



HEALTH AND SAFETY POLICY FOR SCHOOLS

At St Peter's we believe that all our Christian values stem from Love. The Love that God has for us, that we have for God and that we show each other

Approved by:	Resources FGB	Date: 26.1.2021 23.3.2021
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Section A – Introduction:

A1 – A Note to the Headteacher:

1. This policy must be kept up to date as it shows how you manage health and safety in your school.
2. Staff and governors should be involved 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 Headteacher 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
for
St Peter-in-Thanel Church of England Junior School

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 governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- assess the risk to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- inform employees about risks and the measures in place to manage them;
- ensure that adequate health and safety training is provided.

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 significant changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in the staff handbook 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 significant 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 x3 annually;
- 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 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. While this does not apply to Voluntary Aided schools, we as a school choose to go along with this county guidance.
- 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.

Name of Appointed Health and Safety Governor:

James Boulton

B4 – Staff, Pupil, Parents & Contractor Responsibilities

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 Headteacher or their line manager.

Pupils, Parents and Contractors

- Pupils and parents are responsible for following the school’s health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- Contractors will agree health and safety practices with the school before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

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: [Marisa White](#)

Contact : [03000 418794](tel:03000418794); [Brook House Whitstable, marisa.white@kent.gov.uk](mailto:marisa.white@kent.gov.uk)

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.

Names of Trade Union Representatives: [Vacancy](#)

Contact details:

- Alternative Consultation Arrangements:

Name of Employee Representative: [Vacancy](#)

Contact details:

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; to this end, Health and Safety is a standing item on all staff meeting agendas

B10 – Information, Instruction and Supervision

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

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

Location of Poster: [staff room](#)

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the headteacher or other delegated key members of staff as appropriate.
- 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:

[Office Manager](#)

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 three times a year.
- The Headteacher is responsible for investigating accidents
- 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. *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 Headteacher or their delegated responsible person.
- The Headteacher 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:
PE, Swimming, D&T, Science, Offsite visits
See annex 10 for Risk Assessment Register for Schools.

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 visitors' 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

C3: Site Security

- The Site Manager is responsible for the security of the school in and out of school hours. They are responsible for visual inspections of the site and for the intruder and fire alarm systems.
- The following members of staff are key holders and will respond to an emergency:

Names of key holders:
Site Manager / Headteacher/ Assistant Site Manager

C4: 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.
- The fire alarm is a loud continuous **sounder**

- Staff are informed about procedures as part of induction procedures

Names of fire wardens:

Site Manager / Office Manager / Business Manager / Deputy Headteacher

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

A record will be kept by:

Site Manager

- The alarm is to be raised immediately by whoever discovers the fire and emergency services contacted. Wardens will sweep the building where available and safe to do so.
- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call:

Responsible person: Headteacher / Office Manager

- Staff, pupils, visitors will congregate at the assembly point on the playground. Teachers will do a quick headcount to ensure all are out prior to taking a register of the pupils against the attendance register for the day.
- A member of office staff will check all registered staff and visitors
- Everyone will remain outside the building until the emergency services say it is safe to re-enter.
- The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Visitors are prompted to state whether they need assistance in the event of an emergency when they sign in.
- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: weekly – generally Mondays

Name of tester: Site Manager

- The fire log book will be kept:

Specify who will keep the log and where:

Name of log holder: Site Manager

Location: Site Manager's office

C5 Fire-Fighting

Staff should generally avoid using fire extinguishers unless 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.

Name of Responsible Person for Fire Safety:

Responsible person: [Headteacher /Site Manager](#)

C6: 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

... though this will be delegated to the Site Manager

C7: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. (*See schools emergency procedures checklist*)

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.

C8: First Aid Arrangements

- The Headteacher will ensure that there is an appropriate number of designated and trained first aiders in the school. This will include most office staff, teaching assistants, lunchtime playworkers, site staff, extended day and breakfast club staff to ensure coverage of the school day and school visits (included as part of risk assessment). Hirers will be responsible for their own first aid and this will be checked as part of letting agreements.

A up to date list of first aiders and contact details can be found:
[in the school office](#)

- The Headteacher will ensure that there is an appropriate number of first aid boxes.

The first aid boxes are located:

- [School office](#)
- [First aid room](#)
- [Bags in classrooms \(taken on trips\)](#)
- [Extended Day](#)

- 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
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

HSE Contact Details:

www.hse.gov.uk

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

C9: 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 trolleys and to hazards such as working at height.
- Where laptops or iPads 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).

C10: 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.
- A Health & Safety Audit form is used as a checklist to ensure areas of H&S are timetabled and regularly checked and includes a 'notes' section for attention. This is reviewed annually.

C11: 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 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 or delegated responsible person 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.

C12: Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place annually 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 Headteacher/Deputy Headteacher using a checklist. *See annex 5.*
- 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 although there is no asbestos on site.

C13: 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 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 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. There is no asbestos on the school site.

C14: 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.

Property and Infrastructure Contract Manager: Bill Ogden
Contact & Tel No: 03000 416526
 For further information email: asbestos.enquiries@kent.gov.uk

C15: Liquid Petroleum Gas Management

The Headteacher will ensure that there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff. Risk assessments will also be sought from Calor with regards to delivery of the gas. Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1* N/A

C16: 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* N/A

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

C17: Radon Management

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.

**Delete once read: * For further information contact KCC Health and Safety Unit. N/A*

SECTION D – LIST OF RISK ASSESSMENTS, POLICIES AND PROCEDURES TO COMPLEMENT THIS POLICY

- Emergency procedures checklist
 - Abduction
 - Bomb or suspicious device
 - Bomb threat
 - Child abuse
 - Communicating with the media
 - Community disturbance
 - Death, serious injury or medical condition
 - Directed evacuation
 - Directed response
 - Emergency closure
 - Fire or explosion
 - Hazardous spillage
 - Medical assessment procedure
 - Power failure
 - Room clear
 - School journey emergency
 - Secured room
 - Structural damage
 - Suicide threat / attempt
 - Suspicious / dangerous person on premises
- Asbestos management
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Fire
- First aid requirements
- Legionella
- Lone worker
- Managing contractors
- Manual handling
- Off-site visits
- Stress risk assessment
- Violence and aggression
- Working at height

E1: Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

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

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

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

Health and Safety Executive

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.

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 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
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