



Coppice Primary Partnership

HEALTH AND SAFETY POLICY

Reviewed – May 2022
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SECTION A

Statement of Intent:

The Trust Leader, Headteachers, Trustees and Local Governing Bodies 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:

Trust Leader

Signed:

Chair of Trustees

Date:

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

Coppice Primary Partnership as the employer has a statutory duty for health and safety in its schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteachers, who have 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 the policy.

B2: Trust Leader and Headteacher Responsibilities

The Trust Leader is responsible for:

- Ensuring this policy is reviewed annually, or before if there are any changes in circumstances;
- Ensuring that employee responsibilities regarding health and safety are included in their job description and that it is properly 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 before if there is a change in circumstance;
- Ensuring that any issues or complaints about unsafe premises, equipment or work practices are dealt with promptly;
- 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 description and that it is properly 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 building maintenance consultants and / or with contractors to resolve property maintenance issues as appropriate;
- 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;
- Ensuring that adequate first aid provision is available and kept up to date;
- Reporting health and safety issues to the local governing body on a regular basis;
- Is responsible for investigating work-related causes of sickness and absences within their school, and reporting such to the Trust Leader where necessary.

B3 – Trustees and Local Governing Body Responsibilities

- Responsibility for the health and safety of pupils lies with the Trustees of the school, as both the employer of Trust staff and, because it controls school premises.
- The Trustees are responsible for promoting a strategic overview for health and safety whereas the 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.
- Trustees will make adequate resource provision for maintenance of the school premises and equipment within the school's approved budget based on the Estate Management plan.
- The local governing body will support and monitor health and safety within the school, which includes receiving termly accident reports from Headteachers.
- The local governing body can consider appointing a governor to coordinate health and safety from an operational point of view.

B4 – Staff Responsibilities

- Staff must 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 what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the Headteacher / their line manager or Site Manager.

B5 – Trust Business Manager

- Has responsibility for ensuring that regard is given to health and safety concerns when developing and maintaining the Trust's estate management plan including plans for major maintenance and improvement works.
- Will ensure that property matters for which the Trust 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).

- Is responsible for liaising with building consultants and / or with contractors, to resolve property maintenance issues where not actioned by the school.
- Is responsible for investigating reportable accidents although the accountability lies with the Trust Leader, and liaising with any enforcement officer e.g. HSE where necessary.

B5 – Site Managers

- Must ensure that any work that has health and safety implications is prioritised
- Will report any concerns regarding unresolved hazards in school to the Headteacher and Trust Business Manager immediately
- Will ensure that all work under their control is undertaken in a safe manner
- Ensure that site staff carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Will ensure that all cleaning staff comply with safe working practices, especially regarding reporting of hazards, the use of hazardous substances and raise any concerns with the contractor
- Will ensure that the fire alarm is tested weekly
- Will ensure all contractors are 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
- Ensure site staff are appropriately trained e.g. working at height, health & safety awareness, understanding of compliance (asbestos / water and fire risks).
- Ensure the appropriate compliance surveys, servicing and tests are carried out and accurately recorded
- Ensure contractors sign the asbestos register either when quoting for work and / or prior to commencing work on site.

B6 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. In addition to staff representation on local governing boards, 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 Senior Leadership Team (SLT) and Leadership meetings, and matters of concern or procedure and policy are raised via weekly staff briefings.

B7 – 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 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.

B8 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by their line manager as part of their induction.
- Training needs for a role will be identified not only at the time of recruitment but also via the staff appraisal process.
- Training will be arranged by the member of staff and attendance monitored by their line manager.
- Staff are also responsible for drawing to the attention of their line manager their own personal training needs, and for providing details of courses attended to the Schools' Personnel Officer.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B9 – Monitoring

- The Headteacher or delegated person will check working conditions and that safe practices are being followed. Regular inspections of the school building and grounds will be carried out at least three times a year.
- The Trust Business Manager is responsible for investigating serious accidents although the accountability remains with the Trust Leader/ Headteacher.
- The Trust HR Officer is responsible for investigating work related sickness and absence although the accountability remains with the Trust Leader / Headteacher.
- The Trust Leader / Headteacher is responsible and accountable for acting on investigation findings in order to prevent any re-occurrences.

Section C – ARRANGEMENTS

C1: School Activities

- Headteachers will ensure risk assessments are carried out prior to an event or activity, and that appropriate action is taken.
- The significant findings of all risk assessments will be reported to the local 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 Trust Leader where it relates to strategic risk or by the Headteacher if it relates to a specific school.
- The Trust Leader or Headteacher 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:

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 given a copy of the leaflet 'Safeguarding Information for Visitors and be made aware of the school's emergency arrangements in the event of a fire, and also the lockdown procedures although staff are expected to take responsibility for visitors ensuring they are safe. .
- Temporary staff including Supply Teachers should be shown the evacuation notice displayed in the classroom.

C3: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Each school in the Academy Trust shall have a specific emergency evacuation and lockdown procedure which details roles and responsibilities.
- Emergency evacuation and lockdown will be practiced three times a year. The Headteacher will ensure a record will be produced which is retained for audit purposes and follow up action as required
- Kent Fire and Rescue will be contacted by the Headteacher or a member of SLT in their absence or if out of hours, the Site Staff or Extended Services Lead person:
- Fire alarm tests are to be carried out weekly 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 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.

C5: Maintenance of Fire Precautions:

The Headteacher will ensure the 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.

- The Trust Leader 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.

- 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 the school, and there is an 'appointed person'.

A list of first aiders and contact details can be found at various locations in the school and next to all first aid boxes.

- The 'Appointed Person' will ensure that there are an appropriate number of first aid boxes, with instructions.
- A first aid risk assessment will be carried out by Headteachers to determine the above factors.

C8: Accident Reporting

- Schools within the Trust will follow the detailed procedure for completion of incident / accident records (Form HS157) which will be signed by the Headteacher or their Deputy.
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- Headteachers will provide a termly report to Local Governing Bodies summarising the accidents highlighting those reported to HSE or subject investigation advising on the outcomes.
- All reportable incidents under RIDDOR will be referred to the COO who will carry out an investigation.
- The COO after carrying out an investigation and, liaising with the Trustee responsible for Health & Safety will submit reportable incidents to the HSE.
- The COO will provide termly reports to Trustees advising on reportable incidents including the outcome and recommendations following investigation.
- All staff will follow the First Aid procedure included in the Staff Handbook

HSE Contact Details: Incident Contact Centre www.hse.gov.uk

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

C9: Information Technology

- Headteachers 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 mobile devices such as laptops, chrome books and ipads 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.

C10: 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.

C11: Safe Handling and Use of Substances

- The Headteachers are responsible for ensuring that all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 have been recorded.
- The Head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees within their school are informed about the COSHH assessments.
- The Head teacher or delegated responsible person will be responsible for checking that all new substances can be used safely before they are purchased.
- 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.

C12: Inspection of Premises, Plant and Equipment

The Headteacher will ensure there are:

- Arrangements in place for formal inspections of the premises, plant and equipment which take place three times a year and draw up an effective maintenance programme.
- All identified repairs and renewals will be implemented either urgently or form part of a schedule of programmed maintenance plan.
- Routine checks are undertaken which could be by a combination of class teachers, governors, caretaking staff and the Trust Leader / Headteacher / Trust Business Manager using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC asbestos management plan will be followed.

C13: Oil Fired Boilers – Heating Oil Storage and Management

The Headteacher / Site Manager will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event of an oil leak or spillage which

results in pollution of the surrounding area or surface water drains. Oil fired boilers will be serviced every 6 months.

C14: Asbestos Management

The Headteacher / Site Manager will arrange for a management asbestos survey to be carried out every three years. 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 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 Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. 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 run asbestos awareness training.

C15: Legionella Management

The Headteacher / Site Manager 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 monthly. This 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.

C16: List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning / Business Continuity
- 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)
- Stress management
- Violence and aggression
- Working at height

Section D - USEFUL CONTACTS

KCC 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

Risk Protection Agreement via the Education Funding Agency

Urgent matters: 03300 585566

Online notifications for non-urgent matters: www.rpaclaimforms.co.uk

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

Health and Safety Executive

Enforcement of Health and Safety Legislation. <https://www.hse.gov.uk/index.htm>

Tel: 0845 345 0055 online reporting

<https://extranet.hse.gov.uk/lfserver/external/F2508IE> Location: Local office: 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

The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website: www.riddor.gov.uk.

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

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