



HEALTH AND SAFETY POLICY FOR SCHOOLS

GREAT CHART PRIMARY SCHOOL

Agreed and Signed:

Chair of Governors:

Headteacher:

Date: September 2023

Review due: September 2024

Completed September 2023

Review September 2024

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Section A – Introduction:

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.



Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT Of Great Chart Primary School

A3: Statement of Intent:

The head teacher 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:

Head teacher

Signed:

Chair of Governors

Date:

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 head teacher will ensure the overall implementation of the policy.
KS1 Assistant Headteacher also has the role as H&S manager.

B2: Head Teacher 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 head teacher.

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.

Name of Appointed Health and Safety Governor: Mr Mark Hughes

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 head teacher or their line manager.

B5 – Site Manager and Assistant Site Manager

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership 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 with H & S lead

- 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 head teacher 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 when consulting them about specific matters that will affect their health, safety and welfare
- 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, 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 headteacher will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

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 included in all induction training and reminders sent as necessary via email.

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:

Location of Poster: In the staffroom

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the H & S Lead and Deputy Head.
- 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 H & S Lead.
- 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.

B11 - Monitoring

The head teacher/ H & S Lead 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 results of these inspections are sent to the Headteacher who analyses the information to identify trends and problem areas. These results are then used to review both this policy and the measures in place.

- H & S Lead is responsible for investigating accidents although the accountability lies with the head teacher.
- H & S Lead is 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.
- The Governors receive a regular report on health and safety which is discussed at each Resources sub- committee and full meeting of the Governors each term.

The Review Process

Any remedial actions that the monitoring process shows are prioritised by the Headteacher/ H&S Lead, who will also ensure that action is taken in good time.

The results of the monitoring and review processes are given to the Governors who will take account of this information in reaching decisions on the allocation of resources.

Section C – ARRANGEMENTS

C1: School Activities

- The head teacher 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 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.

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, noting registration numbers as appropriate. This is important for reasons of security and fire safety. Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.

- All visitors shall be made aware of the school's fire arrangements in the event of a fire. Fire instructions on the reverse of visitors badges.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

The Headteacher/ H&S Lead assess the risk of fire in every area of the School. The school also uses a Fire Log Record book to record procedures such as drills, training and inspections of bells and extinguishers etc.

Using the results of those assessments a fire emergency plan that includes a system for calling the Fire Brigade, designates those responsible for liaising with fire service personnel on their arrival, a clear evacuation plan, a plan for putting the School back into operation following an emergency and a process for reviewing the plan after an emergency or after fire drills is in operation- See emergency procedures folder

A fire Safety Officer is appointed to be responsible for carrying out the Regulatory Reform (Fire Safety) Order 2005'

The fire evacuation procedures to be followed are displayed in every room in the School and, where appropriate, in corridors and other common areas. These procedures are pointed out to visitors, contractors and new staff as soon as they come onto School premises.

Fire drills take place at least three times a year. The H&S Lead records the time taken for evacuation and any comments from staff on how the drill was conducted.

In order to include everyone in the roll call in the event of a fire, all pupils are recorded in class registers and all contractors and visitors to the School are booked in at Reception on arrival. The Office keeps an up to date record of members of staff on site.

The fire alarm system is tested weekly and the results recorded in a log. Any defects that become apparent are rectified immediately. The system is also checked by an approved contractor.

Fire extinguishers and fire blankets are checked by premises staff fortnightly to ensure they are in the right place and have not been tampered with. The annual thorough inspection and maintenance of this equipment is done by a competent contractor.

Fire exits and fire evacuation routes are checked weekly by **Fire Wardens** to ensure they are not blocked and are useable. Emergency lighting will be monitored by the site managers and staff and faults rectified by an approved contractor.

Members of staff are expected to supervise pupils in evacuating the school premises and will not undertake fire fighting activities.

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.*

C5: Maintenance of Fire Precautions:

The head teacher 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 - Emergency planning 2022/23

- 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.

A list of first aiders can be found on the medical room board and is shared with staff as a Google document.

Health and Safety (First Aid) Regulations 1981

Employers are responsible for the provision of appropriate first aid equipment and facilities and trained first aiders in respect of their employees. However, the regulations do not oblige employers to provide first aid for anyone else i.e pupils etc.

However, the H&S commission guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessment and provide for them.

The School has followed these recommendations.

The School currently has 2 qualified First Aid at Work trained staff, 7 Paediatric First Aiders and 21 qualified staff in basic emergency first aid..

First Aiders

First aiders must complete a standard training course approved by the HSE

Main duties:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called

Other training

Other support staff are trained in basic emergency aid for appointed persons in schools.

The school now has a defibrillator in the medical room. Training is given to staff and as part of the induction for new staff.

First Aid Kits

First aid kits are provided in the medical room. These kits are checked regularly by staff delegated by the H&S Lead, but if staff become aware that a kit needs replenishing or that it contains such things as drugs or creams, they should contact her immediately.

Small first aid boxes are kept in all activity areas for staff to administer first aid to existing injuries e.g. blister rubbing heel.

An outside activity first aid box is also available and is kept in the medical room.

Minor accidents and incidents

Minor accidents and incidents involving pupils are recorded using the school's accident and reporting triplicate book.

- 1 copy is kept in the book
- 1 copy is given to teacher/ TA in order to monitor pupil
- 1 copy is given to pupil for parent to see

Records of injuries must be kept:

- date, time, place, personal details, description of injury and action taken.

Records of minor accidents must be kept for a minimum of 3 years

More serious accidents to pupils, staff, contractors or visitors to the School are reported immediately to the Headteacher/ H&S Lead.

Reporting Accidents and Record Keeping- serious accidents

All accidents and near misses must be reported immediately. The Head or a member of the school's leadership team will investigate all accidents and near misses. Forms HS157 will be completed online and a KCC Accident Investigation Form HS160 may be completed to help with the investigation.

All accidents, incidents and cases of ill-health that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported by the Health & Safety Lead. Major accidents are reported as quickly as possible by telephone and are followed by a report on form F2508 within ten days. All others are reported by simply submitting the F2508. This form must also be sent to the H&S unit.

For reportable staff accidents, copies of forms HS157, F2508 and the results of an investigation to prevent recurrence (e.g., on Form HS160) should also be submitted to the CFE Health and Safety Unit and the Schools Personnel Services.

Any incidents where no-one was injured but it is clear that serious injury could have occurred are also investigated.

Accidents

In the event of an accident injuring one or more people, help may be called from colleagues holding a basic first aid certificate or a trained first aider. A list is displayed in the medical room. If the accident is of a more serious nature a member of the Senior Leadership Team should be informed. A decision will then be taken by them, taking into account advice from staff holding first aid certificates, as to whether or not an ambulance should be called. Parents should be contacted as soon as possible.

The member of staff who was first on the scene must complete an accident report form with the H & S Lead.

Asthma - See separate School Asthma policy for procedures to follow

- Staff should try and ensure that known asthmatics have their inhalers with them. However, each child should be responsible for their own inhalers.
- A child having an attack should never be left unattended.
- Attacks of asthma often cause panic – staff should stay calm and reassure the child.
- Try to encourage the child to breathe slowly and deeply and to relax.
- If the child does not respond to the inhaler, contact a first aider as soon as possible for assistance.
- Emergency Ventolin inhaler is kept in the medical room along with the most recent asthma register - completed by parents via Google Forms

Epilepsy

- Staff need to be aware of any epileptic in their care.
If a child or adult has a fit, contact the office immediately for assistance.
- During a fit, remove objects away from the person until they have recovered – do NOT attempt to restrict the child.
- As soon as the person is relaxed or 'floppy' enough, try and roll them into the recovery position.
- After a fit allow the person to relax somewhere quiet or even sleep – the medical room would be the best place.
- If a fit is long lasting, i.e. longer than 60-90 seconds, further medical help may be needed.

Medical Board Notices

Details of children suffering from long term medical conditions are detailed in a document of medical needs shared with relevant staff via Google. A copy is displayed on the Medical Alert Notice Board outside the staff room. All staff are kept informed of any changes. Health Care Plans are formulated and reviewed annually between parents and the H&S Lead.

Administration of medicine

See separate policy

The DfES Guidelines on Supporting Pupils with Medical Needs state that there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. There is no statutory responsibility which requires school staff to administer medication to pupils, and it is this school's policy not to routinely administer antibiotics or pain killers in either tablet or liquid form. Parents are regularly reminded that if their child needs a dose of medicine whilst at school, either the parent or a named representative should come to school to administer the dose. For pupils on trips, including residential visits, medicine may be administered in agreement with the member of staff leading the visit. Medication may be needed for an ongoing medical condition or for Hayfever particularly in Summer months. In these instances the parents will complete a form detailing the medication and dosage details that will be kept with the medication. There is a lockable fridge in the medical room.

Illness

If a child is unwell at school, we will make every effort to contact parents/ guardians. Until the parents have been contacted the school will take any action required in the interest of the child.

Any reported outbreak of head lice should be reported to school. Parents/guardians will be advised on an appropriate course of action.

Blood and Body Fluid Spillages

To avoid any possibility of infection being spread to others (including HIV, hepatitis B and C). Spillages of vomit, urine and excreta should be cleaned away immediately using a detergent and hot water solution. Disposable paper towels or cloths should be used.

- Accidents involving blood or the spillage of blood should be cleared up as quickly as possible.
- People should be kept away from the spillage until it has been effectively dealt with.
- The person carrying out the cleaning should ensure that all cuts or abrasions on their skin are fully covered with waterproof plasters. They should wear either disposable latex/nitrile gloves or waterproof household rubber gloves.
- Small spills or splashes on the floor or other hard surfaces should be cleaned with detergent and hot water.
- Large blood spills should be covered with absorbent paper and then soaked in a solution of sodium hypochlorite (bleach) (1 in 10 dilution) or sodium dichloroisocrylate (NADCC) granules solution for 2-3 minutes. Alternately, small commercial spill kits are available which contain the necessary equipment for cleaning up and disinfecting spillages of blood.
- The paper and spillage area should then be cleared and the area washed with detergent and water and wiped dry.
- The spillage, paper, disposable gloves and any other materials used should be disposed of by placing in a plastic bag which should be sealed and placed in the appropriate bin in the medical room.

PPE is available for any member of staff dealing with blood/bodily fluids incidents.

Head injuries and injuries which need monitoring

We will inform parents if their child suffers a knock on the head/ face or an injury which requires monitoring, even if there are no apparent physical symptoms through the accident & reporting slips. Staff administering first aid will need to inform the pupil's teacher/ teaching assistant through the accident & reporting slip. Any pupil with a head injury will be monitored for the rest of the day and teachers/ TA will inform parents of the condition of the pupil when they are collected. In the case of more serious head injuries parents will be contacted and will then be able to make the decision as to whether they would like to come to school and check their child. If an ambulance is deemed necessary a member of the Senior Management Team should be informed. A decision

will then be taken by them, taking into account advice from staff holding first aid certificates, as to whether or not an ambulance should be called.

C8: Information Communication 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/ipads/ chrome books 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.

Display Screen Equipment-

Definition of a user or operator

- normally use DSE (display screen equipment) for continuous, or near-continuous spells of an hour, or more at a time
- use DSE in this way more or less daily
- are employees who work from home, or at other locations away from their main base

Employers Responsibilities

All employers have a general duty, under the Health and Safety at Work etc Act 1974, to ensure the health, safety and welfare at work, of all their employees.

Under the Management of Health and Safety at Work Regulations 1999, employers have a duty to assess the risks of health and safety to which their employees may be exposed to at work, and to implement measures to prevent or control the risks. This duty extends to employees working from home.

Employees' responsibilities

Employees have a duty to use work equipment provided by their employer, in accordance with any training or instruction given in the use of that equipment.

Employees should report any injuries that they incur relating to their work equipment.

Risk assessment

Portable display screen equipment (DSE) users must have sufficient training and information to carry out their own risk assessments, and ensure that measures are taken to control risks such as poor posture whenever they set up their laptop.

Data Projectors

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It is made clear to all users that no one should stare directly into the beam of the projector.

- When entering the beam, users should not look towards the audience for more than a few seconds. Twenty seconds is the maximum time recommended by the HSE. This is because even though you are not looking directly into the beam the light is still entering your eye and there is concern that this can damage your peripheral vision.
- Users should be encouraged to keep their backs to the projector beam when stood in the beam. Users, especially pupils/students should try to keep their backs to the beam as much as possible. The use of a stick or laser pointer is recommended to avoid the need for the user to enter the beam.
- Children should be supervised at all times during the operation of the projector.
- Health and Safety notices are placed next to each board.

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.

The H&S Lead and Site Managers survey the site once a term looking at structural, health and safety and decorative issues. A prioritised action plan is constructed from the survey, giving priority to any matter that could seriously affect the health and safety of staff, pupils, contractors or visitors.

- The H&S Lead and Site Managers check the condition of lights regularly and replace any that are defective as soon as they are found.
- Staircases are checked once a term by the H&S Lead and Site Managers to ensure treads are not so worn as to be unsafe and that handrails are secure.
- The School's heating system is designed to maintain a reasonable temperature throughout the School. If any part of the system becomes defective or inefficient this is reported to the H&S Lead & Site Managers who ensure that the problem is solved as soon as is reasonably practicable. A competent contractor is employed to maintain the heating system. Boilers are given a thorough examination annually by a competent person and records are kept of these examinations. There are thermometers at intervals round the School for staff to check the temperature. If temperatures consistently fail to remain reasonable (either too high or too low) this is reported.
- Blinds or reflective film are provided in the rooms where sun can increase the temperature to an uncomfortable level. Staff must contact the Site Managers/ H & S Lead if these blinds become defective.
- Windows that are accessible (at shoulder height or below, for example) have safety glass. Windows and skylights are included in the termly site survey, which checks that these all open and close safely and easily.
- The grounds are maintained by a competent contractor using his own equipment. The work is monitored by the H&S Manager/ Site Manager to ensure that it is done safely.
- The toilets provided for pupils and staff are kept clean, well-ventilated and tidy by cleaning staff. They are checked throughout the day. The site managers ensure that there is always an adequate supply of soap and paper towels in all toilets. The School employs cleaners to ensure that a consistently high standard of cleanliness is achieved.
- Standard waste material is cleared from the site at weekly intervals.

- Ventilation systems are included in the termly site survey, which checks that all are operational and clean. Team Leaders check that staff are using ventilation properly to ensure a sufficient supply of fresh air in their work area.
- Outside vehicle and pedestrian traffic routes are kept separate wherever it is reasonably practicable. Vehicle routes and parking areas are clearly marked and the markings are renewed every three years.

Ventilation

Poor ventilation will lead to sleepy pupils, staff with headaches and smelly classrooms. Staff are encouraged to open windows, even a small amount, to provide ventilation. This will also help to dilute germs and smells.

Temperature

The temperature of the building is kept at a “reasonable” level, no matter what the weather. Heating systems are checked and maintained by specialist contractors. Any faults with radiators are reported to the site managers. Radiators have adjustable thermostats that can control the temperature.

Blinds are installed in all classrooms. Any faults are reported to the Site Managers.

Lighting

Poor lighting causes slips, trips, falls, headaches and eye strain. Faults are reported to the Site Managers and action taken.

Seating

Chairs must be kept in good condition. It is everyone’s responsibility to report faulty chairs. Chairs that have foam exposed must be thrown away.

Staff who spend the majority of time seated have chairs which are comfortable and adjustable.

Floors and traffic routes

All areas within the school are checked for torn carpets, worn flooring and dents in the floor. Areas outside are also checked for trip hazards. These are identified through the H&S inspection carried out by the H&S Manager and Site manager. Any action needed is acted upon. If floors are wet, H& S signs must be displayed.

Water, rest and eating facilities

An adequate supply of drinking water is provided for all staff. Supply of water is readily accessible, marked by signs. Children are encouraged to bring water, in sport’s type containers or to use the water fountains.

All members of staff are responsible for keeping the staffroom tidy and clean.

Housekeeping

Cleanliness

The school buildings will be cleaned by the cleaning staff. Cleaning associated with the provision of school meals will be undertaken by the catering contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean and tidy by the Site Managers.

Waste disposal

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

Hazardous waste such as sanitary towels, will be removed by a specialist contractor.

Other waste will be placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a contractor.

Stacking & Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

Pedestrian Routes

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards. 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 where necessary.
Ensure health and safety issues are reported.
Ensure guidelines and training are followed.

Food and Food Hygiene

The Client Services Manager (Catering) for the area will advise on recommendations regarding food prepared by staff for their own consumption, contract catering and pupil lunches. The Schools Advisory Service can advise on Home Economics areas.

The “**KCC Food Hygiene Policy and Procedures Document**”¹, produced by the Client Services Manager (01622 696558) and which can be found on Kelsi, should be followed.

Electrical Safety

All staff are required to report to the school office any damaged electrical equipment or wiring – including portable equipment and permanent wiring. Special consideration shall be given for school plays, etc.

They must not attempt any repairs unless the head teacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

The H&S Lead will arrange for all portable electrical equipment to be checked annually and a record kept in the school office. A contractor is booked to do this.

The area property resources manager will arrange, through the property department, for the major wiring circuits and fixed plant (lifts, heaters) to be checked periodically.

The School's electrical installation is tested every five years by a qualified electrician to ensure it complies with BS:7671 1992.

All staff ensure that electrical outlets in their teaching rooms are easily accessible by them so that the power supply can be isolated quickly if this becomes necessary.

All staff check the condition of plugs, cables and insulation on electrical equipment before using it and report any damage to the Deputy/ Site Manager immediately before taking the equipment out of use.

All new work equipment purchased by the School must conform to EU Regulations and Directives, bears the CE mark and is suitable for the purpose for which it is to be used.

Employees only use work equipment that they have been trained to use or that has clear and comprehensible instructions provided with it.

External Access

The children's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles- see car park risk assessment

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Controlling Vehicles on site

Vehicles and pedestrians are kept apart 'so far as is reasonable practicable with fencing around the car park area.

The school has security gates installed at the main entrance. The main gate is opened via keypad that only school staff have access to. All visitors must ring through to the office and speak to a member of staff before they are able to drive in. The pedestrian gate is open at drop off and pick up times to parents but is locked during the school day. Again, visitors must call through to reception before access is enabled.

Outside Play Equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by Site Managers and staff for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Advice on daily inspection and the systematic safety inspection of playground equipment may be found on the RoSPA website.

One Site Manager has been trained in managing playground equipment and inspects equipment and the playing area weekly.

C10: Security

Security- see Security and Emergency Procedures Policy

All visitors to school must report to the office on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in school so they can be identified, this includes parents, work people etc. All visitors must sign in and out of school in the school signing in book, indicating time

of arrival, purpose of visit, and time of departure.

Security gates at the school entrance ensure the school grounds are safe during the school day. Visitors must contact reception before they can access the school building.

Swipe cards are used by members of staff to enter the building. Swipe cards are also used by staff and pupils to enter the learning lodge and main building. Pupils return their cards to the teacher. Only school staff have access to the gate code.

All windows have blinds which are closed at the end of the day. In addition, corridor doors are locked at the end of the School day to restrict access to other areas of the School.

Children are supervised during play times and gates are kept closed.

All areas have an internal phone system for staff to call for assistance.

Bank Runs

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route etc are as varied as much as possible and money banked frequently- see Security and Emergency Procedures Policy

Lone Working

The policy for Lone Working is updated annually

See Lone Working policy and risk assessment

C11: Extended Services

Off-site activities- see Outdoor Learning and Educational Visits Policy

Teachers organising off-site activities carry out a risk assessment as part of the planning process. They follow the procedures laid down in the Outdoor Learning and Educational Visits Policy.

The arrangements and the risk assessment are then passed to the Headteacher so that the arrangements can be checked for safety and security.

The arrangements for day trips include a check on the first aid and emergency arrangements at the place to be visited, the names and qualifications of staff who will instruct or work with the pupils and ensuring there will be sufficient staff for the trip.

The Educational Visits Co-ordinator (EVC) ensures that coach operators engaged by the School to transport pupils and staff are able to comply with all the legal requirements relating to public transport by requesting sight of their operating licence and proof of their drivers' competence.

Extended Services including clubs

Adequate health and safety arrangements will be in place for extended services whether this is managed by the school or by an external organisation. Risk Assessments will be carried out for activities that may affect the health and safety of staff, pupils and others. Outside agencies running clubs on site must provide evidence of insurance cover and DBS status. Outside agencies hiring a room are responsible for running checks on all coaches/staff to ensure the safety of pupils.

C12: Occupational Health

The Headteacher/ H&S Lead identify any staff who are shown by the risk assessments (including DSE workstation assessments) to be at risk from occupational health disorders, such as stress, musculo-skeletal injury or eye strain.

All employees are given information on any risks to their health arising from their work and the measures that the School needs to take to control those risks are discussed with them. Any new working procedures are agreed on and the Headteacher ensures that they are always used. This may include such matters such as regular rest breaks from VDU work, or using equipment for manual handling.

Smoking is strictly prohibited on School premises.

For pregnant women a risk assessment is done, with the member of staff, to identify any additional risks her work may pose to herself, the baby or others. Her duties are then revised to reduce the risks, where possible

Rest facilities will be provided for both nursing and expectant mothers.

C13: Manual Handling

See Manual Handling Policy

Manual handling is defined as the lifting, supporting, pushing or pulling of a load by manual force and is governed by the Manual Handling Operations Regulations 1992 (amended 2002). Activities that come under this heading include lifting and carrying boxes and books, and moving furniture and equipment.

In order to comply with the Manual Handling Operations Regulations any manual handling that could cause a risk to health or safety is avoided wherever this is reasonably practicable.

The School assesses all the remaining manual handling tasks that could pose a risk to health or safety. Where the assessment shows that equipment - for example, trolleys - are needed to reduce the risks, these is provided.

The school provides: 1 stair trolley, 2 trundle boxes for staff to carry resources etc, a 4 wheeled trolley to carry heavy loads.

All staff whose work includes manual handling are advised in the methods to use and how to operate any equipment that is needed.

All staff must accept responsibility for their own safety and assess the risk of any manual handling activity. They must be aware of their own limitations and inform their employer of any circumstances that may alter their ability to perform manual handling tasks. Staff must follow any control measures and care plans required e.g when moving loads to use equipment provided by the school and to move loads safely by following guidelines highlighted in training.

C14: Working from height

All staff in school have a personal responsibility for the Health and Safety of themselves. They must comply with any duty or requirement imposed by the Leadership Team in terms of Health and Safety.

- All members of staff working a height ie putting up displays, must use the step ladders provided.
- All staff must read the HSE leaflet- "Keeping Safe When Working At Height"- see H&S notice board

- Always think of their personal safety and assess the risk from what they propose to do.
- Remember that the school furniture is not designed for you to stand on.
- Report poor maintenance of ladders to the site managers.
- Children must not use the step ladders.
- Step ladders must be kept away from children and stored in teachers' cupboards.

Failure to follow these guidelines could result in injury and would be a breach to the School's Health and Safety Policy.

C15: Contractors

All contractors are required to comply with all relevant health and safety legislation. In addition, they must report to the school office as soon as they arrive on site and carry appropriate identification. The Site Managers and Head Teacher will agree arrangements for liaison and for the contractors' operations (taking advice from the Kent property services as necessary). Particular attention will be for the regard to the safety of pupils and staff if contractors will be working during the school time. It may be necessary to exclude pupils from certain contractors' vehicles during breaks, etc.

Advice is available from the Kent Property Services regarding building work and ground maintenance and from the area education office regarding catering and cleaning. (It is not normally acceptable to allow windows above the first floor height to be cleaned without special arrangements and it is suggested the district schools officer should be contacted before agreeing to any such work).

Where a contractor not approved by the LEA is to be used, they are asked to provide some evidence of their employees' competence (City & Guilds certificates, CITB certificates, etc.), a copy of their policy on health and safety and to disclose any enforcement action that has been taken against them by the HSE in the last five years.

Only authorised contractors are allowed to undertake building, maintenance or other work.

The Site Managers / H&S Lead ensures that all contractors provide an assessment of the risks of their work and a method statement, detailing how the work will be done, by whom and what equipment will be used, before work starts. Staff are given information on how such work may affect their department to ensure that any extra risks the work may pose are properly controlled.

The Site Managers/ H&S Lead ensures that all contractors are provided with information on any risks to their employees' health and safety that they may encounter in the course of their work in the School and the control measures in place, for example by ensuring that all maintenance contractors know the exact location of any asbestos in the School buildings.

C16: 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 or delegated responsible person will be responsible for undertaking COSHH assessments.
- 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.

C17: 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, site managers 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.

C18: 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.

C19: 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.

C20: Curriculum

Physical Education and Games

These activities will be conducted within the recommendations of Association for Physical Education "Safe Practice in Physical Education and School Sport". The PE leader will assess risks and H&S implications

C21: 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)

- 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
- Well Being
- Violence and aggression
- Working at height
- Severe weather
- Administration of medicine
- Allegations of abuse against staff
- Security and emergency policy
- School Emergency Management and Business Continuity Plan
- Critical Incident Policy

This policy will be reviewed and updated annually unless change is needed before.

E1: USEFUL CONTACTS

<http://www.kelsi.org.uk/>

Find up to date contacts for all services.