



HEALTH AND SAFETY POLICY

Including First Aid and Risk Assessments

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Policy agreed by:	Full Governing Body
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HEALTH AND SAFETY POLICY

SECTION A - STATEMENT OF INTENT

The Head of School and Governors are committed to establishing and implementing arrangements that will:

- Ensure staff and students are safeguarded when on school premises, or engaged in off-site activities (e.g. school visits, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, students 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, students and visitors safe.

SECTION B – ORGANISATION

1. INTRODUCTION

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.

In addition, MITIE deliver the overall management and helpdesk, engineering and building fabric maintenance, security and all soft services comprising caretaking, cleaning, catering and grounds maintenance for the School. The Landbase Centre is managed directly by the School.

The responsibility is devolved to the Head of School, who has day-to-day responsibility for staff, students and others as 'officer in charge' of the premises.

The Head of School will ensure the overall implementation of the policy.

2. HEAD OF SCHOOL RESPONSIBILITIES

- Ensure this policy is reviewed annually, or before if, there are any changes in circumstances.
- Ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood.
- Include health and safety issues in the school improvement plan, if necessary.
- Carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- Undertake risk assessments, record significant findings, and review annually, or before if, there is a change in circumstances.
- Receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices.
- Liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.
- 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.
- Ensure that emergency evacuation procedures are in place and tested.
- Ensure that adequate first aid provision is available and kept up to date.
- Report health and safety issues to the Governing body on a regular basis.
- 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 Head of School.

3. GOVERNORS' RESPONSIBILITIES

- Responsibility for the health and safety of students 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.
- 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, students or visitors at risk while they are on the premises.
- Comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- Make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Classcare' scheme or within the school's delegated budget.
- Support and monitor health and safety within the school.
- Consider appointing a governor to coordinate health and safety from a strategic point of view.

<p>Name of Appointed Health and Safety Governor: Paul Cooke</p>

4. 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 cooperate 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 Head of School or their line manager.

5. AREA EDUCATION OFFICERS (AEO)

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director Children, Young People and Education.
- The AEO will raise specific health and safety issue with the health and safety unit.

AEO; David Adams

6. CAPITAL AND PREMISES 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 to the parts of the school that KCC is the Landlord for.

For the PFI part of the school this is carried out by staff employed by Mitie.

7. 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 fixe gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Head of School 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.

8. SAFETY REPRESENTATIVES

Safety representatives of a Trade Union have the following functions

- Represent employees when consulting them about specific matters that will affect their health, safety and welfare.
- Represent employees when Health and Safety Inspectors for 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 Head of School.
- Inspect the workplace.
- With at least one other appointed representative, union representatives may request in writing that you set up a health and safety committee. They will attend Health and Safety Committee and meetings as a representative of our employees.

The North School does not currently have any TU Reps on site

Alternative Consultation Arrangements:

Name of Employee Representative; Brenda Daniel

9. 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 appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on SLT meeting agendas and a Health and Safety Bulletin is issued quarterly

10. 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:

Location of Poster: Reception; ELBC Reception; MITIE Office; Staffroom

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head of School or other delegated key members of staff.
- The Head of School will supply adequate information, instruction and supervision for all staff, students and visitors to ensure their health and safety.

11. COMPETENCY FOR HEALTH AND SAFETY TASKS AND TRAINING

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

Name of Employee Representative ;Jo Manning

12. MONITORING

- The Head of School 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.
- School Business Manager / HR Manager are responsible for investigating accidents although the accountability lies with the Head of School.
- School Business Manager / HR Manager are responsible for investigating work-related causes of sickness and absences although the accountability lies with the Head of School.
- The Head of School is responsible and accountable for acting on investigation findings in order to prevent a recurrence.

SECTION C – ARRANGEMENTS

1. SCHOOL ACTIVITIES

- The Head of School 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 Head of School or their delegated responsible person.
- The Head of School 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.

Curriculum safety Risk Assessments: Undertaken by Subject Leaders

2. VISITORS

- All visitors will 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.

3. FIRE AND EMERGENCY PROCEDURES

- The Head of School 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.

Names of Fire Wardens: See Appendix 1

- Instructions to employees are posted at specific sites and in the Staff Handbook:

Specify sites: (i.e. secretary's office, reception desk, etc.)

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

A record will be kept by: Cover Co-ordinator (Main Office)

- Kent Fire and Rescue will be contacted by:

MITIE Site Manager

- Regular testing of fire alarms will occur on:

Weekly by MITIE and ELBC Site Manager

- The fire logbooks will be kept.

Main School Log - MITIE Office / ELBC log – ELBC Reception

4 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: MITIE Site Manager/ ELBC Site Manager

5 MAINTENANCE OF FIRE PRECAUTIONS

The Head of School 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

6 BOMB ALERTS

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. (See Annex 1) and are included with the Critical Incident Policy.

- The Head of School 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.

7 FIRST AID ARRANGEMENTS

- The Head of School 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: Staffroom, Medical Room/and Main Reception

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

The first aid boxes are located at :Medical Room, Main Reception and Attendance Office plus a further 30 locations as recorded in Medical Room.

- A first aid risk assessment will be carried out by the Head of School 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, recording incidents in its own accident/incident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

HSE Contact Details: Incident Contract Centre, Ashford (reports are submitted via www.hse.gov.uk)

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

8 INFORMATION TECHNOLOGY

- The Head of School 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.

9 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 students and staff, medical accommodation and indoor temperatures

10 SAFE HANDLING AND USE OF SUBSTANCES

- The Head of School is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head of School or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Head of School will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. See Annex 5
- The Head of School 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.

11 INSPECTION OF PREMISES, PLANT AND EQUIPMENT

- The Head of School, together with the Facilities Management Team and ELBC Site Manager, 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, facilities staff, ELBC Site Manager and the Head of School /Deputy 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.

12 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 of School /Facilities Management Team and ELBC Site Manager will ensure that the KCC asbestos management policy is followed.

An asbestos docubox will be kept by the facilities staff and ELBC Site Manager who 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 Facilities Management Team / ELBC Site Manager 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.

13 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.

ELBC water treatment and testing is checked and record by ELBC Site Manager weekly and overseen by Reef Water Treatment every six months. A log is completed and kept in ELBC reception.

Property and Infrastructure contract manager: MITIE
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14 RADON MANAGEMENT

The Head of School has a duty to safeguard the health of their selves, staff and students so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance.

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>

SECTION E – 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

Tracy Davis – Client Service Manager.

Tel: 03000 416015 **Mob:** 07861 91396 **Email:** tracy.davis@kent.gov.uk

Location: Room 1.44, Sessions House, Maidstone, ME14 1XQ

Insurance Management

Lee Manser - Insurance Manager. **Tel:** 03000 416428, Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House Maidstone. ME14 1XQ

Claims: Lisa Wright Tel: 03000 416861

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

Name	Role	Contact Details
Kate Stansfield	Acting Head of Property Operations	03000 416723
Melanie Cowley	Mid Area FM Manager	03000 411448
Mark Carnt	Technical Maintenance Manager (East Kent)	07920 538423
Roger Aldridge	Technical Maintenance Manager (Mid Kent)	07917 038217
Antony Jayes	Technical Maintenance Manager (West Kent)	07740 183995
Steve Hamilton	Compliance Manager	07920 548911

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 may obtain advice on science safety matters from the school science service as Kent is a member.

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: 03000 410237

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

Trade Union Contact Details

ASCL

Julia Campbell Email: Julia.Campbell@ascl.org.uk

ATL

Julie Huckstep Email: jhuckstep@exec.atl.org.uk

Angela George Email: Angela.George@neu.org.uk

GMB Sheena Sanchez Email: sheenasanch@aol.com

Emma Glisson Email: emmaglissongmb@outlook.com

Maria Pizzey Email: Maria.Pizzey@GMBkent.org.uk

Nick Day Email: nick.day@gmb.org

Jacqueline Thain Email: Jacqueline.thain@gmb.org.uk

NAHT

Jonathan Shields Email: kent@nahtofficials.org.uk

Kelly Horsburgh Email: Kelly.horsburgh@naht.org.uk

Michael Gavan Email: Michael.gavan@jnaht.org.uk

NASUWT

Trevor Desmoyers-Davis Email: la-t40@nasuwt.net

Mark Dickinson Email: mark.dickinson@exec.nasuwt.org.uk

NUT

Christine Dickinson Email: secretary@kent.nut.org.uk

Nick Childs Email: n.childs@nut.org.uk

Tim Dams Email: t.dams@nut.org

VOICE

Andy Garwood Email: andygarwood@voicetheunion.org.uk

UNISON

Email: unison@kent.gov.uk

UNITE

Malcolm Bonnett Email: Malcolm.bonnett@unittheunion.org

APPENDIX 1

FIRE WARDENS 2017-2018

The following members of staff have confirmed that they will act as Fire Wardens in the designated areas as follows:

THE NORTH SCHOOL: FIRE WARDENS

BUILDING	AREA	MAIN FIRE WARDEN	RESERVE FIRE WARDEN
KENT	Ground Floor	Mrs J Manning	<i>Mrs Sharon Haskell</i>
	First Floor	Mrs C Hamilton-Holman	<i>Mrs S Ledner</i>
ESSELLA	Ground Floor	Mr B Hunt	<i>Mrs J Denne</i>
	First Floor	Mr D Coker	<i>Mr B Sharp</i>
	Laurel Centre	Mrs S Twyman	<i>Mrs S Ward</i>
ATHENS		Mr A Sunderland	<i>Mr R Mackenzie</i>
MABLEDON	Ground Floor	Mrs J Wilford	<i>Mrs D Marden</i>
	First Floor	Miss S Short	<i>Mrs D Marden</i>
ASHFORD	Ground Floor	Mr S Knott	<i>Mrs R Steatham</i>
	First Floor	Mr M Ledner	<i>Miss C Donovan Bayley</i>
ELBC		Mr P Bowen	<i>Mrs J Irwin</i>
FARM		Miss V Weeks	<i>Miss V Stevens/Mrs C Woodger</i>

