



# Health and Safety Policy

Autumn 2023

Reviewed annually



**Priory Fields School**  
*Everyone Achieving Together*



**St. Martin's School**

**Vale View**  
Primary School

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## **Section A – Introduction:**

### **A1 – 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 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.

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.

This Policy needs to be read in conjunction with other Whinless Down Academy Trust Policies and procedures and in particular:

- Safeguarding Policy
- Fire Evacuation Procedure for each individual school
- Lockdown Procedure for each individual School
- GDPR Policy and Privacy Notices
- Behaviour and Anti-Bullying Policies
- Estates Strategy – Premises Management & Site Security Policy



Health and Safety at Work Act 1974

## HEALTH AND SAFETY POLICY STATEMENT Of

### Whinless Down Academy Trust

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#### A2: Statement of Intent:

The Executive Head Teacher, Trustees and Local 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:

*Executive Headteacher*

Date:

Signed:

*Chair of Trust Board*

Date:

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Whinless Down Academy Trust Board as the employer has a statutory duty in respect of all schools within the Trust to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Head Teacher of each school, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Head Teacher in liaison with the Executive Headteacher and the Trust Business Manager will ensure the overall implementation of the policy.

### **B2: Executive Head Teacher 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 ensure that the Head Teachers include health and safety issues in the school improvement plan, if necessary, and maintenance plan.
- To ensure that regular health and safety inspections (at least three times a year) by the Trust Business Manager and the named Trustee responsible for health and safety take place and that they take remedial action as appropriate.
- To ensure that risk assessments are completed by the relevant personnel and record significant findings, and review annually, or before if there is a change in circumstance;
- To liaise with the Head Teacher and Trust Business Manager on receipt of any raised issues or complaints about unsafe premises, equipment or work practices and deal with them promptly.
- To liaise with building maintenance consultants when required and/or with contractors to resolve property maintenance issues;
- To ensure alongside the Trust Business Manager the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To check that the Head Teacher takes responsibility for emergency evacuation procedures are in place and tested;
- To check that the Head Teacher ensures adequate first aid provision is available and kept up to date;
- To ensure that the Trust Business Manager reports health and safety issues to the Trust Board 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 Executive Head Teacher.

### **B3 – Trust Board’ Responsibilities**

- Responsibility for the health and safety of pupils lies with the Whinless Down Academy Trust Board as the employer of school staff and because it controls school premises.
- The Trust Board will promote a strategic overview for health and safety.
- The Trust Board 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 Trust Board will make adequate provision for maintenance of the school premises and equipment within the school’s delegated budget.
- The Trust Board will support and monitor health and safety within the school.
- The Trust Board delegates either a governor or trustee to coordinate health and safety from a strategic point of view.

<p><b>Name of Appointed Health and Safety Trustee:</b></p>
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<p>Alison Mackintosh (Trustee)</p>
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### **B4: Trust Business Manager responsibilities**

- The TBM has the reasonability to ensure regular health and safety inspections (at least three times a year) are completed and that remedial actions are planned and carried out in the appropriate timescales.
- To ensure health and safety issues or concerns are investigated and are dealt with promptly.
- To consult with Contractors to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer are properly addressed.
- To provide health and safety updates to the Trust Board.
- To ensure Statutory Maintenance and Services are carried out on all mechanical equipment in all schools.

## **B5 – Staff Responsibilities**

- Must read and fully co-operate with this policy.
- 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 identified Health and Safety school representative, the Head Teacher or their line manager who will then escalate issues to the Trust Business Manager when necessary.

## **B6 – Estates Manager/Site Manager Responsibilities**

The Site Manager holds responsibility for the day to day maintenance and other buildings/grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- 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 the 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.

## **B7 - Overview of Health and Safety Trust Board**

- The Chair of the Trust Board will raise any specific health and safety issues to the Trust Board having liaised with the Executive Headteacher and the Trust Business Manager.

<b>Name of Trustee:    Alison Mackintosh</b>
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## **B8 –Capital & Premises Development**

- The Trust Business 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.

## **B9 – Property and Infrastructure Support**

- The Trust Business Manager will ensure that property matters for which the Trust Board 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 Trust Business Manager is responsible for liaising with building consultants and/or with contractors to resolve on-going property maintenance issues.

## **B10 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE consult with 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
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Present the findings of investigations to the Executive Head Teacher.
- 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: Katie Banes**

**Contact details: Priory Fields School**

Alternative Consultation Arrangements:

**Name of Employee Representative: Michelle Noden**

**Contact details: St Martin's School**



## **B11 - 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.

**Health and Safety is a standing item on staff meeting agendas.**

## **B12 – 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: Reception (PFS) / Staff Room (STM)/ Reception (VV)**

- 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.

## **B13 – Competency for Health and Safety Tasks and Training**

**IOSH trained Employees:** Alison Mackintosh (Chair of Trustees), Anne Siggins, Kelly Brown, Michelle Noden, Helen Thompson, Lisa Sprigmore, Ruth Bishop, Chris Knight, Katie Banes and Sarah Hayward.

- Induction training will be ensured for all members of staff by the Head Teacher or Induction Buddy.
- Training will be identified, arranged and monitored by the Trust Business Manager and the Executive Headteacher.
- Staff are also responsible for drawing to the attention of the Head Teacher or Trust Business Manager their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The Identified Health & Safety school representative and person responsible for holding the records is:** Katie Banes for Priory Fields  
Michelle Noden for St Martin's  
Sarah Hayward for Vale View  
Stored on the Electronic 'Every' System.

## **B14: Monitoring**

- The Trust Business Manager 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 identified Health & Safety school representative is responsible for investigating accidents although the accountability lies with the Trust Board.
- All accidents are to be reported and entered in the relevant accident book/folder.
- All accidents will be investigated and remedial actions identified. This will prevent reoccurrence of the same or similar incidents. The Health and Safety representative of the School is responsible for ensuring these investigations are carried out and informing the Trust Business Manager of any further actions that need to be carried out.
- The Headteacher is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Executive Head teacher.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

- The Head Teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Trust Board 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.
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

<b>Curriculum Safety Risk Assessments:</b>	<b>Head Teacher</b>
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## 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 the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures, including evacuation points and safeguarding.

All the above is carried out through the school's electronic Inventory system.

## C3: Fire and Emergency Procedures

- The Trust Business Manager 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.

**For Fire Warden and Zone information at each school, please see appendix one**

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

<b>A record will be kept by:</b>	<b>Katie Banes at Priory Fields Sonia Niemiec at St Martin's School Sarah Hayward at Vale View</b>
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- Kent Fire and Rescue will be contacted by:

<b>Specify whose role it is to make the call: Casey Hall or Shara Wheeler in their absence at Priory Fields Helen Thompson at St Martin's School or Jacky Cadour in her absence. Lisa Sprigmore at Vale View or Amanda Abbott in her absence.</b>
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- Regular testing of fire alarms will occur on:

<b>Indicate when tests are to be carried out: Friday</b>
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<b>Site Managers are responsible for carrying out the weekly test at each school.</b>
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- The fire log book will be kept:

<b>Specify who will keep the log and where:</b>	<b>Katie Banes Health and Safety Folder (PF) Sonia Niemiec Health and Safety Folder (STM) Sarah Hayward Health and Safety Folder (VV)</b>
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## **C4 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

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

**Name of Responsible Person for Fire Safety: Michelle Noden – Trust Business Manager**

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

The Trust Business Manager will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

## **C6: Bomb Alerts**

Bomb alerts 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 undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff regularly.

## **C7: First Aid Arrangements**

- The identified Health & Safety school representative 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: Priory Fields - On the Safeguarding board outside the staff room  
St Martin's - Outside the School office  
Vale View – Staff Room, Main Office, Nursery and Servery**

- The identified Health & Safety school representative will ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located at: Priory Fields - Reception, EYFS, Medical Room, DT Room and Courtesy Classroom  
St Martin's - Main Office, Library area – by external door, KS1 Hub Area, Hall Foyer  
Vale View – Main Office, Main Corridor, Servery, Nursery and Yr 1, 2, 3 & 4 Classrooms**

- A first aid risk assessment and audit will be carried out by the Health & Safety School representative to determine the above factors.
- The school will follow the procedure for completion of incident /accident records.
- The school will follow the HSE procedures for reporting of injuries in the accident book.
- All reportable incidents under RIDDOR '2013 will be reported to the HSE by school.

**HSE Contact Details:  
Incident Contact Centre**

[www.hse.gov.uk](http://www.hse.gov.uk)

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

### **C8: Information Technology**

- The Head Teacher will ensure that suitable arrangements are in place for the use of information communication technology.
- Information communication 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 and implemented.
- 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).

### **C9: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

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

- The Estates Manager and Site Managers are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Estates Manager/Site Managers will be responsible for undertaking COSHH assessments.
- The Estates Manager/Site Managers will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Estates Manager/Site Managers will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

## **C11: Inspection of Premises, Plant and Equipment**

- The Estates Manager/Site Managers with support from the Trust Business Manager will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- The Estates Manager, Site Staff and the Health & Safety representatives have the responsibility to ensure that the 'Every' system is kept up to date with all Property Statutory Compliance details and associated documentation is updated on this system in a timely manner.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of Class Teachers, Governors, Trustees, Site Staff and the Headteacher using the checklists.
- 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 Whinless Down Academy Trust Asbestos Management Plan, will be followed.

## **C12: Asbestos Management**

The Trust Business Manager will arrange for an asbestos management survey to be carried out every three years. The Trust Business Manager will ensure that the asbestos management is followed. An asbestos docubox will be kept at the school 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 Estates Manager/Site Managers will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary in liaison with the Trust Business Manager. All works undertaken will be updated in the asbestos survey on completion.

### **C13: Legionella Management**

The Trust Business Manager will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. 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 de-scaling spray outlets.

### **C14: Radon management**

The Trust has a duty to safeguard the health & safety of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with KCC and Health Protection Agency guidance.

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

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

## **SECTION D – 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>



## **E1: Useful contacts**

RPA Insurance: Willis Towers Watson

Email: [rpa.cm@davies-group.com](mailto:rpa.cm@davies-group.com)

Helpline: 0117 9769 361

Kent County Council Health and Safety Unit

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

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: [Outdoor.Education@theeducationpeople.org](mailto:Outdoor.Education@theeducationpeople.org)

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

Staff Care Services

Occupational Health, Mediation Services, and Support Line.

Tel: 03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

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

Health and Safety Executive

Location: International House, Dover Place, Ashford, Kent. TN24 1HU

Kent Fire & Rescue Service

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk).

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

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

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

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