



# **Coppice Primary Partnership**

## **HEALTH AND SAFETY POLICY**

Reviewed – December 2018

Next Review – December 2019

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## SECTION A

### Statement of Intent:

The Head teacher, Trustees and Local Governing Bodies 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 Head teacher*

Signed:

*Chair of Trustees*

Date:

Date:

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Coppice Primary Partnership as the employer has a statutory duty for health and safety in its' schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Executive Headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Executive Head teacher will ensure the overall implementation of the policy.

### **B2: Executive Headteacher Responsibilities**

The Executive Headteacher is responsible for:

- Ensuring this policy is reviewed annually, or before if there are any changes in circumstances;
- Ensuring that employee responsibilities regarding health and safety are included in their job description and that it is properly received and understood;
- Including health and safety issues in the school improvement plan, if necessary;
- Carrying out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- Ensuring statutory inspections are carried out within the required timescale, matters arising are reported to Local Governing Bodies and, that the recommendations arising are actioned.
- Undertaking risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- Liaising with building maintenance consultants and / or with contractors to resolve property maintenance issues as appropriate;
- Ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- Ensuring that emergency evacuation procedures are in place and tested;
- Ensuring that adequate first aid provision is available and kept up to date;
- Reporting health and safety issues to the governing body on a regular basis;
- Monitoring and reviewing all health and safety policies and procedures.

Tasks can be delegated to other staff members but the responsibility remains with the Executive Head teacher.

### **B3 – Trustees’ Responsibilities**

- Responsibility for the health and safety of pupils lies with the Trustees of the school, either as the employer of school staff or because it controls school premises (or both).
- The Trustees will promote a strategic overview for health and safety whereas the local governing bodies will be responsible for reviewing the implementation of the policy within schools.
- The local 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 local governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC ‘Classcare’ scheme or within the school’s delegated budget.
- The local governing body will support and monitor health and safety within the school.
- The local governing body can consider appointing a governor to coordinate health and safety from an operational point of view.

### **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 of School / their line manager or Site Manager.

### **B5 – Business Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when developing property maintenance plans for major maintenance and improvement works.
- Will ensure that property matters for which the Academy Trust 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 Business Manager is responsible for liaising with building consultants and / or with contractors, to resolve property maintenance issues.

### **B6 - Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. In addition to staff representation on local governing boards, 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 Senior Leadership Team (SLT) and Leadership

meetings, and matters of concern or procedure and policy are raised at weekly staff meetings.

### **B7 – 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 in the main entrances to school buildings:
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head of School or other delegated key members of staff.
- The Head of School will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

### **B8 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Head of School.
- Training will be identified, arranged and monitored by the Head of School and the local governing body.
- Staff are also responsible for drawing to the attention of the Head of School and / or line manager their own personal training needs, and for providing details of courses attend to the Schools' Personnel Officer.
- Training records will be easily accessible for audit purposes and will be kept up to date.

### **B9: Monitoring**

- The Head of School will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school buildings and grounds three times a year.
- The School Business Manager is responsible for investigating accidents although the accountability lies with the Executive Head Teacher.
- Senior Leadership is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the head teacher.
- The Executive 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 of School will ensure risk assessments are carried out prior to an event or activity, and that appropriate action is taken.
- The significant findings of all risk assessments will be reported to the local 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 Executive Headteacher where it relates to strategic risk or by the Head of School or their delegated responsible person if it relates to a specific school.
- The Executive Head teacher or Head of School will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **Curriculum Safety Risk Assessments:**

Coppice Primary Partnership ensures the welfare and safeguarding of the pupils by ensuring safety risk assessments are carried out and, a list of such is maintained.

### **C2: Visitors**

- All visitors shall be directed by clear signage to the main 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 given a copy of the leaflet 'Safeguarding Information for Visitors and be made aware of the school's fire arrangements in the event of a fire, and emergency procedures although staff are expected to take responsibility for visitors ensuring they are safely escorted out of the building to the Fire Assembly point.
- Temporary staff including Supply Teachers should be shown the evacuation notice displayed in the classroom.

### **C3: Fire and Emergency Procedures**

- The Executive 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.
- Each school in the Academy Trust shall have a specific emergency evacuation procedure which details roles and responsibilities.
- Emergency evacuation will be practiced three times a year. The Head of School will ensure a record will be produced which is retained for audit purposes and follow up action as required
- Kent Fire and Rescue will be contacted by the Head of School or a member of SLT in their absence or if out of hours, the Site Staff or Extended Services Lead person:
- Fire alarm tests are to be carried out weekly by the School Caretaker / Site Manager who will keep a log of such.

### **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. See *annex 8*.

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

The Head of School 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. See *annex 1*

- The Executive Head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

#### **C7: First Aid Arrangements**

- The Head of School 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 at various locations in the school and next to all first aid boxes.**

- The Head of School will ensure that there are an appropriate number of first aid boxes, with instructions.
- A first aid risk assessment will be carried out by the Head of School to determine the above factors. See *annex 2*
- Schools within the Trust will follow the procedure for completion of incident / accident records - HS157, HS160, F2508. See *annex 3*
- The Academy Trust will continue to follow the Local Authority procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school, and the Head Of School will be responsible for informing both the Executive Headteacher and Chair of the local governing board.
- All staff will follow the First Aid procedure included in the Staff Handbook

**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 of School 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 and / or netbooks 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. *See annex 4*

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

- The Academy Trust 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 Academy Trust 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.
- The Executive Headteacher will ensure there is an accessibility plan for each school within the Trust. It is the responsibility of the local governing boards and Heads of School to agree and monitor the accessibility plan for their school.

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

- The Executive Head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Executive Head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Executive Head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The Executive 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 of School will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
- All identified maintenance will be implemented.

- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Executive Head teacher/ Head of School using the checklists. See annex 6.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the Asbestos policy, will be followed.

### **C12: Oil Fired Boilers – Heating Oil Storage and Management**

The Head of School will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event of an oil leak or spillage which results in pollution of the surrounding area or surface water drains. See Annex 7.

### **C13: Asbestos Management**

The Academy Trust Business Manager will arrange for a management asbestos survey to be carried out every three years. The Executive Head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building.

The Head of School 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.

Staff responsible for site management and maintenance will attend the Local Authority run asbestos awareness training.

### **C14: Legionella Management**

The Academy 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 monthly. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

Staff responsible for carrying out the monitoring will have received the necessary training both legionella awareness and monitoring requirements.

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

- Asbestos management  
<https://www.schoolsemergencyplanning.com/>
- 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  
<https://www.schoolsemergencyplanning.com/>
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Hot Works – precautions checklist

[https://www.kelsi.org.uk/\\_\\_data/assets/word\\_doc/0007/27988/Hot-Work-Safety-Procedures-Guidance-for-Officers-in-Charge-of-Premises.doc](https://www.kelsi.org.uk/__data/assets/word_doc/0007/27988/Hot-Work-Safety-Procedures-Guidance-for-Officers-in-Charge-of-Premises.doc)• Infection control

- Legionella
- Lone working  
[https://www.kelsi.org.uk/\\_\\_data/assets/word\\_doc/0004/29146/Lone-working-policy.doc](https://www.kelsi.org.uk/__data/assets/word_doc/0004/29146/Lone-working-policy.doc)
- Managing contractors  
[https://www.kelsi.org.uk/\\_\\_data/assets/word\\_doc/0003/27993/Management-of-Contractors.doc](https://www.kelsi.org.uk/__data/assets/word_doc/0003/27993/Management-of-Contractors.doc)
- Manual handling  
[https://www.kelsi.org.uk/\\_\\_data/assets/word\\_doc/0009/27972/Manual-Handling-Policy-and-Procedures.doc](https://www.kelsi.org.uk/__data/assets/word_doc/0009/27972/Manual-Handling-Policy-and-Procedures.doc)
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height  
[https://www.kelsi.org.uk/\\_\\_data/assets/word\\_doc/0011/27875/Working-at-height-general-guidance.docx](https://www.kelsi.org.uk/__data/assets/word_doc/0011/27875/Working-at-height-general-guidance.docx)

## 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: Oil Storage and Delivery Checklist**

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

**Annex 8: Asbestos Policy and Docubox Contents**

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

**Annex 9: List of Hazardous Substances on the Premises**

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

**Annex 10: Health and Safety of Pupils on Educational Visits**

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

**Annex 11: Schedule of School Risk Assessments**

## **E1: USEFUL CONTACTS**

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

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

### **Client Services – Caretaking, Cleaners and Waste Management**

– Client Service Manager.

**Tel:** 03000 416050, Email:

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

### **Insurance and Risk Management**

Risk Protection Agreement via the Education Funding Agency

### **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

### **AMEY Property Service Desk (Classcare).**

**Tel:** 24 hours, 7 days per week: 01622 624003

Email: [midkentschools@amey.co.uk](mailto:midkentschools@amey.co.uk)

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

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

### **County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

### **RIDDOR Incident Contact Centre**

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

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk).

### **Employment Medical Advisory Service (EMAS)**

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

**Tel:** 02089 958503

Location: PO Box 3087, London W4 4ZP