

# *LANGDON*

## *PRIMARY SCHOOL*

### **Health & Safety Policy**

*Reviewed Autumn 2020*

*Agreed under Chair of Governor action 8.9.20  
Ratified by the Governing Body 6.10.20*

*Due for review Autumn 2021*

## **Section A – INTRODUCTION**

### **A1: Statement of Intent:**

The head teacher 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**

Kent County Council 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 head teacher, who has day to day responsibility for staff, pupils and others as ‘officer in charge’ of the premises.

The head teacher 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 job descriptions which are properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To ensure that regular health and safety inspections (at least three times a year) are carried out and arrange remedial action to be taken as appropriate;
- To ensure that risk assessments are undertaken, 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 body on a regular basis;
- To monitor and review all health and safety policies and procedures;
- To seek advice from other organizations or professionals, such as the Health and Safety Executive, safety advisers, etc. as and when necessary.

Tasks may be delegated to other staff members but the responsibility remains with the head teacher.

### **B3: Governors' Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the school;
- 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 whilst they are on the premises;
- The governing body must 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 within the school's delegated budget;
- The governing body will support and monitor health and safety within the school;

**Name of Appointed Health and Safety Governor:** *Natalie Cross*

### **B4: Site manager responsibilities**

The Site manager holds responsibility for the day to day maintenance and other buildings or grounds issues.

They will:

- ensure that any work that has health and safety implications is prioritized
- immediately report any concerns regarding unresolved hazards in school to the Head Teacher

- 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 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.

### **B5: Staff Responsibilities**

- Staff 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;
- They will co-operate with their employer and school leaders on health and safety matters;
- Staff will not interfere with anything provided to safeguard their health and safety or that of others;
- Staff have a duty to report all health and safety concerns to the head teacher or site manager as appropriate.

### **B6: Gen2 Property Services**

- 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 Head Teacher is responsible for liaising with Gen2, building consultants and/or with contractors from the 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 school leaders;

- 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.

### **B8: Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. At Langdon School individual staff liaison and group staff meetings are used as appropriate forums for communication on health and safety matters and concerns.

### **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 this can be found in the school entrance hall.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or site manager;

The head teacher 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**

Appropriate induction training will be ensured for all members of staff by the head teacher. Training will be identified, arranged and monitored by the head teacher and the governing body. Staff are also responsible for drawing to the attention of the head teacher their own personal training needs. Training records will be kept up to date in the school office personnel files for audit purposes.

### **B11: Monitoring**

The head teacher 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 site manager is responsible for investigating accidents although the accountability lies with the head teacher.

The head teacher and/or governing body is responsible for investigating work-related causes of sickness and absences, although the accountability ultimately lies with the head teacher.

The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

The head teacher will ensure that risk assessments are undertaken where necessary.

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 head teacher and the head teacher 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.

Copies of past Risk Assessments or templates for new activities are available from the school office.

## **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. All visitors shall be made aware of any emergency evacuation procedures on request. Staff will be mindful of visitors should an emergency occur.

## **C3: Fire and Emergency Procedures**

The head teacher 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.

Emergency evacuation will be practiced three times a year and a record will be kept in the school office. A copy of the record will be shared with the governing body and minuted accordingly.

The site manager will ensure that regular testing of fire alarms will occur each week and will keep a record of dates and times. The site manager will also maintain the fire log book. These records are kept in the school office.

## **C4: Fire Fighting**

Staff 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. Staff will ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. A list of hazardous substances will be provided to fire officer in the event of a fire.

## **C5: Maintenance of Fire Precautions:**

The site manager 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 or suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

The head teacher is responsible for ensuring the bomb alert procedures are communicated to staff and implemented in an emergency. Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

## **C7: First Aid Arrangements**

The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school. Details of who current First Aiders and Paediatric First Aiders are, is detailed in the current Staff Handbook which is updated annually.

The Paediatric First Aiders will ensure that there are an appropriate number of well stocked

first aid boxes, with instructions. Each classroom, the office, hall and each minibus has a first aid box.

The school has a procedure for completion of incident/accident records which is detailed in the Staff Handbook and is in line with KCC procedures for reporting of injuries as stated in the KCC accident book. The school guidance includes information on how to complete forms HS157, HS160 or F2508 for submission following more serious incidents/accidents or where a visit to the GP or hospital has been recommended. All reportable incidents under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school.

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

### **C8: Information Technology**

The head teacher 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 and to hazards such as working at height. Where laptops are used, safe systems of work including charging and use of trolleys is in place. 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) and 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 and indoor temperatures.

The school will ensure that Portable Appliance Testing for electrical goods is carried out every two years

### **C10: Safe Handling and Use of Substances**

The site manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and is responsible for undertaking COSHH assessments. The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The head teacher 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 head teacher will arrange for formal inspections of the premises, plant and equipment in order to ensure effective maintenance. All identified maintenance will be implemented. Routine checks of all parts of the school site are undertaken by the site manager and a nominated representative of the Governing Body. (See annex 6)

### **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 head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the school 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 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.

Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

### **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 ensures this is undertaken. This includes regularly taking temperature readings and recording these.

### **C14: Liquid Petroleum Gas Management**

The head teacher and site manager 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 which is also relevant, will be made in all dealings with LPG concerns or issues.

### **C15: Radon Management**

The headteacher has a duty to safeguard the health of themselves, 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.

### **C17: 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)
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Stress management
- Violence and aggression
- Working at height

## Section D – USEFUL CONTACTS

### **Kent County Council Health and Safety Unit**

Email: [healthandsafety@kent.gov.uk](mailto: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](mailto: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](mailto: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](mailto:occupational.health@kent.gov.uk)

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

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F25081E>

Location: Local office: 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**

Website: [www.riddor.gov.uk](http://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](mailto: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 1XX

## Section E – CORONAVIRUS/COVID-19 (added 1.9.20)

This annex should be read in conjunction with the school's current Coronavirus/Covid-19 Risk Assessment.

As an employer, we must protect people from harm. Currently, this includes taking reasonable steps to protect our staff, governors, pupils, families and others from Coronavirus. The risk assessment process helps us to manage risk associated with Coronavirus/Covid-19 and protect people within the school community. Our Coronavirus/Covid-19 Risk Assessment will be prepared in light of current government, PHE and HSE guidance and published on the school's website. It includes information about the steps that this school will take in order to keep the people who use the school site safe..

In assessing the risk to the virus we must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

The Coronavirus/Covid-19 Risk Assessment will be shared with staff and governors and discussed prior to implementation and publication. By consulting and involving people in the steps we are taking to manage the risk of coronavirus in our workplace we can:

- explain the changes we are planning to work safely
- make sure changes will work and hear ideas from people who will be directly involved in, and affected by, those changes
- continue to operate our school safely during the outbreak

Through the risk assessment process we will consider what changes we might need to make in school in order to reduce risk and make it 'COVID-secure'. These changes will involve, for example:

### Social distancing

Where possible, people should stay 2m apart. If this is not viable, keeping 1m apart with risk mitigation is acceptable. To support this advice we will put in place measures such as:

- providing signage to remind people to keep a 2 m distance
- have people working side-by-side rather than face-to-face
- limit the movement of people around the site and between buildings

### Cleaning and hygiene

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping our school clean reduces the potential for coronavirus to spread and is a critical part of making and keeping it 'COVID-secure'. To support this advice we will put in place measures such as:

- providing additional wash and hand sanitizer stations with ample supplies of soap, towels and sanitizer

- enhanced cleaning, particularly for often touched surfaces such as door handles, light switches, desk and chairs
- resources, equipment and toys will be cleaned by staff more frequently or isolated from use for 72 hours or more
- teaching time will be allocated to good hygiene practices including 'Catch it, Bin it, Kill it' and hand washing for 20 seconds; this will be supported by good signage in all classrooms, cloakrooms and toilet blocks

#### Isolation room, PPE, face covering and masks

Where staff or pupils exhibit symptoms, we will follow PHE guidance on how to proceed. We have determined which room will be used for isolation if a pupil displays symptoms of the virus and needs to be sent home. Appropriate PPE, including face coverings and masks, will be readily available for staff to use when supporting children who are symptomatic prior to their collection by a parent. Staff are expected to wear full PPE when dealing with a symptomatic child.

Some groups of people may be at more risk of being infected and/or an adverse outcome if infected with the virus. These groups may be vulnerable or clinically extremely vulnerable or pregnant workers.

The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some black, Asian or minority ethnicity (BAME) backgrounds

There are currently no expectations of additional controls for these groups but we will ensure that existing controls are applied stringently. We will support individuals in our school workforce ensuring that:

- we emphasize the importance of individual engagement, buy-in and cooperation to ensure controls are applied stringently
- they will have an opportunity to discuss the risk management measures we have put in place to minimize transmission to keep them, and others, safe
- they have individual discussions with the Head Teacher around their particular needs, circumstances and concerns and that if needed these are documented in an individual Return to Work assessment or personalized risk assessment

If the school has to close for any reason (either fully or partially) or if staff have been advised to shield due to clinical extreme vulnerability, then arrangements will be made for staff to work from home. In these circumstances we will

- provide the equipment staff need to do their job if they do not already have access to them, for example a computer, phone and video-conferencing facilities
- keep in regular contact with them, making sure we discuss their wellbeing and how this can be supported if needed

Current government guidance on how schools should operate in light of the Coronavirus/Covid-19 outbreak can be found on the gov.uk website. The HSE website also includes useful guidance that will be considered by governors and staff as part of the process of assessing risk. This policy will be updated in light of changes to any guidance that is relevant to the school/education

workplace.