LANGDON

PRIMARY SCHOOL

Health & Safety Policy

Reviewed Autumn 2024

Ratified by the Governing Body 16.10.24

Due for review Autumn 2026

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 validity;

- To ensure that adequate first aid provision is available and kept up to date at all times;

- 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 ultimately 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;

- The governing body will review and monitor the effectiveness of this policy;

Name of Appointed Health and Safety Governor: ***

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 read and fully cooperate with this policy;
- Staff must take reasonable care of their own health and safety and that of others who may be affected by their actions;
- 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;
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff;
- Staff have a duty to report all health and safety concerns to the head teacher or site manager as appropriate.

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 head teacher is responsible for liaising with Infrastructure, 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 recognized 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 office manager is responsible for investigating work-related sickness and absences, although the accountability remains 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 and remain effective. 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 including where evacuation muster points are located, through signage and/or verbal instruction. 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 and kept up to date. 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 safely 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 Equipment:

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/Suspect Package 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, staff room, 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. 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. The school will seek advice from the Local Authority is there is any doubt about whether an accident is reportable.

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

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 in a school environment 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 head teacher, site manager and/or a nominated representative of the Governing Body; the outcomes are reported to the Full Governing Body three times per year. Access to store rooms and intake cupboards and the storage of equipment, including ladders, in these will be checked regularly throughout the year to ensure tidiness and safety.

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 and descaling spray outlets as necessary.

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/suspicious packaging alerts
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Emergency planning
- Fixed electrical testing
- Portable appliance testing
- Fire – including responsibilities of the fire wardens
- First aid
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Playground supervision
- School visits and events
- Stress management
- Violence and aggression
- Working at height

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
Lee Manser - Insurance Manager.
Tel: 03000416428, Email: lee.manser@kent.gov.uk
Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services
Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk
Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

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

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.
Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)
Online reporting: https://www.hse.gov.uk/riddor/report.htm

Employment Medical Advisory Service (EMAS)
The Executive's Employment Medical Advisory Service (EMAS).
Tel: 02089 958503
Location: PO Box 3087, London W4 4ZP

Association for Physical Education.
Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: http://www.afpe.org.uk/
Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager

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Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX