



# **THE ANTHONY ROPER PRIMARY SCHOOL**

# **Health and Safety Policy**

**\* \* \* \* \***

## **Table of Contents:**

### **Section A: Introduction:**

- A1: A note to Head Teachers
- A2: The law regarding health and safety policies
- A3: Health and safety policy statement

### **Section B: Organisation:**

- B1: Employer responsibilities
- B2: Headteacher responsibilities
- B3: Governors' responsibilities
- B4: Staff responsibilities
- B5: Area Education Officers
- B6: GEN2 Property Services
- B7: Resources Committee of the Governing Body
- B8: Safety Representatives
- B9: Consultation with employees
- B10: Information, instruction and supervision
- B11: Competency for health and safety tasks and training
- B12: Monitoring

### **Section C: Arrangements:**

- C1: School activities
- C2: Visitors
- C3: Fire and emergency procedures
- C4: Firefighting
- C5: Maintenance of fire precautions
- C6: Bomb alerts
- C7: First aid arrangements
- C8: Information communication technology
- C9: Legal requirements for premises
- C10: Safe handling and use of substances
- C11: Inspection of premises, plant and equipment
- C12: Asbestos management
- C13: Legionella management
- C14: List of risk assessments, policies and procedures to complement this policy

### **Section D: Useful contacts**

## **Section A – Introduction:**

### **A1 – A note to the Headteacher:**

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

1. The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
2. The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
3. You should consult with staff and governors when devising the policy, and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.
5. The policy must be signed and dated by the headteacher and chair of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

### **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 consulted with the employees & recognised trade unions, and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

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

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear 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, and staff can have adequate time to have an input into the policy contents. 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



**Kent County Council  
Education Learning and Skills Directorate**

Health and Safety at Work Act 1974

**HEALTH AND SAFETY POLICY STATEMENT**

Of

**The Anthony Roper Primary School**

---

**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*

Signed:

*Chair of Governors*

Date:

Date:

**B1 The Governing Body**, as the employer, has a statutory duty in respect of health and safety 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 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 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 as the employer of school staff.
- 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 will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

**Name of Appointed Health & Safety Governor: Chris Dee/Jo Lewington**

#### **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, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

**Name of AEO:**

**Contact No: Ian Watts**

**Work 03000 414302 Mobile 07919212062**

**ian.watts@kent.gov.uk**

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

- They will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with Gen2, Skanska and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

## **B7 Resources Committee of the Governing Body**

- 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.
- Will ensure that property matters for which the Governing Body 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 recognised Trade Union may be called in to carry out 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 the Headteacher
- 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.

## **B9 Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues.

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

## **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: Staff Room and main corridor**

- 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.

<p><b>The person responsible for holding the records is: The Headteacher</b></p>
--

### **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.
- Class teachers will carry out a health and safety check of their classrooms termly and report any concerns to the head teacher.
- The office staff are responsible for investigating accidents although the accountability lies with the head teacher.
- The head teacher is responsible for investigating work-related causes of sickness and absences.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C - ARRANGEMENTS**

### **C1 School Activities**

- The head teacher will ensure that risk assessments are undertaken.
- 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.
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

## **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.

## **C3 Fire and Emergency Procedures**

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *(See Annex 7)*
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted in all classrooms
- Kent Fire and Rescue will be contacted by the office staff

**Names of fire wardens: Staff in classrooms nearest to the emergency exits  
Tracey Pooley and Jemma Sholl**

- Emergency evacuation will be practised three times a year and a record will be kept by the head teacher.
- Testing of fire alarms will occur every three months

**Name of tester: Protec Fire Detection PLC/ Monthly - Mike Watling**

- The fire log book will be kept by the headteacher in their office

## **C4 Fire Fighting**

The priority of staff is to ensure the safety of children under their care. Under no circumstances should they attempt to put out a fire.

**Name of Responsible Person for Fire Safety: Headteacher**

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

### **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.

### **C7 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: In the staffroom, in the office and by all exits to the playground.**

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

**The first aid boxes are located: In the School Office and in the MDS cupboard**

- 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 the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable

**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 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.

### **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 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 4*)
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

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

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- 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 5)
- 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.

## **C12 Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the headteacher's office and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The 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.

## **C13 Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings and recording these in the log book.

## **C14 List of Risk Assessments, Policies and Procedures to complement this Policy**

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management

- Violence and aggression
- Working at height

## **Section D : Useful contacts**

Kent County Council Health and Safety Unit

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

Health and Safety Advice Line: Tel: 03000 418456

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

Outdoor Education Unit

Tel: 03000 410901

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

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

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: [lee.manser@kent.gov.uk](mailto:lee.manser@kent.gov.uk)

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

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

Classcare

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

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

Health and Safety Executive

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

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

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

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

Sustainability & Climate Change Team  
Deborah Kapaj – Sustainable Estates Programme Manager  
Tel: 03000 410237  
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1X

## ON-LINE ANNEXES AND REFERENCES

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>



