

# PENSHURST CE PRIMARY SCHOOL



## Health and Safety Policy

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Signed by the Chair of Governors: .....		
Signed by the Headteacher: .....		

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## **Section A: Introduction:**

### **A1 – A note to the Headteacher:**

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of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.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 brought to the attention of the employees, 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 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 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.

**Kent County Council  
Education and Young People's Services**



**Health and Safety at Work Act  
1974**

**HEALTH AND SAFETY POLICY STATEMENT  
Of**

**Penshurst CE Primary School**

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**A3: Statement of Intent:**

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

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

Signed:

*Head teacher*

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 head teacher will ensure the overall implementation of the policy.

### **B2: Headteacher Responsibilities**

- ☐ To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- ☐ To ensure that employee responsibilities regarding health and safety are included in their job description 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 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 to ensure validity.
- ☐ 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.
- ☐ 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 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, either within the KCC 'Classcare' scheme or within the school's
  - delegated budget.
- ☐ The governing body will support and monitor health and safety within the school.
- ☐ The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.
- ☐ Review and monitor the effectiveness of this policy.

Name of Appointed Health and Safety Governor: Ben Thomas
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### **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, where appointed, 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.

Name of Trade Union Representatives :	Tanja Perez-Williams
Contact details:	perez-williams@penshurst.kent.sch.uk

Alternative Consultation Arrangements:

Name of Employee Representative:	Claire Anderson
Contact details:	canderson@penshurst.kent.sch.uk

### **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 all staff meeting**

### **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:

<b>Location of Poster:</b> Staffroom
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- ☐ Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.
- ☐ The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.



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

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

<b>The person responsible for holding the records is:</b> The Office Manager
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## **B11: Monitoring**

- ☐ The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- ☐ The Headteacher is responsible for investigating accidents.
- ☐ The Office Manager 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.

## **Section C – ARRANGEMENTS**

### **C1: School Activities** *see annex 10*

- ☐ 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 remain effective, and that all risk assessments are 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.
- ☐ 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 head teacher is responsible for ensuring the fire risk assessment is 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.

**Names of fire wardens:** Claire Anderson and Bethany Hall

**Specify sites:** Fire evacuation procedures are displayed at the school reception. Assembly point instructions are displayed at each fire exit.

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

**A record will be kept by:** The Office Manager

- ☐ Kent Fire and Rescue will be contacted by:

**Specify whose role it is to make the call:** The Headteacher

- ☐ Regular testing of fire alarms will occur on:

**Indicate when tests are to be carried out:** Weekly

**Name of tester:** Office Staff Claire Anderson

- ☐ The fire log book will be kept:

**Specify who will keep the log and where:** The School Office

### C4: Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue

risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

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

**Name of Responsible Person for Fire Safety:** The Headteacher

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

The head teacher will ensure regular maintenance of:

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

#### **C6: Bomb Alerts/suspect package alerts**

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

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

#### **C7: First Aid Arrangements**

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

**A list of first aiders and contact details can be found:** In the School Office

- ☐ The head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked.

**The first aid boxes are located at:** The first aid/resources room and in each classroom.

- ☐ A first aid risk assessment will be carried out by the head teacher to determine the above factors.

- ☐ The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- ☐ All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.

#### **HSE Contact Details: Incident Contact Centre**

[www.hse.gov.uk](http://www.hse.gov.uk)

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

### **C8: Information 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 are used, safe systems of work including charging and use of trolleys will be devised.
- ☐ Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- ☐ The KCC guidance on interactive whiteboards will be followed. *See annex 4*

### **C9: Legal Requirements for Premises**

- ☐ The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- ☐ The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

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

- ☐ The 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.

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

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

### **C12: Asbestos Management**

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

### **C13: Legionella Management**

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

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

### **C14: Liquid Petroleum Gas Management**

There is no LPG tank on site.

## **C15: Oil Fired Boilers**

### **Heating Oil Storage and Management**

The headteacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff. Measures should also be put into place to inform the relevant local authority and the Environment Agency.

*See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1*

## **C16: Radon Management**

N/A

## **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 – 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
- ☐ Slips, trips and falls
- ☐ Stress management
- ☐ Violence and aggression
- ☐ Working at height

## **SECTION D: Useful contacts**

Kent County Council Health and Safety Unit

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

Health and Safety Advice Line: Tel: 0300 003 1647

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

#### Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

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

#### Insurance and Risk Management

Darryl Mattingly - Insurance Manager.

Tel: 01622 694632 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:

0330 1249 994 Email: occupational.health@kent.gov.uk

Location: 1 Abbey Wood Road, Kings Hill, West Malling ME19 4YT

#### Classcare

Email: classcare.enquiries@kent.gov.uk

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

#### Health and Safety Executive

0345 3009923

Location: International House, Dover Place, Ashford, TN24 1HU

#### Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

#### RIDDOR Incident Contact Centre

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk).

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

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

#### Employment Medical Advisory Service (EMAS)

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

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website:  
<http://www.afpe.org.uk/>  
Location: 117 Bredon, University of Worcester, Henwick Grove,  
Worcester. WR2 6AJ

Sustainability & Climate Change Team  
Deborah Kapaj – Sustainable Estates Programme Manager  
Tel: 03000 410237  
Location: 2nd Floor, Invicta House, County Hall, Maidstone.  
ME14 1XX

**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>



**Trade Unions**

NASUWT South East

0333 014550

[southeast@mail.nasuwat.org.uk](mailto:southeast@mail.nasuwat.org.uk)

NUT

020 7388 6191

[info@neu.org.uk](mailto:info@neu.org.uk)

UNISON

01273 544034

[southeast@unison.co.uk](mailto:southeast@unison.co.uk)