Garlinge Primary School and Nursery

Health and Safety Policy

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Section A – INTRODUCTION

Health and Safety at Work Act 1974

A1: 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.

Section B – ORGANISATION

B1: Employer Responsibilities

The Governing Board 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 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 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 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 that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the Governing Board on a regular basis;
- To monitor and review all health and safety policies and procedures.
- To seek advice from other organisations such as the HSE 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 Board of the school, either as the employer of school staff or because it controls school premises (or both).
- The Governing Board will promote a strategic overview for health and safety.
- The Governing Board 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 Board of a Foundation Nursery School must comply with any directions given by the Local Authority (LA) concerning the health and safety of persons in school, or on school activities elsewhere.
- The Governing Board will make adequate provision for maintenance of the school premises and equipment within the schools delegated budget.
- The Governing Board will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy.
- The Governing Board can consider appointing a governor to coordinate health and safety from a strategic point of view.

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 of hazards, the use of hazardous substances and manual handling
- carry out a 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

B6: Property and Infrastructure Support

Will ensure that property matters for which the LA 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 LAs 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.

Names of Trade Union Representatives:	**Caroline Flynn** **Andrew Cowan**
Contact details:	FlynnC@garlinge.kent.sch.uk CowanA@garlinge.kent.sch.uk

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 school's main entrance and staff room
- 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

- Induction training will be ensured for all members of staff by the Executive Headteacher.
- Training will be identified, arranged and monitored by the Executive Headteacher and the Governing Board.
- Staff are also responsible for drawing to the attention of the Executive Headteacher their own personal training needs.
- 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.
- The Senior Leadership Team (SLT) is responsible for investigating accidents although the accountability lies with the Executive Headteacher.
- The School Business Manager is responsible for investigating work-related causes of sickness and absences, 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.
- The significant findings of all risk assessments will be reported to the Governing Board 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 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.

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, 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.
- 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 buildings.
- Emergency evacuation will be practiced three times a year and a record will be kept by the Facilities Manager
- Kent Fire and Rescue will be contacted by a member of the SLT.
- Regular testing of fire alarms will occur on every Friday at 15:30 by the caretaker(s).
- The fire log book will be kept by the Facilities Manager in their 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.

The Executive Headteacher is responsible for fire safety.

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 Alerts

Bomb alerts 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 school.
- The head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous

Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.

- 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.
- 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.
- The Executive Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 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.

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 SLT/Assistant Executive Headteachers 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 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 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. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

C14: Oil Fired Boilers

Heating Oil Storage and Management

The Executive 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. Measures should also be put into place to inform the relevant local authority and the Environment Agency.

D1*:* USEFUL CONTACTS

KCC Health and Safety Unit
Health and Safety Advice Line: **Tel:** 03000 418456
Email: Healthandsafety@kent.gov.uk
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: 03301 249994
Email: occupational.health@kent.gov.uk
Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Health and Safety Executive
Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service
Tel: 01622 692 121
Location: The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB

RIDDOR Incident Contact Centre
The reporting service for work-related health and safety, RIDDOR incidents to the HSE
Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)
Website: www.riddor.gov.uk
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
Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester, WR2 6AJ
Website: https://www.afpe.org.uk/

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone, ME14 1XX