



Health & Safety Policy

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Agreed by the Governing Board	October 2023
Review Cycle	Annual
Next Review	Dec 2024

Lead Staff	Annette Dignum
Chair of Governing Body	Alex Krutnik
Headteacher	Jane Hatwell

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Version Control

Date	Revision
August 2023	

Mission Statement.

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring** and **safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has achieved the Bronze Award and is recognised as a Rights Committed School

This policy is written with reference to

Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children

Health and Safety Policy Statement Of

Stone Bay School

Statement of intent:

As Headteacher of Stone Bay School, I am committed to creating a safe working environment to ensure the health, safety & welfare of all students, staff and visitors.

In fulfilling this commitment, I will seek through competence, co-operation and coordination with staff and visitors to provide and maintain a safe and healthy working environment by meeting legislative standards and developing acceptable working practices 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.
- Ensure COSHH (control of substances hazardous to health) safe systems are in place for all stakeholders safety.
- HT seeks an external health and safety audit and advice to improve H&S at Stone Bay
- SBM develops ensures effective implementation of recommendations.
- SBM ensures that statutory H&S training is delivered for all staff. Asbestos, fire, lockdown, manual handling.
- SBM ensures that the school is compliant with all statutory fire safety regulations.
- SM ensures safe use, handling, storage and transport of articles.
- SBM reduces injuries at the school by developing and reviewing safe working practices and training of employees.
- SBM to ensure risk assessments are in place and record significant findings, and review annually or sooner if there is a change in circumstance.

The organisation and arrangements for achieving the above are set out and detailed within our Health and Safety Policy and risk assessments.

Safety is **everyone's responsibility**, all of the time

Employer responsibilities

Stone Bay School as the employer has a statutory duty in respect of health and safety in community 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 head teacher will ensure the overall implementation of this policy.

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 a year) and take remedial action as appropriate.
- To ensure risk assessments are in place and 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 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 the Health and Safety Executive, safety advisers etc. as and when necessary.

N.B: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the head teacher.

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 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 'Class care' scheme or 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.

School Business Manager (Health and Safety Coordinator)

The Health and Safety Coordinator is responsible for:

- Making an annual report on health and safety matters to the Headteacher and the Governing Body;
- Assisting with inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school;
- Having a strong oversight of health, safety and first aid matters;
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Ensuring all risk assessments are carried out and effectively shared and understood by stakeholders
- To monitor all records e.g asbestos register, fire safety checks and water checks

Staff responsibilities

- To read and fully co-operate with this policy.

- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Report practices, equipment or physical conditions that may be hazardous on the Health & safety maintenance form or urgent health & safety concerns to the Site Manager
- Have a duty to report all health and safety concerns to the Business Manager

Site Manager responsibilities

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

They will:

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

Health & Safety Advisors

The appointed competent advisors for Stone Bay School are:

H & K Safety Advisers

Telephone 01843 834608

admin@hksafetyservices.co.uk

This role includes

- Advise Stone Bay School of any new Health and Safety legislation or changes to existing legislation.
- Provide an interpretation of Health and Safety legislation so that management fully understands the actions required in order to satisfy this legislation if requested.
- Assist with the implementation of the changes in Safety legislation if requested.
- Recommend to senior management ways to improve working conditions.
- Assist with the investigation of reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), if required, and if required submit to Stone Bay School a written report.
- Advise the Health and Safety Committee
- Work with the Health and Safety Committee, if requested, to identify and recommend training requirements.

- Where required complete site inspections to monitor Health and Safety standards on site and provide assistance where necessary.
- When required act as the Construction, Design and Management (CDM) Co-ordinator on Notifiable Projects.

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.

Consultation with employees

It is a legal requirement to consult with employees on health and safety issues. The school's Health & Safety committee represents all areas of the school community and will meet once a term to support the delivery of health and safety across the school.

Health and Safety is a standing item on all staff meeting agendas/weekly briefing to all staff.

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 located in the Staff room (lounge).
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the School Business Manager
- The School Business Manager will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety whilst on site, through induction training and ongoing update training sessions

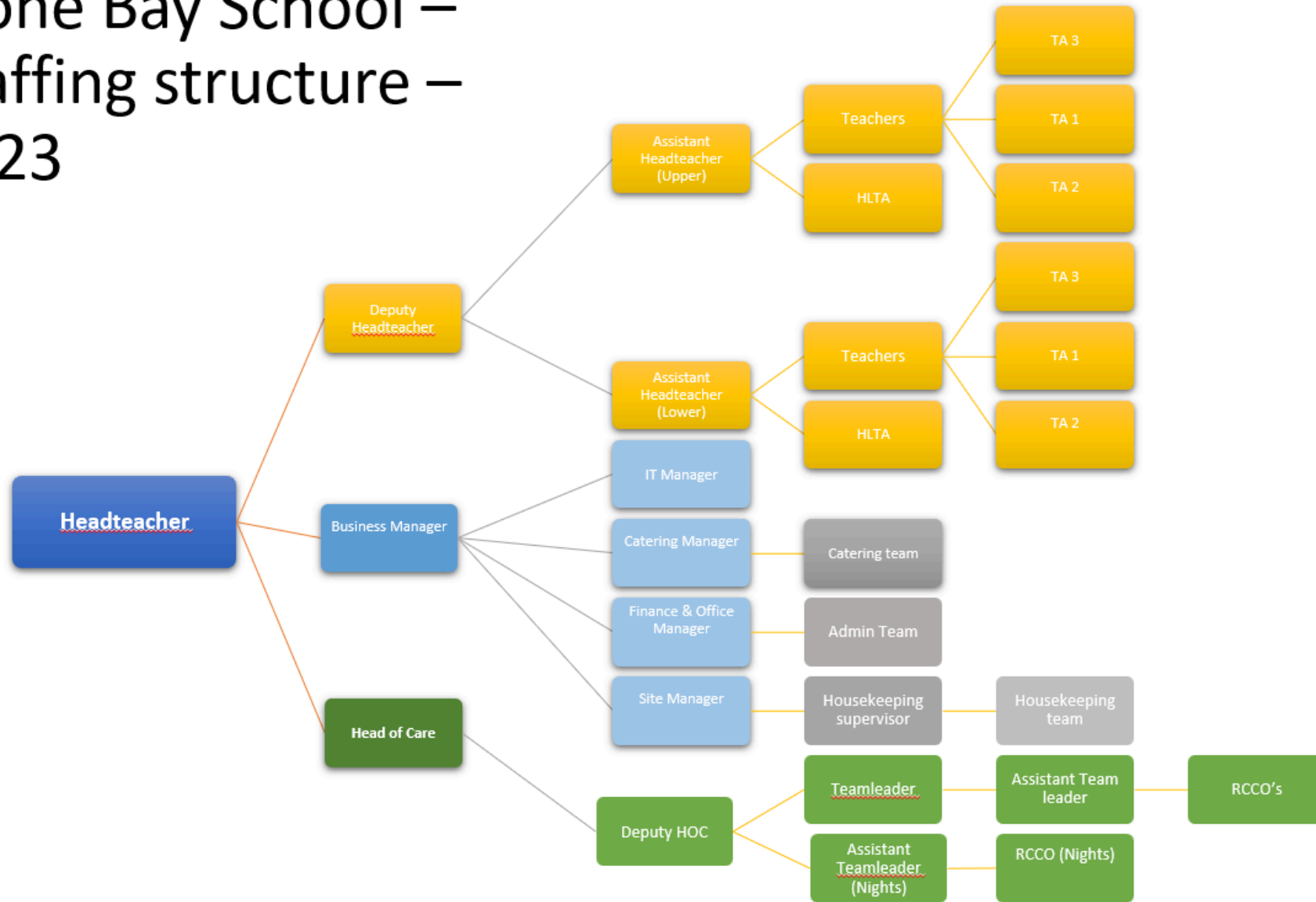
Competency for health and safety tasks and training

- The School Business Manager will ensure that all staff undertake induction training and statutory H&S training.
- Training will be identified & monitored by the head teacher and the governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the school business manager and can escalate to the headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.
- All staff will deliver annual refresher training via the National College training portal.

Monitoring

- The head teacher 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 Business Manager is responsible for investigating accidents although the accountability remains with the head teacher.
- The Business Manager is responsible for investigating work-related sickness and absences, although the accountability remains with the head teacher.
- The Head teacher is responsible and accountable for acting on investigation findings in order to prevent any recurrences.

Stone Bay School – Staffing structure – 2023



Arrangements

School activities

- The School Business Manager 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, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the School Business Manager
- The Business Manager will check that the implemented actions remain effective, and that all risk assessments are reviewed every three years or when the work activity changes, whichever is the soonest.

Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, 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.

Fire and emergency procedures

- The School Business Manager has delegated responsibility 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.
- Emergency evacuation will be practised termly in residential and at least three times a year in the day, records will be retained and uploaded to online (google/Every compliance).
- Regular testing of fire alarms will occur on a weekly basis and will be carried out by the Site Manager
- A record of these tests will be kept by the Site Manager.

Fire fighting

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

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.

Bomb/suspect package alerts

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

- The Business Manager 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 by the School Business Manager.

First aid arrangements

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

Information Communication Technology

- The School Business Manager will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed.

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.

Safe handling and use of substances

- The School Business Manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The School Business Manager will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.
- The School Business Manager will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Inspection of premises, plant and equipment

- The School Business Manager will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of premises staff, school business manager, class teachers, governors, and the head teacher/leadership members 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.

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 School Business Manager 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 School Business Manager 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.

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 logbook and de-scaling spray outlets as necessary.

The Lodge emergency arrangements

In the event of smoke / fire within the Lodge, a beacon situated within the main school office and Kingsgate lounge will flash for five minutes allowing time for investigation. Fire doors within the Lodge will be open allowing escape. After five minutes the alarm will sound in the Lodge and the Alarm Centre will be notified. Upon this notification, the Alarm Centre will contact the emergency contacts for the school.

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

- Asbestos Management
- Control of Chemicals Hazardous to Health (COSHH)
- display screen equipment (DSE)
- emergency planning
- fire – including responsibilities of the fire wardens
- First Aid
- Legionella
- Lone working
- Staff Behaviour Policy

Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

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

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000

411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

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

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

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

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

Employment Medical Advisory Service (EMAS)

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

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: enquiries@afpe.org.uk Website:

<http://www.afpe.org.uk/>

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

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX