



HEALTH AND SAFETY POLICY FOR SCHOOLS

Elms School

Policy Under Review 

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Section A – Introduction:

A1 – A Note to the Head Teacher:

Before you devise your school health and safety policy, please read the following information:

1. Your policy must be kept up to date as it shows how you manage health and safety in your school.
2. You should involve staff and governors when devising the policy, and ensure that all staff are aware of what the policy means for them.
3. Some schools prefer to devise a short policy and cross reference to other documents held in school.
4. The policy should be signed by the head teacher and chair of governors, dated when signed, and reviewed annually.
5. As the policy is a management tool, it will be the first document you are asked to produce when visited by HSE inspectors and KCC auditors, where applicable.

A2 – The Law Regarding Health and Safety Policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT
Of
Harbour School

A3: 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.

Signed:

Head teacher

Date:

Signed:

Chair of Governors

Date:

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 headteacher, 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 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 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 head teacher.

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 of a community, voluntary controlled, community special and maintained nursery school 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, 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.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Mike Brazier

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 – Area Education Officers (AEO)

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education and Young Person’s Services.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO:

David Adams

Contact No:

03000 414989

B6 –Capital & Premises Development 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.

B7 – Property and Infrastructure Support

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 KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8 – 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 you.
- 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: Frazer Ellinor?

Contact details: 01304 201964

B9 - 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.

B10 – 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:

Location of Poster:

In the front entrance Reception area, in the main kitchen, in the Site Manager's Office and in the Staffroom.

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head

teacher or other delegated key members of staff.

- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

- 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 easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is:

Ryaeden Fernell and Tracy Lott – Induction for all staff.

Chris McDonald – Site Security and Mini-bus Policy and Manual Handling.

Andy Bennett – Staff Induction for Behaviour.

B12: 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.
- **Mandy McEnroe** is responsible for investigating accidents although the accountability lies with the head teacher.
- **Amanda Falluto (for staff)** is responsible for investigating work-related causes of sickness and absences, although the accountability 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 (Provision)

- The head teacher 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 head teacher or their delegated responsible person.
- The head teacher 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.

C1.1: Curriculum

Curriculum Safety Risk Assessments: - In Docubox in office and subject files

Design Technology: Machine safety systems -

Food Technology:

Science:

ICT:

Offsite provision e.g. Swimming pools, gymnasium, horse-riding and other sports provision

AC provision; Motocross, Write-Trak, Caldecott

C1.1a: School visits including adventurous activities

- All school visits will be risk assessed by completing the school format which will include implementing any countermeasures to reduce highlighted risks
- All risk assessments must be signed by the relevant member of the leadership team before the trip is authorized
- Adequate staffing and transport must be included as part of the risk assessment
- Any adventurous activities must be passed to Kent Outdoor Education portal for validation, this will take up to 12 weeks lead in time via the leadership team member in charge of visits.

C1.2: 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.
- 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.

C1.3: School building (refer to B6 & B7)

To ensure the buildings are fit for purpose, regular checks need to be made to:

- Carry out regular formal health and safety inspections (at least three times a year) and take remedial action as appropriate;
- Undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- Receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- Liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- 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;
- Report health and safety issues to the governing body on a regular basis;

C1.4: School events

- All school events will be risk assessed before agreement to go ahead. All will identify countermeasures and rigorous procedures to ensure safety of all
- Any event must have a registration method in case of emergencies
- Event risk assessment packs to be completed beforehand

C1.5: Classroom environments

- All classrooms will have a risk assessment that is regularly reviewed
- Specialist environments may need external assessments on a regular basis, especially where there is machinery, chemicals, or specialist equipment, e.g. technology, scone and gymnasium.

C1.6: Taxi provision for pupils

- Provision for getting students to school in the special school setting will need private transportation. This can increase risk at the beginning and the end of each day which will be controlled by:
- A risk assessment completed by the leadership team to ensure safe access to school and into vehicles
- Guidance and expectations given to all relevant parties, e LA transport department, taxi drivers and companies, any parents who regularly drop off pupils)
- Staff in charge to oversee drop off and pick up times and to report any safety issues
- LA transport inspectors to visit to check transport safety
- Provide information for safe transport of pupils who may have challenging behaviour/ medical conditions
- Highlight any potential risk for pupils to LA transport department

C1.7: Catering

- All kitchens will follow health and safety procedures for the preparation and delivery of food. In order to ensure risks are reduced:
- The leadership team will support the annual risk assessment process in the kitchen
- Ensure all staff have the necessary level of training
- Procedures are quality assured and checked by LA, school and other independent authority
- Any risk situations are reported and dealt with

C1.8: Health provision

- Apart from the usual first aid provision the school also works with Health professionals to ensure the health and safety of pupils, particularly those with medical problems. These can range from mental health to physical difficulties through to complex medical issues, To ensure there is clarity of expectations and responsibility clear procedures need to be in place whether the medical staff are employed by the Health service or the school (see Annexe 11) and staff information sheet.

C1.9: Work experience

Work experience forms a vital part of the provision for students 14+ and due regard needs to be paid to:

- Ensuring the risk assessments of the pupils is clearly communicated to the provider along with effective support and counter-measures and expectations
- Ensuring the risk assessment of the placement is fully understood by the pupil, parents and school
- All forms are signed and understood by all parties
- All LA advice is sought and followed
- Adequate insurance is in place

C1.10: Alternative provision

Alternative and offsite provision is sometimes an essential part of the pupils education and the expectations need to be fully explored to ensure it is safe and successful:

- Ensuring the risk assessments of the pupil is clearly communicated to the provider along with effective support and counter-measures and expectations
- Ensuring the risk assessment of the alternative provision is fully understood by the pupil, parents and school
- All forms are signed and expectations understood by all parties including timelines.

- Frequent moderation visits are made to check on safety, progress and value for money
- Adequate insurance is in place

C2: People using the school:

This policy aims to:

- 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 suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

C2.1: Students

- Students at Harbour School have a range of SEN which brings with them a high risk of challenging and confrontational behaviour that can be dangerous to themselves, others and cause damage to property.
- All students will have a risk assessment before joining the school which will highlight behaviours that could have an impact on the school environment and people
- The risk assessment should plan to reduce the risks by having clear strategies and interventions in order to access learning safely. This will be reviewed regularly. And signed by parents and students.
- Students who may need physical interventions part of their interventions should have a specific plan to agree any holds and strategies to keep all parties safe. This will be signed by parents and students

C2.2: Staff (see staff responsibilities B4)

- Senior staff must ensure that safe recruitment procedures are in place to protect all stakeholders.
- All staff have induction into school systems and strategies with emphasis on safeguarding.
- All staff leaving the school have an exit interview with a member of SLT
- All staff will have access to training that keeps them safe such as safeguarding, use of physical interventions, (Team-teach) emergency procedures, manual handling, etc.
- All staff have training that improves their knowledge and skills in managing conflict and violence
- All staff have access to support which safeguards their wellbeing in an environment that can be stressful
- All staff must ensure they provide a duty of care when working with all students
- All staff need to be able to risk assessment dynamically and be able to react accordingly.

C2.3: Agency staff/ temporary staff/ other professionals

- Any visiting staff must be provided with adequate safeguarding knowledge on arrival e.g., staff handbook-highlighting procedures for emergency procedures, safeguarding and access to site.
- All visiting staff should have DBS number validated before being alone with students
- If visitors are to work with individual students they must be appraised of the 'working alone policy'

C2.4: 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 the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C2.5: Contractors:

- All contractors must fully appraise the job to be undertaken and provide a detailed risk assessment before any work is undertaken
- This risk assessment and relevant countermeasure must be agreed with the Premises Manager before work progresses
- All contractors must sign in and out and complete the asbestos register
- All contractors must adhere to Health & Safety at work procedures and provide a safe working environment,

C2.6: Access and right of way

- Access into school should be through the main school entrance so that all staff and visitors are signed in and out
- All pupils will be marked in through the normal registration process
- There is no right of way for public access at any time and gates will be locked when the school is closed
- Access within the school will need staff to have key-fobs to access all areas, visitors will need to be given fobs if they are to access fobbed areas.
- Doors will not be locked for any reason other than for the safety of pupils and staff in extreme situations
- Pupils should not be physically stopped from leaving classrooms

C2.7: Use of physical intervention: (Team Teach)

Where there is a risk to good order, danger to self and others certain pupils will need to be held to reduce the risk to self others and property. These procedures must work within BILD guidelines which including Positive Handling Plans for pupils who need regular intervention. Records need to be kept and regulated and monitored regularly by Governors. Training needs to be implemented regularly as indicated by the scheme being used.

C3: Procedures

C3.1: 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. See annex 7
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: **and who is responsible for which zone.*

Chris McDonald (Site Manager) – to go to Fire Control Panel in Reception.

Trevor Moody and Mandy McEnroe, Juli Timoney (Headteacher) – responsible for clearing the secondary area. Juli Timoney is responsible for picking up the hand held radio which is positioned in her office.

Tom Graham and Kevin Simpson – responsible for clearing the primary corridor.

Gill Clark – staff admin area and all attendee signing in sheets/attendance Records.

Specify sites: (i.e. secretary's office, reception desk, etc.).

1. Secondary
2. Primary
3. Admin/Reception

- Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by:

Chris McDonald (Site Manager)

- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call:

Chris McDonald (Site Manager), Gill Clark, Sabrina Coupland and/or the person discovering the fire.

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Thursday pm

Name of tester: Chris McDonald (Site Manager)

- The fire log book will be kept:

Specify who will keep the log and where:

Chris McDonald (Site Manager) in his Office.

C3.2: 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.

Name of Responsible Person for Fire Safety:

Chris McDonald (Site Manager)

C3.3: Maintenance of Fire Precautions:

The head teacher 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

C3.4: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. *See annex 1*

- The head teacher 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.

C3.5: First Aid Arrangements

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

A list of first aiders and contact details can be found:

The following are members of staff at The Harbour School – Tel No: 01304 201964

Mandy McEnroe – full first-aider

Tina Bristow – full first-aider

Katrina Allen

Sam Phillips

Juli Timoney

Sharon Roles

Tracy Lott

Shonna Muir

James Bristow

Rebecca Coates

Sean Mohan

Jack Tanner

Sam McNamara

Sam Phillips

Holly Merrells

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

The first aid boxes are located at:

Medical Room

Site Manager's Office

Main Kitchen

Food Tech

All classrooms have a basic medical plasters kit.

- A first aid risk assessment will be carried out by the head teacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- 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.

HSE Contact Details:

Incident Contact www.hse.gov.uk

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

C3.6: Electricity at work including portable appliance testing

- PAT testing will need to be completed on an annual basis and is the responsibility of the school
- Electrical systems including lighting, power, etc. is the responsibility of the landlord (LA) and will be assessed every 5 years through 'Hard wire testing' and any issues prioritized according to risk and rectified as soon as possible.

C3.7: 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.

C3.8: Safe Handling and Use of Substance

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- 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.

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. *See annex 9.*

C3.9: Inspection of Premises, Plant and Equipment

- The head teacher 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. *See annex 6*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
- 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.

C3.10: 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 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 head teacher 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.

C3.11: 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 descaling spray outlets.

Property and Infrastructure Statutory Service Manager:

Chris McDonald (Site Manager) – Monitoring of the water system
(Spectrum – carry out the water hygiene risk assessment and carry out the flushing of the water system)

Telephone Number: Chris McDonald – 07858 261126

C3.12: Liquid Petroleum Gas Management

For information: Include in your policy if you have an LPG tank.

The 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.

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 is also relevant.

See annex 1

C3.13: Oil Fired Boilers

Heating Oil Storage and Management

For information: Include in your policy if you have an outside storage tank for heating oil.

The 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.

A specific check list is available. *See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant.

See annex 1

C3.14: 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.

SECTION D – List of Policies and Procedures to complement this Policy and found in the Docubox in the school office

D!: Links to complement this policy

Asbestos management
Bomb alerts and Emergency planning procedures
Infection control including Legionella
Display Screen Equipment (DSE)
Noise levels
Expectant mothers
Stress management
Laptop safety
Blood borne viruses
Hand hygiene
Office chair height

See <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/health-safety-and-welfare-assessments>

Violence at work
Lone working
School security
PPE
Occupational road risk
Universal precautions

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

Health and safety welfare
Smoking
Firearms and offensive weapons
Work experience

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

Electricity at work including portable appliance testing
First aid requirements
Slips, trips and falls
Off-site visits
Pedestrian and vehicle movement
Working at height
Homeworking
Outdoor events
Volunteers
Young people at work
Personal safety
Oil delivery
Waste management

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

Manual handling –

See: <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/moving-and-handling>

Fire – including responsibilities of the fire wardens –

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

D2: List of Staff Information leaflets to complement this policy

- When to risk assess
- Duty of care
- Data protection
- E-safety
- Work experience
- Fire safety
- Healthcare plans
- Contractors on site
- Team-teach
- Transport

D3: List of Policies related to this policy

- Safeguarding and related policies
- Child protection
- Fire safety
- Violence at work
- Confidentiality
- Drugs and alcohol
- Data protection
- Freedom of information
- E-safety
- Code of conduct
- Behaviour policy
- Safe working practices
- Manual handling
- Data protection
- Privacy

SECTION E – ON-LINE ANNEXES AND REFERENCES Annex 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>

Annex 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>

Annex 3: Incident/Accident Reporting

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

Annex 4: COSHH Risk Assessments on Kelsi

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

Annex 5: Inspection Proforma on Kelsi

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

Annex 6: Fire Policy and other linked Documents

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

Annex 7: Heating Oil Storage and Management Checklist

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

Annex 8: Asbestos Policy and Docubox Contents

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

Annex 9: List of Hazardous Substances on the Premises

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

Annex 10: Health and Safety of Pupils on Educational Visits

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

Annex 11: Pupils with medical needs

http://www.kelsi.org.uk/_data/assets/pdf_file/0003/48180/Guidance-for-Schools-Health-Care-Sept-2015.pdf

Annexe 12: Work experience

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

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

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

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

Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

Tel: 03000 416440, Email: darryl.mattingly@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

Classcare

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Property and Infrastructure Support – **Delete if not applicable*

Bill Ogden	Operational Services Manager	Tel: 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	Tel: 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	Tel: 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	Tel: 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	Tel: 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	Tel: 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	Tel: 07825 506627

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: InternationalHouse, 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. E-mail: 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 Website: 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: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Trade Union Representatives

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL Julie
Huckstep	ATL	Hartsdown Technology School Carol
Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School