



NORTHFLEET SCHOOL FOR GIRLS
CO-OPERATIVE TRUST

POLICY ON
HEALTH AND
SAFETY

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and annually thereafter

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

Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT

of

Northfleet School for Girls Co-Operative Trust

Statement of Intent:

The Headteacher (or delegated responsible person) and governors are committed to establishing and implementing arrangements that will:

- ensure staff and students 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, students 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, students and visitors safe.

Signed:
Headteacher

Signed:
Chair of Governors

Date:

Date:

Note: In the absence of the Headteacher, the delegated Deputy Headteacher for the period is responsible.

Section B – ORGANISATION

B1: Employer Responsibilities

Northfleet School for Girls Co-Operative Learning Trust as the employer has a statutory duty in respect of health and safety in to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher (or delegated responsible person), who has day to day responsibility for staff, students and others as 'officer in charge' of the premises.

The Headteacher (or delegated responsible person) will ensure the overall implementation of the policy.

B2: Headteacher 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 Headteacher (or delegated responsible person).

B3 – Governors’ Responsibilities

- Responsibility for the health and safety of students lies with the governing body of the school, either as the employer of school staff or because it controls school premises.
- 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, students 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.

The appointed Health and Safety Governor is Mr C Brooke

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 Headteacher (or delegated person) 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: Mr Ian Watts

Contact No: 07919 212062

B6 – KCC Capital & Premises Development Manager

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – KCC Property and Infrastructure Support

- Will ensure that property matters for which the local authority 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 (or delegated responsible person) 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

Trade Union representatives in school are also delegated the role of Safety Representatives and have the following functions:

- Represent employees when consulting them about specific matters that will affect their health, safety and welfare.
- 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 (or delegated responsible person).
- Inspect the workplace;
- With at least one other appointed representative, union representatives may request in writing that the Headteacher (or delegated responsible person) set up a health and safety committee. They will attend Health and Safety Committee and meetings as a representative of our employees.
- The Headteacher (or delegated responsible person) will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

Names of Trade Union Representatives: Mr Ben Goodwin, Mr Jacob Smith

All can be contacted in school

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. Through the Trade Union Representatives, Domain Meetings and Departmental Meetings a two-way dialogue takes place (both have health and safety as standing agenda items). Individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns and the first staff meeting of every academic year provides a full staff consultation opportunity. Health and Safety is covered as part of the regular meeting cycle including a global update on best practice in each September training day.

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:

CDMP Breakout adjacent to the main school entrance

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher (or delegated responsible person) or other delegated key members of staff. (This includes trainee teachers and work experience students coming into and going out from the school.)
- The Headteacher (or delegated responsible person) will supply adequate information, instruction and supervision for all staff, students 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 Headteacher (or delegated responsible person).
- Training will be identified, arranged and monitored by the Headteacher (or delegated responsible person) and the governing body.
- Staff are also responsible for drawing to the attention of the Headteacher (or delegated responsible person) their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The persons responsible for holding the records are:

**Mrs J Soryal, Assistant Headteacher & Mrs J Annable, HR Assistant
Every member of staff holds a Personal Portfolio copy**

B12: Monitoring

- The Headteacher (or delegated responsible person) will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds at least three times a year.
- The Facilities Manager and Lead First Aider are responsible for investigating accidents although the accountability lies with the Headteacher (or delegated responsible person).
- The HR Assistant is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher (or delegated responsible person).
- The Headteacher (or delegated responsible person) is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Headteacher (or delegated responsible person) will ensure that risk assessments are undertaken in respect of those activities listed in Section C16 or where any additional activity within school requires such assessments to be 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 Headteacher or their delegated responsible person.
- The Headteacher (or delegated responsible person) 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.

Specific Curriculum and School Related Safety Risk Assessments:

**P.E. (including swimming), Design Technology, Food Technology, Science,
Art (including photography, pottery and Farm)
Farm (including Animal Care)**

C2: Visitors

- All visitors shall be directed by clear signage to *main* reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided. Car registration numbers will be noted.
- 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 Headteacher (or delegated responsible person) is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Fire Wardens are designated by Domain:

| LEAD FIRE WARDEN Andy Jarrett | |
|---|---------------------------------|
| Reception | Louise Lynn/Emma Wright |
| Breakout area, hall, PA toilets | IT On Duty |
| Kitchen area | Alison Ridout |
| Facilities | Trudy Ball |
| CDMP Lower 1 and 2 | Teacher on duty |
| CDMP Upper | Graeme Hellyer |
| C&C Lower | Amanda Westland |
| C&C Upper | Karen Steingass |
| Learning Domain | Donna Selmes |
| Sixth Form Area | Claire Stevenson |
| B&E Lower | Alison Johnson |
| B&E Upper | Ile Ilijevski |
| Admin Area | Jane Bond (then to Gate B) |
| Physical World Lower | Julie Davis |
| Physical World Upper | Hannah McCarthy |
| Health & Society Lower / HS4 / food and breakout area | Laura Thomas / Julie Fothergill |
| Health & Society Upper | Nicola Morris |
| Farm | Emily Huddle |

- Emergency evacuation will be practised at least four times a year and a record will be kept by the Facilities Manager
- Kent Fire and Rescue will be contacted by the Facilities Manager or another Deputy appointed by the Headteacher as required.

- Regular testing of fire alarms will occur every Friday at 7.15am under the instruction of the Facilities Manager.
- The fire log book will be kept in the Facilities Office

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, only if life is at risk and not put themselves or others at undue risk. There should always be a clear escape available before an extinguisher is used and 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. COSHH assessments are held in specific departments with an overall school log held in the Facilities Office by the Facilities Manager. The Headteacher is ultimately responsible for Fire Safety.

C5: Maintenance of Fire Precautions:

The Headteacher (or delegated responsible person) 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 Headteacher (or delegated responsible person) 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 Headteacher (or delegated responsible person) will ensure that there are an appropriate number of designated and trained first aiders in the school. First aiders are clearly recognisable from their lanyards. Lists and contact details are circulated by email and stored online for easy staff access. Key First Aid contacts are distributed around the school.
- The Headteacher (or delegated responsible person) will ensure that each first aider has access to appropriate first aid items which are issued to them for safe keeping and use. First aid boxes are located in both catering areas, food technology room (for DT department), science technicians office, P.E., main reception, student reception, Headteacher's PA office and the Facilities Office.
- A first aid risk assessment will be carried out by the Headteacher (or delegated responsible person) to determine the above factors. This will be reviewed annually.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- The school will follow the KCC 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 school.

HSE Contact Details: KCC Health & Safety Unit (schools Team)
Room M3.26, Sessions House, Maidstone, ME14 1XQ

Tel: 01622 694476 **email: Healthandsafety-schools@kent.gov.uk**

Further information and support: 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 (or delegated responsible person) will ensure that suitable arrangements are in place for the use of Information Technology throughout the school (both for staff and student use).
- 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).
- Mr Richard Chilcott, Network Manager is responsible for Information Technology procedures

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 students and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Headteacher (or delegated responsible person) 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 (or delegated responsible person) will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher (or delegated responsible person) 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 Headteacher (or delegated responsible person) 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, site team and the Headteacher (or delegated responsible person)/deputy head using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the 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 Headteacher (or delegated responsible person) 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 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, recording these in the log book and de-scaling spray outlets.

Property and Infrastructure Operations Manager:

Facilities Helpdesk West Kent

Phone: +44 (0)8009012464

Email: Westkenthelpdesk@skanska.co.uk

C14: Liquid Petroleum Gas Management

LPG is held in small quantities for BBQ equipment. This is stored safely outside the building in a locked cage at the rear of the school.

The Headteacher (or delegated responsible person) will ensure that in the event of LPG being used by the school, there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff.

C15: Radon Management

There is no evidence of radon within the school site.

C16: List of Risk Assessments, Policies and Procedures to complement this Policy

The following are found on the Kent Kelsi website as standard management for schools:

- Accident reporting
- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning
- Employee Induction Check List
- Fire – including responsibilities of the fire wardens
- Lone working
- Managing contractors
- Moving & Handling
- Working at Heights

The following can be found on the school 0-drive in the files indicated:

- Disaster Recovery (Admin:Policies CN)
- Employee Induction Checklists (Admin:Personnel)
- Farm (Admin:Farm)
- Fire Evacuation & Bomb Alerts (Admin:Procedures)
- First Aid Policy (Admin:Policies CN)
- Learning Outside of the Classroom (Admin:Policies CN)
- Opening & Closing Procedure (Admin:Facilities)
- Covid 19 risk assessment (admin:Policies)