

Health and Safety Policy

Policy Date: October 2014

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Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from the school's activities;
- to consult with staff on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for staff;
- to ensure all staff are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy on an annual basis.

Headteacher: _____ Date: _____

Chair of Governing Body Health and Safety Committee:

_____ Date: _____

SECTION A - RESPONSIBILITIES

A1 Kent County Council (KCC), as the employer, has overall responsibility for health and safety.

A2 At school level, the **Headteacher** has the day to day responsibility for ensuring the premises are healthy & safe. They are also responsible, as a senior line manager, for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

In so doing she may delegate certain tasks and responsibilities to other members of staff.

The Headteacher is responsible, amongst other listed duties, for the following:

- Ensuring that this document is reviewed annually (normally through the Finance & Resources team);
- Including issues in the School Improvement Plan (SIP), if necessary;
- Ensuring that all staff and visiting contractors are aware of the contents of this Health & Safety Policy Statement. For staff a copy of this document is posted on the health & safety notice board in the staff room. New staff will be made aware of this Policy and any relevant supporting documents;
- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
- Carrying out regular health and safety inspections (at least once every 2 terms) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- Liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's preferred contractors list to resolve property maintenance issues;
- Ensuring that the requirements of any Enforcement Officer (e.g. HSE Inspector, Environmental Health Officer, Fire Officer, Environment Agency Inspector) are properly addressed.

A3 All members of staff have to:

- Co-operate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Headteacher or their deputy.

A4 Governors

- The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Headteacher to submit periodic reports to them. The Governing Body has appointed Tyron Stalberg as the Governor to take an interest in health and safety.

A5 Area Education Officers (AEOs) and Local Education Officers (LEOs)

- The AEOs and LEOs are responsible for monitoring health and safety matters in schools and reporting to the Assistant Director (Operations). They will raise specific health & safety issues with the Directorate's Health & Safety Unit and raise strategic issues of concern with the Directorate Health & Safety Group.
- The LEO is responsible for providing management advice on day to day health & safety issues to schools in their Cluster. They will also collect statistical information about accidents, ascertain the existence of Health & Safety Policy Statements and disseminate health & safety information and advice. *[The Personnel Section and Occupational Health Unit are able to assist with difficult health & safety cases and risk assessments.]*

A6 Accommodation Development Manager (ADM)

- The ADM for the School Cluster area is responsible for ensuring that regard is given to health & safety concerns in preparing programmes of major maintenance and improvement work.

A7 KCC Property Section

- KCC Property Section are responsible for ensuring that property matters for which the Local Education Authority (LEA), as an employer, has a statutory responsibility (e.g. regular maintenance and testing of fixed electrical wiring or gas appliances) KCC Property Section will ensure that matters are properly dealt with (if necessary by taking premises or equipment out of use). The Headteacher, or their deputy, is responsible for liaising with KCC Property Section and/or the building maintenance consultants and/or with contractors from KCC's preferred contractors list to resolve property maintenance issues.

SECTION B - ARRANGEMENTS

B1 Health & safety risks arising from school activities

- Risk assessments will be undertaken by the Headteacher;
- The findings of risk assessments will be reported to all relevant staff and contractors who may be affected;
- Action required to remove/control risks will be approved by the Headteacher;
- The Headteacher will be responsible for ensuring that action required is implemented;
- The Headteacher will check that the implemented actions have removed/reduced the risks, and
- Risk assessments will be reviewed on an annual basis or when the work activity changes whichever is the soonest.

B2 Consultation with employees

- The staff representative is: Mrs Lorraine Butler.
- Consultation with staff is provided by discussing health & safety matters or concerns at staff meetings.

B3 Safe plant and equipment

- The Headteacher, with the assistance of the Site Manager, will be responsible for identifying all equipment/plant needing maintenance;
- The Headteacher, with the assistance of the Assistant caretaker, will be responsible for ensuring effective maintenance procedures are drawn up;
- The Headteacher, with the assistance of the Site Manager, will be responsible for ensuring that all identified maintenance is implemented;
- Any problems found with plant/equipment should be reported to the Headteacher;
- The Headteacher will check that new plant and equipment meets health and safety standards before it is purchased;

- The Headteacher will arrange for all portable electrical equipment to be checked regularly and a record kept in the school office;
- KCC Property Section will arrange for the major fixed wiring circuits to be checked at least once every 5 years)

B4 Safe handling and use of substances

- The Headteacher will be responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- The Headteacher will be responsible for undertaking COSHH assessments;
- The Headteacher will be responsible for ensuring that all actions identified in the assessments are implemented;
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;
- The Headteacher will check that 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.

B5 Information, instruction and supervision

- A copy of the Health & Safety Law Poster can be found in the staffroom.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher, or other delegated key members of staff;
- The Headteacher is responsible for ensuring that staff working at locations under the control of other employers, are given relevant health and safety information.

B6 Competency for tasks and training

- The Headteacher is responsible for ensuring induction training for all staff
- Training records are kept in the office;
- Training will be identified, arranged and monitored by the Headteacher and the Governing Body;
- Staff are responsible for drawing to the attention of the Headteacher their own personal training needs.

B7 Accidents, first aid and work-related ill health

- First aid boxes are located in the school office, the Disabled toilet and the activity area;
- The appointed first aiders are Mrs Liz Mitchell, Mrs Cindy Palmer, Mrs Paula Sherry, Mrs Jenni Pascoe and Mrs Clare Cooper.
- All accidents, cases of work-related ill health and near misses are to be reported to the Headteacher and recorded in the accident book. The book is kept in the School Office;
- The Headteacher is responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR95)

B8 Monitoring

- To check working conditions, and ensure that safe working practices are being followed, regular inspections will be undertaken of the school building and grounds. The Headteacher is responsible for these inspections which will be undertaken three times a year;
- Members of the Governing body Finance and Resources Team will also undertake yearly to help monitor standards and will report back to the Headteacher, the Finance and Resources Team and the full Governing Body meetings;
- The Headteacher is responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness absences.
- The Headteacher is responsible for acting on investigation findings to prevent a recurrence.

B9 Emergency procedures – fire and evacuation

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented;
- Escape routes, fire doors, fire safety signs and identification of escape routes are checked by the Headteacher or the Site Manager. Checks will be undertaken once every term and a record made in the Fire Log Book;
- Fire extinguishers are maintained and checked annually by KCC Property Services;
- Fire alarms, including emergency lighting, are tested once a week by the Site Manager and a record made in the Fire Log Book;
- Fire alarms, including emergency lighting, are maintained annually by KCC Property Services and a record made in the Fire Log Book;
- Emergency evacuation (i.e. Fire Drill) will be practiced at least three times a year and a record made in the Fire Log Book;
- The Fire Log Book is kept in the office

B10 Emergency procedures – bomb alerts

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented;
- Guidance on bombs/suspicious devices or packages is circulated to staff annually;
- Emergency evacuation (bomb evacuation) will be practiced annually and a record kept by the Headteacher;
- A bomb alert record sheet is kept accessible in the school office and is to be completed in the event of a bomb threat made by telephone;
- Office staff receive guidance on dealing with suspicious mail;
- The school will follow procedures as given in the *“Invicta Manual of School Management – Emergency Procedures”*. Advice is also available from the KCC Insurance and Risk Manager (01622 694632) or the CFE Health and Safety Unit (01622 694476).

B11 Emergency Procedures- Lock Down

- The Headteacher is responsible for ensuring the Lock Down procedures are undertaken and implemented;
- Guidance on Lock down is circulated to staff annually;
- Emergency Lock Down will be practiced annually and a record kept by the Headteacher;

SECTION C – Risk Assessments/Procedures/Policies

C1 List of Risk Assessments/Procedures/Policies

The following risk assessments, procedures or policies are available on Kent Trust Website. The documents include, amongst other things, the record of the significant findings found following undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the Dangerous Substances & Explosive Atmosphere Regulations (DSEAR) 2002:

- **Fire**
- **Bomb Alerts (incl. Suspicious mail)**
- **Work at Height**
- **Transport**
- **Slips & Trips**
- **School Trips**
- **Asbestos Management**
- **Violence & Aggression**
 - Staff from pupils/parents
 - Site Manager from trespassers
- **Hazardous Substances**
 - Medicines
 - General Cleaning Chemicals (School)
 - Cleaning Chemicals (Kitchen)
- **Flammable Substances**

- o Petrol
- Lone Working
- Control of Contractors
- First Aid
- Manual Handling
- School Events

Responsible People named in this Policy

Headteacher: Mrs Liz Mitchell

Site Manager: Mr Dave Wooding

Chair of Governors : Kim Silver

Governor responsible for Health and Safety: Tyron Stalberg