



THE
MALLING
SCHOOL

POLICY FOR

Health and Safety

PERSON RESPONSIBLE

School Business Leader

REVIEW DATE

June 2022

NEXT REVIEW DATE

June 2023

APPROVED BY

Governing Body

APPROVAL DATE

July 2022

HEALTH AND SAFETY AT WORK ACT 1974

POLICY STATEMENT

Our statement of general policy is to ensure, so far as is reasonably practicable, that:

- health and safety risks, arising from our school's activities are adequately controlled;
- staff are consulted on matters affecting their health, safety and welfare;
- plant and equipment is safe when used correctly, and properly maintained;
- safe methods of handling and using hazardous substances are provided;
- staff are provided with information, instruction, training and supervision, to ensure that they are competent to do their work tasks safely;
- systems are provided to minimise the risk of accidents and work-related ill health;
- safe and healthy working conditions, including welfare and environment aspects, are provided and maintained;
- anyone not in our employment, such as the pupils and students, parents contractors and other visitors, are not harmed by our work activities;
- this policy is reviewed annually and revised, as necessary.

Where appropriate, we will co-operate fully, in our partnership with MITIE PFI Ltd, the Facilities Management company who manage the school buildings and grounds, to discharge our duties as set out in the above statement.

Mike Perry
Chairman of Governors

John Vennart
Headteacher

Date:

Date:

SECTION A – RESPONSIBILITIES

A1 Governing Body

The Governing Body, as the employer, has overall responsibility for health, safety and welfare, with regard to the running of the school's education functions.

A2 MITIE pfi Ltd, Kent Education Partnership and Kent County Council

MITIE pfi Ltd (referred to as MITIE, from this point onwards), as the Facilities Management (FM) company, has overall responsibility for health, safety and welfare with regard to the management and maintenance of the buildings and grounds, and for day to day FM services, such as cleaning, maintenance and portering, etc. MITIE provide their services under a Private Finance Initiative (PFI) contract with the **Kent Education Partnership**, a consortium set up in partnership with **Kent County Council (KCC)** (see below) to build and run a number of KCC schools under the PFI initiative.

A3 Headteacher

At school level, the Headteacher, has day to day responsibility for ensuring that the premises are healthy & safe, in conjunction with MITIE. They are also responsible, as senior line manager, for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

The Headteacher is responsible, amongst other listed duties, for the following:

- Ensuring that this document is reviewed annually (normally through the Governing Body's Health & Safety working party);
- Including issues in the School Improvement Plan (SIP), if necessary;
- Ensuring that all staff and visiting contractors are aware of the contents of this Health & Safety Policy Statement. A copy of this document is available on the network staff public drive. New staff will be made aware of this Policy and any relevant supporting documents;
- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description;
- Carrying out regular health and safety inspections (at least once every term) and reducing the risks to health and safety as appropriate;
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices;
- Liaising with MITIE to resolve property maintenance, and other FM issues;
- Ensuring that the requirements of any Enforcement Officer (e.g. HSE Inspector, Environmental Health Officer, Fire Officer, and Environment Agency Inspector) are properly addressed;
- Ensure that emergency evacuation procedures are in place and tested;
- Ensure that adequate first aid provision is available and kept up to date;

- Report health and safety issues to the governing body on a regular basis;
- Monitor and review all health and safety policies and procedures.

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

A4 School Staff - All members of staff must::

- Co-operate on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety, as well as that of others affected by their actions or omissions; and
- Report all health and safety concerns to their head of department, or line manager, or, in the case of premises related issues, the School Business leader.

A5 School Business Leader

The Headteacher has delegated day to day responsibility for coordinating health and safety management to the **School Business leader**.

A6 Governors

- The Governors are responsible for complying with their duties, making appropriate provision within the school's budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They may require the Headteacher to submit periodic reports to them.

A7 Kent County Council

The school, which has Foundation status, has an 'arms-length' relationship with Kent County Council who provide health and safety advice and assistance through Kelsi (an information service for Kent Schools), Cantium and membership of services such as CLEAPSS.

A8 General Health and Safety Responsibilities

- Everyone involved with the school has a responsibility to adhere to policies and procedures to ensure that nobody is harmed, or buildings or equipment, etc, are damaged, in any way, as a result of any activities carried out by, or at, the school;
- This will keep costs down (eg, insurance, etc), reduce the likelihood of Enforcement Action, litigation, or bad publicity and loss of image.

SECTION B - ARRANGEMENTS

B1 Health & safety risks arising from school activities

NB: The Headteacher may delegate responsibility to others, as appropriate.

- The Headteacher will ensure that risk assessments are undertaken;
- The findings of risk assessments will be reported to all relevant staff and contractors who may be affected;
- Action required to remove/control risks will be approved by the Headteacher;
- The Headteacher will be responsible for ensuring that action required is implemented;
- The Headteacher will check that the implemented actions have removed/reduced the risks;
- Risk assessments will be reviewed on an annual basis or when the work activity changes, or following an accident/incident, whichever is the soonest.

B2 Consultation with employees

- Consultation with staff is provided by discussing health & safety matters or concerns at staff meetings, and the Health & Safety working party .
- A Health & Safety working party (See **Appendix 1**) covers The Malling School and this takes the place of a formal Health & Safety Committee.
- If a trade union or trade association wishes to form such a committee then the Headteacher will help facilitate the setup of the committee and allow committee members sufficient time/resource as is required.

B3 Information, instruction and supervision

- A copy of the Health & Safety Law Poster can be found on the wall in the School Office;
- KCC's Kent Trust Web (<http://www.kelsi.org.uk>), the Health and Safety Executive's website (<http://www.hse.gov.uk/>) and the CLEAPSS website (<http://www.cleapss.org.uk/>) are also useful sources of health and safety information – many of KCC's corporate (eg, SafetyNet) and education standard Health & Safety Policies and Guidance are available on Kelsi (eg, lifting and handling, managing stress, etc).
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher, or other delegated key members of staff;
- The Headteacher, or appropriate Head of Department, is responsible for ensuring that staff working at locations under the control of other employers, are given relevant health and safety information.

B4 Competency for tasks and training

NB: The Governing Body and Headteacher have overall responsibility for ensuring that all staff are competent to undertake their duties, by the provision of suitable training.

- Induction training will be provided for all members of staff by the appropriate Head of Department, or their delegated nominee;
- Job specific training will be provided by the appropriate Head of Department, or their delegated nominee;
- Training records are kept by the Headteacher in the school office;
- Training will be identified, arranged and monitored by the Headteacher and the Governing Body;
- Staff are responsible for drawing to the attention of the Headteacher, or their Head of Department, their own personal training needs.

B5 Monitoring

- To check working conditions, and ensure that safe working practices are being followed, regular inspections will be undertaken of the school building and grounds. The Headteacher is responsible for these inspections which will be undertaken three times a year, with the School Business leader and MITIE's Facilities Manager.
- The Headteacher, through appropriate Heads of Department or School Business leader, is responsible for investigating accidents.
- The Headteacher, through appropriate Heads of Department and the School Business leader are responsible for investigating work-related causes of sickness absences.
- The Headteacher, through appropriate Heads of Department, and the School Business leader are responsible for acting on investigation findings to prevent a recurrence.

B6 Safe plant and equipment (generally)

MITIE has either sole, or joint, responsibility for many of the following items, however, the Headteacher has a duty to ensure that the procedures are in place and implemented.

- The Headteacher, with the assistance of the appropriate Head of Department and/or the School Business leader, will be responsible for identifying all equipment/plant needing maintenance;
- The Headteacher, with the assistance of the appropriate Head of Department and/or School Business leader, will be responsible for ensuring effective maintenance procedures are drawn up;
- The Headteacher, with the assistance of the appropriate Head of Department and/or School Business leader, will be responsible for ensuring that all identified maintenance is implemented;
- Any problems found with plant/equipment should be reported to the appropriate Head of Department and/or School Business leader;

- The Headteacher, or the appropriate Head of Department and/or School Business leader will check that new plant and equipment meets health and safety standards before it is purchased;
- MITIE will arrange for all portable electrical equipment to be checked regularly and a record kept in the Facilities office;
- The School Business leader will arrange for all portable electrical equipment owned by the school to be checked regularly and a record kept. Personally owned equipment should also be checked to ensure it is safe to use;
- MITIE will arrange for the major fixed wiring circuits to be checked at least once every 5 years.

B7 Visitors

- All visitors to the school are directed by signs, and must report, to the School Office, except for parents/guardians bringing or collecting children who will sign in and out via the attendance officers office;
- Visitors must sign in and out, noting vehicle registration details, if appropriate, and wear visitor badges and appropriate coloured lanyards to aid safeguarding recognition. The main exemption to this will be the drivers of delivery vehicles, or similar people, who are only stopping for a short period, and who will not need access beyond the main school reception area.

B8 Contractors (ie, suppliers of goods and services)

- The majority of contractors will be under the control of MITIE, who must ensure the safe working and conduct of those contractors, including issuing information on emergency procedures, etc (such items should be fully detailed in MITIE's Health & Safety Policy, etc.);
- The school has similar duties for any contractors specifically hired by them;
- MITIE, the school and contractors must all liaise and co-operate to ensure that health and safety risks are minimised.

B9 Premises and Equipment

- The whole of the buildings and premises, and much of the larger and fixed equipment are under the control of MITIE, who must ensure that it is not a risk to safety and health, and that it is properly maintained (eg, heating systems, local exhaust ventilation systems (LEV) such as the laboratory fume cupboards, lifts, and lifting equipment etc);
- The school has similar duties for any equipment that they specifically own or hire;
- MITIE and the school must liaise and co-operate to ensure that health and safety risks are minimised.

B10 Catering and Food Hygiene

- Catering and Food Hygiene are under the control of MITIE, who must ensure that there is no risk to safety and health, from these activities.

B11 Safe handling and use of substances

- MITIE is responsible for assessing, storing and controlling all substances used by them, or their contractors, while undertaking their premises and facilities management role (eg, cleaning and maintenance).
- The Heads of Departments where substances are used, such as Science, CDT and Art, etc, are responsible for identifying all substances that need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- The Heads of Department will ensure that COSHH assessments have been undertaken, and records kept;
- The Heads of Department will be responsible for ensuring that all actions identified in the assessments are implemented;
- The Heads of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments;
- The Heads of Department will check that new substances can be used safely before they are purchased;
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, or following accidents/incidents, whichever is the soonest.

B12 Ionising Radiation

The **Radiation Protection Supervisor (RPS)**, see **Appendix 1**, is responsible for ensuring that:

- The school complies with the Ionising Radiation Regulations 1999; and the new registration with the HSE
- Local rules for the safe use of Ionising Radiation sources are drawn up and implemented;
- Records are kept of pupils who are present in the room during the use of such sources;
- That radioactive sources, used on site, are checked annually for radioactive leakage, and that there are robust systems in place to deal with leakages.

B13 Noise and Vibration

- Noise and vibration will be assessed and monitored, and suitable controls to reduce the risks will be introduced, as required. This will be carried out, jointly, with MITIE, as necessary.

B14 Fumes and Dust

- MITIE are generally responsible for the provision and maintenance of equipment to control fumes (eg. laboratory fume cupboards) and dust, eg. Local Exhaust Ventilation (LEV) systems, for extracting dust generated by woodworking machinery;
- Appropriate Heads of Department, teachers and technicians, etc , who use and supervise the use of such equipment, have a duty to report faults, etc. to MITIE, and to ensure that faulty equipment is taken out of service immediately, until such time as it is repaired or replaced.

B15 Display Screen Equipment (DSE)

- Staff are guided towards the HSE display screen equipment workstation checklist through this policy which can be found at; <http://www.hse.gov.uk/pubns/ck1.htm>

Where issues are identified an individual risk assessment will be carried out.

B16 Manual Handling (Lifting and Carrying)

- MITIE provides a portage service for most manual handling needs (bookable through the Helpdesk), however, it is recognised that it may be necessary for school staff to lift and carry items, from time to time.
- Manual handling training and assessments will be provided, and appropriate control measures provided to minimise risks if needed.

B17 Accidents, first aid and work-related ill health

- For details of First Aiders, and the locations of First aid boxes and the Accident forms, please see **Appendix 2**.
- All accidents, cases of work-related ill health, and near misses are to be reported to the Headteacher, Head of Department, or the School Business leader, and recorded on the accident report form available on the staff public drive, p:staff/health and safety/HS157 TMS Accident Report Form.
- The Headteacher, Head of Department, or the School Business leader, are responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.

B18 Administration of Medicines/ Medical Treatment

- Refer to the information provided on Kelsi website;
- <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

B19 Management of Stress

- Refer to the KCC corporate policy and guidance on managing stress, which is available on the Kelsi website;

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

- Counselling services are available from KCC Education Psychology as well as any locally organized counselling for pupils and Vita Health for staff

B20 Alcohol and Drugs

- Known, or suspected, cases/incidents of drug and/or alcohol abuse by staff, pupils or visitors, must be reported to the Headteacher or Head of Department;

B21 Occupational Road Risk and Workplace Transport

- The school recognises the risk to staff, pupils and other road users, when vehicles (eg, school minibuses, or staff's own vehicles) are not properly maintained, when drivers are unfit to drive (eg, through tiredness), and when road and/or weather conditions are poor.
- The school will make use of the KCC's policy, guidance and risk assessment systems for managing Occupational Road Risk, and the Minibus Code of Practice. These documents are available on the Kelsi website
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/personal-safety>;
- MITIE and the school have joint responsibility to ensure that vehicular and pedestrian traffic, within the school site, is properly managed to prevent injuries to people, or damage to vehicles, buildings and equipment, etc – risk assessments will identify suitable measures to control those risks.

B22 Personal Security and Lone Working

- MITIE has overall responsibility for security of staff, pupils and visitors, while on the school premises, and the school shares this responsibility by staff, etc, being vigilant, and reporting concerns to MITIE, or their Head of Department;
- The Headteacher and appropriate Heads of Department or individual staff have responsibility for themselves and pupils in their charge, while on trips away from the school, either in groups or alone;
- KCC's policy and guidance on Lone Working can be accessed on the Kelsi website;
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/personal-safety>

The school has adopted its own Lone Working Policy which is available on the staff Intranet

B23 Emergency procedures – fire and evacuation

MITIE, through the Facilities Manager, has overall responsibility for fire safety on the site, however, the Headteacher and School Business leader must satisfy themselves that all procedures, inspections and maintenance, etc. are in place and operating satisfactorily, as follows:-

- The fire risk assessment is undertaken and implemented, and reviewed annually and

amended, as necessary;

- Escape routes, fire doors, fire safety signs and identification of escape routes are checked by the Facilities Manager and School Business leader. Checks will be undertaken once every term and a record made in the Fire Log Book;
- Fire extinguishers are maintained and checked annually by a competent person;
- Fire alarms, including emergency lighting, are tested once a week by the Facilities Manager and a record made in the Fire Log Book;
- Fire alarms, including emergency lighting, are maintained annually by a competent person and a record made in the Fire Log Book;
- Emergency evacuation (i.e. Fire Drill) will be practiced at least three times a year and a record made in the Fire Log Book;
- The Fire Log Book is kept in the Facilities Manager's office. Entries are made by the Facilities Manager;
- The fuel shut off valve to the School boiler is the responsibility of the Facilities Manager. The boiler & fuel shut off valve is maintained by a competent person on an annual basis. A record of this maintenance will be made in the Fire Log Book;
- Designated, trained & competent Fire Marshalls and Reserve Fire Marshalls, and their areas of responsibility, etc. are included at **Appendix 3**.

B24 Emergency procedures – bomb alerts

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

- The Headteacher, in liaison with MITIE, is responsible for ensuring the bomb alert procedures are undertaken and implemented;
- Guidance on bombs/suspicious devices or packages is circulated to staff annually.

B25 Aerosols and pressurized sprays

Misuse of aerosols by a student can pose a direct health and safety risk to other students. Aerosols and pressurized sprays have been banned from use, by students, for the following reasons:

- The sprayed chemical particles can remain suspended, in the air, and be inhaled, causing absorption into the body, and, possibly seriously affecting children's health (eg, causing or exacerbating asthma) and development.
- Aerosols can, under certain circumstances, become a serious fire and explosion risk.

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

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

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

SECTION C – RISK ASSESSMENTS/PROCEDURES/POLICIES

C1 List of Risk Assessments/Procedures/Policies

MITIE, the Headteacher, the Department Heads or School Business leader, hold copies of the following risk assessments, procedures or policies, as appropriate.

The documents include, amongst other things, the record of the significant findings found following undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the Dangerous Substances & Explosive Atmosphere Regulations (DSEAR) 2002, and other applicable Regulations:

- Fire, including the Responsibilities of the designated Fire Wardens
- Bomb Alerts (incl. Suspicious mail)
- Work at Height
- Transport, including Occupational Road Risk, and school site traffic management
- Slips & Trips
- School Trips
- Asbestos Management
- Violence & Aggression (eg, on Staff from pupils/parents)
- Security
- Stress Management
- Hazardous Substances
- Medicines
- Flammable Substances
- Petrol
- Lone Working
- Control of Contractors
- First Aid
- Manual Handling
- School Events
- Brexit
- Pandemic Management

Appendix 1

Governors' Health & Safety Working Party

The working party which forms part of the Governors H&S Committee meets at least twice per year to discuss, and make decisions on, matters relating to Asset Management and Health & Safety, including H&S Inspection reports; accident, incidents, and work-related ill-health reports and statistics; and safety of school journeys, etc.

The Team comprises:-

Sue Birchall – Director of Business

Two governor posts with responsibility for H & S oversight and Monitoring

ADDITIONAL INFORMATION

Meghan Sparkes is the school's Radiation Protection Supervisor

Appendix 2

First Aid Arrangements

First Aiders

Hanmore	Ellie
Barnes	James
Cook	Leigh-Anne
Devine	Yvonne
Evans	Sally
Hanmore	Ellie
Johnson	Helen
Kelly	Helen
Platt	Lucy
Richardson	Mitzi
Simpson	Holley
Stock	Emma
Newlyn	Sue
Withers	Sarah
Williams	Paul
Cann-Smith	Tracey
Cook	Sue
Hammell	Gary
Lea	Keeley
Ben	Chidwick
Joe	Burden
Cydeny	King
Samantha	Craig
Clare	Baker
Caroline	Barnes
Thomas	Klegwegt
Tom	Fielding
Chris	Dmytruk
Karen	Davey
April	Stocker
Cheryl	Tucker
De'Ath	Corey
Denise	Viegas

First Aid Box Locations

Technology Department

RM Workshops and Store

Technology (Food)

PE Department

Gym

Sports Hall

Science Department

Student Support Centre

Staff Room

Language Unit

Mini Buses – travel packs

First aiders - bumbags

Appendix 3

Fire Safety Arrangements

Responsibilities

Where activation of the fire alarm takes place it is the responsibility of MITIE staff to investigate the cause of the activation in the building, if necessary supported by one of the school's Senior Leadership Team.

PROCEDURE FOR CHECKING/CLEARING BUILDINGS

The checking and clearing of buildings will be carried out by the following Fire Marshalls:

C1 Reception	Ground/Sports area	Jake Osmond
C1 Reception	First Floor	Allison Pickering
TB1 Russett	Ground	Dawn Jones
TB1 Russett	First Floor	Karen Robinson
C2	Ground	James Addis
C2	First	Elaine Cox
TB2 Bramley	First Floor	Cathy Logan
TB2 Bramley	Ground	Robert Birch
TB3 Tydeman	Ground	Corrine Sherry
TB3 Tydeman	First	Rossi Distefano