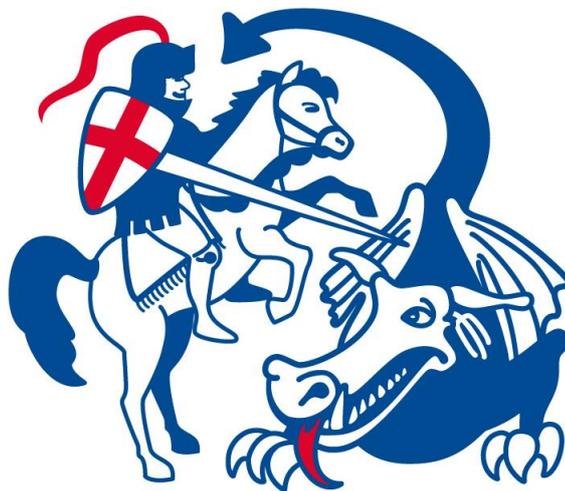


# **Health & Safety Policy**

**Reviewed on: June 2016  
To be reviewed: June 2018**

**St George's CEP School  
Wrotham  
Kent**



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# HEALTH AND SAFETY POLICY STATEMENT

## OF St George's CEP SCHOOL

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### SECTION A - STATEMENT OF INTENT

The Headteacher and Governors are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded when on school premises, or engaged on off-site activities (eg school trips), and that the premises for which they are responsible are safe for visitors, as well as for pupils and staff.

They will comply as necessary with the KCC, and CFE Directorate, Health & Safety Policy Statements, copies of which can be accessed via KentTrustWeb.

Copies will be brought to the attention of, and/or issued to, all members of staff and/or be posted on Staff Information or Health & Safety Notice Boards:-

- the KCC's General Statement of Health and Safety at Work Policy (April 2006);
- the CFE Directorate's Health and Safety Policy, Organisation and Arrangements Statement (Feb 2008)
- The school Health and Safety Policy (current)

Signed:

Headteacher

Signed:

Chair of Governors

Date:

Date:

## SECTION B - ORGANISATION

**B1 THE KENT COUNTY COUNCIL (KCC), as the employer** in Community and Voluntary Controlled Schools, has overall responsibility for health and safety.

At school level, the Headteacher has day to day responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Education Authority, either because the LEA is responsible under the Local Management Scheme, or because specialist advice is needed.

He is also responsible as a senior line manager for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

**B2 THE HEADTEACHER IS RESPONSIBLE FOR:**

1. Ensuring that the school has a Health and Safety Policy Statement;
2. Reviewing it at least once a year;
3. Including issues in the School Improvement Plan, if necessary;
4. Checking that the Health and Safety requirements are actually implemented e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken. This will be a requirement on members of staff who have been given delegated responsibility to report in writing on a regular basis;
5. Ensuring that all staff, pupils and visitors either have a copy of the Policy Statement and the relevant supporting documents, or know where the Policy can be seen. Appropriate documents will be issued to new staff with their Contracts of Employment but the Headteacher nevertheless has a responsibility for making sure that these are properly received and understood by staff, usually as part of the induction process;
6. Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
7. Undertaking Risk Assessments and recording items of significance; (this is a statutory requirement under Regulation 3 of the Management of Health and Safety At Work Regulations 1999 and should be reviewed annually);

8. Carrying out regular health and safety inspections (at least once a term) and reducing the risks to health and safety as appropriate;
9. Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
10. Ensuring that emergency evacuation procedures are in place;
11. Ensuring that the requirements of the Health & Safety Executive (HSE) Fire Authority and Environmental Health Officers are properly addressed, and
12. Ensuring that adequate first aid provision is made.

ALL ACCIDENTS MUST BE REPORTED to the Headteacher (or named deputy) who will ensure that the circumstances are investigated and any appropriate action taken to prevent recurrence. (See Section C1.8 below), and the Instructions in the “**KCC Accident Book**”<sup>1</sup>.

**B3 Area Children Services Officers (ASOs) and the Local Children Services Partnership Managers (LCSPMs)** are responsible for monitoring health and safety matters in schools and reporting to the Head of Operations Support. They will raise specific health and safety issues with the Directorate’s Health and Safety Unit and raise strategic issues of concern with the Directorate Health and Safety Group.

**The Area Children Services Officers (ASOs)** are responsible for providing management advice on day to day H&S issues to schools in their Cluster. They will also collect statistical information about accidents, ascertain the existence of Health and Safety Policy Statements, and disseminate health and safety information and advice. The **Personnel Section** and **Occupational Health Unit** will assist with difficult health and safety cases and health and welfare risk assessments.

**B4 The Area Planning and Development Manager** for the School Cluster area is responsible for ensuring that regard is given to health and safety concerns in preparing programmes of major maintenance and improvement work.

**B5 The Property Section** are responsible for ensuring that property matters for which the Local Education Authority as employer has a statutory responsibility (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 Headteacher is responsible for liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC’s

Preferred Contractors List to resolve property maintenance issues.

- B6 The Governors** are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc., Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Headteacher to submit periodic reports to them and appoint a Governor to take an interest in health and safety (but without assuming any of the responsibilities of the Headteacher). The Governor appointed to take an interest in health and safety is given in Appendix 3.
- B7 The Safety Representatives of a Trade Union, or the Representatives of the Professional Associations of Staff** are responsible for deciding whether they wish to have a Safety Committee if one does not exist already. If that Union or Association wish to form a committee, the Headteacher is to facilitate this and allow for sufficient time and reasonable facilities the associated inspections as stated in the Personnel Handbook or the Consultation with Employees section of SafetyNet.
- B8 All Staff in the School** have A PERSONAL RESPONSIBILITY for the health and safety of themselves, their colleagues, pupils and visitors. These are specified more precisely in Section C below. They have also a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

## SECTION C - ARRANGEMENTS

### **C1 GENERAL PRACTICES APPLYING TO ALL STAFF, AND FOR PUPILS OR VISITORS IN THEIR CARE.**

#### **C.1.1 Supervision of Pupils**

The school supervision policy must be followed in order to ensure the safety of pupils. Some guidance on a variety of situations is given on KentTrustWeb in the Health & Safety section under "**Supervisor Ratios**"<sup>2</sup>. For more detailed information see section C2.11 on Activities outside the School Site, below.

#### **C1.2 Visitors**

All visitors shall be directed by clear signage to the Reception and must report to the School Office, (except for parents bringing or collecting children to school). There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety. Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.

#### **C1.3 Fire Safety**

A Fire Risk Assessment is a legal requirement and must be carried out by all schools. A pro-forma for this is available on KentTrustWeb (*via Policy, Strategies & Guidance/Health & Safety/Documentation Index/Fire*).

Further guidance for schools may be found in the DfES guidance booklet "**Managing School Facilities: Guide 6: Fire Safety**"<sup>3</sup> and the DCLG guidance document: "**Fire Safety Risk Assessment – Educational Premises**"<sup>4</sup>

Schools should also use the KCC CFE "**Fire Log Record Sheet**"<sup>5</sup> to log fire procedures such as drills and training. This is available on KentTrustWeb, as above.

##### **(a) Fire Instructions**

1. Fire Instructions are posted in the office
2. Names of fire wardens should be known by staff. The fire wardens should be listed in Appendix 3.
3. Emergency Exits, Assembly Point and Assembly Point Instructions are

clearly identified by safety signs and notices.

**(b) Fire Alarms**

1. Instructions to employees are posted at:
2. The Alarm may be raised by:  
*Any member of staff.*  
*Dial the Fire Brigade. The telephones are situated in the Offices or by personal mobile phones. The Office phones Dial 9 for an outside line. Eg 9-999. If the Alarm is sounded the Office Staff will call the Fire Brigade*
3. Regular testing of fire alarms will occur:  
Weekly
4. The Fire Log Book will be kept by the *(Site Manager/Handyman)*.  
The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer.

**(c) Fire Drills**

1. Fire drills will be carried out at least three times a year.
2. A record of the drill must be kept in the Fire Log Book. (Check that fire wardens/fire marshals have received instruction or training for their duties).

**(d) Fire Fighting**

1. 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 at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire. (NB: Pupils will have been taught “*Get out; stay out; call the Brigade out*”).

**(e) Fire Hazards**

1. ***Storage, of flammables and chemicals.***  
Refer to the ***Control of Substances Hazardous to Health Regulations<sup>6</sup>***, in section C3.6 below, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.

2. **Material Safety Data Sheets ('Hazard sheets') for Chemicals and flammable substances.** These will be kept by Caretaker/Bursar/Head of Science, as appropriate, for consultation.
3. **Advice may be sought from the School's County Fire Safety Inspectors.**  
The Fire Safety Service may be contacted at 01622 774191.
4. **Fire hazards are reduced by the carrying out of regular, routine inspections.**

**(f) Maintenance of Fire Precautions.**

The school will ensure regular maintenance of:

1. Emergency lighting and other emergency equipment.
2. Fire extinguishers
3. Fire alarms
4. Fire doors
5. Boiler House fusible link and fuel shut-off mechanisms (if fitted).
6. Fire Safety Signs and identification of escape routes.
7. A "**Fire Risk Assessment**" will be carried out using the guidance given in the H&S section on KentTrustWeb.

#### **C1.4 Bomb Alerts**

The school will follow procedures as given in the document "**Emergency Planning for Kent Schools**"<sup>7</sup> available to all schools. Further information on this document can be obtained from Operations Support Officer on 01732 525105. Advice is also available from the KCC Insurance and Risk Manager (01622 694632) or the CFE Health and Safety Unit (01622 694476).

#### **C1.5 Other Emergency Procedures**

- (a) The school will hold appropriate Emergency Procedures as drawn up with the KCC Emergency Planning Unit (tel: 01622 694803).

- (b) The school will have procedures for alerting parents to collect children (for example in the event of severe weather).  
*(Some schools have special procedures for advising school closures on the media using Code Words to avoid hoaxes).*

#### **C1.6 First Aid/Illness** (See also C1.7 below)

- (a) Refer to KentTrustWeb H&S section ***“First Aid”*** and to the DfES ***“Guidance on First Aid for Schools – A good practice guide”***<sup>8</sup>.
- (b) The school will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. Their names, locations and telephone numbers will be as named in Appendix 3. These Names will be posted at appropriate places within the school to ensure ready assistance.
- (c) The school will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments. These can be found in ***“First Aid”*** and the DfES ***“Guidance on First Aid For Schools – A good practice guide”***.
- (d) The school will follow the procedure for completion of incident/accident records. (See C1.8 below).
- (e) If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.
- (f) The school will follow the procedure for reporting of injuries as described in C1.8 below:  
(i) removal of injured person(s) to hospital (normally by ambulance) and  
(ii) in the case of reportable accidents, telephone HSE immediately on 0845 300 9923, or Fax: 0845 300 9924 (See guidance in C 1.8).
- (g) Parents will be invited to complete the Consent Form for medical treatment in accordance with school policy and the document in C1.7 below.

#### **C1.7 Administration of Medicines/Medical Treatment** (See also C1.6(g) above)

Procedures will be carried out in accordance with the DCFS document

- (i) DfES document ***“Managing Medicines in Schools and Early Years Settings”***<sup>9</sup> and  
(ii) DCSF document ***“Health and Safety of Pupils on Educational Visits”***<sup>10</sup>.

as agreed with the Area Health Authority and the school's named School Nurse.  
Note: Asthma inhalers must be readily available and not locked away.

## **C1.8 Accident Reporting and Recording**

### **C1.8 Accident and Near Miss Reporting and Recording**

The section on KentTrustweb on **Accidents** provides full guidance and should be followed. All accidents and near misses must be reported immediately. The Head or a member of the school's management team will investigate all accidents and near misses immediately and, in the case of any accident or incident to staff and significant injury to pupils, will submit a **KCC Accident Report Form HS157** to the Schools Personnel Services and/or the CFE Health and Safety Unit. The forms will be checked by the Headteacher every month and a report made to the Governors, as necessary. A **KCC Accident Investigation Form HS160**, to be found on KentTrustWeb, may be used to assist with an investigation.

Minor pupil accidents with short recovery time should only be recorded in the school's local accident book.

Certain types of accidents that arise out of work (school) activity are reportable to the HSE. Examples include pupils or other non-employees taken to hospital, and major injury to employees. Both categories require immediate notification to the HSE by fax or telephone. A copy of form F2508 should also be faxed to the HSU on 01622 221582. Further guidance is available on KentTrustWeb.

For reportable staff accidents, copies of forms HS157, F2508 and the results of an investigation to prevent recurrence (e.g., on Form HS160) should also be forwarded to the CFE Health and Safety Unit and the Schools Personnel Services. If the accident is not reportable to the HSE, then HS157 should only be sent to Schools Personnel Services.

For significant pupil accidents, copies of all forms filled should be sent to the CFE Health and Safety Unit only.

## **C1.9 Blood and Body Fluid Spillages**

Advice on "**Infection Control**"<sup>11</sup> given on KentTrustWeb (under Communicable Diseases) will be followed. This also gives advice to avoid the possibility of staff contracting infectious diseases such as AIDS, Hepatitis B and Gastro-Enteric diseases.

## **C1.10 Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment.

All staff are required to report to the school office any damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

They must not attempt any repairs unless the Headteacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment. (See C2.10).

Advice on Electricity can be found in SafetyNet: "**Electricity at Work**"<sup>12</sup>.

### **C1.11 Housekeeping**

#### **(a) Cleanliness (See also C1.13)**

The school buildings will be cleaned by the Caretaker/Cleaner-in-Charge/Contract Cleaning Agency, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the Caretaking staff who will follow the provisions laid down in the "**Risk Assessments for Caretakers and Caretakers' Manual**", available on the clients services page on KentTrustWeb. The "**Caretakers Generic Risk Assessments**"<sup>13</sup> are also available on KentTrustWeb.

#### **(b) Waste Disposal**

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

Large amounts of Hazardous Waste such as sanitary towels, disposable nappies, incontinence pads and chemicals used in laboratories, swimming pools or for cleaning etc., will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way. (See also *COSHH Regulations 2004*).

Kent Commercial Services can be asked for a quotation to remove substances (01622 605424), or, in the case of chemicals, contact **The Schools Science**

**Service CLEAPSS<sup>14</sup>** on 01895 251496 or e-mail [science@cleapss.org.uk](mailto:science@cleapss.org.uk) for advice.

**(c) Stacking and Storage**

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

**(d) Pedestrian Routes**

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

**(e) Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the Headteacher. Teachers have a responsibility to:

Check that classroom and work area is safe.
Check equipment is safe before use.
Ensure safe procedures are followed.
Ensure any accidents are reported and recorded.
Ensure protective equipment is used where necessary.
Ensure health and safety issues are reported.
Ensure guidelines and training are followed.

**C1.12 External Access**

The children's and parent's access shall be kept clear of vehicles.  
The access from the road shall be kept clear for emergency vehicles.  
The vehicle access gate must not normally be used for children's pedestrian

access. A pedestrian and Vehicle Movement Risk Assessment should be completed, guidance is available on KentTrustWeb.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### **C1.13 Food and Food Hygiene**

The Client Services Manager (Catering) for the area will advise on recommendations regarding food prepared by staff for their own consumption, contract catering and pupil lunches. The Schools Advisory Service can advise on Home Economics areas.

The ***“KCC Food Hygiene Policy and Procedures Document”***<sup>15</sup>, produced by the Client Services Manager (01622 696558) and which can be found on KentTrustWeb, should be followed.

### **C1.14 Moving and Handling**

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training.

The ***“Manual Handling Policy and Procedures”***<sup>16</sup> and ***“Generic Manual Handling Risk Assessment Guidance”***<sup>17</sup> for both inanimate objects and paediatric live loads can be found on the H&S section of KentTrustWeb under ‘Moving and Handling’.

Advice may also be sought from the CFE Moving & Handling Adviser, David Graeme, at Joynes House 01474 544320.

### **C1.15 Outside Play Equipment**

The external play equipment will only be used when supervised. Such equipment should be checked daily by Caretakers for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. Advice on daily inspection and the systematic safety inspection of playground equipment may be found on the RoSPA website.

An inspection service for play equipment is available from KCC Partnership

Messrs Babbie whose surveyors have been trained by RoSPA. Contact Peter Bryan, Landscape Manager, 01622 666442.

There is also a procedure and a checklist available on KentTrustWeb.

## **C2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS**

### **C2.1 Inspection of Premises, Plant and Equipment**

The Headteacher will arrange for regular visual inspection of the premises, plant and equipment each term.

Advice and pro formae on Inspections can be found on:

KentTrustWeb H&S Index on HS Inspections:, and ***“Visual Inspection of Premises and Equipment - A Guide for Local Managers and Officers in Charge of Premises”<sup>18</sup>***.

These routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the checklists. If the Professional Associations have appointed Health and Safety Representatives, they may be involved in inspections, investigations, etc.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos guidance will be followed as appropriate. Refer also to Section C3.7 below.

### **C2.2 Control of Dust and Fumes**

All practical equipment will be installed and used as recommended by the manufacturer. *KCC will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations. (Schools will be responsible for mobile fume extraction plant).*

Work in Laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents:

***“L196: Managing Risk Assessment in Science”<sup>19</sup>***, and ***“PS25: Model Risk Assessments for Laboratory Technician Activities”<sup>20</sup>***.

## C2.4 Bank Runs

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route etc., are varied as much as possible and money banked frequently. The member of staff involved will report to the headteacher when he/she has returned from the bank. Advice may also be sought from the KCC Insurance and Risk Manager, 01622 694632.

KCC procedures on ***Lone Working Guidance***<sup>21</sup> can be found on KentTrustWeb. A guidance on ***Cash Handling***<sup>22</sup> can also be found under Risk Management and Insurance on KentTrustWeb

Refer also to C3.3 'Dealing with Violence' below.

## C2.6 Physical Education and Games

These activities will be conducted within the recommendations of Association for Physical Education ***"Safe Practice in Physical Education and School Sport"*** (2008 edition).

## C2.7 Science

The latest version of CLEAPSS ***"Model Science Health & Safety Policy L223"***<sup>23</sup> will be followed.

Procedures recommended by ***CLEAPPS*** will be followed. This can be found on the CLEAPPS website or the 2010 CLEAPPS Science CD-ROM, as supplemented by any Science Newsletter from the Kent Schools Advisory Service, tel: 01622 203800.

Radiation safety should be governed by the document, L93 ***Managing Ionising Radiations and Radioactive Substances in Schools***<sup>24</sup>.

## C2.8 Design and Technology

Procedures recommended by ***CLEAPPS*** will be followed. This can be found on the CLEAPPS website or the 2010 CLEAPPS Design and Technology CD-ROM.

## C2.9 Sewing Machines

Regular maintenance by the manufacturer, supplier or contractor will be carried out.

## **C2.10 Electrical Plant and Equipment**

The Headteacher will arrange for all portable electrical equipment to be checked regularly and a record kept in the school office. Further information from KCS (Kent Technical Services), tel: 01622 605314 or their agents, 'Making Schools Safer', tel: 01795 477988. Guidance on Electricity can be found in SafetyNet as "**Electricity at Work**"

Alternatively, consult the HSE free leaflet "**Electrical safety and you**"<sup>25</sup>. This 8 page leaflet contains notes on good practice which are not compulsory but which schools may find helpful in considering what they need to do.

Building maintenance consultants will arrange for the major fixed wiring circuits to be checked periodically by KCC as Landlord, every 5 years.

No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

## **C2.11 Activities Outside the School Site**

Approval must be gained for some categories of Offsite Visits. When organising Offsite Educational Visits, the school will follow in the first instance the approval process guidance document reviewed in August 2008. This is available on the Outdoor Education section of KentTrustWeb.

The KCC Regulations and Guidance for Safe Practice Offsite Activities is now available as a live document on the Outdoor Education section of KentTrustWeb. Supplementary guidance is also available in the free DfES document: "**Health & Safety of Pupils on Educational Visits - A good practice guide**" (November 1998).

The school will have an appointed Educational Offsite Visits Co-ordinator who has undergone training by the Outdoor Educational Unit at Swattenden.

A risk assessment will also be conducted for offsite visits; guidance is available on Health and safety section under Offsite Visits and the Outdoor Education section of KentTrustWeb.

## **C2.12 Extended Services**

Adequate health and safety arrangements will be in place for extended services whether this is managed by the school or by an external organisation. A transfer of control agreement that transfers control during school hours, if in place, will be agreed with the LEA prior to any activity taking place. Further guidance is available on the Extended Services section of KentTrustWeb.

Risk Assessments will be carried out for activities that may affect the health and safety of staff, pupils and others.

A generic Risk Assessment is available on the health and safety section of KentTrustWeb

### **C3 MISCELLANEOUS PROCEDURES**

The following should be followed as and when appropriate:

#### **C3.1 Stress**

Counselling arrangements can be made via the Headteacher. He/she will contact the Area Personnel Manager (in the case of staff) or the Educational Psychologist (for pupils). KCC's 'Supportline' counsellors can be contacted by telephoning 01622 605539.

The KCC "***Stress Management Policy and Risk Assessment***"<sup>26</sup> document is available on KentTrustWeb. All schools should carry out a stress risk assessment for staff.

#### **C3.2 Alcohol and Drugs**

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher. Further advice, including the current KCC "***Drugs and Alcohol Policy***"<sup>27</sup>, can be obtained from the Area Personnel Officer (regarding staff) or the Drugs Coordinator at the Schools Advisory Service, Oxford Road, tel 01622 203800 ext 243.

#### **C3.3 Dealing with Violence**

Guidelines may be found on SafetyNet under Violence. Refer also to C2.4 'Bank Runs' above. The DfES guidance "***A Legal Toolkit for Schools***"<sup>28</sup> may also be found useful.

#### **C3.4 Home Visits**

Home visits shall only be made in consultation with the Headteacher and will follow guidance given in KCC CFE "***Lone Working Guidance***" (Jan 2008) available on KentTrustWeb.

#### **C3.5 Display Screen Equipment (DSE)**

Advice on the use of DSE is available on KentTrustWeb and Safety Net. Ill health and injury can result from incorrect use of DSE. All significant users, e.g. clerical staff, bursars, shall have a DSE assessment carried out by their line manager. Assessment forms are available on KentTrustWeb. Costs for eye tests and any reasonable expenses for corrective spectacles for use with DSE at work will be funded from the school budget. KCC advice suggests that a contribution toward employee's expenses for a test and glasses is £105 (as at June 2005).

### **C3.6 COSHH**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2004**"<sup>29</sup> (the "COSHH" Regulations). A COSHH Risk Assessment will need to be carried out for hazardous substances. Guidance on COSHH procedures will be found on KentTrustWeb.

Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

Regular checks will be made by the Headteacher to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and, if appropriate, groundsperson's stores and kitchens.

**Safety Data Sheets** for approved chemicals and cleaning agents used by caretakers may be obtained from the supplier.

### **C3.7 Asbestos Management**

KCC's Asbestos Policy, which is available on the Property website [www.Kent.gov.uk/property](http://www.Kent.gov.uk/property) will be followed.

The Asbestos Register will be held at the Reception for visiting contractors to read and sign. This is irrespective of whether or not asbestos is known to be present in the school. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard

to the management of asbestos.

### **C3.8 Working Alone**

Procedures will be adopted in conjunction with the KCC CFE document "**Lone Working Guidance**" (January 2008). This is available on KentTrustWeb.

Working alone with dangerous parts of machinery without recourse to assistance will not be allowed and no one *at high risk of injury* must work alone in school

### **C3.9 Risk Assessments**

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk. The responsibility for ensuring that risk assessments are carried out rests with the Headteacher. The results of the risk assessments must be brought to the attention of those employees to whom they relate.

Several other generic risk assessments are provided to help schools, such as the premises-related ones in the Caretakers' Risk Assessment on KentTrustWeb, and the Educational visit ones on the Outdoor Education section of KentTrustWeb.

Additional guidance can be found in the Risk Assessment section of KCC's SafetyNet and KentTrustWeb.

Further guidance can be obtained from the CFE Health and Safety Unit at Sessions House, County Hall, Maidstone, on telephone 01622 694476, or Fax: 01622 221295.

### **C3.10 Training**

The responsibility for safety training and/or refresher training rests with the employer, which in the case of community schools, is delegated to the Headteacher and Governing Body. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent

incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Headteacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Periodic examination of training records of all staff will be made by the Headteacher and, if training needs are identified, then appropriate training should be provided. This may be particularly urgent for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.

Details of Training Courses may be found in the Training section of KentTrustWeb.

Alternatively, information on General H&S Courses can be obtained via telephone from Learning and Development on 01622 696378.

## SECTION D – APPENDICES AND REFERENCES

### **Appendix 1: References**

This Appendix lists the various H & S Documents mentioned in this document and identified by the endnote suffix numbers.

Many of these can be accessed electronically from KCC “KentTrustWeb” or KCC “Safety Net”. **Contact the site address at <http://www.KentTrustWeb.org.uk>, then click on Policy, Strategies and Guidance / Health & Safety / then the topic of your choice.**

- <sup>1</sup> **KCC Accident Book**, (Oct 2005).
- <sup>2</sup> **Supervisor Ratios – Draft Summary**, (Oct 2003).
- <sup>3</sup> **Managing School Facilities – Guide 6: Fire Safety**, DfES, (2000).
- <sup>4</sup> **Fire Safety Risk Assessment – Educational Premises** (May 2006)
- <sup>5</sup> **Fire Log Record Sheets** (Aug 2008)
- <sup>6</sup> **Control of Substances Hazardous to Health Regulations 1999 and 2004**, COSHH regulations.
- <sup>7</sup> **Emergency Planning for Kent Schools** (2008).
- <sup>8</sup> **Guidance on First Aid For Schools – A good practice guide**, DfES, (Feb 1998).
- <sup>9</sup> **Managing Medicines in Schools and Early Years Settings**, DfES, (March 2005).
- <sup>10</sup> **Health and Safety of Pupils on Educational Visits**, DfES (Nov 1998).
- <sup>11</sup> **Infection Control** (Feb 2006).
- <sup>12</sup> **Electricity at Work** (Aug 2006).
- <sup>13</sup> **Caretakers Generic Risk Assessments** (Aug 2007).
- <sup>14</sup> **CLEAPSS Schools Science CD-ROM 2009**.
- <sup>15</sup> **KCC Food Hygiene Policy and Procedures Document** (March 2008).
- <sup>16</sup> **Manual Handling Policy and Procedures** (Sept 2008).
- <sup>17</sup> **Generic Manual Handling Risk Assessment Guidance** (Sept 2005).
- <sup>18</sup> **Visual Inspection of Premises and Equipment: A Guide for Local Managers and**

**Officers in Charge of Premises** (Aug 2006).

<sup>19</sup> **L196: Managing Risk Assessment in Science** CLEAPPS CD-Rom 2009, (August 2005).

<sup>20</sup> **PS25: Model Risk Assessments for Laboratory Technician Activities** CLEAPPS CD-Rom 2007, (Feb 2005).

<sup>21</sup> **Lone Working Guidance** (Jan 2008).

<sup>22</sup> **Cash Handling**

<sup>23</sup> **Model Science Health & Safety Policy L223** (July 2007).

<sup>24</sup> ***Managing Ionising Radiations and Radioactive Substances in Schools.***  
(September 2008)

<sup>25</sup> **Electrical Safety and You**, HSE leaflet INDG 231, (November 2003).

<sup>26</sup> **Stress Management Policy and Risk Assessment** (May 2003).

<sup>27</sup> **KCC Drugs and Alcohol Policy** (Sept 2003).

<sup>28</sup> **A Legal Toolkit for Schools**, DfES (July 2002).

## **Appendix 2: Useful Contacts**

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

**Health and Safety Advice Line: Tel: 01622 694476**  
**Fax: 01622 221582 E-mail: [healthandsafety-cfe@kent.gov.uk](mailto:healthandsafety-cfe@kent.gov.uk)**

SallyAnne Clark, Health & Safety Manager, Room M3.26, Sessions House  
Tel: 01622 694138 E-mail: [sallyanne.clark@kent.gov.uk](mailto:sallyanne.clark@kent.gov.uk)

David Nicholson, Senior Health and Safety Adviser,  
Tel: 01622 696268 E-mail: [david.nicholson@kent.gov.uk](mailto:david.nicholson@kent.gov.uk)

Elizabeth Alamu, Health and Safety Adviser  
Tel: 01622 694794 E-mail: [elizabeth.alamu@kent.gov.uk](mailto:elizabeth.alamu@kent.gov.uk)

Gill Wiseman, Trainee Health and Safety Adviser  
Tel: 01622 221726 Email: [gill.wiseman@kent.gov.uk](mailto:gill.wiseman@kent.gov.uk)

Karen Stark, Health and Safety Assistant  
Tel: 01622 694284 Email: [karen.stark2@kent.gov.uk](mailto:karen.stark2@kent.gov.uk)

Paula Gwynne, Admin/Monitoring Assistant – Health and Safety  
Tel: 01622 696125, E-mail: [paula.gwynne@kent.gov.uk](mailto:paula.gwynne@kent.gov.uk)

Liz Nixon, Admin/Monitoring Assistant – Health and Safety  
Tel: 01622 696125, E-mail: [liz.nixon@kent.gov.uk](mailto:liz.nixon@kent.gov.uk)

## **Insurance and Risk**

Darryl Mattingly, Insurance and Risk Manager  
Room 3.32 Sessions House, County Hall, Maidstone, Kent ME14 1XQ  
Tel: 01622 694632 E-mail: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@kent.gov.uk)

## **Work and Wellbeing**

### **Occupational Health Advisers**

Gibson Drive, Kings Hill, West Malling, Kent, ME19 4QG  
Tel: 01622 605518, and the following at the same telephone number:

### **Support Line, and Mediation Service**

Gibson Drive, Kings Hill, West Malling, Kent, ME19 4QG  
Tel: 01622 605539 Fax: 01732 875792 Email: [supportline@ kent.gov.uk](mailto:supportline@kent.gov.uk)

## **COMMERCIAL SERVICES**

Purchasing (County Supplies)  
Tel: 01622 605001

Commercial Transport Services  
Tel: 01622 605506

## **EXTERNAL CONTACTS**

### **Health and Safety Executive (HSE)**

Enforcement of Health and Safety Legislation, as it applies to all County Council activities, is carried out by Inspectors of the HSE. They are located as follows:  
International House, Dover Place, Ashford, Kent. TN24 1HU  
Tel: 0845 345 0055 Fax: 01233 634827

## **THE RIDDOR INCIDENT CONTACT CENTRE**

The reporting service for work-related health and safety RIDDOR incidents to the HSE

### **Appendix 3**

*Names of Persons referred to in Section B, Organisation, of this School Health and Safety Policy.*

**Headteacher:** *Mr D Jones*

**Chair of Governors:** *Mrs Marleen Harvey-Kelly*

**Governor for Health & Safety:** *Brian Saunders*

**Caretaker:** *Mr P Manktelow*

**PE Coordinator;** *Mrs E Rye*

**The fire wardens are:** *Mr D Jones/ Mr P Manktelow/ Mrs D Emirali*

**The Fire Prevention Officer is** *Mr P Manktelow*

**The First Aiders are:** *Mrs D Emirali*  
*Mrs S Patterson*  
*Mrs N Scriven*  
*Mrs N Walker*  
*Ms D Clements*  
*Mrs C Binckes*  
*Mrs R Farmer*  
*Mrs S McCarthy*  
*Mrs S Stark*  
*Mrs K Baylis*  
*Pete Manktelow*  
*Ms T Broszek*