



Health and Safety Policy (including Premises Management)

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Health and Safety Policy

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Health and Safety Policy

2. Statement of Intent

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

- 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, staff and volunteers.
- 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.

This policy is underpinned by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant health and safety legislation, Approved Codes of Practice, and current Department for Education guidance, including Health and safety: responsibilities and duties for schools.

The school's Health and Safety arrangements incorporate all statutory premises-related responsibilities and relevant Department for Education (DfE) guidance, including: 'Good Estate Management for Schools (GEMS)', 'Advice on Standards for School Premises', 'Site Security Guidance', and 'Managing Asbestos in Your School'. These requirements form part of the school's overarching risk and compliance framework.

3. Responsibilities

3.1 Governing Body Responsibilities

The Governing Body has strategic responsibility for ensuring that health and safety requirements are met. This includes:

- Ensuring the school has access to competent health and safety advice in line with statutory requirements.
- Ensuring appropriate budget provision to support health and safety compliance.
- Monitoring the effective implementation of this policy.
- Ensuring that statutory duties under Section 4 of the Health and Safety at Work Act 1974 are met, including taking reasonable measures to ensure that school premises are safe and without risk to health.
- Receiving periodic health and safety reports from the Headteacher.
- Appointing a governor with an interest in health and safety to support monitoring.
- Conducting monitoring visits using the Health and Safety Governor Monitoring pro-forma (Appendix 1), arranged with the Headteacher.

Health and Safety Governor: D. Hickson

3.2 Headteacher Responsibilities

The Headteacher has day to day responsibility for managing health and safety in the school. This includes:

- Ensuring the school has a current Health and Safety Policy and reviewing it annually.
- Ensuring named leads are designated for key areas of health and safety management, including:
 - Asbestos
 - Water safety (Legionella)



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- Fire safety
 - Educational visits
- (These roles may be fulfilled by trained staff or through local authority provision.)
- The Headteacher will ensure that all individuals with responsibilities for premises or estate functions, including the Site Manager and Business Manager, possess the necessary skills, knowledge and training, in line with the DfE Estate Management Competency Framework.
 - Including health and safety objectives within the School Improvement Plan where appropriate.
 - Ensuring that statutory inspections, testing, risk assessments, training, and policy reviews are completed and remain current.
 - Ensuring health and safety responsibilities are included in relevant job descriptions.
 - Ensuring staff, pupils, and visitors can access the Health and Safety Policy and supporting documents, and that new staff receive them during induction.
 - Undertaking and recording risk assessments.
 - Carrying out regular inspections and addressing risks promptly.
 - Responding quickly to complaints about unsafe conditions, equipment, or practices.
 - Ensuring emergency evacuation procedures are in place and practised.
 - Ensuring compliance with requirements from the HSE, fire authority, and environmental health officers.
 - Making adequate provision for first aid.

Accidents:

All accidents must be reported to the Headteacher or Deputy Headteacher. They will ensure that the circumstances are investigated and appropriate action is taken to prevent recurrence (see KCC Accident Book instructions).

3.3 Staff Responsibilities

All staff have a personal and legal responsibility to follow health and safety procedures and to safeguard themselves, colleagues, pupils, and visitors. Staff are responsible for:

- Complying with the school's health and safety arrangements.
- Reporting hazards, concerns, or unsafe practices promptly.
- Participating in required training.
- Cooperating with the Headteacher and Governing Body to meet statutory duties.
- Supervising pupils appropriately in line with school procedures and risk assessments.

3.3.1 Safety Representatives

Safety representatives from recognised trade unions or professional associations may request the formation of a Safety Committee (if one does not already exist). Where such a request is made, the Headteacher will facilitate its establishment.

3.4 Local Authority responsibilities:

The Local Authority provides support and oversight to ensure that schools meet their statutory health and safety duties. Local authority officers are responsible for:



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- Providing competent management advice to schools on day to day health and safety issues within their cluster.
- Monitoring health and safety compliance across schools, including collecting statistical information relating to accidents and incidents.
- Confirming that each school has an up to date Health and Safety Policy and associated procedures in place.
- Disseminating relevant health and safety information, updates, and guidance to support schools in maintaining safe working environments.
- Supporting complex or high risk cases through Schools Personnel and Occupational Health, including:
 - Assistance with challenging health and safety matters
 - Input into health and welfare-related risk assessments
 - Specialist advice where staff health concerns intersect with safety considerations

4. Health and Safety Arrangements at Higham Primary School:

4.1 Supervision of Pupils:

The school ensures that pupils are appropriately supervised at all times from the official start of the school day until the end of the school day, including during lessons, break and lunchtimes, and at dismissal.

Start and end of the school day:

Staff are on duty at designated points to supervise pupils arriving at and leaving the school premises.

In the classroom:

Pupils are supervised by a teacher or authorised member of staff at all times. In certain designated areas (e.g., the library/IT suite), pupils may independently choose books without direct staff supervision, provided that staff are aware of their location and can monitor pupils appropriately.

Break and lunchtime:

Adequate numbers of trained staff are deployed to supervise playgrounds, dining areas, and other designated spaces. Supervising staff remain vigilant and positioned to maintain good visibility of all areas.

Movement around the school:

Pupils moving between areas (e.g., assemblies, PE, lunch) are supervised according to age and need, ensuring safe and orderly conduct.

One-to-one or small-group work:

Staff follow safeguarding guidance when supervising pupils in smaller groups or individual settings, ensuring visibility and accountability.

Off-site supervision:

Arrangements for supervision during educational visits or off-site activities are detailed in the Educational Visits Policy.

4.2 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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4.3 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.

4.4 Asbestos Management:

Kent County Council is the duty holder under the Control of Asbestos Regulations 2012 and retains overall responsibility for the management of asbestos within the school premises.

The Headteacher appoints an Asbestos Appointed Person (Site Manager) to manage asbestos arrangements at a school level. This includes responsibility for:

- maintaining and keeping the asbestos register up to date
- ensuring re-inspections are carried out as required
- ensuring contractors are informed of the presence and location of asbestos-containing materials before any work is undertaken
- maintaining and reviewing the Asbestos Management Plan
- ensuring relevant staff receive appropriate asbestos awareness information or training

The asbestos register is kept in an accessible location and must be read and signed by all contractors before undertaking work that may disturb the fabric of the building.

The Asbestos Management Plan is reviewed at least annually, and whenever there are significant changes to the premises or following asbestos-related incidents.

4.5 Water Safety and Legionella Control:

The school manages water hygiene and the risk of Legionella in accordance with the Health and Safety Executive Approved Code of Practice L8 and guidance HSG274.

Kent County Council, as the dutyholder, retains overall responsibility for the water system.

The Headteacher appoints a Responsible Person for Water Safety to oversee the day-to-day management and monitoring arrangements within the school. A written scheme of control is in place and includes:

- a Legionella risk assessment
- routine temperature monitoring
- regular flushing of low-use outlets
- inspection, cleaning and disinfection of water systems where required
- appropriate record keeping

Control measures are reviewed at least annually, following any significant changes to the water system, or after periods of low or no occupancy.

In addition to statutory Legionella controls, the school implements sustainable water management practices. This includes monitoring water consumption, identifying opportunities for improved efficiency, repairing leaks promptly, and maintaining drainage and guttering systems to prevent water ingress, ponding, or structural deterioration.

4.6 Control of Substances Hazardous to Health (COSHH)

The school complies with the Control of Substances Hazardous to Health Regulations 2002 (as amended).



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All hazardous substances used on site, including cleaning chemicals and substances used by catering, site and teaching staff, are subject to a suitable COSHH risk assessment. Safety Data Sheets are obtained from suppliers and used to inform risk assessments and control measures.

Hazardous substances are:

- stored securely in designated areas
- kept in original containers with labels intact
- used only by staff who have received appropriate information, instruction or training

Personal protective equipment (PPE) is provided where identified as necessary by the risk assessment and must be worn as required.

Spillages are dealt with promptly and safely in accordance with the relevant risk assessment and Safety Data Sheet. Food or drink containers are never used to store hazardous substances.

COSHH assessments and Safety Data Sheets are held in accessible locations and made available to all relevant staff.

4.7 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.

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4.7.1 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, G Richards, K Mills and V Siggers (Kitchen)
- Emergency exits, assembly point and assembly point instructions are clearly identified by safety signs and notices.

4.7.2 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. Fire alarm testing will be carried out at the frequency specified in the school's Fire Risk Assessment and maintenance schedule, and in accordance with legal and local authority requirements. The results of each test will be recorded in the Fire Logbook, which is 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.

4.7.3 Fire Drills:

Fire drills will be carried out at a frequency determined by the Fire Risk Assessment and school emergency procedures, and not less than the minimum required by law or local authority guidance. Each drill will be recorded in the Fire Logbook, including timing, duration, and any learning points.

4.7.4 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.

4.7.5 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.



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4.7.6 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
- Fire safety signs and identification of escape routes
- A fire risk assessment. (carried out by Inspection Services).

4.8 Bomb Alerts:

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

4.9 Other Emergency Procedures:

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

A designated Security Lead (the most senior staff member present) coordinates the school's protective security arrangements and serves as Incident Lead during security-related emergencies. Emergency grab bags containing essential equipment are maintained in strategic locations (School Office, Breakfast Club Room and Site Managers office) to support rapid incident response.

The school maintains and reviews its Accessibility Plan as part of its premises safety responsibilities. Personal Emergency Evacuation Plans (PEEPs) are in place for individuals requiring additional support during emergencies, and are reviewed regularly to ensure effectiveness.

4.10 Electrical Safety:

Portable Electrical Equipment (Inspection and Testing)

The school manages the safety of portable electrical equipment in accordance with the Electricity at Work Regulations 1989 and HSE guidance. Inspection and testing of portable electrical equipment are risk-based, taking account of the type of equipment, how it is used, and the environment in which it operates.

Arrangements include:

- routine visual checks by users before equipment is used
- formal inspection and testing carried out by a competent person at intervals determined by risk
- removal from service of any equipment found to be defective

Personal electrical equipment is not brought into school unless authorised and subject to the same inspection and testing arrangements as school-owned equipment.

Records of inspection, testing and maintenance are kept in accordance with local authority requirements.

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.

4.11 First Aid and Medical Needs:

The school follows the Department for Education guidance "First aid in schools, early years and further education" and the statutory guidance "Supporting pupils at school with medical conditions". A First Aid Needs Assessment is undertaken to determine the level of first aid provision required, including the number of trained staff, the type of training, and the location of first aid equipment.

Appropriate numbers of staff are trained in first aid including paediatric first aid and training is refreshed in line with recognised guidance. First aid equipment is provided, maintained and located throughout the school in accordance with the needs assessment.



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In addition to standard first aid equipment, the school maintains an emergency bleed control kit for the management of catastrophic bleeding. The bleed kit is stored in a clearly identified location and staff are provided with appropriate information or instruction on its use in SharePoint in the Risk Assessments folder and FAB First Aid folder.

An Automated External Defibrillator (AED) is available on site. The AED is checked regularly and registered on The Circuit, the national defibrillator network.

Arrangements are in place for the safe management of pupils with medical conditions, including the administration of medicines, in accordance with statutory guidance and school procedures.

Recording and Reporting

All first aid treatment administered on site is recorded in the school's accident/incident recording system. Records include the date, time, nature of the injury or illness, treatment provided, and the name of the staff member administering first aid.

Parents/carers are informed of any first aid treatment given, and immediately in the case of head injuries or more serious incidents.

Accident records are reviewed regularly to identify trends and any necessary control measures. Incidents meeting the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the relevant authority by the school.

See policy for further details

4.12 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.

4.13 Accident Reporting and Investigation (including RIDDOR)

All accidents, incidents, near misses and violent incidents involving pupils, staff, contractors or visitors must be reported without delay.

Incidents are recorded using Kent County Council's online HS157 accident reporting system, in line with local authority requirements. Where further investigation is required, an HS160 accident investigation will be completed to identify causes and necessary control measures.

Incidents that meet the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are reported online directly to the Health and Safety Executive (HSE).

The Headteacher, or a delegated competent member of staff, is responsible for:

- ensuring incidents are reported promptly and accurately
- determining whether RIDDOR reporting is required
- overseeing investigations
- ensuring appropriate actions are taken to prevent recurrence

Accident records and investigation findings are retained in accordance with data protection and local authority requirements.



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4.14 Infection Prevention and Control

The school follows the UK Health Security Agency (UKHSA) guidance Health protection in children and young people settings, including advice on infection control, exclusion periods, and outbreak management.

Arrangements are in place to reduce the risk of infection transmission and include:

- effective hand hygiene and respiratory hygiene practices
- appropriate cleaning and disinfection procedures
- safe management of bodily fluids and spillages
- prompt reporting and management of suspected or confirmed infectious diseases

Where required, the school will seek advice from UKHSA and follow recommended control measures during outbreaks.

4.15 Pregnant Workers

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

4.16 Housekeeping:

4.16.1 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.

4.16.2 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.

4.16.3 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.

4.16.4 Pedestrian Routes:

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

4.16.5 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



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- Ensure guidelines and training are followed

4.16.6 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.

4.17 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.

4.18 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.

4.19 Working at Height (Ladders and Stepladders):

Working at height is avoided wherever reasonably practicable. Where it cannot be avoided, it is properly planned and carried out in accordance with the Work at Height Regulations 2005.

Ladders and stepladders are used only for low-risk, short-duration tasks, such as putting up displays or accessing storage. They must not be used for tasks that require significant sideways reach or prolonged work.

All staff using ladders or stepladders must:

- be provided with appropriate information, instruction or training
- carry out a pre-use visual check before use
- ensure equipment is suitable for the task and in good condition
- maintain three points of contact at all times where practicable
- avoid overreaching and reposition equipment as necessary

Where reasonably practicable, ladders are secured or stabilised. Alternative access equipment will be used where the risk assessment identifies that ladders are not suitable.

Ladders are not used in adverse weather conditions or where there is a risk of contact with moving vehicles or pedestrians

4.20 Outside Play Equipment:

Outdoor play equipment and associated surfacing are managed to ensure they remain safe for use by pupils.

The school operates a structured inspection regime which includes:

- Daily staff checks when used and weekly Site Manager inspections to confirm condition.
- Termly operational inspections carried out by the Site Manager (typically during school holidays) to assess overall condition, structural integrity, wear, fixings and surfacing, with findings recorded and acted upon.
- An independent annual inspection carried out by a suitably competent, registered external provider



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All inspections and identified defects are recorded, and appropriate action is taken to ensure equipment is safe before continued use. Equipment found to be unsafe is taken out of use until remedial action has been completed.

Outdoor play equipment is only used when appropriately supervised.

5. Particular Arrangements:

The Site Manager oversees the school's planned preventative maintenance (PPM) programme, ensuring maintenance work is prioritised based on accurate condition data, statutory requirements, and the needs of the school community.

5.1 Inspection of Premises, Plant and Equipment:

The school operates a Planned Preventative Maintenance (PPM) Programme to ensure that all statutory inspections, servicing, and maintenance activities are completed and recorded. This includes asbestos monitoring, water hygiene checks, fire safety systems testing, electrical inspections, gas servicing, and building fabric maintenance. All actions arising from inspections are tracked to completion.

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 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 4.4 – Asbestos Management.

5.2 Bank Runs:

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

5.3 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.

5.4 Activities Outside the School Site:

See separate Off-site Visits Policy

5.5 Miscellaneous Procedures:

5.5.1 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

5.5.2 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.

5.5.3 Home Visits:

Home visits should only be made in consultation with the headteacher. See Lone Working Policy for further details.



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5.5.4 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.

5.5.5 Working Alone:

See separate Lone Working Policy

6. 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 Business Manager
- Site Manager
- 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.

7. 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.

8. Definitions

HPS	Higham Primary School.
KCC	Kent County Council



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9. Related Policies and Documents

This Health and Safety Policy should be read in conjunction with the following school and local authority policies, procedures and statutory guidance:

- Acceptable Use of Technology Policy
- Accident Reporting Procedures (KCC HS157 & HS160)
- Antibullying Policy
- Asbestos Management Plan
- Behaviour Policy
- Control of Substances Hazardous to Health (COSHH) Procedures
- Display Screen Equipment (DSE) Assessments
- Educational Visits Policy
- Electrical Safety Inspection and Testing Records
- Emergency Closure Policy
- Emergency Management and Business Continuity Plan
- Fire Risk Assessment
- First Aid Policy and/or First Aid Needs Assessment
- Intimate Care Policy (if applicable)
- Lettings Policy (for out of hours site use)
- Lockdown Procedure
- Lone Working Policy
- Managing Absence and Ill Health Policy
- Pregnant Workers / Expectant Mothers Risk Assessment
- Risk Assessment Procedures / Record
- Safeguarding and Child Protection Policy
- Snow, Ice and Adverse Weather Procedures
- Staff Code of Conduct
- Supporting Pupils with Medical Needs
- Water Safety / Legionella Written Scheme of Control
- Working at Height Procedures