Claremont Primary School

A hub of educational excellence and innovation, supporting and valuing everyone

Health & Safety Policy

Responsible person	Julie Cook, School Business Manager
Responsible governor	Paul Truscott, H&S Governor
Responsible governor team	Resources Committee
Date approved	Autumn 2026
Date of next review	Autumn 2027
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At Claremont we believe and recognise that the diversity of our community is one of our greatest strengths and assets. We are committed to ensuring that our pupils are treated fairly, and we have carefully considered and analysed the impact within this policy to promote equality of opportunity for all and we will use our position of influence as a school to work with all stakeholders to eliminate discriminatory barriers and ensure that our pupils have a sense of shared, common belonging and understanding

Table of Contents

Section A: Introduction
A1: A note to Head Teachers
A2: The law regarding health and safety policies
A3: Health and safety policy statement

Section B: Organisation
B1: Employer responsibilities
B2: Headteacher responsibilities
B3: Governors' responsibilities
B4: Staff responsibilities
B5: Site manager responsibilities
B6: Infrastructure
B7: Safety representatives
B8: Consultation with employees
B19: Information, instruction and supervision
B10: Competency for health and safety tasks and training
B11: Monitoring

Section C: Arrangements
C1: School activities
C2: Visitors
C3: Fire and emergency procedures
C4: Firefighting
C5: Maintenance of fire equipment
C6: Bomb alerts
C7: First aid arrangements
C8: Information communication technology
C9: Legal requirements for premises
C10: Safe handling and use of substances
C11: Inspection of premises, plant and equipment
C12: Asbestos management
C13: Legionella management
C14: List of risk assessments, policies and procedures to compliment this policy

Section D: Useful contacts

Section E: Appendix

Section A: Introduction

A1: A note to the Head Teacher

- The headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
- The employer (Kent County Council) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
- You should consult with staff and governors when devising the policy, and ensure that all staff have an opportunity to contribute, and so staff understand what it means for them.
- Some schools prefer to devise a short policy and cross reference to other documents held in school.
- The policy must be signed and dated by the headteacher and chair of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
- 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 and 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 which 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
Claremont Primary School

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:
Headteacher	Chair of Governors
Date:	Date:

Section B: Organisation

B1: Employer responsibilities

KCC as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that the 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 this policy.

B2: Headteacher responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately 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 per year) and take remedial action as appropriate
- To undertake risk assessments, record significant findings, and review annually or sooner 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 and invacuating (lockdown) procedures are in place and tested to ensure validity
- To ensure that adequate first aid provision is available and kept up to date at all times
- 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
- Seek advice from other organisations or professionals, such as HSE, safety advisers etc as and when necessary

NB: Tasks can be delegated to other members of staff but ultimately 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 because it controls the school premises. Per B2 above, day-to-day health and safety management is delegated to the Head Teacher.
- 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 must comply with any directions given by KCC 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 within the school's delegated budget
- The governing body will support and monitor health and safety within the school
- Review and monitor the effectiveness of this policy
- The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view

Governing body appointed Health & Safety Governor: Paul Truscott

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 of 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 headteacher or their line manager
- Familiarise themselves with the location of the RED Health & Safety reporting forms (outside the SBM office) and the caretakers maintenance book (in the main school office) for the reporting of health and safety hazards or repairs

B5: Site manager responsibilities

The premises team hold responsibility for the day-to-day maintenance and repair of the school building and grounds.

They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the SLT immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc. in the play 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 and a monthly test of the lockdown 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 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 HSE or KCC auditors 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 meetings as a representative of your employees

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 meetings and governing body meetings. Staff induction includes health and safety and is also discussed at the first staff training day in September every year.

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.

- Health and safety posters are displayed in the main school office and on the health and safety/well-being noticeboard located outside 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

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 headteacher and the governing body
- Staff are also responsible for identifying their own CPD needs and feeding this back to the headteacher via the appraisal process
- Training records will be easily accessible for audit purposes and will be kept up-to date

The CPD budget is managed by the Deputy headteacher and all associated certificates and records need to be shared with the SBM for filing and recording.

B11: 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
- The Deputy headteacher is responsible for investigating accidents although the accountability remains with the headteacher
- The SBM is responsible for investigating work-related sickness and absences although the accountability remains with the headteacher
- The headteacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences

Section C: Arrangements

C1: School activities

- The headteacher will ensure that risk assessments are undertaken
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors and all those 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 remain effective and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.
- All risk assessments can be found in the staff shared area of Office365

C2: Visitors

- All visitors shall be directed by clear signage to the main school office reception area where appropriate arrangements for signing in and out must be adhered to. Identity badges will be provided along with the sharing of other site-specific information
- 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

C3: Fire and emergency procedures

- The headteacher is responsible for ensuring the fire risk assessments 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
- Emergency evacuation will be practiced at least three times a year and records will be retained
- Regular testing of fire alarms will occur weekly by the caretaker
- Regular testing of the lockdown alarms will occur monthly by the caretaker
- A record of all these tests will be kept by the caretaker

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. A list of hazardous substances will be provided to 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 alerts

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

- 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 via **Appendix 1** of this policy

C7: First aid arrangements

- The headteacher will ensure that there are an appropriate number of designated and trained first aiders in school. A list of first aiders can be found in the main school office, the staffroom the Finance Office or from the CPD manager
- The headteacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked within the classrooms, medical room and school office area. 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
- All reportable incidents under RIDDOR 2013 (reporting of injuries, diseases and dangerous occurrences regulations) will be reported to the HSE by the school and advice will be sought if in any doubt as to whether an incident is reportable

All incidents/accidents are reported on HS157 are entered onto KCC Firmstep by the Finance Officer. Any incident/accident requiring reporting to the HSE is done via Kentcc.firmstep.com with associated forms F25081E and F2508AE being completed as required. www.hse.gov.uk

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

C8: Information communication technology

- The headteacher will ensure that suitable arrangements are in place for the 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/posters 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 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 presence of the COSHH assessments
- The headteacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them (including chemicals used in the management of Covid-19 in the workplace)
- 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
- 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

Property and Infrastructure Support will arrange for an asbestos management 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 designated 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. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; 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 as necessary.

C14: List of risk assessments, policies and procedures to complement this policy

- Asbestos management
- Bomb alerts
- Code of Conduct
- Control of chemicals hazardous to health (COSHH)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire marshals
- First aid requirements
- Invaccuation procedures 'Run Hide Tell'
- Legionella
- Lone working
- Letting of premises
- Medical Needs
- Managing contractors
- Manual handling
- Off-site visits
- School events/PTA
- Travel Plan
- Working at height

Section D: Useful contacts

Kent County Council Health and Safety Unit
Health and Safety Advice Line: Tel: 03000 418456
Email: healthandsafety@kent.gov.uk
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: 03000 416428
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
Tel: 01622 692 121
Location: The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB

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
Website: http://www.afpe.org.uk/
Tel: 01905 855584
Email: enquiries@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

Section E: Appendix

Appendix 1

Dealing with Suspicious Mail

There is no suggestion that schools are likely to be the subject of a terrorist attack using chemical or biological substances via the mail services and the threat level has not increased over recent years. However, given the media comment on the potential for such events, the following guidance is provided for handling incoming post.

What to look for:

- A letter or package with suspicious or threatening messages written on it
- Letters with oily stains
- Envelopes that are bulky, discoloured or have a strange smell
- Sent from an unfamiliar sender
- Excessive tape or string
- Unusual weight in relation to size
- Unexpected post from overseas
- Post with no stamps or non-cancelled stamps
- Post with incorrect spelling of common names, places or titles
- Postmark that does not match a return address
- No return address

When opening post:

- Examine/feel unopened packages for unusual objects or powder
- Use a letter opener or other means rather than fingers
- Open with a minimum amount of movement
- Do not blow into the envelope in order to open it
- Look at the contents inside an envelope/package before tipping them out
- Keep hands away from mouth during mail opening
- Always wash hands after handling mail

If you are concerned about any item of post:

- Do not open or disturb it any further
- Inform the Police

If you think you have opened a contaminated package:

- Do not touch the package further or move it to another location
- Notify the Police by calling 999
- Shut windows and doors in the room and prevent anyone else from entering
- Switch off any fans or air conditioning equipment
- If the package has not been opened leave the room, securing it if possible
- Wash your hands thoroughly as soon as possible
- Keep yourself separate from other people and remain available for medical
- examination if that is subsequently deemed necessary

- Remain calm! In order to be affected by most toxins you have to get enough of the
- substance into your body through broken skin, swallowing it or inhaling it
- Keep the package and its contents in the room where it was opened
- Remain available to brief the emergency services

For further information, read: http://www.cpni.gov.uk/advice/Physical-security/Screening/Mail-and-deliveries/

Bomb or Attack Threat

Most threats are made over email and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.
Dial 999 and Police will respond. You should always consider their advice before a decision is taken to close or evacuate.

On receipt of a threat be it by email, social media or telephone:

- Activate School Emergency Management Business Continuity Plan (SEMBCP)

If a bomb threat is made by telephone, stay calm and listen carefully.

Action during the call:

- Ensure that any recording facility is switched on
- Obtain as much information as possible
- Try to record the exact wording of the threat

Action immediately after the Caller rings off:

- Activate SEMBCP
- Dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number
- Call Police via 999 and give your impressions of the caller and an exact account of what was said
- Immediately report the incident to the relevant manager