School Business Manager

Smoking Policy

The Governors and the Headteacher have agreed that there will be a no smoking Policy adopted throughout the school premises.

All school staff and parents have been informed, signs will be on display at the main entrance to the school and in the reception/ waiting areas including the staff room.

Procedures

First Aid

All staff should be aware of the schools procedure in dealing with first aid emergencies.
First Aid boxes

Must be well stocked and the contents checked regularly, access to the boxes should be restricted to key staff and placed in strategic areas around the school. A guidance card should be placed in the box listing the school's First Aiders, how to contact them and where they are located. First aid notices should be displayed within classrooms and all other waiting areas stating the names and locations of first aiders. Contact information should also be displayed on these notices.

Training of First Aid Personnel

All first-aiders must hold a valid certificate of competence, approved by the Health and Safety Executive, before taking up their duties as first-aiders. First aid certificates are only valid for three years. Therefore, the Headteacher should ensure that appropriate records are kept regarding training of first aiders.

First Aid Assessment

A first aid assessment must be carried out, which will identified minimum numbers of first aiders required within schools. The assessment must be based upon numbers of employees within schools and departments. Although these regulations do not oblige employers to provide first aid for anyone other than their own employees, due to the high numbers of students present, provision has been included within the assessment for the treatment of students.

Fire, Bomb & Gas Leaks

All staff must be made aware of what to do in the event of an emergency. Regular Fire Drills will take place at least once a term. The evacuation procedure has been designed to deal with any one of the above threats.

School must appoint Fire Marshall's who will inspect areas designated to them to ensure area has been completely evacuated. Training should be provided.

Evaluate the risks arising from the hazards and decide whether existing control measures are adequate or whether more should be done.

Evacuation points should be as far away from the school building as possible. In case where the playgrounds are small, the evacuation point may need to be outside the school.

At the start of each term, regular Evacuation drills must be held on all premises and recorded formally. Escape routes must be kept clear at all times and an effective Alarm system maintained.

Fire Alarm tests must be done once a week usually on the same day and at the same time, but from different call points. Unlike the Fire Drill staff must be told beforehand that it is simply a test of the system. All tests must be recorded.

Fire alarms may not be switched off in schools without the written authority of the Head of Buildings and Development (020) 8871 8507.

An evacuation policy and procedure that works in all 3 scenarios is probably the best way forward, schools should rehearse this at least once a term and nominate lead personnel who will monitor and evaluate the effectiveness of each test.

With regard to the school gas supply check who the supplier is, check that the contractor or kitchen staff have a policy and know what to do in an emergency.

Emergency telephone numbers for the Gas Company and contractor must be displayed for all staff to see.

Out of School Visits

All Group Leaders or staff taking pupils on school trips, must follow the school's and LA guidance. If approval is required, such as for residential trips, visits to activity centres or visits involving activities near water or in high risk areas (e.g. mountainous areas), please email safety@richmondandwandsworth.gov.uk .

Information on Outdoor sites and comments written by Wandsworth schools can be viewed or downloaded from the school site below.

Medicines

Procedure for the administration of Medicines is required and should be drafted in conjunction with the LA's policy, by the Headteacher and agreed with the Governors and the Staff representative.

Prime responsibility for a pupil's health rests with the parents/guardians who should write to the Headteacher giving adequate information on their child's medical condition, and requesting that medication be administered to him or her. Teachers should then be consulted by the Headteacher and asked to volunteer - individual decisions on involvement must be respected.

The employer, usually the LA or the governing body, is legally responsible for producing and keeping under review a health and safety policy. The policy should include written procedures for managing and administering medication to pupils. Under the Education (School Premises) Regulations 1996, every school should have accommodation for the medical examination, treatment and care of pupils during school hours.

Accident, Assault & Incident Reporting

All staff are required to ensure that all accidents, assaults, incidents and near misses are reported to the school's main office, who will then ensure that serious incidents are reported to the Headteacher and that the appropriate management guidelines are followed. All accidents and assaults must be recorded in the schools own accident book, more serious cases will require the completion of a TC1297A for employees and form TC1297B for a pupil, member of the public or client which must be emailed to safety@wandsworth.gov.uk .

Serious accidents must be reported within the hour to the LA contact 020 8871 6220/6221/8501

TC1297A and TC1297B can be downloaded from the Smart School Services S4S Portal: <https://s4s.wandsworth.gov.uk/>

Electrical Equipment

The Headteacher and Premises Officer will ensure that testing, inspection and maintenance of equipment as outlined in the property log book is undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Headteacher or Premises Officer who will arrange for repair or replacement.

The Headteacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Training must be provided for staff expected to carry out Electrical Appliance Testing.

Cash Handling

Staff should keep to a minimum the amount of cash entering and being handled on the premises. Maximum limits have been set for the size of each individual cash transaction. Cash is kept in a safe and monies are banked weekly. Counting of accumulated cash occurs at an appropriate location within the school. Other deterrents have been implemented, such as CCTV cameras covering entrances and exits, controlled access to

the premises via keypads, and evening security tours of the premises. Site staff are responsible for carrying monies to and from the bank Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

Manual Handling

All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work, risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should also be considered for staff who may be pregnant.

Lone Working

All staff should be aware of the following procedure for lone working in the school.

Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for a non-hazardous work activities which have not been subject to a formal risk assessment.

- assessing if the work is a “one person” job
- the remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egress e.g. are fire exits open out of hours?)

Emergency Plan

The Governors and Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of a School Establishment. In undertaking this work, key managers shall have regard to the Procedures published by the LA.

School plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) Save lives.
- (b) Prevent injury
- (c) Minimise loss.

This sequence will determine the priority of local emergency plan responses.

Plans will be agreed by the governing body and will be rehearsed regularly by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

Building Safety

Swimming & Hydrotherapy Pools

It is essential that staff adhere to the advice and guidance contained within Health and Safety Bulletin No 60 previously issued to schools. A copy is available from the LA - Education Admin telephone 020 8871 8001.

COSHH Risk Assessment

The Headteacher and Premises officer have completed a risk assessment and identified all hazardous and potentially dangerous chemicals. These are stored securely and safely, an inventory of these substances has been completed and key staff have been trained and informed.

For Advice on the disposal of chemicals contact L&A Waste Disposal section Tel 020 8871 7361.

Tree Safety

All Trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches etc.

To arrange for your trees to be inspected, contact the Arboriculture Service via Wandsworth Borough Council.

Waste Disposal

COLLECTION AND DISPOSAL OF CLINICAL WASTE

Clinical waste is potentially very harmful and should be dealt with in a responsible manner. The risk is not only present at the initial stage but continues down the chain of waste disposal. Staff have a duty of care to others affected by this process.

Advice on the disposal of Sharps and Special collections can be arranged by contacting Leisure and Amenities Department, room 57a, Town Hall, telephone 020 8871 7361.

A procedure for dealing with clinical waste must be formulated and agreed with staff, as these are likely to be carrying these tasks out, possible risks will need to be identified and the procedures adapted accordingly.

Asbestos

A copy of the Asbestos Log Book is kept in the school office. The Headteacher shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the Log Book.

The log book must be kept up to date. For advice and help on asbestos, contact the Wandsworth Health and Safety Team on 020 8871 6220.

All contractors shall be referred to the asbestos log book before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log book before commencing work.

Lettings

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Headteacher or Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal School hours for an activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

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Contractors

All contractors who work on the premises are required to abide by the schools H&S procedures and are also required to ensure safe working practices by their own employees under the provisions of the Health & Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

School Security

The Governors and Headteacher will consult with staff to agree a security procedure for dealing with incidents that occur during and out of school hours, ensure all staff are trained and know what to do should one of the incidents occur.

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the school is locked up and nominating emergencies key holders
- Contacting the Schools liaison Police officer
- When to notify the LEA
- Protecting our children, staff, visitors and contractors from the risk of abuse (whether verbal or physical)

It may be necessary to ban individuals from the school premises if they continue to be verbally or physically abusive to members of staff other parents or children.

Letters confirming the school's policy on aggressive behaviours should be sent to them within 24 hours to prevent further breaches.

For further advice on dealing with difficult individuals, please refer to chapter 25 of the Health and Safety Handbook entitled 'Workplace Violence' or contact the Wandsworth Health and Safety Team on 020 8871 6220.

School Cleaning

The procedure for recording and monitoring the schools cleaning contractor must be followed, the site record book must be kept to monitor all cleaning on the school site. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets. Problems must be recorded and the contractor notified, consistently poor cleaning must be reported to the LA.

The Cleaning site Record Book is available from Education Admin 020 8871 8001.

For advice about the contractors engaged to clean schools contact Mandy Joannou, Senior Contracts Manager on 020 8871 8223.