



Health and Safety Policy

including Risk Assessments

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Section A

A1: Introduction - 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. 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.

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.

A2: Statement of intent:

The headteacher 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.

Section B – Organisation

B1: Employer responsibilities

The Governing Body of Joydens Wood Infant School has a statutory duty in respect of health and safety to ensure that premises and people of Joydens Wood Infant School 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 headteacher will ensure the overall implementation of this policy.

B2: Headteacher responsibilities

- to ensure this policy is reviewed annually or earlier if there are any changes in circumstances
- to ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately 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 sooner 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 building maintenance consultants/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 validity
- to ensure that adequate first aid provision is available and kept up to date at all times
- 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

- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary

N.B: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the headteacher.

B3: Governors' responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both)
- the governing body will promote a strategic overview for health and safety
- the governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises
- the governing body will make adequate provision for maintenance of the school premises and equipment
- the governing body will support and monitor health and safety within the school
- review and monitor the effectiveness of this policy

B4: Staff responsibilities

- to 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 their actions
- 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
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- have a duty to report all health and safety concerns to the headteacher or their line manager.
- only PAT tested equipment is permitted to be used in school unless otherwise authorised by headteacher.

B5: 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 management 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
- ensure only PAT tested equipment is permitted to be used in school unless otherwise authorised by headteacher.
- not undertake any electrical works within the school
- ensure any contractors instructed have suitable insurance and qualifications
- only use contractors that are approved by the school
- to project manage contractors, maintain risk assessments in relation to this and ensure the site is ready for use by children and staff

B6: Catering Business Manager responsibilities

The catering business manager holds responsibility for the day to day running of and any issues relating to the kitchen/catering.

They will:

- update the Food Safety Policy and HACCP (Hazard Analysis and Critical Control Point) annually
- carry out routine checks, in accordance with the Food Safety Policy and HACCP

- ensure that all catering staff receive relevant training and are aware of safe working practices
- report any concerns regarding unresolved hazards in school to the senior management team immediately
- ensure all contractors/deliveries are correctly vetted and accompanied when on site

B7: Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- present the findings of investigations to 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.

B8: 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 all governing body agendas.

B9: 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 is located: by the main office and in the staff room
- supervision of young workers/trainees will be arranged/undertaken/monitored by the headteacher or other delegated key members of staff
- the headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B10: Competency for health and safety tasks and training

- Headteacher will ensure that all staff are aware of the health and safety policy as part of their induction
- staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher
- training records will be easily accessible for audit purposes and will be kept up to date.

B11: Monitoring

- The headteacher 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 site manager is responsible for investigating accidents although the accountability remains with the headteacher
- All Line Managers are responsible for investigating work-related sickness and absences, although the accountability remains with the headteacher
- the headteacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section C – Arrangements

C1: School activities (including after-school clubs, cooking and play-based provision)

- The deputy headteacher 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, visitors and all of those who may be affected
- any actions that are required to remove or control risks will be approved by the headteacher or deputy headteacher
- the deputy Headteacher will ensure that the implemented actions remain effective, and that all risk assessments are 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 reception, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- 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.

C3: Fire and emergency procedures

- The site manager is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date
- the headteacher is responsible for undertaking fire drills and doing spot checks on the fire safety procedures/risk assessments
- emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- instructions to employees are posted at strategic points around the building
- emergency evacuation will be practiced at least three times a year and records will be retained
- regular testing of fire alarms will occur and will be carried out by the site manager
- a record of these tests will be kept by the site manager

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 they feel 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.
- A list of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of fire equipment

The site manager will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

C6: Bomb/suspect package and lockdown

Bomb alerts/ suspect packages and lockdown procedures will be dealt with in accordance with the school's emergency planning arrangements.

- the headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented
- guidance on bombs/suspicious devices or packages and Lockdown procedures will be circulated to staff annually.

C7: First aid arrangements

- the headteacher will ensure that there are an appropriate number of designated and trained first aiders in school
- the headteacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the headteacher to determine the above factors
- the school will follow the procedure for completion of incident / accident records HS157, HS160, F2508
- 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
- parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information communication technology

- the headteacher will ensure that suitable arrangements are in place for the safe 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)
- 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 headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- the headteacher or delegated responsible person will be responsible for undertaking COSHH assessments
- the headteacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments
- the headteacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- 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 school 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 and improvement programme
- all identified maintenance will be implemented

- routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the headteacher/deputy head using the example checklists
- access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards
- where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

C12: Asbestos management

An asbestos management survey has been carried out and will be renewed periodically, as necessary. The headteacher and school business manager will ensure that the 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 school business manager is the designated responsible person who 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 will be made aware of the location of asbestos on induction. The site manager is responsible for ensuring the above is conducted in alignment with the policy when they are managing contractors.

C13: Legionella management

The site manager is the person responsible for carrying out all Legionella and Water Hygiene Management.

A water hygiene risk assessment is carried out every year and will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants. The survey will also list any works required; 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 logbook and de-scaling spray outlets as necessary.

C14: Electrical management

The site manager is the person responsible for ensuring the electrical safety of the premises.

Electrical works within the school are not to be carried out by anyone other than a qualified and approved electrician by the headteacher or in their absence the school business manager. PAT testing is required annually, any faults with the PAT testing must be identified immediately and the item removed from usage. Failed stickers must be evident on the item. Headteacher is to be notified immediately of any issues with PAT testing and works are to be scheduled by the school business manager without delay. The site manager is to facilitate the works onsite but is not permitted at any point to undertake any electrical works on the premises.

C15: Off-site visits

The lead staff member should attend the location of the intended visit beforehand, where possible, to conduct a risk assessment. A copy of the location's own risk assessment is obtained and incorporated when writing the school's own. Both risk assessments should then be submitted to the deputy headteacher a minimum of ten working days before the visit and, when signed, filed in the central Risk Assessments folder.

On the day of the visit, all staff and parent helpers should receive a copy of both risk assessments and any relevant medical information/resources and First Aid equipment, only for the children they are responsible for.

C16: List of Risk assessments, policies and procedures to complement this policy (not exhaustive)

Risk Area/Procedure	Documents needed	Person Responsible for Maintaining Up to Date Records	Frequency of Check
Accessibility Plan and Access Audit	Policy	Site Manager and SBM	Annual
After School Activities (Clubs)	Risk Assessment First Aid certificates Evidence of relevant qualifications	DHT and Club Runners	As needed, at least annual
Asbestos Management	Docubox: Survey Report Management Plan Works Log	Site Manager and SBM	Annual
Banning Persons, Violence And Aggression	Policy and Procedure	HT	Annual
Control Of Chemicals Hazardous To Health (COSHH)	Risk Assessments Central file	Catering Manager, Site Manager	Weekly
Control of Infectious Diseases	NHS Guidance posters Information sheet for parents	HT, SBM and Office	Annual
Covid-19	Risk Assessment Operational Guide	HT	As needed
Doors and Windows: Injury	Risk Assessment Accident Book	HT	Annual
Electricity at Work including Portable Appliance Testing	Logged on CPOMs Staff Safe Annual report	Site Manager	Annual
Emergency Planning: Snow Fire and Evacuation – including Responsibilities of the Fire Wardens and PEEPs Lockdown	Procedure and Policy	SBM and HT	Annual
First Aid Requirements: Administering First Aid Administering Medication Care Plans	Procedure and Policy Accident Book Standardised Template Stored on CPOMs	SENCO and Office	Termly
Food Safety and HACCP	Policy and Procedure	Catering Business Manager	Annual
Intruders	Risk Assessment	Site Manager and SBM	Annual
Legionella and Infection Control	Logged on CPOMs Staff Safe Logs in file	Site Manager and SBM	Annual
Lone Working	Policy and Procedure	HT	Annual

Risk Area/Procedure	Documents needed	Person Responsible for Maintaining Up to Date Records	Frequency of Check
Managing Contractors	Signing-in register	Site Manager and SBM	Daily/as needed
Manual Handling and Working at Height	Staff Training Policy and Procedure (Occasion-Specific Risk Assessment)	Office and Site Manager	Annual
New and Expectant Mother	Risk Assessment (new for each case)	HT/DHT and SBM	As needed with regular review
Off-Site Visits	Risk Assessment (to be sent to DHT at least 1 week before a visit)	SENCO and Office	As needed
Pedestrian and People Movement (Accessibility and Travel Plan)	Policy and Procedure	SBM and Site Manager	Annual
Personal Security	Policy and Procedure	Office and Site Manager	Annual
Playground, Lunchtime And Playtime Supervision	Risk Assessment Staffing Rota	FEL	Annual
Power Tools	Risk Assessment	SBM and Site Manager	Annual
Provision Specific Areas (Year R, Year 1, Science Garden, Pond and Woodland Trail)	Risk Assessment	EYFS Leader, Science Leader and DHT	Daily
School Events	Risk Assessment Staffing Rota	DHT and FEL	As needed
School Facilities: including Communal Areas (Field, Playground and Bank, Hall, Learning Pods, Hive, Office)	Risk Assessment	Site Manager and Office	Daily
Slips, Trips and Falls	Risk Assessment Accident Book	Office and Site Manager	Annual
Stress Management Supervision	Policy and Procedure	FEL/SMHL	Annual
Subject Specific Lessons: Cooking PE Computing Art/DT, etc.	Risk Assessment	Catering Manager and Subject Leaders	Termly
Use of Technology at School	Risk Assessment	SBM and Site Manager	Annual
Work Experience	Risk Assessment	DHT	Annual
Workstation Assessments (for Display Screen Users)	Checklist	SBM	Annual

D: Useful contacts

Kent County Council Health and Safety Unit

Email: 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

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

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

Staff Care Services

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

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

Classcare

Email: classcare.enquiries@kent.gov.uk

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.

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

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 1XX