

Health and Safety Policy



We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

School Name	Ellington Infant School
Adopted and Approved by the Governing Board date	25 th March 2026
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1. Statement of Intent

The Headteacher and governors of Ellington Infant School are committed to establishing and implementing arrangements that will:

- ensure staff, pupils and visitors 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 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.

2. Employer Responsibilities

2.1 Employer Responsibilities

Kent County Council, 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 the policy.

2.2 The Headteachers Responsibilities

- 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 board 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.

2.3 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.
- The governing board will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing board of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the

LA concerning the health and safety of persons in school, or on school activities elsewhere.

- The governing board will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Classcare' scheme or within the school's delegated budget.
- The governing board will support and monitor health and safety within the school.
- The governing board can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: James Tyrrell

2.4 Staff Responsibilities

Staff 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 their line manager.

2.5 Area Education Officer (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 Young Peoples Services.

The AEO will raise specific health and safety issues with the health and safety unit.

Area Education Officer
Brook House, Reeves Way, Whitstable, Kent CT5 3SS
Telephone: 0300 041 2121

2.6 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.

2.7 Property and Infrastructure Support

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 KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred.

2.8 Safety Representatives

Safety representatives of a Trade Union have the following functions:

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

Trade Union Representatives

Julie Huckstep – ATL

Telephone: 01843 223478 Email: jhuckstep@kent.atl.org.uk

John Reeves - NUT

Telephone: 01233 623465 Email: jreeves@christ-church-ashford.kent.sch.uk

2.9 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.

2.10 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 in the Staff Room.**

Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.

The Headteacher will supply adequate information, instruction and supervision for all staff, pupils, and visitors to ensure their health and safety.

2.11 Competency for Health and Safety Tasks and Training

The Headteacher will ensure induction training for all members of staff.

Training will be identified, arranged, and monitored by the Headteacher and the governing board.

Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.

Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is
Simon pointer, Site Manager**

2.12 Monitoring

The Headteacher will check working conditions and ensure that safe working practices are followed. Regular inspections will be undertaken of the school building and grounds three times a year.

The Headteacher and site manager are responsible for investigating accidents, although accountability lies with the Headteacher.

The Headteacher is responsible for investigating work-related causes of sickness and absences, as accountability lies with the Headteacher.

The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

3. Arrangements

3.1 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, and visitors who may be affected.

The Headteacher or their delegated responsible person will approve any actions that are required to remove or control risks.

The Headteacher or Site Manager 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. **Curriculum Safety Risk Assessments: P.E., Offsite Visits, Parent/Teacher meetings, PTFA events, D.T. and Science**

3.2 Visitors

All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.

All visitors shall be made aware of the school's fire arrangements in the event of a fire.

All visitors shall be made aware of the school's emergency procedures.

3.3 Fire and Emergency Procedures

**Emergency contacts within the school:
Office staff, Elaine Tong, Vikki Bowman, Simon Pointer**

The Headteacher 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.

**Name of Fire Wardens:
Simon Pointer, Vikki Bowman and Elaine Tong**

Emergency evacuation will be practiced at least three times a year and the Site Manager will keep a record.

Kent Fire and Rescue will be contacted by Office Staff, Elaine Tong and Simon Pointer.

The Site Manager will carry regular testing of fire alarms out weekly.

The fire logbook is kept by the Site Manager in his office.

3.4 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 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 fire officer in the event of a fire.

Person Responsible for Fire Safety

Mrs Vikki Bowman, Headteacher

3.5 Maintenance of Fire Precautions:

The Headteacher will ensure regular maintenance of:

- a. Fire extinguishers
- b. Fire alarms
- c. Fire doors
- d. Fire safety signs and identification of escape routes
- e. Emergency lighting and other emergency equipment

3.6 Bomb Alerts

- Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. *See annex 1*
- 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.

3.7 First Aid Arrangements

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school. A list of First Aiders and contact details can be found in the School Office.
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions. The first aid boxes are located at: Entrances to each playground and in the Toilet for Disabled. Each classroom also has a first aid kit available.
- A first aid risk assessment will be carried out by the Headteacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. See HSE website.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- 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:

**Health & Safety Unit, Room M3.26, Sessions House,
County Hall, Maidstone, Kent ME14 1XQ
Incident Contact Centre: Advice 01622 694476, fax 01622 221582
HSE 0845 300 9923, fax 0845 300 9924**

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

3.8 Information Technology

- The headteacher will ensure that suitable arrangements are in place for the use of information Technology.
- 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).
- The KCC guidance on interactive whiteboards will be followed.

3.9 Legal Responsibilities 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.

3.10 Safe Handling and Use of Substances

- The Headteacher is responsible for identifying all substances that need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or Site Manager will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher 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.

3.11 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 programme. *See site manager for schedule.*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the 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.

3.12 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 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.

3.13 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 Compliance Manager
Michelle Edwards, School Bursar
Telephone: 01843 59163

3.14 Radon Management

The Headteacher has a duty to safeguard the health of their selves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance.

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

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

4. Useful Contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

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

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411

Email: occupational.health@kent.gov.uk

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

Classcare

Email: classcare.enquiries@kent.gov.uk

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill
Tovil
Maidstone
ME15 6XB
Tel: 01622 692 121

RIDDOR Incident Contact Centre
Website: www.riddor.gov.uk.
Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)
Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)
The Executive's Employment Medical Advisory Service (EMAS).
Tel: 02089 958503
Location: PO Box 3087, London W4 4ZP

Association for Physical Education.
Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: <http://www.afpe.org.uk/>
Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX