



BRIDGE & PATRICXBOURNE CEP SCHOOL

HEALTH & SAFETY POLICY & PROCEDURE

Key Personnel

Site Manager: Rob Moon

Health & Safety Governor: Peter Hellman

Key Dates

Ratified by FEP Team: January 2020

Date of next review: January 2021

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A1 – A Note to the Head Teacher:

Before you devise your school health and safety policy, please read the following information:

1. Your policy must be kept up to date as it shows how you manage health and safety in your school.
2. You should involve staff and governors when devising the policy, and ensure that all staff are aware of what the policy means for them.
3. Some schools prefer to devise a short policy and cross reference to other documents held in school.
4. The policy should be signed by the head teacher and chair of governors, dated when signed, and reviewed annually.
5. As the policy is a management tool, it will be the first document you are asked to produce when visited by HSE inspectors and KCC auditors, where applicable.

A2 – The Law Regarding Health and Safety Policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

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 health and safety 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 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, within the school's delegated budget

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.

Name of Appointed Health and Safety Governor: Mr Peter Hellman

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 health and safety or that of others.

Have a duty to report all health and safety concerns to the Headteacher or their line manager.

Classrooms

Teachers will be alerted on a daily basis to the following and will report any hazards to the Headteacher. Teachers have a responsibility to:

- check that classroom and work area is safe
- check equipment is safe before use
- ensure safe procedures are followed
- ensure any accidents are reported and recorded
- ensure protective equipment is used
- ensure health and safety issues are reported
- ensure guidelines and training are followed

B5 – Area Education Officer (AEO)

The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.

The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO :	Marisa White
Contact Numbers :	03000 413214 Mob : 07834 841560

B6 – Headteacher/School Business Manager/Site Manager

Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – 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.

B8 – 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

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues.

Health and Safety is a standing item on staff meeting agendas when necessary.

B10 – 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 on the staff noticeboard in the Staffroom

Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.

The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

Induction training will be ensured for all members of staff by the Headteacher.

Training will be identified, arranged and monitored by the Headteacher and the governing body.

Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.

Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is:	Mrs J Hurley
Contact details :	jacqui.hurley@bridge.kent.sch.uk

B12: Monitoring

The Headteacher 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.

The Governing Body is responsible for investigating accidents although the accountability lies with the Headteacher.

The Governing Body is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.

The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

SECTION C – ARRANGEMENTS

C1: School Activities

The Headteacher will ensure that risk assessments are undertaken. *See annex 10*

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 Headteacher or their delegated responsible person.

The Headteacher 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.

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.

C3: Fire and Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

ROOM	WHERE LOCATED
Room 9	Wall by door
3HA	Wall by door
The Den	Wall by door
5JS	Wall by outside door
3SA	Wall by door
5JP	On outside door
4JH	Wall by door (inner)
4ST	Wall by outside door
New building/office	Wall by door
2GD	Window by outside door
2RF	Window by outside door
Main kitchen	On inner door
Library	Wall by outside door
Site Manager's Office	Wall by outside door
Guided Reading Room	Back of door
Hall	Wall by double doors
ICT Room	Wall by door
RAM	On outside door
RJP	On window by outside door
1KC	On outside door
1LA	Unit by door
6MB	Wall by outside door

6NA	Wall by inner door
Office	Notice board
Headteacher's Office	Wall by back door
Inclusion Office	Wall by light switch
Staff Room	Wall by light switch

Emergency evacuation will be practiced three times a year and a record will be kept by the Premises Manager.

Kent Fire and Rescue will be contacted by the Site Manager, Premises Manager or Office Staff.

Regular testing of fire alarms will occur weekly out of school time undertaken by the Premises Manager.

The fire log book will be kept in the School Office and updated by the Premises Manager.

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*

Name of Responsible Person for Fire Safety:	Headteacher
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C5: Maintenance of Fire Precautions:

The Premises Manager/ Headteacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. 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 Headteacher 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 Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found:	
<ul style="list-style-type: none">• On the noticeboard in the main school office• On the noticeboard in the staff room• Inside the door of the first aid cupboard in the new building, opposite the disabled toilet• On the wall by the first aid box in the new building, opposite the boys' cloakroom	

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

The first aid boxes are located:	
<ul style="list-style-type: none">• All three entrances to the 'new' building	<ul style="list-style-type: none">• Office

- Between the Year R and 1 classrooms

- Maths Resources Area

A first aid risk assessment will be carried out by the Headteacher to determine the above factors. *See annex 2*

The school will follow the procedure for completion of incident / accident records.HS157, HS160, F2508.

The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book (now electronic – <http://www.kelsi.org.uk/news-and-events/news/primary/kccs-online-accidentincident-reporting-system-goes-live>)

All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.

HSE Contact Details:	Incident Contact Centre www.hse.gov.uk
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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 including charging and use of trolleys 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 Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.

The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Headteacher 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 Headteacher 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 Headteacher/deputy head using the checklists.

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 Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in 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 Headteacher 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: External Access

Access to the school grounds for parents and children at the start and end of the day is via the infant playground and the school office. The school car park is open from 7:30am until 8:45am, and 3:10pm until 6:00pm (5:30pm on Fridays).

C15: Bank Runs

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route etc, are varied as much as possible and money banked frequently. The member of staff involved will report to the Headteacher/Office Staff when he/she has returned from the bank. Advice may also be sought from the KCC Insurance and Risk Manager: 03000 416410

KCC procedures on 'Guidelines for the Health, Safety and Welfare of Staff Working Alone' can be found on ClusterWeb, and also in Framework for H&S, 11.80 to 11.81, 'Guidance Note on Lone Working'.

C17: List of Risk Assessments, Policies and Procedures to complement this Policy

- 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
- First aid requirements
- Infection control

- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

SECTION D – ON-LINE ANNEXES AND REFERENCES:

Annex 1: Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

Annex 3: Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

Annex 4: COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

Annex 5: Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

Annex 6: Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

Annex 7: Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

Annex 8: Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

Annex 9: List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

Annex 10: Health and Safety of Pupils on Educational Visits

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

E1: USEFUL CONTACTS

KCC Health and Safety Unit

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 413971

Email: outdoor.education@kent.gov.uk

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

Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

Tel: 03000 416050, Email: janet.stein@kent.gov.uk

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

Tel: 03000 416440, Email: darryl.mattingly@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 Location: Park House, 110-112 Mill Street, East

Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

Website: www.kent.gov.uk/property

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Property and Infrastructure Support – *Delete if not applicable

Bill Ogden	Operational Services Manager	Tel: 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	Tel: 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	Tel: 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	Tel: 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	Tel: 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	Tel: 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	Tel: 07825 506627

KCC Property Service Desk.

Tel: 24 hours, 7 days per week: 03000 417878

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE> Location: Local office: International House, Dover Place, Ashford, TN24 1HU

County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

Tel: 01622 692121 Ext.7621

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

RIDDOR Incident Contact Centre

The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website:

www.riddor.gov.uk.

E-mail: riddor@connaught.plc.uk .

Employment Medical Advisory Service (EMAS)

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

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services) Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

Safe Practice in Physical Education and School Sport

Association for Physical Education.

Tel: 0118 378 6240, email: enquiries@afpe.org.uk

Website: www.afpa.org.uk

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

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 18002 03000 420019

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

Trade Union Representatives

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs

John Paul	ATL	Barming Primary School – ATL
Julie Huckstep	ATL	Hartsdown Technology School
Carol Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School