

# Health & Safety Policy

Approval status	Approved
Last reviewed on:	May 2024
Next review due on:	May 2025



# **Table of Contents:**

## **Section A: Introduction:**

A1: Health and Safety Policy Statement

## **Section B: Organisation:**

B1: Employer Responsibilities

B2: Headteacher Responsibilities

B3: Governor Responsibilities

B4: Staff Responsibilities

B5: The Facilities Manager

B6: Safety Representatives

B7: Consultation with Employees

B8: Information, Instruction and Supervision

B9: Competency for Health and Safety Tasks and Training

B10: Monitoring

## **Section C: Arrangements:**

C1: School Activities

C2: Visitors

C3: Fire and Emergency Procedures

C4: Fire Fighting

C5: Maintenance of Fire Precautions

C6: Bomb Alerts

C7: First Aid Arrangements

C8: Information Technology

C9: Legal Requirements for Premises

C10: Safe Handling and Use of Substances

C11: Inspection of Premises, Plant and Equipment

C12: Asbestos Management

C13: Legionella Management

C14: Oil Fired Boilers - Heating Oil Storage and Management

C15: Radon Management

C16: List of Risk Assessments, Policies and Procedures to complement this Policy

## **Section D: On-Line Annexes and References:**

Annex 1: Emergency Planning Guidelines for Kent Schools

Annex 2: Guidance on First Aid for Schools - A Good Practice Guide

Annex 3: Incident / Accident Reporting

Annex 4: COSHH Risk Assessments on Kelsi

Annex 5: Inspection Proforma on Kelsi

Annex 6: Fire Policy and other linked Documents

Annex 7: Heating Oil Storage and Management Checklist

Annex 8: Asbestos Policy and Docubox Contents

Annex 9: List of Hazardous Substances on the Premises

Annex 10: Health and Safety of Pupils on Educational Visits

## **Section E1: Useful Contacts**

See back of this document.

### **A1: 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.

## **Section B - ORGANISATION**

### **B1: Employer Responsibilities**

Oakwood Park Grammar School, as the employer, has a statutory duty to ensure that the premises and people are healthy and safe.

The Headteacher has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

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 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 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 Headteacher.

### **B3: Governor 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 make adequate provision for maintenance of the school premises and equipment, 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.

**Appointed Health and Safety Governor: Mr G. Twist**

### **B4: 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 teacher or their line manager.

### **B5: The Facilities 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.

### **B6: 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 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 Headteacher.
- Inspect the workplace.
- Raise any Health and Safety issues as a representative of your employees at staff forums.

**Trade Union Representative:  
NEU: Mr T. Hoskins**

## **B7: Consultation with Employees**

Individual and group staff meetings will be forums for communication on health and safety matters and concerns.

## **B8: Information, Instruction and Supervision**

- A copy of the Health and Safety Law Poster can be found in the staffroom and the rear entrance to the school.
- Supervision of young workers/trainees will be arranged / undertaken / monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **B9: 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: Mr T. Rice**

## **B10: 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 Deputy Headteacher is responsible for investigating accidents although the accountability lies with the Headteacher.
- The Deputy Headteacher is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- 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.
- 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.
- 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, DT, Science, Art, Drama**

## **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.

## **C3: 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.
- Instructions to employees and students are posted in corridors and classrooms.

### **Names of fire wardens:**

**Mr T. Rice (Facilities Manager)**  
**Ms A. Aldous - Tower block**  
**Mr J. Lewis - Centenary Building**  
**Ms R. Limer - Science block**  
**Mr S. Peacock - D&T block**  
**Mrs S Craig - Music/ Drama block**

- Emergency evacuation will be practiced three times a year and a record will be kept by Mr T Rice, Facilities Manager. A file of registers for staff and students will be kept in reception.
- Kent Fire and Rescue will be contacted by the Headteacher or delegated member of the SLG.
- Regular testing of fire alarms will take place. Tests are carried out on Tuesdays at 4.00pm by Mr Rice.
- The fire log book will be kept by Mr T Rice in the Facilities Manager's 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.

**Responsible Person for Fire Safety: Mr T Rice**

**C5: 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

**C6: Bomb Alerts**

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

- The 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**

The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

Trained First Aiders:

Mrs S. Keeling Jones - School Office  
Mrs M. Friday - School Office  
Mr T. Rice - Site Manager  
Mr P. Ford - Site Technician  
Mr M. Keeling-Jones - PE  
Mr R. Raye - PE  
Mr S. Smith - PE  
Mr R. Devonald - PE  
Miss R. Fryzer - English  
Miss R. Limer - Science  
Mrs P. Burns - Science Technician  
Mr J. Baird - Geography  
Mr S. Peacock - Design Technology  
Mrs S. Vanson - Cover Supervisor

The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.



**The First Aid boxes are located in the:**

**First Aid Room**

**Admin Office**

**PE Office**

**PE Sport bags x 3**

**Minibuses x 2**

**Kitchen**

**Science: 53 & 56 Prep rooms**

**Site Office**

**IT Technicians**

**Rooms: 41, 45, 48**

**Maths Office**

**MFL Office**

- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school. [www.hse.gov.uk](http://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 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.

**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 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 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 Facilities Manager 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 will be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/Deputy Headteachers
- 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**

- The Facilities Manager 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 register will be kept in the Facilities Manager's 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 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**

- The Facilities Manager 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.
- All identified remedial works will be incorporated into the school's maintenance programme.
- The Facilities Manager will attend a legionella awareness update training annually
- 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: Gas Fired Boilers**

- The Headteacher will ensure that there is an adequate risk assessment and maintenance plan in place to ensure that the boilers function correctly.

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

- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire - including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

## **SECTION D - ON-LINE REFERENCES**

**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>

**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>

**3:** Incident/Accident Reporting

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

**4:** COSHH Risk Assessments on Kelsi

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

**5:** Inspection Proforma on Kelsi

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

**6:** Fire Policy and other linked Documents <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

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

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

**8:** Asbestos Policy and Docubox Contents - <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

**9:** List of Hazardous Substances on the Premises <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**10:** Health and Safety of Pupils on Educational Visits <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

## **E1: USEFUL CONTACTS**

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

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

### **Outdoor Education Unit**

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

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

### **Client Services - Caretaking, Cleaners and Waste Management**

Janet Stein – Client Service Manager.

**Tel:** 03000 416050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

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

### **KCC Property Service Desk**

**Tel:** 24 hours, 7 days per week: 03000 417878

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Location: Local office: International House, Dover Place, Ashford, TN24 1HU

### **County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

### **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). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk).

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

The Executive's Employment Medical Advisory Service (EMAS).

**Tel:** 02089 958503

Location: PO Box 3087, London W4 4ZP

### **CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)**

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

### **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

### **Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager

**Tel:** 18002 03000 420019 Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX