

**Policy No 3**

**Health and Safety**

**September 2023**

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# **A3: Statement of intent:**

The headteacher and governors are committed to establishing and implementing arrangements that will:

* Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
* Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
* Provide adequate facilities and arrangements for welfare.
* Provide and maintain safe plant and safe systems of work without risks to health.
* Ensure safe use, handling, storage and transport of articles.
* Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

# **Section B – ORGANISATION**

# **B1: Employer Responsibilities**

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher, who has day to day responsibility for staff, pupils and others as ‘officer in charge’ of the premises.

The Headteacher will ensure the overall implementation of the policy.

# **B2: Headteacher Responsibilities**

* To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
* To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
* To include H&S issues in the school improvement plan, if necessary;
* To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
* To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
* To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
* To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
* To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or
  + - Environmental Agency Inspector) are properly addressed;
* To ensure that emergency evacuation procedures are in place and tested;
* To ensure that adequate first aid provision is available and kept up to date;
* To report health and safety issues to the governing body on a regular basis;
* To monitor and review all health and safety policies and procedures.

**NB:** Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

# **B3 – Governors’ Responsibilities**

* Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
* The governing body will promote a strategic overview for health and safety.
* The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
* The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
* The governing body will make adequate provision for maintenance of the school premises and equipment.
* The governing body will support and monitor health and safety within the school.
* The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

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| **Name of Appointed Health and Safety Governor: Jackie Draper** |

# **B4 – Staff Responsibilities**

* Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
* Will co-operate with their employer on health and safety matters.
* Will not interfere with anything provided to safeguard their H&S or that of others.
* Have a duty to report all H&S concerns to the Headteacher or line manager.
* To read and fully cooperate with this policy.

# **B5 – Site Manager Responsibilities**

The Site manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.

They will:

• Ensure that any work that has health and safety implications is prioritised.

• Report any concerns regarding unresolved hazards in school to the senior management team immediately.

• Ensure that all work under their control is undertaken in a safe manner.

• Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.

• Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.

• Carry out a weekly test of the fire alarm.

• Ensure all contractors are ‘inducted’ and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

• Fully co-operate with health and safety arrangements during larger building projects.

# **B6 – Property and Infrastructure Support**

* Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Headteacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

# **B7 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

* Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
* Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
* Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
* Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
* Present the findings of investigations to you.
* Inspect the workplace;
* With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

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| **Names of Trade Union Representatives:**  **NUT** Abi Cranson  **NAUWST** Rachel Cox  **GMB** |

# **B8 - Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

**Health and Safety is a regular item on all Staff meeting agendas. To ensure that staff can raise any issues promptly**

# **B9 – Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

* A copy of the Health and Safety Law Poster can be found: in the staff room and the main office
* Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.
* The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

# **B10 – Competency for Health and Safety Tasks and Training**

* Induction training will be ensured for all members of staff by the head teacher.
* Training will be identified, arranged and monitored by the head teacher and the governing body.
* Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
* Training records will be easily accessible for audit purposes and will be kept up to date.

The persons responsible for holding the records are:

Site Manager: Steve Borda and Headteacher: Robert Page

# **B11: Monitoring**

* The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
* Kate Ford and Kirstie Phippin are responsible for investigating accidents although the accountability lies with the head teacher.
* Antony Curry, Abi Cranson and Kate Ford are responsible for investigating work-related causes of sickness and absences, although the accountability lies with the head teacher.
* The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

# **Section C – ARRANGEMENTS**

# **C1: School Activities**

* The head teacher will ensure that classroom risk assessments are undertaken at least annually.
* The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
* Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
* The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and all risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

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| **Classroom Safety Risk Assessments:**  Are completed by staff members and submitted to the Site Manager for approval.  Copies will be kept in a folder in the Site Manager’s Office. |

# **C2: Visitors**

* All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
* All visitors shall be made aware of the school’s fire arrangements in the event of a fire.
* All visitors shall be made aware of the school’s emergency procedures.
* All visitors shall be made aware of the schools’ safe guarding procedures.

## **C3: Fire and Emergency Procedures**

* The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 7
* Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

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| **Names of fire wardens:**   |  |  | | --- | --- | | KS4 Block | Claire Foley/Katy Wren | | Sports Hall | Gen Saunders | | Staffroom, Corridor & Dining Hall | Kate Ford/ Antony Curry | | FT | Matt Pegg | | DT | Kevin Martin | | Palm and Therapy corridor | Chelsea/ Adela | | Stone | Kate Wathy | | Joss and Kingsgate | Kyle Adams | | Phoenix/Botany/Kingsgate | Mike Tilley | | Louisa | Kate Farrar | | Pegwell | Rachel Cox | | Meeting Room | Jordan Mott | | Reception | Dannii Bowles | | Creative Arts Block | Holly Muxworthy | | Forrest School | Ame Friend | | Kitchen | Liz Martin | | Boiler room, garage etc | Steve Borda | | Addition Warden Support | John Buckley | |  | Robert Page | |  | Abi Cranson | |  |

Emergency evacuation will be practiced three times a year and a record will be kept:

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| **A record will be kept by: Steve Borda** |

Kent Fire and Rescue will be contacted by:

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| **By SLT - Robert Page or DHT if Headteacher is off site** |

Regular testing of fire alarms will occur on:

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| **Tests are to be carried out: Weekly – Thursdays 3:45**  **Name of tester: Steve Borda** |

The fire log book will be kept:

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| **Steve Borda – Site Manager Office** |

# **C4 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. *See annex 9.*

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| **Name of Responsible Person for Fire Safety:** Steve Borda |

# **C5: Maintenance of Fire Precautions:**

The head teacher will ensure regular maintenance of:

* Fire extinguishers
* Fire alarms
* Fire doors
* Fire safety signs and identification of escape routes
* Emergency lighting and other emergency equipment

# **C6: Bomb Alerts**

Bomb alerts will be dealt with in accordance with the school’s emergency planning arrangements. *See annex 1*

* The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
* Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

# **C7: First Aid Arrangements**

The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

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| **A list of first aiders and contact details can be found in various areas around the school site. Abi Cranson is responsible for ensuring lists are updated.** |

The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

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| **The first aid boxes are located at: Staff Room, Main Office and Medical Room.** |

* A first aid risk assessment will be carried out by the head teacher to determine the above factors*. See annex 2*
* The school will follow the procedure for completion of incident / accident records.
* HS157, HS160, F2508. *See annex 3*
* The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
* All reportable incidents under RIDDOR ’95 will be reported to the HSE by the school.

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| **HSE Contact Details: Incident Contact Centre** - [www.hse.gov.uk](http://www.hse.gov.uk/) |

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

# **C8: Information Technology**

* The headteacher will ensure that suitable arrangements are in place for the use of information technology.
* Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
* Where laptops are used, safe systems of work will be devised.
* Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
* The KCC guidance on interactive whiteboards will be followed. *See annex 4*

# **C9: Legal Requirements for Premises**

* The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

* The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

# **C10: Safe Handling and Use of Substances**

* The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
* The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
* The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
* The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
* COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

# **C11: Inspection of Premises, Plant and Equipment**

* The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
* All identified maintenance will be implemented.
* Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
  + Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
* Where damaged asbestos is encountered or suspected, procedures, as laid down in the
* KCC Asbestos policy will be followed.

# **C12: Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

# **C13: Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school’s maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

# **C14: Liquid Petroleum Gas Management (LPG) N/A to our Site**

# **C15: Oil Fired Boilers N/A to our Site**

# **C16: Radon management**

* The Headteacher has a duty to safeguard the health & safety of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with KCC and Health Protection Agency guidance.

# **C17: List of risk assessments, policies and procedures to complement this policy add or delete list as applicable to your school**

* asbestos management
* bomb alerts
* control of chemicals hazardous to health (COSHH)
* display screen equipment (DSE)
* drugs and alcohol
* electricity at work including portable appliance testing
* emergency planning
* fire – including responsibilities of the fire wardens
* first aid requirements
* infection control
* legionella
* lone working
* managing contractors
* manual handling
* off-site visits
* pedestrian and people movement
* playground supervision
* school events
* school facilities (swimming pools)
* slips, trips and falls
* stress management
* violence and aggression
* working at height.

# **E1: Useful contacts**

**Kent County Council Health and Safety Unit**

Email: [healthandsafety@kent.gov.uk](mailto:healthandsafety@kent.gov.uk)

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

**Outdoor Education Unit**

Tel: 03000 410901

Email: [Outdoor.Education@theeducationpeople.org](mailto:Outdoor.Education@theeducationpeople.org)

Location: The Swattenden Outdoor Centre Swattenden Lane,Cranbrook, TN17 3PS

**Insurance and Risk Management**

Lee Manser - Insurance Manager.

Tel: 03000416428,

Email: [lee.manser@kent.gov.uk](mailto:lee.manser@kent.gov.uk)

Location: Room 2.53 Sessions House. Maidstone ME14 1XQ

**Staff Care Services**

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411

Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

**Classcare**

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk)

Location: Room 1.44, Sessions House, County Hall,

Maidstone, Kent, ME14 1XQ

**Health and Safety Executive**

Location: International House, Dover Place,

Ashford, TN24 1HU

**Kent Fire & Rescue Service**

The Godlands

Straw Mill Hill

Tovil, Maidstone

ME15 6XB

Tel: 01622 692 121

**RIDDOR Incident Contact Centre**

Website: www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: https://www.hse.gov.uk/riddor/report.htm

**Employment Medical Advisory Service (EMAS)**

The Executive’s Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk)

Website: http://www.afpe.org.uk/

Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

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| **Property and Infrastructure Statutory Service Manager:**  **Telephone Number: 01622 694 383** |

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