



Preston & Wingham Primary Schools Federation



Learning together, we grow kind hearts  
and healthy minds.

# HEALTH & SAFETY POLICY

## APPROVAL & ADOPTION

This policy was formally agreed and adopted by the Governing Body on:

30th September 2024

**Chair of Governors**

Signed: \_\_\_\_\_

Review date: September 2025

# Respect Inclusive Creative Hardworking

## Statement of Intent:

The Executive Headteacher, Heads of School and the governing body 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.

## 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 head of school, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

## Executive Head Teacher Responsibilities

- To ensure this policy is reviewed in line with the agreed federation review schedule, 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 federation development 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 Executive Headteacher.

### **Governors' Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the federation/school, either as the employer of federation/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 each school's premises and equipment within the school's delegated budget.
- The governing body will support and monitor health and safety within each school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

|  |
|--|
| <p><b>Name of Appointed Safeguarding (including Health and Safety) Governor:</b><br/> <b>Mr E O'Connor</b></p> |
|--|

### **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 of school or Executive Headteacher

*All Staff in the federation have A PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors.*

#### **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 and Young Person's Services
- The AEO will raise specific health and safety issues with the health and safety unit.

|  |
|--|
| <p><b>Name of AEO: David Adams</b></p> |
|--|

#### **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.

#### **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 Executive 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.

#### **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.

**Names of Trade Union Representatives:**

**Contact details:**

Alternative Consultation Arrangements:

**Name of Employee Representative:**

**Wingham -Kirsten Piper**

**Preston- Andy Pearman**

### **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.

**Staff are reminded about Health and Safety at the annual safeguarding training. Health and Safety is discussed with staff either individually or in group meetings as required.**

**Staff and pupils are encouraged to report any concerns to the heads of school.**

### **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 (Preston): Staffroom**

**Location of Poster (Wingham): Staffroom, Kitchen, Brownbridge Hall,**

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

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

- Induction training will be ensured for all members of staff by the Heads of School.
- Training will be identified, arranged and monitored by the Executive Headteacher, Heads of School and the governing body.
- Staff are also responsible for drawing to the attention of the Executive Headteacher / Heads of School 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:**  
**Wingham Lorraine Brazier**  
**Preston Sue Taylor**

### **Monitoring**

- The Executive Headteacher and Heads of school will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Executive Headteacher is responsible for investigating accidents.
- The Executive Headteacher is responsible for investigating work-related causes of sickness and absences.
- The Executive Head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

### **School Activities**

- The Heads of School will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Heads of School or their delegated responsible person.
- The Heads of School or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

**Curriculum Safety Risk Assessments: Risk assessments are in place for curriculum activities posing greater risk. In addition teachers are responsible for ensuring all lessons are delivered in a safe way and for undertaking risk assessments for their lessons where appropriate.**

### **Supervision of Pupils**

Pupils not attending breakfast provision are admitted to the school premises at 8.35 (Preston) and 8.45 (Wingham). The designated member of staff (usually the Head of School) will be on duty from this time. Once children are permitted to enter the school building teachers are expected to ensure there is suitable adult supervision in place at all times.

The Heads of School will draw up a rota for break time supervision. This will be displayed in the staff room. When staff know they will be unable to undertake their duty they must organise a 'swap' with another member of staff. Duty staff must regularly check the school building to ensure that all children are appropriately supervised. Where a teacher arranges for children to stay inside at break times the teacher must ensure the children are appropriately supervised. Duty staff must ensure that they adequately supervise all play areas available to children.

At lunchtime Midday Supervisors (MDS)/Teaching Assistants (TAs) are responsible for supervising and attending to children. The team must ensure that they organise themselves effectively to ensure that all children (inside and outside the school building) are appropriately supervised. This will necessitate each MDS/TA working in identified areas at specified times and continuously circulating.

At the end of the school day the member of staff unlocking the gate must stay at the gate until the designated member of staff is in attendance. Close supervision must be maintained by all staff to ensure all children are collected by the appropriate person. It is expected that all teachers will accompany their classes to the cloakroom and gate at the end of the day.

School staff leading an after school club accompany all attending children to the main school entrance at the end of the session and ensure that they are collected appropriately.

Children are required to report back to their teacher, club organiser or other responsible adult in the event that nobody arrives at school to collect them.

### **Environmental Area**

**WINGHAM**-Pupils may only visit this locked area when accompanied by an adult. It is the responsibility of adults unlocking this area to ensure that as they leave the gate is securely locked.

### **Parents**

A pupil may only be released from class during lesson time if an authorised adult collects them. Children may only be released to a third party if notification is given in writing or a telephone call has been received by the school and logged. Parent helpers will be DBS checked when assisting in the classroom.

In the event of having to close the school because of severe weather or heating failure the school will alert parents via the Parentpay system. The school will also aim to post a message on the school web-site. The school will also try to ensure that a member of staff is posted at the main gate to inform any parents arriving at school of the closure.

### **Outside Play Equipment**

The external play equipment will only be used when supervised. The equipment used by the Reception classes is checked by the Reception class staff on a daily basis for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. The other outside play equipment is checked daily by the staff on duty. Advice on daily inspection and the systematic safety inspection of playground equipment may be found on the RoSPA website.

A formal independent inspection is undertaken annually as part of the gymnastic and play equipment inspection.

### **Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

Regular members of staff and children are encouraged to challenge or report anyone they do not recognise who is not seen to be wearing a badge.

### **Fire and Emergency Procedures**

- The Executive Headteacher is responsible for ensuring the fire risk assessment is undertaken for each school, 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.
- Instructions to employees are posted across the schools.
- Emergency evacuation will be practiced three times a year and a record will be kept in the respective school's fire log book.
- Kent Fire and Rescue will be contacted by the school secretary or in her absence the Head of School
- Regular testing of fire alarms is undertaken by the Caretaker (Wingham)/Casual Maintenance Engineer (Preston) and recorded in the fire log book.
- The fire log book will be kept in each school's office and will be maintained by the caretaker at Wingham / Head of School at Preston.

### **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.

|   |
|---|
| <p><b>Name of Responsible Person for Fire Safety: Executive Headteacher</b></p> |
|---|

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

The Executive 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

### **Bomb Alerts**

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

*See annex 1*

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

### **First Aid Arrangements**

The Executive Headteacher will ensure that there are an appropriate number of designated and trained first aiders in each school. A list of first aiders can be found in the school office.

- The Heads of School will designate a trained first aider in each school to ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located in:**

**Preston – school office, hall, main cupboard in hall near staffroom, Hummingbirds, library, fire safety grab bag**

**Wingham - Brownbridge Hall, Keystage 2, reception, KS1**

- A first aid risk assessment will be carried out by the Executive Headteacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

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

**HSE Contact Details: Report online at [www.hse.gov.uk](http://www.hse.gov.uk)**

**Incident Contact Centre for fatal and major injuries – 0845 300 9923**

### **Information Technology**

- The IT Support Company will advise the Executive Headteacher to 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*

### **Legal Requirements for Premises**

- The federation 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 federation 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.

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

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

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

- The Executive 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. *See annex 6*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of the Executive Headteacher, Heads of School, governors and site manager 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.

### **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 Executive Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the school office 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 Heads of School 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.

### **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 federation will ensure this is undertaken by the caretaker/casual maintenance engineer. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

## **ON-LINE ANNEXES AND REFERENCES**

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

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

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

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 8:** Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and->

[guidance/health-and-safety-guidance/premises-and-contractor-management](#)

**Annex 9:** List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10:** Health and Safety of Pupils on Educational Visits

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

## **Useful Contacts**

### **KCC Health and Safety Unit**

Health and safety Advice Line **Tel:** 03000 418456

### **Outdoor Education Unit**

**Tel:** 03000 413971 Email [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

### **Client Services – Caretaking, Cleaners and Waste management**

**Tel:** 03000 416050

### **Insurance and Risk Management**

**Tel:** 03000 416539 (General enquiries)

### **Staff Care Services**

Occupational Health, mediation services and Support Line

**Tel:** 03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

### **KCC Property Service Desk**

03000 417878

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation

**Tel:** 0300 003 1747

### **County Fire and Rescue Service**

**Tel:** 01622 692121

### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE

**Website:** [www.riddor.gov.uk](http://www.riddor.gov.uk) **Tel:** 0345 300 9923

### **Employment Medical Advisory Service (EMAS)**

**Tel:** 0300 003 1647 (to report an issue)

