



Bromstone Primary School & St.Mildred's Primary Infant School Federation

Health and Safety Policy

Formulation date: 30th January 2018

Senior Team Responsibility: Business Manager

Governors' Reviewing Committee: Full Governing Body

Approved on: L&M 6th March FGB 20th March 2024

Next Review Date: March 2025

Associated Documentation: Risk Assessments, Fire Risk Assessment, COSHH Sheets, PAT Test Record, Fire Alarm Maintenance & Test sheets, Asbestos Register, Legionella Report, **Fire & Emergency Evacuation Procedure Policy**, Lockdown Policy, Educational Visit Policy, First Aid Policy, Minibus Policy, **Emergency Lighting Inspection Report**, **Kent Fire and Rescue Service Audit**

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Section A – INTRODUCTION

A1: Health & Safety Policy Statement

Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT Of

Bromstone Primary School and St Mildred's Primary Infant School

A2: Statement of Intent:

The Executive 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:

Executive Headteacher

Date:

Signed:

Chair of Governors

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

Kent County Council, the school and the governing body as the employer have 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 Executive Headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Executive Headteacher will ensure the overall implementation of the policy.

B2: Executive Headteacher Responsibilities

- To ensure this policy is reviewed annually, or earlier 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 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 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 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 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 Executive 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 will 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.
- Review and monitor the effectiveness of this policy
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view. The school’s Health & Safety Governor is **Neil Parr**.

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 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.
- 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 Executive Headteacher 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 hazards, the use of hazardous substances and manual handling.
- Carry out 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.
- Carry out monthly checks on fire extinguishers, fire doors, emergency lighting and exits.
- Carry out monthly water temperature testing and weekly flushing of little used outlets.
- Carry out weekly minibus checks.

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 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.

B7 – 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 the Executive 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.

The schools trade union representative is Warren Chambers, tel: 01843 867010

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 agendas.**

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 in the main entrance to the school.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Executive Headteacher or other delegated key members of staff.
- The Executive Headteacher 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

- **The Executive Headteacher will ensure that all staff undertake induction training.**
- Training will be identified, arranged and monitored by the Executive Headteacher and the governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the Executive Headteacher or Heads of School
- Training records will be easily accessible for audit purposes and will be kept up to date.

B11 - Monitoring

- The Executive 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.
- At Bromstone Nigel Avery, **Finance & Health and Safety Officer** is responsible for investigating accidents and at St Mildred's it is Elena Hill (Head of School) alongside Jeannette Read (Business Manager) although the accountability lies with the Executive Headteacher.

- At Bromstone Nigel Avery, **Finance & Health and Safety Officer** is responsible for investigating work-related causes of sickness and absences, at St Mildred's it is Elena Hill (Head of School) although the accountability lies with the Executive Headteacher.
- The Executive Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Executive 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 Executive Headteacher or their delegated responsible person.
- The Executive Headteacher 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/stickers 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, including evacuation points.

C3: Fire and Emergency Procedures

- The Executive Headteacher 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.
- Instructions to employees are posted at strategic points around the building.

- Emergency evacuation will be practiced three times a year and a record will be kept. A record will be kept by the Site Manager for each school
- Weekly testing of fire alarms will occur at Bromstone on Wednesday mornings before school starts and at St Mildred's on Tuesday mornings.
- Monthly checks are carried out on emergency exits, fire doors, extinguishers and emergency lighting.
- A record of these tests will be kept by the Site Manager of each school.

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. This will be provided by the Site Manager.

C5: Maintenance of Fire Precautions:

The Executive Headteacher 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/Suspect Package Alerts

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

- The Executive 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 Executive Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school. A list of First Aiders is available in the Medical Room and Staff Room at Bromstone and in the Office and Staff Room at St Mildred's.
- The Executive Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions. These are located in the medical room at Bromstone and in the Office at St Mildred's. At playtime and lunchtime first aid kits are available on the front and rear playgrounds and the field in the summer at Bromstone. At St Mildred's first aid kits are available in the Sensory Room on the playground and in the medical area by the Staff room.
- A first aid risk assessment will be carried out by the Executive Headteacher to determine the above factors
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508 in accordance with it's status as a foundation school.
- 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 the school. The HSE Contact Details are:

HSE
International Health
Dover Place
Ashford TN23 1HU
Tel: 0300 0031747
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 Executive 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 and implemented.
- 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.

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 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. At St Mildred's this is Dave Turner (Site Manager) and at Bromstone this will be Nigel Avery (Finance & Health and Safety Officer)
- The Executive Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Executive Headteacher or delegated responsible person. At St Mildred's this is Dave Turner (Site Manager) and at Bromstone this will be Nigel Avery (Finance & Health and Safety Officer) 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 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.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Executive Headteacher/Head of School 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, in particular in and around intake cupboards.
- 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 Executive 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 Executive Headteacher or the delegated responsible person (At St Mildred's: Dave Turner (Site Manager)) 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 monthly. This will include taking temperature readings, recording these in the log book, de-scaling spray outlets, weekly flushing of little used outlets and annual inspections of water heaters. The Site Manager will also arrange a yearly cleaning and flushing of TMV's.

C14: Liquid Petroleum Gas Management

The Executive 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.

C15: List of Risk Assessments, Policies and Procedures to complement this Policy

Site Related

- Asbestos management
- Legionella
- Fire
- Bomb alerts
- Lock down
- Control of chemicals hazardous to health (COSHH)
- Caretaking Duties
- Hand Held Power Tools
- Grass Cutting equipment
- Ladders
- Working at Height
- Site Security
- Selection and Use of PPE
- Portable Heaters
- Contractors on Site
- Responding to an Intruder Alarm Out of Hours
- Manual Handling
- Keeping/Visiting the Smallholding (Bromstone)
- Security of Pupils on Site
- Provision of First Aid
- Latex Allergy
- School Car Parks and Footpaths
- Pond On-Site (Bromstone)

Covid 19 Related

- Risk Assessment A – Outbreak Management
- Risk Assessment B
- Shielding Members of Staff
- Pregnant Members of Staff
- Teddy Bears Picnic
- Year 6 Leavers Sessions
- Safe Systems of Work – Catering
- Safe Systems of Work – IT Support
- Safe Systems of Work – Cleaning
- Safe Systems of Work – Site Support
- Safe Systems of Work – Classroom Fogging
- Safe Systems of Work – Charity Cash Collection
- Safe Systems of Work – Free School Meals Delivery

School Events

- Christmas Fair

- Summer Fair
- Pony Rides
- Bouncy Castle
- Face Painting
- Display Screen Equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Legionella
- Lone working
- Managing contractors
- Manual handling

School Trips and Visits – dependent on the school and on trips being undertaken each year

- Train Travel
- Beach Trips
- Dover Castle
- Howletts
- Minibus Travel
- Town Visit
- Coach Travel
- Wingham Wildlife Park
- Gulbenkian Theatre
- Betteshanger Geocoaching, Orienteering, Fossil Hunting
- Revolution Skatepark
- Soft Play Areas
- TAG Animal Rescue Centre
- Pizza Express
- Howletts Zoo
- Kent Life Heritage Farm
- Walmer Castle
- Wild Wood
- Walking to Venue
- Walking to Venue – SEN
- Your Leisure (Swimming)
- Playground supervision

School General (dependent on the needs of each school unless statutory)

- Stress management
- Violence and aggression
- Manual Handling
- Lone Working
- Slips, Trips and Falls
- Home Visits
- Expectant Mothers
- Limb Fractures & Breaks
- Breakfast Club
- Dog Visits to School
- School Productions
- School Corridors
- Office Duties
- Classroom

- Christmas Decorations

- Playing Fields and Playgrounds
- Playground at Lunch Times
- Climbing Frames, Equipment and Trim Trail
- PE Lessons
- Main Hall Use
- Elephants Toothpaste Experiment
- Dining Hall

Kitchen Documents

- Food Transfer to/from Fridge/Freezers
- Ambient Food Transfer to/from Stores
- Storage and Use of Cleaning Chemicals
- Handling of Broken Glass
- General Movement Around Kitchen
- Use of Knives
- Use of Slicing machines
- Use of Food Processor
- Use of Deep Fat Fryer
- Use of Planetary Mixers
- Use of Microwaves
- Static and Mobile Hot Cupboards
- Use of Grillers
- Use of Oven/Ranges
- Use of Steamers
- Use of Potato/Vegetable Peelers
- Use of Sterilising Sinks
- Use of Service Hatches
- Use of Can Openers
- Use of Stills/Hot water Urns
- Use of Lighting Equipment
- Use of Floors/Steps/Staircases
- Setting Out and Clearing Dining Tables and Chairs
- Use of Equipment – General
- Handling of Trays and Dirty Crockery
- Loading/unloading Washing Machine/Dishwasher
- Moving Pans of Hot Liquid
- Removal of Refuse
- Cooking and Holding of Food
- Serving at Food Counters
- Loading and Transporting Hot Boxes
- Gas safety

SECTION D – 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

Tel: 03000416539, Email: insurance@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: supportline@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 300 9923 Mon – Fri 8:30am to 5pm, 0151 922

9235 out of hours (For reporting fatal/ specified, and major incidents only)

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