Health and Safety Policy

Swanstree Avenue & Ufton Lane

Meadowfield

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

Health and Safety at Work Act 1974

Health and Safety Policy

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Section A – Statement of Intent

Health and Safety at Work Act 1974

Statement of Intent

- It is, and will remain Meadowfield School's commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Pupils and others as far as reasonably practicable, in particular.
- To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.
- To provide plant and equipment that are safe, without risk and are adequately maintained.
- To provide staff and pupils information, training and supervision as is necessary to promote health and safety.
- To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment, health and safety.

Signed: _____ Signed: _____

Principal Chair of Governors

Dated: 9th May 2025 Dated: 9th May 2025

A1 – A note to the Principal:

Before you devise your school Health and Safety Policy, please read the following information:

- The Principal must keep the policy up to date to show how health and safety is managed within the school environment.

- The employer (governing body) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.

- You should consult with staff and governors when devising the policy and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.

- Some schools prefer to devise a short policy and cross reference to other documents held in school.

- The policy must be signed and dated by the Principal and Chair of Governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.

- As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

A2 – The law regarding health and safety policies:

- A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & recognised trade unions and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

- A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

- The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

- For schools who are developing or revising their Health and Safety Policy, this guidance and suggested detail can be presented to staff for consultation to add specific content, and staff can have adequate time to have an input into the policy contents. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

- This process also provides for information to be shared later with others such as visitors and contractors.

- The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

Section B – Organisation

B1: Employer Responsibilities

The school's Governing Body 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 Principal, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Principal will ensure the overall implementation of the policy.

B2: Principal's 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 / premises 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 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 that adequate first aid provision is available and kept up to date;
- 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.

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

B3 – 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 Local Authority ("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 within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor:
Mrs R Kane – Chair of Governors

B4 – Senior Staff Responsibilities

Senior staff are accountable to their Principal for implementing the school's health and safety policy, rules, procedures and working practices by:

- Ensuring that where unsafe working practices or unsafe conditions are identified, then remedial measures to eliminate or reduce the hazards are introduced.
- Ensuring that safe systems of work are being adhered to within their operational area.
- Ensuring that temporary or new staff are full instructed on all aspects of safe working within their area of control.
- Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the Reporting of Injuries and Dangerous Occurrences Regulations 1995, where apprpropriate and remedial action implemented.

B5 – Facilities Manager Responsibilities

The Facilities Manager holds responsibility for the day to day maintenance of the school buildings and grounds. 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.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass, broken fencing etc.
- Ensure that the cleaning contractor informs all cleaning staff 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 at all times.

B6 – 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 Health & Safety Officer or their line manager.

B7 – Area Education Officers ("AEO")

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the Health and Safety Unit.

Name of AEO: Rob Veale

Contact No: 03000 415134 (PA Amiee Lloyd)

B8 – Kent County Infrastructure Support

- Will ensure that property matters for which the LA 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 Principal is responsible for liaising with KCC Property and Infrastructure Support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B9 – 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 the Health & Safety Executive or LAs 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 Principal.
- Inspect the workplace.
- With at least one other appointed representative, request in writing that the school sets 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: Available through Cantium

Contact details: 03000 411 112

Alternative Consultation Arrangements:

Name of Employee Representative: Susan Farrington/David Powell/Kelly Miller

Contact details: via the school

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A health and 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 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.

- Copies of the Health and Safety Law Poster can be found:

Location of Poster:
Reception foyer, the MIDAS Centre foyer, kitchen and Site Office and at Ufton Lane – Reception. Leaflet version included in induction packs.

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

B11 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Deputy Principal.
- Training will be identified, arranged and monitored by the Deputy Principal and the governing body.
- Staff are also responsible for drawing to the attention of the Deputy Principal 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: Angela Howe, School Principal

B12: Monitoring

- The Principal 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.
- Balvinder Singh-Director of Finance and Business Services is responsible for investigating accidents although the accountability lies with the Principal.
- Balvinder Singh is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Principal.
- The Principal is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – Arrangements

C1: School Activities

- The Principal 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 and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Principal or their delegated responsible person.
- The Principal or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments: Hydrotherapy pool use, PE, Design & Technology, Science, Pets as Therapy, Playground and Food Technology, Kiln room

C2: Visitors

- All visitors shall be directed by clear signage to the reception where appropriate arrangements for the signing in and out and identity badges will be provided, noting vehicle registration numbers as appropriate.
- 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.
- All visitors shall be made aware of the school's safeguarding procedures, including how to raise concerns.

C3: Fire and Emergency Procedures

- The Principal is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually or when necessary.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Listed in at the Main Reception

- Instructions to employees are posted at:

Specify sites: Strategic points around the buildings.

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

A record will be kept by: Pete Witherden - Facilities Manager

- Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call: A member of the Facilities Team

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out:
Tuesday mornings at 06:45 – 07:15am both sites

- The fire log book will be kept:

Specify who will keep the log and where:
Pete Witherden – Facilities Manager will log these in the Site office and remotely on the Every portal.

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Name of Competent Person for Fire Safety: Pete Witherden – Facilities Manager

C5: Maintenance of Fire Precaution Equipment:

Balvinder Singh, Director of Finance and Busines Services 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 Principal 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 Principal will ensure that there are an appropriate number of designated and trained first aiders in the school.

Medication Officer:
Di Simms. First Aiders are listed in the First Aid Room.

- The Principal will ensure that there are an appropriate number of first aid boxes, with instructions and locations clearly marked.

The first aid boxes are located in:
Hygiene rooms within Departments. First aiders carry their own individual bags.

- A first aid risk assessment will be carried out by the Deputy Principal to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book. *Not required by Meadowfield School as a foundation school, as confirmed by KCC email dated 19 November 2019.* Our procedures are approved by KCC:
    - Completion of accident/incident form by first aider, witness and Assistant Principal to review, action and sign-off
    - Stamp dated by the office and if necessary, Riddor completed

- Form numbered by office
- Monthyly report completed by the office
- Forms filed in the correct academic year file by the office
- White copy of class cardon accident book sent home to parent
- Red band if head injury

- All reportable incidents under RIDDOR ' will be reported to the HSE by Ginny Costick Office Manager.

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

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

C8: Information Technology

- The Principal 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).
- The KCC guidance on interactive whiteboards will be followed. *See annex 4*

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 2012 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 Principal is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Principal or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Principal will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Principal will be responsible for checking that all 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, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Principal will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Principal/Deputy Principal using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Principal 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 Principal 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

Property and Infrastructure Support 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.

Property and Infrastructure Compliance Manager: Rebecca Spore

Telephone Number: 03000 416918

C14: List of Risk Assessments, Policies and Procedures to complement this Policy

- Asbestos register (held at Reception)
- Control of chemicals hazardous to health safety data sheets (COSHH)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Legionella records
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- School events
- School facilities (hydrotherapy pool)
- Working at height
- Waste management

Section D*:* 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 (currently not accessable to Meadowfield School)
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

Section E: School Staff Contacts

NAMES OF PERSONS REFERRED TO IN THIS SCHOOL HEALTH AND SAFETY POLICY

Executive Principal	Ms J Palmer
Principal	Mrs A Howe
Chair of Governors	Mrs R Kane
Governor for Health and Safety	Mrs R Kane
Director of Finance and Business	Mrs B Singh
Facilities Team:	
Facilities Manager	Mr P Witherden
Facilities Supervisor	Mr D Sattin
Facilities Team member	Mr T McDermott
Facilities Team member	Mr W Curling
Junior Facilities Team membe	Mr S Malolepszy
PE Co-ordinators	Mr I Harman Ms D Bailey
Fire Warden	Mr P Witherden
First Aid and Medication Officer	Ms D Simms

Statutory Policy Approved by Governing Body	
Policy Adopted	September 2024
Policy Approved	May 2025
Next Review	Academic year 2025/2026