



## Health and Safety Policy

### 1. Title Page

Revision	Revision Date	Description
2A	05/02/2024	Up-issued and re-formatted
2B	05/06/2024	Re-numbered

Prepared.	H&S Governor – D Hickson	05/02/2024
Reviewed.	H&S Officer – S Walton	05/03/2025
Authorised and issued.	Head Teacher – C Grattan	05/03/2025
Date for next review.	March 2026	



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### 3. Statement of Intent

The Headteacher and Governors at Higham Primary School are committed to establishing and implementing arrangements which will:



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- ensure that staff and pupils will be safeguarded when on school premises or engaged in off-site activities.
- Ensure that the premises are safe for visitors, pupils, and staff.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain 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.

They will comply with:

- The KCC's General Statement of Health and Safety at Work Policy (April 2006)
- The KCC Health and Safety Policy, Organisation and Arrangements statement (April 2004)
- The School Health and Safety policy (current)

### 4. Organisation

KCC, as the employer, has overall responsibility for Health and Safety.

The headteacher has day to day responsibility for ensuring safety at a school level but may delegate certain tasks and responsibilities to other members of staff and refer appropriate matters to KCC, either because KCC is responsible under the local management scheme, or because specialist advice is needed.

### 5. Responsibilities

#### 5.1 Head Teacher responsibilities:

- Ensuring the school has a health and safety policy statement.
- Reviewing it at least once a year
- Including issues in the School Improvement Plan if necessary
- Checking health and safety requirements are implemented e.g., risk assessments, keeping a record of the periodic monitoring which is undertaken. This will be a requirement of members of staff who have been given delegated responsibility to report in writing on a regular basis.
- Ensuring that all staff, pupils and visitors can either have a copy of the policy statement and the relevant supporting documents or know where the policy can be seen. Appropriate documents are issued to new staff with their contracts of employment and are part of the induction process.
- Ensuring that responsibility regarding health and safety is included in employee job descriptions.
- Undertaking risk assessments and recording items of significance
- Carrying out regular health and safety inspections and reducing risks as appropriate
- Receiving and dealing promptly with complaints about unsafe premises, equipment, or work practices
- Ensuring that emergency evacuation procedures are in place.
- Ensuring that the requirements of the Health and Safety Executive (HSE), fire authority and environmental health officers are properly addressed.
- Ensuring that adequate first aid provision is made.



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All accidents must be reported to the **Headteacher**, or **Deputy Head Teacher** who will ensure that the circumstances are investigated, and any appropriate action taken to prevent recurrence (see the instructions in the KCC Accident Book).

### 5.2 Local Authority responsibilities:

Monitoring health and safety matters in schools. Local officers are responsible for providing management advice on day-to-day health and safety issues to schools in their cluster. They will also collect statistical information about accidents, ascertain the existence of health and safety policy statements, and disseminate health and safety information and advice. Schools Personnel and occupational health will assist with difficult health and safety cases and health and welfare risk assessments.

The Governors are responsible for complying with their duties under the Local Management Scheme, making provision within the school's budget and generally supporting and monitoring health and safety within the school. This includes a requirement under section 4 of the Health and Safety at Work Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. This is a strategic role which involves ensuring that this policy is correctly implemented, rather than a day-to-day management role. They may require the headteacher to submit periodic reports to them and appoint a governor to take an interest in health and safety. Appendix 1 shows the Health and Safety Governor Monitoring pro-forma which should guide monitoring visits to the school. All visits should be conducted by arrangement with the Head Teacher.

**Health and Safety Governor: D Hickson**

The safety representatives of a trade union, or the representatives of the professional associations of staff are responsible for deciding whether they wish to have a safety committee if one does not exist already. If that union or association wish to form a committee, the headteacher is to facilitate this.

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work and who may be affected by them.

## 6. Health and Safety Arrangements at Higham Primary School:

### 6.1 Supervision of Pupils:

See separate Off-site Visits Policy

### 6.2 Visitors:

All visitors must report to the school office (except for parents bringing children to or collecting children from school at the start and end of the day), where they sign in and out. Visitors wear an identifying badge. Contractors are expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.



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### 6.3 Contractors:

All contractors must report to the main office/reception area where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site by the Site Team. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, premises lead/site staff will undertake competency checks prior to engaging any contractor.

### 6.4 Asbestos Management:

The KCC's asbestos policy is followed. The asbestos register is held in the main office for contractors to read and sign. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities regarding the management of asbestos.

### 6.5 Control of Hazardous Substances

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners, kitchen staff or caretaker Site Manager. These are kept always locked in the cleaners' cupboards when they are not being used. Teachers may keep a cleaning spray in their classroom but must ensure it is stored in a locked cupboard or drawer. Chemical data sheets for all chemicals are kept in the Site managers office, in the kitchen cleaning cupboard and in the cleaner's cupboards, these give advice on protection required when using them and advice in the event of an accident. Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container. Food or drink containers are never used to store chemicals. Only small quantities of the chemicals are kept in school at any given time. All spillages are cleaned up immediately. Protective clothing is available to all staff when using chemicals.

The Safety Data Sheets provided by the suppliers of chemicals are used to provide information to assess risk for users and form the school's risk assessment. All staff who use chemicals have access to the Data Safety Sheets which are in the cleaners' cupboards and kitchen cleaning cupboard.

### 6.6 Fire Safety:

A fire risk assessment is a legal requirement and must be carried out by all schools. Inspection Services carried out the school's risk assessment and is on the staff SharePoint in the Health and Safety folder, and in the Asbestos docubox in the office.

### 6.7 Fire Instructions:

- Fire instructions are posted either just inside or just outside the doors
- The fire wardens are S Walton, C Grattan, V Levy, C Driscoll, E Wright, K Mills and V Siggers (Kitchen)
- Emergency exits, assembly point and assembly point instructions are clearly identified by safety signs and notices.

### 6.8 Fire Alarms:

Instructions to employees are posted either just inside or just outside the doors. The alarm may be raised by anyone who spots a fire and by the setting off the fire alarm point. Testing of the fire alarms will occur



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monthly. The Fire Logbook will be kept in the main office. The result of each test will be properly recorded in the Fire Logbook and be available for a visiting fire officer.

### 6.9 Fire Drills:

Fire drills will be carried out at least three times a year, and a record of the drill is kept in the Fire Logbook.

#### Fire Fighting:

Staff should only use fire extinguishers if trained how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. There should always be a clear escape available. It is important to ensure the alarm is raised BEFORE attempting to tackle a fire.

#### 6.9.1 Fire Hazards:

Fire hazards are reduced by the carrying out of regular, routine inspections. For storage of flammables and chemicals; refer to the Control of Substances Hazard to Health Regulations 2004 later in this policy which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled. Material Safety data sheets (Hazard Sheets) for Chemicals and flammable substances are kept by the site manager for consultation.

#### 6.9.2 Maintenance of Fire Precautions:

The school will ensure regular maintenance of:

- Emergency lighting and other emergency equipment
- Fire extinguishers
- Fire alarms
- Fire doors
- Boiler house fusible link and fuel shut-off mechanisms ~~(if fitted)~~
- Fire safety signs and identification of escape routes
- A fire risk assessment. (carried out by Inspection Services).

### 6.10 Bomb Alerts:

See separate Emergency Management and Business Continuity Plan and Emergency Closure Policy

### 6.11 Other Emergency Procedures:

See separate Emergency Management and Business Continuity Plan and Emergency Closure Policy

### 6.12 Electrical Safety:

Most people will be aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in school and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. All staff should monitor the condition of plugs, cables and electrical equipment and are required to report to the school office any damaged electrical apparatus or wiring – including portable equipment and permanent wiring. They must not attempt any repairs unless the headteacher is satisfied



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that they are competent to do so. Personal mains powered electrical equipment must not be brought into school unless it has been subjected to the same tests as school equipment.

The following procedure is adhered to in the use of electricity:

- All portable electrical appliances will be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used.
- Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Head Teacher, Office, or Site Manager immediately and the equipment taken out of use until it is suitably repaired.
- No one in school is allowed to work on any electrical circuitry or equipment (except for pupils using battery operated circuits for curriculum use).
- All staff must be aware of the dangers of trailing cables. Trailing cables must NEVER be allowed to cross walkways.
- The fixed electrical installation should be tested at five yearly intervals.

### 6.13 First Aid/Illness:

The school follows the guidance contained in the DfE document 'Guidance on First Aid for Schools.' See also Supporting Pupils with Medical Needs Policy, and KELSI health and safety section 'Framework for Health and Safety.' A defibrillator is kept onsite (in the main office) and may be used by any adult.

### 6.14 Administration of Medicines/Medical Treatment:

Procedures will be carried out in accordance with the DfE documents 'Managing Medicines in Schools and Early Years Settings' and 'Health and Safety of Pupils on Educational Visits.' See also Medical Needs Policy and Off-site Visits Policy.

### 6.15 Accident Reporting and Recording:

The section on Trust Web on accidents provides full guidance and should be followed. All accidents including 'near misses' must be reported immediately and entered into the KCC Accident Book on KELSI and the accident/incident report form HS157 (Oct 2005) which is located in the main office. The head or a Senior Leader will investigate all accidents immediately and will submit an Accident Report Form HS157 to the area office, as necessary. A KCC Accident Investigation Form HS160 (Oct 2005), to be found on KELSI, may be used to assist with an investigation.

Certain types of accidents that arise out of work (school) activity are reportable to the HSE. Examples include pupils or other non-employees taken to hospital, and major injuries to employees. These require immediate notification to the HSE, and a copy of form F2508 should also be faxed to the HSU.

Forms HS157 and F2508 and the results of an investigation to prevent recurrence (e.g., on form HS160) should be forwarded to the ACSO, CFE Health and Safety Unit and, if a claim is possible, the Insurance and Risk Manager at Sessions House.

### 6.16 Blood Spillages:

Advice on infection control given on KELSI (under Framework for Health and Safety) will be followed. This also gives advice to avoid the possibility of staff contracting infectious diseases such as AIDS, hepatitis B and gastro-enteric diseases.



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### 6.17 Pregnant Workers

When a member of staff notifies the school, she is pregnant the school will immediately carry out an appropriate assessment to ensure that the duties performed do not cause her, or her unborn child, any harm.

### 6.18 Housekeeping:

#### 6.18.1 Cleanliness:

The school buildings are cleaned by the Site Manager and cleaners, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals is undertaken by the catering staff. The surrounds of the buildings are kept clean by the site manager who follows the provisions laid down in the appropriate risk assessments as available on KELSI.

#### 6.18.2 Waste Disposal

Normal, lesser amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds and removed each day by the cleaners to the designated storage area prior to removal by a refuse service contractor. Large amounts of hazardous waste such as sanitary towels, disposable nappies, incontinence pads and chemicals used for cleaning etc will be removed by a specialist contractor who will require the school to sign a duty of care consignment note to state that the waste will be disposed of in an effectively managed way.

#### 6.18.3 Stacking and Storage:

Materials, equipment, and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils, or visitors.

#### 6.18.4 Pedestrian Routes:

Stairs, corridors, cloakrooms and exits etc will be kept clear of obstructions (including electrical cables).

#### 6.18.5 Classrooms:

Teachers will be alert to hazards and report these to the headteacher. They have a responsibility to:

- Check that classroom and work area is safe
- Check equipment is safe before use
- Ensure safe procedures are followed
- Ensure any accidents are reported and recorded
- Ensure protective equipment is used
- Ensure health and safety issues are reported
- Ensure guidelines and training are followed





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### 6.18.6 External Access:

The pupil and parent access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pupil pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### 6.19 Food and Food Hygiene:

Details of any food allergies are obtained on the New Pupil Form when children first start at school and recorded on the school's management information system Bromcom. The Schools Advisory Service can advise on home economics areas. This ensures the supply, storage and production of food complies with legislation and good practice.

### 6.20 Manual Handling:

Manual handling includes lifting, pulling, pushing, moving, and carrying. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks. Where there are regular heavy manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

### 6.21 Ladders and Stepladders:

#### 6.21.1 Extending ladders

Extending ladders are used only by the Site Manager, who has received the proper instruction and training. Roof work, including retrieving balls, is not to be undertaken during windy or severe weather.

#### 6.21.2 Stepladders, kick stools

There are sufficient stepladders provided in school to prevent staff from using chairs or tables for access to high shelving or putting up displays. Staff receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. High stepladders must always be held by a competent person while the user is standing on them.

### 6.22 Outside Play Equipment:

The external play equipment will only be used when supervised and checked. Equipment is checked regularly by the Site Manager for any apparent defects. The equipment is inspected annually.

## 7. Particular Arrangements:

### 7.1 Inspection of Premises, Plant and Equipment:

The headteacher will arrange for a regular visual inspection of the premises, plant, and equipment each term. Access to storerooms, boiler rooms, tank and plant rooms should also be checked, including



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ladders or other equipment. These should also be suitable for the use of the site manager. Where damaged asbestos is encountered or suspected, procedures as laid down in the asbestos guidance will be followed as appropriate, see 6.4 – Asbestos Management.

### 7.2 Bank Runs:

Time, route etc are varied as much as possible and money banked frequently.

### 7.3 Curriculum Areas (PE, Science, Technology):

All activities in these subjects are conducted within the health and safety recommendations by both the local authority and the Curriculum Authority.

### 7.4 Electrical Plant and Equipment:

The site manager will arrange for all portable electrical equipment to be checked regularly, and a record kept in the school office.

Building maintenance consultants will arrange for the major fixed wiring circuits to be checked periodically by the KCC (as the landlord) every 5 years. No machine should be used unless appropriate training or refresher training has been satisfactorily completed.

### 7.5 Activities Outside the School Site:

See separate Off-site Visits Policy

### 7.6 Miscellaneous Procedures:

#### 7.6.1 Stress:

There is a support line available for free confidential support, The health, and Wellbeing Hub. Support for a range of issues including bereavement, terminal illness, depression and much more. Their telephone number is 0800 0305182

#### 7.6.2 Alcohol and Drugs:

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion a member of staff, pupil or visitor is incapacitated, this must be reported to the headteacher.

#### 7.6.3 Home Visits:

Home visits should only be made in consultation with the headteacher and will follow the guidance given on Trust Web

#### 7.6.4 Display Screen Equipment:

Advice on the use of display screen equipment is available on KELSI and the staff SharePoint. All significant users shall have a display screen equipment assessment carried out by their line manager.

#### 7.6.5 Working Alone:

See separate Lone Working Policy



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### 8. Risk Assessments:

Risk assessments will be carried out by the school to comply with legislative requirements. The risk assessment will be led by senior school management but will include as many staff as possible. Risk assessments are carried out by:

- the Head Teacher
- Deputy head teacher
- the School Office Manager
- Site ~~M~~anager
- the group organiser for off-site activities.

The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed and the control measures that are in place or need to be put in place. Risk assessments for offsite visits will be completed by the teacher in charge and checked by the Educational Visits Co-ordinator and approved by the head teacher. The school use the online Evolve portal (KCC outdoor education team) to complete and upload risk assessments. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised, as necessary. A review will take place if there are changes that require it, such as building work being carried out at the school. An up-to-date Risk Assessment Record is held in the School Office.

### 9. Training:

The responsibility for training rests with the employer, which is delegated to the headteacher and the governing body. The headteacher is responsible for ensuring appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues and will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures, and understand the basics of infection control and manual handling.

The headteacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training is undertaken within the prescribed time limits.

### 10. Definitions

HPS	Higham Primary School.
KCC	Kent County Council

## Higham Primary School



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