

Health & Safety Policy

Luddenham School



EVERY CHILD CAN ACHIEVE

Written by:	Valerie Harwood	Date: Autumn 2025
Ratified by Trustees on	Spring 2026	
Next review due by:	Autumn 2026	

Autumn 2025 –

- C1 – added review RA every usually three years – page 7
- C15 – Lynn Kent Mental Health Lead – page 11

Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT

Of

Luddenham School

A1: Statement of Intent:

The Headteacher and trustees 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: _____ **Date:**

Section B – ORGANISATION

B1: Employer Responsibilities

The Academy Body of Trustees as the employer has a statutory duty in respect of health and safety in the school 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 'School Officer in charge' of the premises. Ultimate responsibility remains with the Headteacher but many tasks are delegated to the School Manager Valerie Harwood. The Headteacher will ensure the overall implementation of the policy.

B2: Competent Person Responsibilities

To meet the Trust Health and Safety duties the Governing Body has appointed Martin David (Independent Health and Safety Consultant) as the Competent Person.

- To give sensible guidance about managing the Health and Safety risks at school;
- To identify existing and predictable hazards;

B3: 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 building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement School Officer (e.g. HSE Inspector, Environmental Health School Officer, Fire Liaison School 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 trustees on a regular basis;

- To monitor and review all health and safety policies and procedures.
- 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.
- Will ensure that property matters and 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 Headteacher is responsible for liaising property and infrastructure support, and/or the building consultants and/or with contractors from contractors list, to resolve property maintenance issues.

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

B4: Trustees' 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 Board of Trustees will promote a strategic overview for health and safety.
- The Board of Trustees 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 Board of Trustees of Luddenham School must comply with any directions given by the DfE or HSE concerning the health and safety of persons in school, or on school activities elsewhere.
- The Board of Trustees will make adequate provision for maintenance of the school premises and equipment.
- The Board of Trustees will support and monitor health and safety within the school.
- The Board of Trustees can consider appointing a trustee to coordinate health and safety from a strategic point of view.

<u>Name of Appointed Health and Safety Trustee:</u> Paul James

B5: 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 Headteacher or their line manager.

B6: School Business Manager (SBM) Responsibilities

- To review with the Caretaker Building and Health and Safety checks and reports
- To maintain Risk Assessment and discuss any updates with Headteacher
- To liaise with building maintenance consultant and/or with contractors to resolve property maintenance issues
- To follow Health and Safety guidance and publications
- To maintain/update emergency evacuation procedures as necessary
- To check that regular maintenance and testing are carried out
- To report Health and Safety issues to the Headteacher and trustees
- To ensure that property matters are checked, addressed and reported to Headteacher and trustee if necessary

B7: Site Caretaker Responsibilities

- To review with the SBM Check lists for Building and Health and Safety
- Operate and regularly check system/building/site
- To review with the SBM Building and Health and Safety checks and reports
- To follow Health and Safety guidance and publications
- To consult Risk Assessment regularly
- To update and check COSHH register
- To keep the school site secure and safe
- To report Health and Safety concerns to SBM or Headteacher
- To ensure regard is given to Health and Safety matters when carrying out property maintenance or work.
- To ensure regular maintenance and testing of fixed electrical premises or fixed electrical wiring or fixed gas appliances are properly dealt with.

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.

Alternative Consultation Arrangements:

Use of an employee representative.

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 & 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 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.

B11: Competency for Health & 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: The Headteacher

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.
- The Headteacher is responsible for investigating accidents.
- The Headteacher is responsible for investigating work-related causes of sickness and absences.
- 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. *Files kept in the School School Office*
- 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 according to our H&S Programme of Review, usually every three years or when the work activity changes, whichever is the soonest.

Risk Assessments: Reviewed in the Spring Term

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school School Office, where appropriate arrangements for the signing in and out and identity lanyards 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 Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *File kept in the School School Office.*
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: All staff members act as Fire Wardens to escort the children out of buildings

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

Fire Risk Assessment and Fire Evacuation Plan are available in the School School Office and in the staffroom - A record of evacuation is kept by: Valerie Harwood

- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call: School Office - Julie Williams or Valerie Harwood

- Regular testing of fire alarms will occur

Indicate when tests are to be carried out: Weekly when possible

Name of tester: Simon Belton

- The fire log book will be kept:

Specify who will keep the log and where: School Office

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 School Officer in the event of a fire.

Name of Responsible Person for Fire Safety: Claire Vincett

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.

- 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: At reception and key points around the building

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

**The first aid boxes are located at:
School Office and medical supplies boxes are also available in every classes.**

- The school will follow Luddenham School's procedure for completion of incident / accident records.

Kept in the staffroom and in the School Office.

- The school will consult the KCC procedures for additional guidance if required.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

HSE Contact Details:

International House, Dover Place, Ashford, Kent TN23 1HU

Website: www.hse.gov.uk

Telephone: 0300 003 1647

- 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).
- Guidance on the use of 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 COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed when the work activity changes.

C11: Inspection of Premises, Plant and Equipment

- The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place in accordance with the H&S Programme of Review.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head 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 Asbestos policy, will be followed.

C12: Asbestos Management

- Management will arrange for a management asbestos plan reviewed every year. An asbestos docubox will be kept in reception for 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 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

- Management 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.

Management use ARA to review the risk assessment and ARA takes the quarterly temperature readings.

C14: Gas Management

- Gas carcase is checked by an approved contractor every three years, any other gas appliances situated in the kitchen are checked by Kent Catering Services annually.
- Calor gas boilers are checked by DSL annually. Reports are available in the School Office and all identified remedial works are incorporated into the school's maintenance programme.

C15: Stress Management

- A stress Management policy is in place. The school uses the services of a confidential Support Helpline available to all staff members.
- Claire Vincett Headteacher and Lynn Kent are the school Mental Health Leads.
- Wellbeing team is operational in school, four employees are members of the team. Activities are planned throughout the year.

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

- Asbestos Register/Guidance
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Portable Appliance Testing
- Emergency Management and Business Continuity Plan
- Fire – Risk assessment

- First aid/Medicines/ Infection control
- Legionella
- Lone working
- Medicines
- Manual handling
- Off-site visits
- Outdoor play
- Risk Register
- Use of school playing field
- School events
- Staff Dealing with the Public
- Volunteers in School
- Whistle Blowing

Risk Assessments with a low risk and with a comprehensive management plan are reviewed every three years. High Risk Assessment such as Asbestos, Fire and Evacuation Plan, Caretaker are reviewed annually.

Luddenham School can use the guidance from <http://kenttrustweb.org.uk> and also the advice from the contacts below:

D1: USEFUL CONTACTS

- **Risk Protection Arrangement:** The school is a member of the DfE's RPA
Urgent 03300585566
Claims www.rpaclaimforms.co.uk
- **Queries on Risk Management:** Willis Towers Watson
Phone: 0117 9769361
Email: RPAAdvice@willistowerswatsonsecure.com
- **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
- **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**
Location: International House, Dover Place, Ashford, TN24 1HU

- **Kent Fire & Rescue Service**
Location: 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**
Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Amendments:

Autumn 2023 – RPA audit recommendation

- Page 2 Signed Statement of Intent
- Page 3 B2 Competent Person Responsibilities
- Page 4 Name of appointed H&S Trustee
- Page 8 All staff members act as Fire Wardens to escort the children out of buildings
- Page 8 Name of the Responsible Person for Fire Safety
- Page 11 C13 change RA every two years instead of three years, quarterly monitoring instead of monthly
- Page 11 C14 Gas Management – new
- Page 11 C15 Stress Management - new
- Page 8 & 10 removed annexes
- Page 8 C3 Fire Risk Assessment and Evacuation Plan added
- Headteacher – consistent terminology
- Office – School Office
- Site Manager – Site Manager/Caretaker

Autumn 2024 – No change

Autumn 2025 –

- C1 – added review RA every usually three years
- C15 – Lynn Kent Mental Health Lead