



BRIDGE & PATRIXBOURNE CEP SCHOOL

HEALTH & SAFETY POLICY & PROCEDURE

Bridge & Patrixbourne Church of England Primary School is a welcoming and nurturing community which promotes: **creativity** (developing our gifts); **excellence** (being the best we can be) and **resilience** (learning from our experiences). The school provides opportunities which enable everyone to flourish and grow within the love of God.

I am the vine, you are the branches. If you remain in me and I in you, you will bear much fruit. Without me, you can do nothing.

John 15:5

Key Personnel

Site Manager: Stephen Fawke

Health & Safety Governor: Peter Hellman

Key Dates

Ratified by F&P Team: January 2022

Date of next review: January 2023

Table of Contents

Section A: Introduction:

- A1: A note to Head Teachers
- A2: The law regarding health and safety policies
- A3: Health and safety policy statement

Section B: Organisation:

- B1: Employer responsibilities
- B2: Headteacher responsibilities
- B3: Governors' responsibilities
- B4: Staff responsibilities
- B5: Site manager responsibilities
- B6: Infrastructure
- B7: Safety Representatives
- B8: Consultation with employees
- B9: Information, instruction and supervision
- B10: Competency for health and safety tasks and training
- B11: Monitoring

Section C: Arrangements:

- C1: School activities
- C2: Visitors
- C3: Fire and emergency procedures
- C4: Firefighting
- C5: Maintenance of fire precautions
- C6: Bomb alerts
- C7: First aid arrangements
- C8: Information communication technology
- C9: Legal requirements for premises
- C10: Safe handling and use of substances
- C11: Inspection of premises, plant and equipment
- C12: Asbestos management
- C13: Legionella management
- C14: Liquid petroleum gas management (LPG)
- C15: Oil fired boilers - heating oil storage and management
- C16: Radon management
- C17: List of risk assessments, policies and procedures to complement this policy

Section D: Useful Contacts

A1 – A Note to the Head Teacher:

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

1. The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
2. The employer (the local authority, governing body, or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
3. You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.
5. The policy must be signed and dated by the headteacher and chair of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

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 consulted with the employees & recognised trade unions and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

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

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear 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, and staff can have adequate time to have an input into the policy contents. 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

**Kent County Council
Children, Young People and Education**

**Health and Safety at Work Act
1974**

**Health and Safety Policy Statement
Of**

Bridge & Patrixbourne CEP School

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.

Signed:

Headteacher

Date:

Signed:

Chair of Governors

Date:

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 earlier if there are any changes in circumstances.

To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately 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 sooner 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 validity.

To ensure that adequate first aid provision is available and kept up to date at all times.

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.

Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

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, either within the KCC 'Class care' scheme or within the school's delegated budget.

The governing body will support and monitor health and safety within the school.

Review and monitor the effectiveness of this policy.

The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Mr Peter Hellman
--

B4 – Staff Responsibilities

To read and fully co-operate with this policy.

Must take reasonable care of their own health and safety and that of others who may be affected by their actions.

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.

Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.

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

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 – Kent County Council Infrastructure

They 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 head teacher is responsible for liaising with Infrastructure, 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 the Headteacher.
- 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.

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 standing item on staff meeting agendas.

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 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.

B10 – 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.

B11: 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.

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 that 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 are undertaken, controls are implemented and that it is reviewed annually and kept up to date.

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

Instructions to employees are posted at strategic points around the building.

Emergency evacuation will be practiced at least three times a year and records will be retained.

Regular testing of fire alarms will occur on and will be carried out by:

A record of these tests will be kept by the Site 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 they feel 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 with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of Fire Equipment:

The Premises Manager/ Headteacher 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.

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:

- 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:

- All three entrances to the 'new' building
- 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.

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

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

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

C8: Information Communication Technology

The Headteacher will ensure that suitable arrangements are in place for the use of Information Communication Technology.

Information Communication 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.

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.

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 KELSI, 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

D1: 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