



THE
MALLING
SCHOOL

POLICY FOR	Health and Safety
PERSON RESPONSIBLE	School Business Leader
REVIEW DATE	June 2024
NEXT REVIEW DATE	June 2025
APPROVED BY	Governing Body
APPROVAL DATE	JUNE 24

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HEALTH AND SAFETY AT WORK ACT 1974

Statement of Intent

Statement of intent:

The headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- Ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

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

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.

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.

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.

Headteacher

At school level, the Headteacher, has day to day responsibility for ensuring that the premises are healthy & safe, working 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.

SECTION B : RESPONSIBILITIES

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

- 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 undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues.

- To ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation 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.
- Liaising with MITIE to resolve property maintenance, and other FM issues;

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

School Staff - All members of staff must:

- 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 to their line manager and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the head teacher, Director of Business or their line manager.

School Business Professional

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

Governors

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). – SEE APPENDIX 1

- 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.

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.

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.

Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when 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 the Headteacher.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Names of Trade Union Representatives:	
Contact details:	

Alternative Consultation Arrangements:

Name of Employee Representative:	Greg Keating
Contact details:	Grag.keating@themallingschool.kent.sch.uk

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.

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 at:
- supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff
- the head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake induction training.
- Training will be identified arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B11: 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 at least three times a year.
- The Director of Business is responsible for investigating accidents although the accountability remains with the head teacher.
- The Director of Business 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 reoccurrences.

Section C – Arrangements

School activities

- The head teacher 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 head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

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.
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.

Fire and emergency procedures – see appendix 3

- The headteacher along with Mitie are responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Emergency evacuation will be practiced at least three times a year and records will be retained.
- Regular testing of fire alarms will occur on and will be carried out by:
- A record of these tests will be kept by the Mitie team.

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

Mitie 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.

As part of their responsibilities under the PFI contract.

Bomb/suspect package alerts

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

- The headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

First aid arrangements – see appendix 2

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in school.
- The head teacher 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 head teacher 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 headteacher 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 PFI contract 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 through the PFI contract 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 head teacher 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 head teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.
- The head teacher 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

- Mitie, acting on behalf of the PFI contract will ensure that the premises, plant and equipment is inspected and maintained as per the terms of the PFI contract.

Asbestos management

Due to the nature of the building there is no asbestos on site.

Legionella management

Mitie 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 Mitie will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

List of risk assessments, policies and procedures to complement this policy add or delete list as applicable to your school

- Emergency planning
- Control of chemicals hazardous to health (COSHH)
- Display screen equipment (DSE)
- Drugs and alcohol

- Electricity at work including portable appliance testing – School and Mitie
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Legionella - Mitie
- Lone working
- Managing contractors - Mitie
- Manual handling
- Off-site visits
- Pedestrian and people movement
- School events – per event
- Stress management
- Violence and aggression
- working at height - Mitie

SECTION D : LIST OF CONTACTS :

1: 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

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme
Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall,
Maidstone. ME14 1XX

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

Allison Pickering – Business support

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

ADDITIONAL INFORMATION

Meghan Sparkes is the school's Radiation Protection Supervisor

Secondary person Dawn Jones

Appendix 2

First Aid Arrangements First Aiders

Surname	Forename
Addis	James
Allison	Emma
Baker	Clare
Barnes	Caroline
Birchall	Steve
Bridges	Nicole
Burden	Joe
Calvert	Anita
Cook	Sue
Cook	Leigh-Anne
Davey	Karen
Delves	Susan
Dijsselbloem	Eva
Dmytruk	Chris
Evans	Sally
Greaves	Leigh
Hanmore	Ellie
Hurman	Sarah
Hustwayte	Kim
Ion	Kate
Johnson	Helen
Kelly	Helen
King	Cydney
Klegwegt	Thomas
Knott	Holly
Newlyn	Sue
Nichols	Tony
Platt	Lucy
Rapp	Briony
Richardson	Mitzi
Risen	Polly
Ryder	Steve
Simpson	Holly
Smith	Val
Sparshott	Tracy
Steiner	Shannon

Stocker	April
Turner	Fiona
Vennart	Leah
Viegas	Denise
Whitfield	Vicki
Withers	Sarah
Young	Victoria
Yvonne	Devine

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 who will then report to Mitie that their areas are clear – see fire procedures:

C1 Reception	Ground/Sports area	Jake Osmond
C1 Reception	First Floor	Allison Pickering
TB1 Russett	Ground	Dawn Jones
TB1 Russett	First Floor	Steve Ryder
C2	Ground	James Addis
C2	First	Elaine Cox
TB2 Bramley	First Floor	Jason Rottcher
TB2 Bramley	Ground	Chris De Rock
TB3 Tydeman	Ground	Corrine Sherry
TB3 Tydeman	First	Rossi Distefano
Sports Area	Main	Current user
Sports areas	C1	Current User
Sports Block	Salon	Gill Baker