

**Coppice Primary
Partnership**

An Ethic of Excellence



HEALTH AND SAFETY POLICY

Approved: Term 1 2023

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Section A – Introduction:

A1 – A note to the Trust Leader and Headteachers:

Before you devise your school health and safety policy, please read the following information:

1. The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
2. The employer (Coppice Primary Partnership - CPP) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
3. You should consult with staff, governors and trustees when devising the policy and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.
5. The policy must be signed and dated by the Trust Leader and chair of Trustees, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

A2 – The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & recognised trade unions and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation to add specific content, and staff can have adequate time to have an input into the policy contents. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

**Kent County Council
Children, Young People and Education**

Health and Safety at Work Act 1974

**Health and Safety Policy Statement
Of
Coppice Primary Partnership**

A3: Statement of intent:

The headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed: _____

Signed: _____

Trust Leader

Chair of Trustees

Date: _____

Date: _____

Section B – Organisation

B1: Employer responsibilities

CPP as the employer has a statutory duty in respect of health and safety in its schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteachers, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Trust Leader will ensure the overall implementation of this policy.

B2: Trust Leader and Headteacher responsibilities

The Trust Leader is responsible for:

- Ensuring this policy is reviewed annually or earlier if there are any changes in circumstances.
- Ensuring that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- Including health and safety issues in the Trust improvement plan, if necessary.
- Ensuring statutory inspections and assessment are carried out within the required timescale, that the recommendations arising are actioned with any longer term issues reflected in the Trust Estate Management plan.
- Undertaking risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance.
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- Ensuring that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- Monitoring and reviewing all health and safety policies and procedures.

Tasks can be delegated to other staff members but the responsibility remains with the Trust Leader.

Headteachers have delegated responsibility for:

- Ensuring that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- Including health and safety issues in the School improvement plan, if necessary
- Carrying out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- Ensuring statutory inspections are carried out within the required timescale, matters arising are reported to Local Governing Bodies and, that the recommendations arising are actioned.
- Undertaking school specific risk assessments, record significant findings, and review annually, or before if there is a change in circumstance
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment or work practices
- liaising with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.

- Ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- Ensuring that school specific emergency evacuation and lock down procedures are in place and tested to ensure validity.
- Ensuring that adequate first aid provision is available and kept up to date at all times.
- Reporting health and safety issues to the governing body on a regular basis.
- Investigating work-related causes of sickness and absences within their school, and reporting such to the Trust Leader where necessary
- Seeking advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary

B3: Trustees and Local Governing Body responsibilities

- Responsibility for the health and safety of pupils lies with the Trustees, as both the employer of school staff and because it controls school premises .
- The Trustees are responsible for promoting a strategic overview for health and safety and Local Governing Bodies are responsible for reviewing the implementation of policy within schools.
- The Local 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, pupils, or visitors at risk while they are on the premises.
- The Trustees will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.
- The Local Governing Body will support and monitor health and safety within the school, including reviewing and monitoring the effectiveness of this policy
- The Local Governing Body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

B4: Staff responsibilities

- To read and fully co-operate with this policy.
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- 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.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

B5: Site manager responsibilities

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

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the all areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

B6: Kent County Council Infrastructure

They will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g., regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with Infrastructure, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B7: Safety Representatives

Safety representatives of a recognised 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 the Headteacher.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

<u>Names of Trade Union Representatives:</u>	
<u>Contact details:</u>	

Alternative Consultation Arrangements:

<u>Name of Employee Representative:</u>	
<u>Contact details:</u>	

B8: 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.

B9: 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 is clearly displayed in the main school buildings.
- supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff
- the head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B10: Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake induction training.
- Training will be identified arranged and monitored by the Trust leader, head teachers, trustees and local governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B11: Monitoring

- The head teacher or delegated 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 three times a year.
- A delegated person can be nominated to be responsible for investigating accidents although the accountability remains with the trust leader/head teacher.
- A delegated person can be nominated to be responsible for investigating work-related sickness and absences, although the accountability remains with the head teacher.
- The Trust leader/head teacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section C – Arrangements

C1: School activities

- The head teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the local governing body and to all relevant staff, contractors, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the Trust Leader where it relates to strategic risk or by the head teacher if it relates to a specific school.
- The Trust leader or head teacher will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments:

- Coppice Primary Partnership ensures the welfare and safeguarding of the pupils by ensuring safety risk assessments are carried out and, a list of such is maintained.

C2: Visitors

- All visitors shall be directed by clear signage to the main reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- 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, including evacuation points.
- All visitors shall be given a copy of the leaflet 'Safeguarding Information for Visitors'

C3: Fire and emergency procedures

- The headteacher is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Each school will have a specific emergency evacuation and lockdown procedure which details and responsibilities.
- Emergency evacuation and lockdown will be practiced at least three times a year and records will be retained.
- Regular testing of fire alarms will occur on and will be carried out by the school caretaker/site manager who will keep a log of such.
- Servicing of the fire alarms, emergency lighting and extinguishers are maintained as required.

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 they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire.

All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of fire equipment

The headteacher will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

C6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The Trust Leaders is responsible for ensuring the bomb alert procedures are up to date whilst the Headteacher is responsible for ensuring staff are aware of their roles and responsibilities and how the policy should be implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First aid arrangements

- Headteachers will ensure that there are an appropriate number of designated and trained first aiders in school.
- Headteachers will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teachers to determine the above factors.
- The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Communication Technology

- Headteachers will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication 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 and implemented.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed.

C9: Legal requirements for premises

- The Trust 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 Trust 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.
- The Trust will ensure there is an up to date accessibility plan for each school within the Trust. It is the responsibility of the local governing boards and headteachers to agree and monitor the accessibility plan for their school.

C10: Safe handling and use of substances

- The Headteachers are 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 head teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.
- The head teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- Site Managers are responsible for ensuring COSHH assessments are carried out and reviewed on an annual basis or when the work activity changes, whichever is the soonest. They are also responsible on a day to day basis for ensuring substances subject to COSHH are safely and securely stored.

C11: Inspection of premises, plant and equipment

- The headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the example checklists.
- Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards.
- Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

C12: Asbestos management

The Headteacher as the Duty Holder will ensure that a management asbestos survey is carried out every three years, and is reviewed at least three times per annum. The Trust Leader will ensure that the KCC asbestos management policy is followed.

Site Managers will ensure that an asbestos docubox containing the risk register and other related documents e.g. refurbishment surveys, completed works is available on reception and, that all contractors check the survey and sign to say that they are aware of where the asbestos is within the building.

The Site Manager as the responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. This will be carried out at least three times per annum. All works undertaken will be recorded in the asbestos survey on completion and included within the docubox available on reception.

Staff responsible for site management and maintenance will attend the Local Authority or similar asbestos awareness training.

C13: Legionella management

The Headteacher as the Responsible Officer will ensure that a water hygiene risk assessment is carried out every two years in line with statutory requirements.

The water risk assessment will 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 monthly. Site Managers are responsible for carrying out the monitoring and recording of the checks, which will include taking temperature readings, recording these in the log book and de-scaling spray outlets. Staff responsible for carrying out the monitoring will have received the necessary training both legionella awareness and monitoring requirements.

C14: List of risk assessments, policies and procedures to complement this policy add or delete list as applicable to your school

- 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
- school facilities (swimming pools)
- slips, trips and falls
- stress management
- violence and aggression
- working at height.

D1: 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