



# Coppice

Primary Partnership

Growing Together, Striving for Excellence.

## Health and Safety Policy

**Approved:** Term 1 2025/26

**Next Review:** Term 1 2026/27

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## 1. Introduction

Coppice Primary Partnership (CPP / the Trust) is accountable for health and safety throughout the Trust, although responsibilities may be delegated, the accountability cannot. CPP's commitment to health and safety is clearly laid out in their '**Health & Safety - Statement of intent**' included at Appendix 1 in this policy.

A written health and safety policy is a statutory requirement where five or more people are employed. The employees and any recognised trade union must be consulted with. Governors and trustees will also be consulted when devising and updating the policy to ensure that all have an opportunity to contribute, and so they can understand what it means for them. As the policy is a management tool, it is likely to be one of the first documents requested by an HSE Inspector or a Kent County Council (KCC) auditor and must be provided.

The clear delegation of responsibilities and the recording of arrangements to implement the policy ensures a robust and consistent approach to the management of health and safety. This demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

Within the Trust a key delegation is to headteachers who are operationally accountable for the implementation of this policy within their school environment and must advise the Trust if the policy is failing to meet the needs of the school or if updates or amendments are required to ensure that health and safety can be maintained effectively within the school environment.

## 2. Key Accountabilities and Responsibilities

### 2.1. Trust Board

Accountable for:

- Ratifying the policy.
- Appointing a link Trustee for health & safety.
- Delegating operational accountabilities and responsibilities whilst retaining ultimate accountability
- Monitoring health and safety using Trust Leader provided data, school visit observations and, if appropriate, progress against relevant Trust Improvement Plan objectives.

### 2.2 Local Governing Bodies

Responsible for:

- Ratifying School specific policies at minuted Governing Body Meetings.

- Monitoring health and safety using Headteacher provided data, observations from school visits and, if appropriate, progress against the School Improvement Plan objectives.
- Appointing a link governor for health and safety.

### **2.3 Trust Leader**

Accountable for:

- The implementation of this policy across the Trust, maintaining strategic accountability but delegating responsibilities and monitoring policy implementation to ensure both policy and statutory compliance.
- Ensuring that the reporting of health and safety issues across the Trust is accurate and timely and that they are addressed effectively and, if appropriate, are reported to the Trust Board and/or included in the Trust and school improvement plans.
- Ensuring the production of Head Office Risk Assessments including annual or earlier reviews if there is a change in circumstances.
- The health and safety elements of the Trust Estate Management plan
- 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 funds are available for improving / resolving health and safety issues through the school budgeting process.

Responsible for:

- Completing an annual or earlier review of the policy in conjunction with headteachers and competent person(s), to reflect any change in circumstances or legislation and recommending policy updates to the Trust Board to ensure ongoing compliance.
- Monitoring to ensure that statutory inspections and assessments are completed in a timely manner and that recommendations arising are actioned with any longer-term issues reflected in the Trust Estate Management plan.

### **2.4 Headteachers**

Accountable for:

- Implementing the Trust policy at their school, maintaining operational accountability but delegating responsibilities and monitoring policy implementation to ensure both policy and statutory compliance.
- Ensuring that policies for school specific issues / activities exist, are kept up to date and are ratified by the Local Governing Body.
- Ensuring their staff undertake appropriate Health and Safety training as required or as part of any induction program.

- Confirming that a risk assessment program is in place and suitable and that sufficient risk assessments are completed and reviewed as required or at least annually and for arranging for suitable risk assessment training as required.
- Ensuring a fire risk assessment is completed, suitable controls are implemented and that it is reviewed annually and kept up to date.
- Ensure that a water hygiene risk assessment is carried out every two years in line with statutory requirements in his capacity as the Responsible Officer.
- Monitoring the completion of all statutory compliance checks and inspections.
- Ensuring that a management asbestos survey is carried out every three years in his capacity as Duty Holder.
- Ensuring that school specific emergency procedures, including evacuation and lock down, are in place and tested to ensure validity.
- Ensuring that adequate first aid provision is available and always kept up to date.
- Reporting health and safety issues to governors and the Trust Leader.
- Responding to enforcement officer requirements and advising the Trust Leader.
- Consulting with employees on health and safety matters via e-mail or in staff meetings.

Responsible for:

- Ensuring that employee health and safety responsibilities 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 appropriate.
- Undertaking Health and Safety and Condition inspections at least three times a year and implementing remedial actions as appropriate.
- Monitoring actions / progress against issues raised 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
- Investigating work-related causes of sickness and absences within their school, and reporting such to the Trust Leader where necessary

## **2.5 CPP Human Resources**

Accountable for:

- Ensuring that employee responsibilities regarding health and safety are included in their job descriptions and are adequately received and understood.

## **2.6 Site Managers**

Responsible for:

- Overseeing daily maintenance and address safety issues.
- Conducting regular checks of grounds and buildings.
- Reviewing the condition of known asbestos locations at least three times per annum.
- Carrying out the water monitoring and recording of the checks monthly, which will include taking temperature readings, recording these in the log-book and de-scaling spray outlets.
- Inducting and managing contractors in line with the CPP Managing Contractor Policy
- Arranging regular maintenance of fire equipment, carry out fire equipment checks and weekly fire alarm testing.
- Ensuring statutory inspections are carried out within the required timescale, any matters arising are reported to Local Governing Bodies and, that the recommendations arising are actioned.
- Receiving and dealing promptly with issues raised or complaints made about unsafe premises, equipment or work practices.
- Ensuring COSHH assessments are carried out and reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- Completing any specified reports required by the Headteacher and/or the Trust Leader.

## **2.7 Staff**

Responsible for:

- Following and cooperating with the policy.
- Taking care of their own and others' safety.
- Reporting hazards and concerns to their line manager or Headteacher.

## **3. Key Arrangements**

### **3.1. School activities**

Relevant risk assessments are completed for all applicable curriculum events as well as for non-routine activities such as school trips, swimming and playground equipment. The significant findings of all risk assessments are reported to the local governing body, all relevant staff, contractors, visitors and all of those who may be affected.

Any actions that are required to remove or control risks where it relates to strategic risk are approved by the Trust Leader or by the headteacher if it relates to a specific school risk. They will monitor and confirm that the implemented actions remain effective.

### **3.2 Visitors**

All visitors shall be directed by clear signage to the main reception and must report to the school office for signing in. They will be issued with an identity badge and provided with information concerning school rules, emergency procedures and evacuation points will be provided.

Visitors will be accompanied at all times and must sign out upon departure.

### **3.3 Fire and emergency procedures**

Each school will have specific emergency procedures including evacuation and lockdown, which detail responsibilities.

Lockdown and Evacuation practice drills will each be completed at least three times a year and the records of such retained.

Weekly testing of fire alarms will occur and will be carried out by the school caretaker/site manager who will keep a log of such. Instructions to employees are posted at strategic points around the building and emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

### **3.4 Fire fighting**

Suitable fire extinguishers are located throughout the schools. The extinguishers will normally be located along the main escape routes but may also be in specific higher risk areas including plant room areas and kitchens.

Staff must be trained to ensure that the alarm is raised before attempting to tackle a fire and 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.

### **3.5 Maintenance of fire equipment**

Regular maintenance will be undertaken for:

- Fire extinguishers – Every 12 Months
- Fire alarms – Every 6 Months
- Fire doors – Weekly checks required. Maintenance completed as required.
- Fire safety signs and identification of escape routes – Every 12 Months
- Emergency lighting and other emergency equipment. – Every 6 Months

### **3.6 First aid arrangements**

The appropriate numbers of designated and trained first aiders and first aid stations will be determined by the school First Aid risk assessment

First Aid stations will be clearly marked and be easily accessible.

Schools will follow the required procedure for completion and recording of incident/accident records using the required reporting system. All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school using form F2508. Advice should be sought if any doubt whether an incident is reportable.

### **3.7 Information Communication Technology (ICT)**

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). All identified DSE users must complete a use of DSE training course and be provided with the relevant information

### **3.8 Safe handling and use of substances**

A variety of materials that are classified as hazardous substances may be used in schools. To ensure pupil, visitor and employee safety the following will apply:

- When assessing the introduction of new products, the use of a non or less hazardous substance will always be considered first.
- Schools will comply with the hierarchy of control selecting the safest suitable product to reduce the hazard. Where it is impractical to use alternative substances of a less hazardous nature, or to engineer a solution to reduce handling, then as a last resort approved personal protective equipment (PPE) must be used.

Control of Substances Hazardous to Health (COSHH) assessments exist and relevant employees informed. Substances classified as hazardous to health are strictly controlled and are stored in accordance with the COSHH assessment. A list of hazardous substances will be provided to a fire officer in the event of a fire.

### **3.9 Inspection of premises, plant and equipment**

Formal inspections of premises, plant and equipment will take place three times a year as part of an effective maintenance and improvement programme. All compliance maintenance works will be completed.

Routine checks may be undertaken by a combination of the headteacher, deputy head, class teachers, site managers/ caretaking staff and governors. Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, particularly in and around utility cupboards.

### **3.10 Asbestos management**

Every three years an asbestos management survey will be carried out.

An asbestos condition inspection will be completed at least three times per annum. Inspection findings shall be recorded and included in the asbestos file. Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

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

Asbestos awareness training for staff responsible for site management and maintenance will be completed.

### **3.11 Legionella management**

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. Thereafter, 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. Staff responsible for carrying out the monitoring will have received the necessary training both legionella awareness and monitoring requirements.

### **3.12 Risk Assessment**

The risk assessment programme will take due regard of the nature of the activities and the size of the school. The results of all completed risk assessments shall be available to the area to which they apply and must be available for inspection by any employee wishing to do so. Copies of the expectant mothers and young person's assessments shall be held by the Human Resources department.

The risk assessment documents shall be used in the preparation of all safe systems of work.

Risk assessments must be considered as living documents and must be reviewed at regular intervals or if there should be a change to the operation or if new processes are introduced.

## Responsibility for Risk Management

To ensure that risk assessments remain current regular reviews shall be undertaken as follows:

- A risk register of current risk assessments shall be made available.
- The register shall be updated as required to include new or revised assessments.
- Outstanding actions that have been identified by the assessments shall be listed and updated as required.
- Outstanding actions shall be prioritised in order of importance for completion. This shall be reviewed as required.

It is imperative that all employees are made aware of the risks presented to them during their employment therefore Managers and Team Leaders must communicate the result to all relevant employees. Any changes in the risk assessments and thus alterations to the safe systems of work will be communicated in an appropriate manner accounting for differing skill and levels of understanding.

### **3.13 Contractors Management**

Schools will only employ vetted, approved contractors who will be monitored whilst on Trust premises to ensure compliance with CPP policies.

### **3.14 Statutory Inspections & Preventive Maintenance**

All statutory inspections and preventative maintenance will be completed in line with the relevant statutory requirement and manufacturer maintenance guidance.

This will include:

- pressure systems
- gas safety and fire equipment
- accident and Incident Reporting

Data on all incidents (including near misses) must be investigated and reported to Governors and the Trust for review.

### **3.15 Manual Handling**

Relevant staff will be trained in safe lifting and mechanical aids will be used where possible.

### **3.16 Working at Height**

Where it is not possible to avoid working at height the control hierarchy will be followed. Ladders and scaffolds will be checked by competent personnel prior to use.

### **3.17 Work-Related Stress**

See the separate Stress Policy.

### **3.18 Electricity**

EICR Fixed wire inspections will be completed every five years to comply with regulations.

An annual electrical safety audit will be completed and action taken where required. The findings of the audit will be recorded.

Only competent persons will conduct electrical work on site.

## Appendix I

### Health & Safety – Statement of intent:

Coppice Primary Partnership (CPP) fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are fully committed to achieving the highest possible standards throughout the Trust and Academy schools.

CPP will ensure that all our premises are safe and that our Staff, Pupils, Visitors, Contractors and any other persons that may be affected are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

To meet these objectives, CPP will:

- Ensure adequate resources are made available for both health and safety management and to support the effective implementation and use of the safety management system.
- Regularly review and update our health and safety management system following changes to legislation or in our working practices. In any event this policy will be reviewed annually.
- Provide suitable instruction, training and information for all staff.
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all significant risks and ensure that they are adequately controlled.
- Ensure that any work designated High Risk is covered by an appropriate 'safe system of work' before work commences.
- Ensure that suitable arrangements are in place for the safe use, handling, storage and transportation of articles and substances for use at work.
- Ensure that each of our premises remain as safe as possible.

We are committed to continuous improvement of our health and safety performance and as such we expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

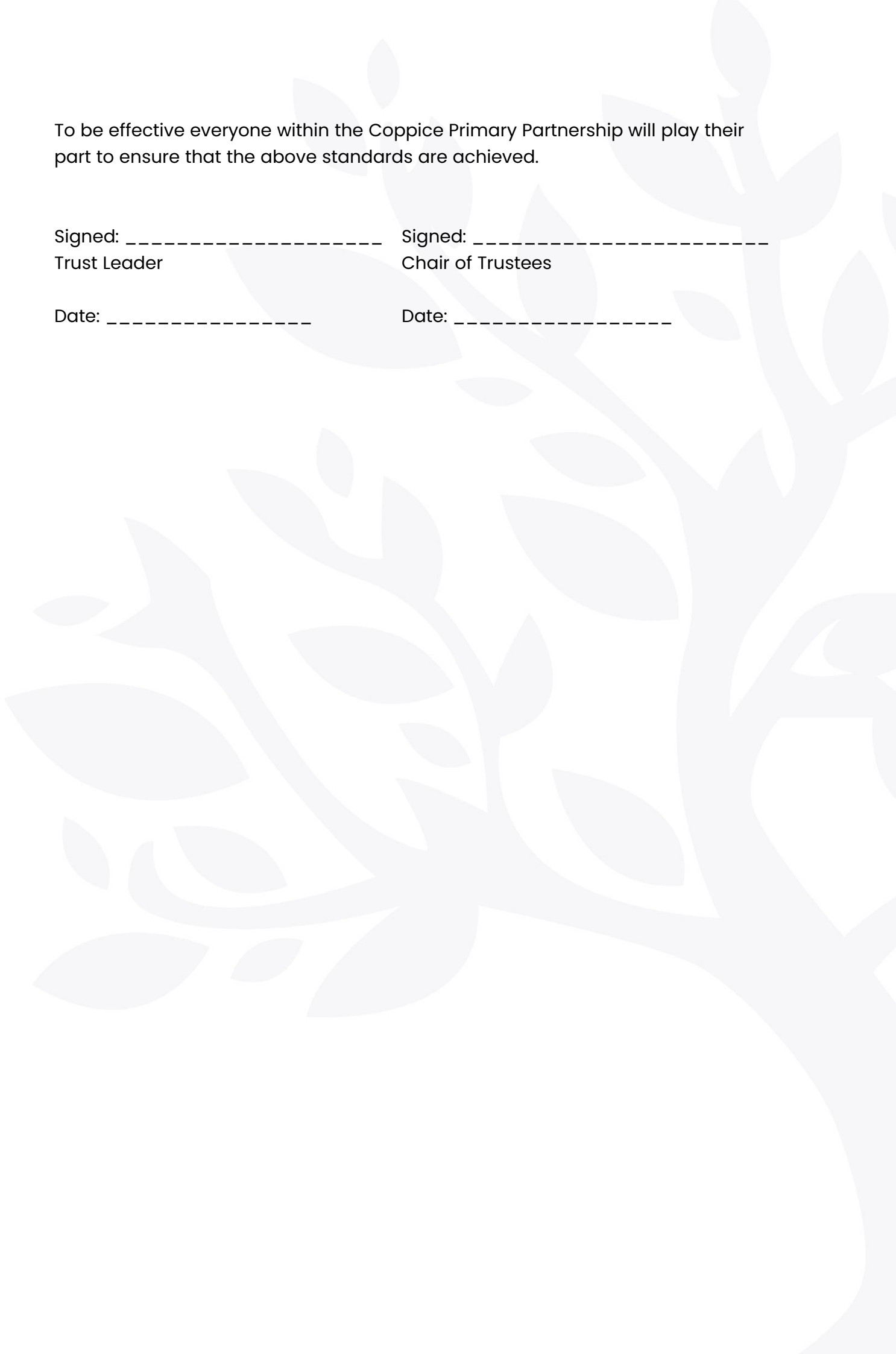
To be effective everyone within the Coppice Primary Partnership will play their part to ensure that the above standards are achieved.

Signed: \_\_\_\_\_  
Trust Leader

Signed: \_\_\_\_\_  
Chair of Trustees

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix II Useful Contacts

<b>Title</b>	<b>email</b>	<b>Tel</b>	<b>Address</b>
Kent County Council Health and Safety Unit	healthandsafety@kent.gov.uk	03000 418456	Room 1.04 Sessions House, Maidstone, ME14 1XQ
Outdoor Education Unit	Outdoor.Education@theeducationpeople.org	03000 410901	The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS
Health and Safety Executive			International House, Dover Place, Ashford, TN24 1HU
Class care	classcare.enquiries@kent.gov.uk		Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ
Kent Fire & Rescue Service		01622 692 121	The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB
RIDDOR Incident Contact Centre	www.riddor.gov.uk.	0845 345 0055	