Health and Safety Policy

Responsible Person	Amanda Woolcombe, Headteacher
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Contents

Section A – Introduction

The Law Regarding Health and Safety Policies
Health and Safety Policy Statement

Section B – Organisation

Employer Responsibilities
Headteacher Responsibilities
Governors' Responsibilities
Staff Responsibilities
Site Manager Responsibilities
Kent County Council Infrastructure
Safety Representatives
Consultation with Employees
Information, Instruction and Supervision
Competency for Health and Safety Tasks and Training
Monitoring

Section C – Arrangements

School Activities
Visitors
Fire and Emergency Procedures
Fire Fighting
Maintenance of Fire Equipment
Bomb/Suspect Package Alerts
First Aid Arrangements
Information Communication Technology
Legal Requirements for Premises
Safe Handling and Use of Substances
Inspection of Premises, Plant and Equipment
Asbestos Management
Legionella Management

Appendices

1. Linked Risk Assessments, Policies and Procedures
2. Online Annexes and References
3. Useful Contacts
4. Risk Register (separate document)

Guidance Note:
This policy is an adapted version of the model policy and procedure developed by Kent County Council for use in Kent Schools. The wording has been changed in places to suit the needs of Madginford School but the wording of the guidance notes throughout the document remains unchanged from the model policy.

Section A - 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. It must be consulted with the employees and recognised trade unions, and shown to a Health & Safety Executive (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.

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

_____	_____	_____
(Headteacher)	(Chair of Governors)	(Date)

Section B – Organisation

Employer Responsibilities

Kent County Council (KCC), as the employer, has a statutory duty in respect of health and safety in community and voluntary controlled schools 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 Headteacher will ensure the overall implementation of this policy.

Headteacher Responsibilities

Specific tasks which are the responsibility of the Headteacher are to:

- 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 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 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.

Tasks can be delegated to other staff members but ultimately the responsibility remains with the Headteacher.

Governors' Responsibilities

Responsibility for the health and safety of pupils lies with the Governing Board of the school, either as the employer of school staff or because it controls school premises (or both).

The Governing Board will:

- promote a strategic overview for health and safety
- 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
- comply with any directions given by the Local Authority concerning the health and safety of persons in school, or on school activities elsewhere

- make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Class Care' scheme or within the school's delegated budget.
- support and monitor health and safety within the school
- review and monitor the effectiveness of this policy
- appoint a governor to coordinate health and safety from a strategic point of view

Name of Appointed Health and Safety Governor: Toby Butler

Staff Responsibilities

All staff will:

- read and fully co-operate with this policy
- take reasonable care of their own health and safety and that of others who may be affected by their actions
- co-operate with their employer on health and safety matters
- 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
- report all health and safety concerns to the Headteacher or their line manager

Site Manager Responsibilities

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

Kent County Council Infrastructure

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 Headteacher is responsible for liaising with Infrastructure, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

Safety Representatives

Safety representatives of a Trade Union have the following functions and will:

- 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

Name of Trade Union representative: None but can be contacted by individuals

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 staff meeting agendas

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. The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety. Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated members of staff.

The Health and Safety Law poster is located in: Medical Room

Competency for Health and Safety Tasks and Training

The Headteacher will ensure that all staff undertake induction training. Any training will be identified arranged and monitored by the Headteacher and the Governing Board. Staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher. All training records will be easily accessible for audit purposes and will be kept up to date.

Person responsible for holding the records: Headteacher

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 nominated Health and Safety Governor is responsible for investigating accidents, 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 recurrences.

Section C – Arrangements

School Activities

The Headteacher will ensure that risk assessments are undertaken.

The significant findings of all risk assessments will be reported to the Governing Board 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 their delegated responsible person. The Headteacher or delegated responsible person will check 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.

Curriculum safety risk assessments: Assistant Headteacher (Curriculum)

Visitors

All visitors should be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in/out and identity badges will be provided, including recording vehicle registrations if appropriate.

All visitors should be made aware of the school's fire arrangements in the event of a fire and the school's emergency procedures, including evacuation points.

Fire and Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date.

All emergency exits, assembly points and associated instructions are clearly identified by safety signs and notices. Emergency evacuation of the school premises will be practised at least three times per year and records will be retained.

List of Fire Wardens kept in: School Office (H&S file)

Instructions to employees are posted at: Every classroom close to the exit

Records to be kept by: Site Manager

Kent Fire & Rescue will be contacted by: School Office

Weekly testing of the Fire Alarm on Tuesday by: Site Manager

Fire Logbook kept in Small Meeting Room near School Office by: Site Manager

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. List of hazardous substances will be provided to a fire officer in the event of a fire.

Person responsible for Fire Safety: Site Manager

Maintenance of Fire Equipment

The Headteacher 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

Bomb/Suspect Package Alerts

Bomb alerts or suspect packages 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 will be circulated to staff annually.

First Aid Arrangements

The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

List of First Aiders and contact details kept in: School Office (H&S file)

The Headteacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked.

First Aid boxes are located in: Every classroom and Medical Room

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 and 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.

HSE contact details: Incident Contact Centre – www.hse.gov.uk

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

Information Communication Technology

The Headteacher will ensure that suitable arrangements are in place for the safe use of Information Communication Technology. Such equipment 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.

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.

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 person, will be responsible for undertaking COSHH assessments.

The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and 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.

Inspection of Premises, Plant and Equipment

The Headteacher 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/assistant 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.

Asbestos Management

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The headteacher 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 headteacher or the designated 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.

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. Such assessments 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.

Maintenance & Statutory Services Team: Lynn Keeley (07786 191664)

Appendix 1

Linked Risk Assessments, Policies and Procedures

The following documents may be used for further reference:

- 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
- Outdoor learning and educational visits
- Pedestrian and people movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

Appendix 2

Online 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 and List of Hazardous Substances on the Premises
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
Asbestos Policy and Docubox Contents
http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management

Annex 8
Health and Safety of Pupils on Educational Visits
http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics

Appendix 3

Useful Contacts

KCC Health and Safety Unit
Tel: 03000 418456
Email: healthandsafety@kent.gov.uk
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: 03000 416428
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

Class Care
Email: classcare.enquiries@kent.gov.uk
Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive
Tel: 0845 345 0055 (for reporting fatal, specified and major incidents only)
Online RIDDOR Reporting: https://www.hse.gov.uk/riddor/report.htm
Website: https://www.riddor.gov.uk
Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service
Tel: 01622 692121
Location: The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB

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/

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor