

# The Orchard School



## Health & Safety Policy

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Chair of Governors:

Headteacher :

RATIFIED  
09/18

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**Kent County Council**  
**Education and Young People's Services**



**Health and Safety at Work Act 1974**

**The Orchard School**

**HEALTH AND SAFETY POLICY**

**A1: 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.

## Section B – ORGANISATION

### B1: Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community, foundation 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.

### B2: Headteacher Responsibilities

- ☐ To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- ☐ 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 body 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.

### **B3 – Governors’ Responsibilities**

- ☐ Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- ☐ The governing body will promote a strategic overview for health and safety.
- ☐ The 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 governing body of a foundation, 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 body 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 body will support and monitor health and safety within the school.
- ☐ The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

<b>Name of Appointed Health and Safety Governor: Steve Anstell</b>
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### **B4 – Staff Responsibilities**

- ☐ 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 head teacher or their line manager.

### **B5 – Area Education Officers (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 and Young Person’s Services.
- ☐ The AEO will raise specific health and safety issues with the health and safety unit.

<b>Marisa White</b>  <b>Marisa.white@kent.gov.uk</b>
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### **B6 –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.

### **B7 – 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 head teacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

### **B8 – 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.

**Names of Trade Union Representatives:  
Available through Schools Personnel Services**

### **B9 - 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.**

### **B10 – 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:

**Location of Poster:  
STAFF ROOM**

- ☐ Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher 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.

### **B11 – Competency for Health and Safety Tasks and Training**

- ☐ Induction training will be ensured for all members of staff by the Headteacher.
- ☐ Training will be identified, arranged and monitored by the Headteacher and the governing body.
- ☐ 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:  
Martin Barnes**

### **B12: Monitoring**

- The Headteacher 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.

- Patrick Kelleher (Acting Deputy Headteacher) is responsible for investigating accidents although the accountability lies with the Headteacher.
- Julia Doyle (Business Manager) is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## Section C – ARRANGEMENTS

### C1: School Activities

- ☐ The Headteacher will ensure that risk assessments are undertaken. *See annex 10*
- ☐ The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- ☐ Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- ☐ The Headteacher or delegated responsible person 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:  
Located in Classrooms**

### C2: 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.
- ☐ 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.

### C3: Fire and Emergency Procedures

- ☐ The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *See annex 7*
- ☐ Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

**Names of fire wardens:  
Martin Barnes, Patrick Kelleher, Gavin Walker, Sarah Stevens, Mel Rowden**

- Sarah Stevens to check Primary is evacuated.
- Melanie Rowden to be in contact with Monitoring Station.
- Administrative staff to take pupil register/staff list and visitor signing in book and fire bag containing key to top exit gates.
- Patrick Kelleher to check rooms 5-9 and 16-25 boys and girls changing rooms, disabled toilet, sports office and store.
- Gavin Walker to check offices, dining hall, kitchen, staff room, staff toilets, rooms 10-15.
- Martin Barnes to liaise with Melanie Rowden and meet Fire Brigade at front gates.
- Kitchen staff to operate gas cut off switch and make their way to Assembly Point.

**In the event of staff absence, Fire Wardens / Headteacher will allocate staff to fulfil the roles stated above**

☐ Emergency evacuation will be practiced three times a year and a record will be kept:

**A record will be kept by:  
Martin Barnes**

☐ Kent Fire and Rescue will be contacted by:

**Mel Rowden**

☐ Regular testing of fire alarms will occur termly:

**Name of tester:  
Martin Barnes**

☐ The fire log book will be kept:

**Martin Barnes**

#### **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 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. *See annex 9.*

<p style="text-align: center;"><b>Name of Responsible Person for Fire Safety:</b> <b>Patrick Kelleher</b></p>
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### **C5: Maintenance of Fire Precautions:**

The Headteacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

### **C6: 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.

### **C7: 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:  
Main Reception**

- ☐ The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located in:  
Main Office & First Aid room**

- ☐ A first aid risk assessment will be carried out by the Headteacher to determine the above factors. *See annex 2*
- ☐ The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- ☐ 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 the school.

**HSE Contact Details:  
Incident Contact Centre**

[www.hse.gov.uk](http://www.hse.gov.uk)

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

### **C8: 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. *See annex 4*

### **C9: Legal Requirements 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.

### **C10: Safe Handling and Use of Substances**

- ☐ The Headteacher is 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 Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- ☐ 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.



### **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 programme. *See annex 6*
  
- ☐ 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 checklists. *See annex 6.*
  
- ☐ 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.

### **C12: 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 head teacher 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 head teacher 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.

### **C13: 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.

<p><b>Property and Infrastructure Statutory Service Manager:</b> <b>Martin Barnes</b></p>
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#### **C14: Liquid Petroleum Gas Management**

The Headteacher will ensure that there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff.

Risk assessments will also be sought from Calor with regards to delivery of the gas. Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant.

*See annex 1*

#### **C15: Oil Fired Boilers**

##### **Heating Oil Storage and Management**

The Headteacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff.

A specific check list is available. *See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant.

*See annex 1*

#### **C16: Radon Management**

*For information: Include in your policy if applicable to your school.*

The Headteacher has a duty to safeguard the health of themselves, 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.

*\* For further information contact KCC Health and Safety Unit.*

#### **C17: 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
- School events
- School facilities
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

## SECTION D – ON-LINE ANNEXES AND REFERENCES

**Annex 1:** Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

**Annex 2:** Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 8:** Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

**Annex 9:** List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10:** Health and Safety of Pupils on Educational Visits

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

## E1: USEFUL CONTACTS

### KCC Health and Safety Unit

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

### Outdoor Education Unit

**Tel:** 03000 413971 Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

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

### Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

**Tel:** 03000 416050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

**Location:** Room m2.33, Sessions House, Maidstone, ME14 1XQ

### Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

**Tel:** 03000 416440, Email: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@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](mailto:occupational.health@kent.gov.uk) **Location:** Park House,

110-112 Mill Street, East Malling, ME19 6BU

### Classcare

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk)

Website: [www.kent.gov.uk/property](http://www.kent.gov.uk/property)

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

### Property and Infrastructure Support – *\*Delete if not applicable*

Bill Ogden	Operational Services Manager	<b>Tel:</b> 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	<b>Tel:</b> 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	<b>Tel:</b> 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	<b>Tel:</b> 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	<b>Tel:</b> 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	<b>Tel:</b> 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	<b>Tel:</b> 07825 506627

KCC Property Service Desk.

**Tel:** 24 hours, 7 days per week: 03000 417878

**Location:** Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### Health and Safety Executive

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

**Location:** Local office: International House, Dover Place, Ashford, TN24 1HU

### County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

**Location:** Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.  
Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk) .

### **Employment Medical Advisory Service (EMAS)**

The Executive's Employment Medical Advisory Service (EMAS).

**Tel:** 02089 958503

Location: PO Box 3087, London W4 4ZP

**CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)** Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

### **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

### **Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager

**Tel:** 18002 03000 420019

Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX

### **Trade Union Representatives**

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL Julie
Huckstep	ATL	Hartsdown Technology School Carol
Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School