



Health, Safety and First Aid Policy

Revised: January 2018
Review date: January 2020

Signed: _____

Chair of Governors

Signed: _____

Headteacher

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Section A – Introduction:

A1 – A: Important notes:

1. This policy is to be kept up to date, demonstrating how the Academy trust manages health and safety in schools.
2. All staff must be aware of what the policy means for them.
3. The policy is to be signed by the Headteacher and chair of governors, dated when signed, and reviewed annually.

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.

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

A3: Statement of Intent:

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

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

Signed:

Headteacher

Signed:

Chair of Governors

Date:

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

the Academy trust as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headteacher will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the Academy trust 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 building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;

- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

B3 – Governors’ Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the Academy trust, either as the employer of staff or because it controls school premises on all sites.
- 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 will make adequate provision for maintenance of the school premises and equipment, within the delegated budget of the Academy trust.
- The governing body will support and monitor health and safety of the school.

Name of Appointed Health and Safety Governor: Jeff Kay

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.
- Staff should have read the Staff Handbook to be aware of their responsibility of their health and safety including appropriate clothing for work.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Headteacher or Head of School.

B5 – 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 of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO: Ian Watts

Contact No: External: 03000 414302 | Mobile: 07919 212062

B6 –Capital & Premises Development Manager

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

B7 – Property and Infrastructure Support

- Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Headteacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Alternative Consultation Arrangements:

B9 - 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 buildings and sites committee meeting agendas. Health and Safety is a standing item on weekly Briefing Meeting notes in each school.

B10 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Hall Door (JWJS)

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

B11 – Competency for Health and Safety Tasks and Training

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

The person responsible for holding the records is: Mrs Natasha Springford

B12: Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds of the school at least three times a year.
- The Headteacher and the School's Site Manager are responsible for investigating accidents although the accountability lies with the Headteacher.
- The Headteacher is responsible for investigating work-related causes of sickness and absences.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Headteacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks.
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments:

PE/Games, design and technology, other specific curriculum activities as necessary including swimming, cooking, forest school etc.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire and where the allocation point is and who they should report to.
- All visitors shall be made aware of the school's emergency procedures which are included in our 'Welcome Information Leaflet for all Visitors'. This also includes Child Protection Concerns, Safeguarding, Named DSLs, mobile phones, health and safety and moving around site with drinks.

C3: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Tom Canaway, Jo Wade, Anna-Marie Norris, Anita White, Yvonne Carroll, Julie Ridgers.

Specify sites: See attached plan outlining muster points.

- Emergency evacuation will be practiced termly (six times a year) and a record will be kept:

A record will be kept by: Mr Tom Canaway

- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call: Office Manager on site.

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: At least three times a year

Name of tester: Fire Action

- The fire log book will be kept:

Specify who will keep the log and where: Mr Tom Canaway. 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: Mr Tom Canaway

C5: Maintenance of Fire Precautions:

The Headteacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

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

C7: First Aid Arrangements

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

A list of first aiders and contact details can be found: on board in school office

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

The first aid boxes are located at: in cupboard in school office and on shelf under signing in book

- A first aid risk assessment will be carried out by the Headteacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

**HSE Contact Details:
Incident Contact Centre**

www.hse.gov.uk

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

C8: Information 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 Academy trust 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 Academy trust will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person (Mr Tom Canaway) will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.

- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the 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 Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos register 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 Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that both schools are 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.

Property and Infrastructure Contract Manager: Hertel

Telephone Number: 0845 6046729

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.

A specific check list is available. *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

For information: Include in your policy if applicable to your school.

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

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

- Accessibility Plan
- After school clubs
- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH)
- Emergency planning
- First aid requirements
- Forest School
- Health, Safety and First Aid Policy
- Outdoor Learning and Educational Visits
- Sporting Events
- Personal Emergency Evacuation Plan (PEEP)
- Physical Education
- School events
- School Emergency Management and Business Contingency Plan (SEMBCP)
- Supporting Pupils with Medical Conditions Policy

SECTION D – ON-LINE ANNEXES AND REFERENCES

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

http://www.kenttrustweb.org.uk/Policy/school_emergency.cfm

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

http://www.kenttrustweb.org.uk/Policy/hsi_first_aid.cfm

Annex 3: Incident/Accident Reporting

http://www.kenttrustweb.org.uk/Policy/hsi_accident_book.cfm

Annex 4: COSHH Risk Assessments on Kent Trust Web

http://www.kenttrustweb.org.uk/Policy/hsi_chemicals.cfm

Annex 5: Inspection Proforma on Kent Trust Web

http://www.kenttrustweb.org.uk/Policy/hsi_inspections.cfm

Annex 6: Fire Policy and other linked Documents

http://www.kenttrustweb.org.uk/Policy/hsi_fire.cfm

Annex 7: Heating Oil Storage and Management Checklist

http://www.clusterweb.org.uk/UserFiles/CW/File/Policy/Health_Safety/Risk_Assessment/Oil_delivery_Checklist_v2.docx

Annex 8: Asbestos Policy and Docubox Contents

http://www.kenttrustweb.org.uk/Policy/hsi_asbestos.cfm

Annex 9: List of Hazardous Substances on the Premises

Annex 10: Health and Safety of Pupils on Educational Visits
http://www.kenttrustweb.org.uk/Policy/hsi_eventsafety.cfm

E1: USEFUL CONTACTS

KCC Health and Safety Unit (Schools Team)

Health and Safety Advice Line: **Tel:** 01622 694476 **Fax:** 01622 221582

Location: Room M3.26 Sessions House, Maidstone, ME14 1XQ

Liz Nixon, Admin/Monitoring Assistant (**Mon & Wed for general enquiries**)

Tel: 01622 696125, liz.nixon@kent.gov.uk

Paula Gwynne, Admin/Monitoring Assistant (**Tue, Thur & Fri for general enquiries**)

Tel: 01622 696125, Email: paula.gwynne@kent.gov.uk

Karen Stark, Health and Safety Assistant (**Mon-Fri for general enquiries**)

Tel: 01622 694284, karen.stark2@kent.gov.uk

Gill Wiseman, Health and Safety Adviser

Tel: 01622 221726, gill.wiseman@kent.gov.uk

Elizabeth Alamu, Health and Safety Adviser

Tel: 01622 694794, Email: elizabeth.alamu@kent.gov.uk

David Nicholson, Health and Safety Adviser

Tel: 01622 696268, Email: david.nicholson@kent.gov.uk

SallyAnne Clark, Health and Safety Manager,

Tel: 01622 694138, Email: sallyanne.clark@kent.gov.uk

Outdoor Education Unit

Tel: 01580 715854 Email: outdoor.education@kent.gov.uk

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

Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

Tel: 01622 696050, Email: janet.stein@kent.gov.uk

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

Insurance and Risk Management

Darryl Mattingly, Insurance and Risk Manager.

Tel: 01622 694632, Email: darryl.mattingly@kent.gov.uk

Location: Room 3.32 Sessions House. Maidstone. ME14 1X

Staff Care

Occupational Health, Mediation Services, and Support Line.

Tel: 01732 526910 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME

Classcare

KCC Property Service Desk.

Tel: 24 hours, 7 days per week: 0845 3000 346

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

Property and Infrastructure Support – *Delete if not applicable

Terry Whitlock Operations Manager

Tel: 01622 694348

*Lynn Keeley Contract Manager (zone2)

Tel: 01622 221193

*Mark Carnt Contract Manager (zone 3)

Tel: 01622 696039

*Mike Bennett Contract Manager (zone1)

Tel: 01622 696686

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property

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

Health and Safety

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055

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

County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

Tel: 01622 774191

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 's Employment Medical Advisory Service (EMAS).

Tel: 01342 334200

Location: Pheonix House, 23-25, Cantelupe Road, East Grinstead, West Sussex. RH19 3BE.

CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

Safe Practice in Physical Education and School Sport

Association for Physical Education.

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

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

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 18002 01622 221761

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

Trade Union Representatives

Julie Huckstep, ATL

19 Wellis Gardens, Margate, CT9 5RG
Tel: 01843 223478. Email: jhuckstep@kent.atl.org.uk

John Reeves, NUT
Christ Church Cof E High School, Millbank Road, Ashford, TN23 3HG
Tel: 01233 623465. Email: jreeves@christ-church-ashford.kent.sch.uk

Robert Straker, NAHT
Anthony Roper Junior School, High Street, Eynsford, TN4 9SH
Tel: 01322 863680, Email: head_teacher@anthony-roper.kent.sch.uk
Fax: 01322 861743.
Graham Russell NAS/UWT
Mobile: 07854 209191, Email: nasuwtruss@hotmail.co.uk

Suzanne Sinclair, GMB Kent Branch
Kent Innovation Centre, Millennium Way, Broadstairs, CT10 2QQ.
Tel: 07843 088629, Email: ssinclairgmb@aol.co.uk

Sheena Sanchez, GMB Kent Branch
Kent Innovation Centre, Thanet Reach Business Park, Northwood Road, Broadstairs, CT10 0QQ.
Tel: 01843 609317 / 07858 193318. Email sheenasanch@aol.com

Brian Vogt, UNISON
Callis Grange Nursery & Infant school, Beacon Road, St Peters, Broadstairs,
CT10 3DG
Tel: 07890 458706. Email@ brian@callis-grange.kent.sch.uk

Tony Alderton, UNISON
Email: tony.alderton@kent.gov.uk

George Hold, Kent County UNISON
Email: holdg@hotmail.com