



## Health and Safety Policy

This policy has been adopted by all schools within The Golden Thread Alliance.

|                  |             |
|------------------|-------------|
| Date Approved    | Autumn 2024 |
| Next Review Date | Autumn 2025 |

## Contents

|  |    |
|--|----|
| Review of Procedures .....   | 4  |
| Organisation .....   | 7  |
| 1 Introduction .....   | 7  |
| 2 The Trustees.....  | 7  |
| 3 The Headteacher .....  | 7  |
| 4 The Chief Operating Officer (COO).....   | 7  |
| 5 Teaching/Non-Teaching Colleagues holding posts/positions of special responsibility | 8  |
| 6 Special Obligations of Class Teachers.....   | 9  |
| 7 Obligations of the Academies' Chef Managers.....                                   | 9  |
| 8 Obligations of all Colleagues .....  | 9  |
| 9 Obligations of Contractors.....  | 10 |
| 10 Pupils.....   | 10 |
| Introduction .....   | 12 |
| Accident and Incident Reporting .....  | 12 |
| Asbestos.....  | 12 |
| Curriculum Safety (including out of school learning activities) .....                | 12 |
| Display Screen Equipment.....  | 13 |
| Educational Visits and Journeys .....  | 13 |
| Electrical Safety.....   | 13 |
| Fire Precautions and Emergency Procedures.....                                       | 13 |
| First Aid .....  | 13 |
| Hazardous Substances .....   | 14 |
| Inclusion .....  | 14 |
| Lettings/Shared Use of Premises/Use of Premises outside School Hours .....           | 14 |
| Legionella/Water Management.....   | 15 |
| Lone Working .....   | 15 |
| Managing Medicines & Drugs.....  | 15 |
| Maintenance and Inspection of Equipment.....   | 15 |
| Manual Handling and Lifting .....  | 16 |
| Outdoor Play Equipment .....   | 16 |
| PE Equipment.....  | 16 |
| Personal Protective Equipment (PPE) .....  | 17 |

|   |    |
|---|----|
| Risk Assessments .....  | 17 |
| Security/Violence .....   | 17 |
| Site Maintenance .....  | 17 |
| Smoking .....   | 18 |
| Staff Training & Development.....   | 18 |
| Stress .....  | 18 |
| Swimming.....   | 19 |
| Visitors .....  | 19 |
| Working at Height .....   | 19 |
| Appendix 1 – Supporting Policies and Procedures .....                                       | 20 |
| Colleagues Acknowledgement.....   | 20 |
| Appendix 2 – School Specific Risk Assessments, linked to the Health and Safety Policy ..... | 21 |
| Culverstone Green Primary School .....  | 21 |
| Fleetdown Primary Academy .....   | 21 |
| Meopham Community Academy.....  | 21 |
| Oakfield Primary Academy .....  | 22 |
| Riverview Infants and Junior School.....  | 23 |
| Temple Hill Primary Academy .....   | 23 |
| West Hill Primary Academy .....   | 24 |
| Wrotham Road Primary School.....  | 24 |

## **HEALTH AND SAFETY POLICY**

### **Review of Procedures**

The Health and Safety Policy for The Golden Thread Alliance will be reviewed regularly and revised, as necessary.

Any amendments required to be made to the policy because of a review will be presented to The Trustees for approval.

**Health and Safety Policy Statement of Intent**  
**THE GOLDEN THREAD ALLIANCE**

The Golden Thread Alliance recognises that ensuring the health and safety of colleagues, pupils and visitors is essential to the success of the Trust and its schools.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non- curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training, and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Trustees, Local Governors, colleagues, and pupils will play their part in its implementation.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Chair of Trustees)

Name: Shard Signature: [Signature]  
(Culverstone Green Primary School Headteacher)

Name: Tomann Braniff Signature: [Signature]  
(Fleetdown Primary Academy Headteacher)

Name: TOM WATERMAN Signature: [Signature]  
(Meopham Primary Academy Headteacher)

Name: RATINDER KAUR Signature: [Signature]  
(Oakfield Primary Academy Headteacher)

Name: H KOTZE Signature: [Signature]  
(Riverview Infant School Headteacher)

Name: OKOBE Signature: H E KOTZE  
(Riverview Junior School Headteacher)

Name: [Signature] Signature: LEON DAWSON  
(Temple Hill Primary Academy Headteacher)

Name: Kward Signature: Kward  
(West Hill Primary Academy Headteacher)

Name: N-GALINIS Signature: NICOLE GALINIS  
(Wrotham Road Primary School Headteacher)

Name: [Signature] Signature: \_\_\_\_\_  
(Chief Executive Officer)

Date \_\_\_\_\_

## **Organisation**

### **1 Introduction**

- 1.1 In order to achieve compliance with the Statement of Intent, the Academy's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

### **2 The Trustees**

- 2.1 The Trustees are responsible for ensuring that:
- a) This policy statement is clearly written, and it promotes a positive attitude towards health and safety in colleagues and pupils.
  - b) The Headteacher is aware of their health and safety responsibilities and has sufficient experience, knowledge, and training to perform the tasks required.
  - c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
  - d) Sufficient funds are set aside with which to operate safe working practices.

Health and safety performance is monitored, failures in health and safety policy or implementation recognized, and policy and procedure revised, as necessary.

### **3 The Headteacher**

- 3.1 Reporting to The Trustees, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available to achieve this.
- a) They will plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
  - b) They provide the final authority on matters concerning health and safety at work.
  - c) The Headteacher will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
  - d) The Headteacher will ensure they have access to competent health & safety advice. This is provided through appropriately trained and experienced colleagues, suitability accredited contractors and the Trust's external Health & Safety Consultants, Judicium Education.

### **4 The Chief Operating Officer (COO)**

- 4.1 The Chief Operating Officer working in conjunction with the Trust's Health & Safety Consultants, Judicium, will advise the Headteacher on the Health and Safety Policy. Acting for and on behalf of the Chief Executive Officer, they have the responsibility for implementing and monitoring the policy, principally through the Headteacher.

The Chief Operating Officer achieves this by ensuring that:

- a) This policy is clearly communicated to all relevant persons
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for colleagues and their safety representatives.
- d) All colleagues are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge, and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Trustees on the health and safety performance of the school is completed termly.

## **5 Teaching/Non-Teaching Colleagues holding posts/positions of special responsibility**

5.1 This includes the Deputy Headteacher, Assistant Headteacher, Head of Early Years, Curriculum Co-ordinators, School Business Manager and Site Manager. They must:

- a) Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher
- c) Ensure that all colleagues under their management are familiar with the health and safety procedures for their area of work
- d) Resolve health, safety, and welfare problems that colleagues refer to them and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required
- f) Ensure, that the provision of sufficient information, instruction, training, and supervision enables other employees and pupils to avoid hazards and contribute positively to their own health and safety
- g) Ensure all accidents are investigated in line with policy and appropriate records are kept



- h) Include health and safety in the regular reports of the Headteacher to the Local Governing Committees

## **6 Special Obligations of Class Teachers**

6.1 Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- b) Follow the health and safety procedures applicable to their area of work
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary
- d) Ensure the use of personal protective equipment and guards where necessary
- e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation
- h) Regularly check their classrooms for potential hazards and report any observed to the Site Manager
- i) Report all accidents, defects and dangerous occurrences to the Headteacher or Site Manager

## **7 Obligations of the Academies' Chef Managers**

7.1 The Chef Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the Trust Health and Safety Policy
- b) Prepare risk assessments for all catering activities
- c) Ensure that all kitchen colleagues are instructed and informed to work in accordance with these documents
- d) Inform the Site Manager, Trust Catering Manager or Headteacher of any potential hazards or defects
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned

School colleagues must not use the catering facilities and equipment without the prior agreement of the Headteacher and Chef Manager.

## **8 Obligations of all Colleagues**

8.1 All colleagues must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons
- b) Observe all instructions on health and safety issued by the Trust, Local Governing Committee, Headteacher, or any other person delegated to be responsible for a relevant aspect of health and safety
- c) Act in accordance with any specific health and safety training received
- d) Report all accidents and near misses in accordance with current procedure
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities
- g) Inform their Line Manager of all potential hazards to health and safety, and particularly, those which are of a serious or imminent danger
- h) Inform their Line Manager of any shortcomings they identify in the Trust or schools' health and safety arrangements
- i) Exercise good standards of housekeeping and cleanliness
- j) Co-operate with the any appointed/elected safety representative(s) and the Enforcement Officers of the Health and Safety Executive
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered

## 9 Obligations of Contractors

- 9.1 When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, **subject to the explicit agreement of The Trustees**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control
- 9.2 All contractors who work on the premises are required to identify and control any risk arising from their activities, inform the Headteacher of any risks that may affect the school colleagues, pupils and visitors and provide evidence of their insurance and copies of their own risk assessments of work to be undertaken
- 9.3 All contractors must always be aware of the Trust's Health and Safety Policy and emergency procedures and comply with these
- 9.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school colleagues, pupils and visitors

## 10 Pupils

- 10.1 Pupils, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.

- c) Observe all the health and safety rules of the school and in particular the instructions of colleagues given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Procedures and Arrangements**

### **Introduction**

The following procedures and arrangements have been established within each school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The list provides a summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Staff Intranet Team.

### **Accident and Incident Reporting**

All colleagues are required to ensure that all accidents are reported to the School Business Manager who will work in conjunction with the Chief Operating Officer to ensure that the accident is investigated and reported to Trustees, the Local Governing Committees and the Health and Safety Executive, as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Please refer to the additional attachment – Accident and Incident Reporting and Investigation Procedure – for further information.

### **Asbestos**

The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Colleagues must not affix anything to walls, ceilings etc. without first obtaining approval from the Headteacher or Site Manager.

Colleagues must report any damage to asbestos materials immediately to the Headteacher.

Where damage to asbestos material has occurred, the area must be evacuated and secured. The Headteacher will immediately notify the Chief Operating Officer and Chief Executive Officer, as well as the Chair of Trustees and the Chair of the Local Governing Committee.

### **Curriculum Safety (including out of school learning activities)**

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to colleagues and pupils.

The risk assessments must be made known to all teaching and support colleagues and reviewed regularly.

Guidance from CLEAPSS, Association for Physical Education (AfPE) and other lead bodies should be adopted as appropriate.

### **Display Screen Equipment**

The Headteacher is responsible for ensuring that DSE assessments are completed for administrative colleagues and teaching colleagues who regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations.

Colleagues are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **Educational Visits and Journeys**

The Headteacher and the Educational Visit Co-ordinator are responsible for ensuring that all school trips are managed in accordance with the school policy for educational trips, which all teachers must be familiar with.

### **Electrical Safety**

The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All colleagues must be familiar with school procedures and report any problems to the Site Manager. Colleagues are reminded that they must not bring electrical equipment into school without the permission of the Headteacher. Electrical equipment must, in any case, be PAT tested before use.

### **Fire Precautions and Emergency Procedures**

The Headteacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually
- b) That the school emergency plan and evacuation procedures are regularly reviewed
- c) The provision of fire awareness training to all colleagues
- d) That an emergency fire drill is undertaken every term
- e) The preparation of specific evacuation arrangements for colleagues and/or pupils with special needs

The Site Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting
- b) The maintenance and inspection of the fire-fighting equipment
- c) The maintenance of exit/escape routes and signage
- d) Supervision of contractors undertaking hot work

All colleagues must be familiar with the school fire safety risk assessment, the school emergency plan and evacuation procedures.

### **First Aid**

The names of the school's qualified First Aiders are displayed in Reception.

First Aid supplies are kept in all classrooms and the main office and it is the responsibility of the class teachers and School Business Managers to ensure that stocks of supplies are kept up to date.

All colleagues must be familiar with the school arrangements for First Aid.

### **Hazardous Substances**

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice is carried out to identify and assess the risk of hazardous substances.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All colleagues are reminded that no hazardous substances should be used without the permission of the Headteacher. The Site Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by colleagues or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

### **Inclusion**

All teaching and support colleagues should be familiar with the Trust SEND Policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support colleagues to ensure the health, safety, and welfare of any pupil with SEND.

All teaching and support colleagues must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENDCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety, unless this is unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be taken and agreed in advance and authorised by the Headteacher.

### **Lettings/Shared Use of Premises/Use of Premises outside School Hours**

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the Trust's Health and Safety Policy and Lettings Policy.

The Site Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **Legionella/Water Management**

The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the specialist external contractors.

The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

The Trust will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning colleagues may be regular lone workers, but teachers and other colleagues may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any colleagues working after hours must notify the Headteacher and Site Manager of their location, intended time of departure as well as informing them as and when the premises are left.

Lone workers should not undertake any activities which present a significant risk of injury.

### **Managing Medicines & Drugs**

No pupil is allowed to take medication on the school site without a letter of consent from their parent or carer.

Colleagues must notify the Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The Trust's policy for First Aid and Medicines provides detailed guidance and all colleagues should be familiar with this policy.

### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use and reported to the Site Manager. Colleagues must not attempt to repair equipment themselves.

### **Manual Handling and Lifting**

The Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No colleagues should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support colleagues who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **Outdoor Play Equipment**

The outdoor play equipment and safer surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Site Manager undertakes weekly checks of the play equipment and play areas.

Supervisory colleagues should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all colleagues supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any colleagues who observe unauthorised use of the play equipment must report it to the Headteacher or Site Manager immediately.

### **PE Equipment**

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all colleagues must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Department.



### **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in risk assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified, it must be worn by any colleagues or pupils who might be at risk of injury or harm to health.

Any colleagues or pupils who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Colleagues must report any lost or damaged PPE to the Headteacher.

### **Risk Assessments**

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Headteacher is responsible for undertaking general risk assessments apart from the areas listed below.

Curriculum Co-ordinators will undertake risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for maintenance and cleaning.

The Headteacher will ensure that risk assessments are completed by all colleagues who organise and lead school visits.

### **Security/Violence**

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site during after school use and lettings.

Colleagues must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive, colleagues should seek assistance.

Meetings with parents who have previously been verbally abusive or threatening in their behaviour to colleagues should only be held in the reception area of the school where assistance is available. The Headteacher or, in their absence, the deputising senior colleague, should be notified in advance of these meetings.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Headteacher and formally recorded.

### **Site Maintenance**

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Headteacher.

All colleagues are responsible for reporting any damage or unsafe condition to the Site Manager immediately. The job book is:

|                                  |  |
|----------------------------------|--|
| Culverstone Green Primary School | Site maintenance log excel book found on staff shared drive              |
| Fleetdown Primary Academy        | Site White Board   |
| Meopham Community Academy        | Teams Channel  |
| Oakfield Primary Academy         | Site maintenance log for non-urgent jobs and white board for urgent jobs |
| Riverview Infant School          | I Am Compliant   |
| Riverview Junior School          | I Am Compliant   |
| Temple Hill Primary Academy      | Site Maintenance Log   |
| West Hill Primary Academy        | Staff Room   |
| Wrotham Road Primary School      | Caretaker's Office   |

The office team will contact them by mobile if the matter is urgent.

### **Smoking**

It is illegal to smoke or vape anywhere on the school premises.

### **Staff Training & Development**

The Headteacher is responsible for annually assessing the health and safety training needs of all colleagues and for arranging any identified training.

All new colleagues will receive specific information and training as part of the school induction process.

All colleagues will receive fire awareness training on an annual basis.

Colleagues given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be included as an agenda item for each staff meeting and, on the September INSET day in each new school year.

### **Stress**

The Trustees and Chief Executive Officer are responsible for taking steps to reduce the risk of stress in the Trust by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust, and mutual respect
- Training to enable them to carry out their jobs competently
- Control to plan their own work and seek advice as required
- Involvement in any major changes
- Clearly defined roles and responsibilities
- Consideration of domestic or personal difficulties

- Individual support, mentoring and referral to outside agencies where appropriate

### **Swimming**

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.

All colleagues must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

### **Visitors**

All visitors must sign in and out at the school reception desk. This includes parents, carers, guardians, peripatetic teachers and specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

### **Working at Height**

The Site Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

Six monthly inspections are carried out in each school for their ladders.

The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Colleagues are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself

## Appendix 1 – Supporting Policies and Procedures

Supporting Policies and Procedures in the schools channel within the Staff Intranet

Educational Visits and Journeys  
First Aid & Medicines  
Managing Contractors  
Safeguarding Policy (Child Protection)  
Curriculum Specific Policies  
Behaviour  
Code of Conduct  
Fire risk assessment and procedures  
Covid-19 Policy & Practice  
Accident and Incident Procedure

### HEALTH AND SAFETY POLICY

#### Colleagues Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## **Appendix 2 – School Specific Risk Assessments, linked to the Health and Safety Policy**

### **Culverstone Green Primary School Appendix to Health & Safety Policy**

#### **Use of the Ride on Lawn Mower**

The Headteacher is responsible for ensuring that the ride on lawn mower is used in accordance with the Health and Safety Policy, and only for the purpose of cutting the school playing field. The mower may only be driven by persons who have undertaken, and passed, appropriate mower training. The mower risk assessment must be read and understood in advance of driving commencing. This risk assessment is reviewed on an annual basis. The mower will also undergo a service annually.

#### **Pond/Wildlife Area**

The pond and wildlife area is currently under construction.

This area will be used by pupils under the direct supervision of a competent member of staff and in conjunction with the Health and Safety Policy. The pond risk assessment will be reviewed and updated annually, and in between if required. Any health and safety related issues or defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access will be allowed at any point.

### **Fleetdown Primary Academy Appendix to Health & Safety Policy**

#### **Pond/Wildlife Area**

The pond and wildlife area is located within our Quad area and is fenced off with and has an access gate which is locked. It is covered with netting.

This area is only used by pupils under the direct supervision of a competent member of staff and in conjunction with the health and safety policy. The pond risk assessment is reviewed and updated annually, and in between if required. Any health and safety related issues/defects within the area are reported to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access is allowed at any point.

#### **Pod in KS1 and KS2 Playground**

It is the responsibility of the staff member/third party using the pod for any purpose to ensure that the security of the pod is paramount and is locked safely after use and that any heating/fans are switched off.

### **Meopham Community Academy Appendix to Health & Safety policy**

#### **Muddy conditions during winter months**

The school field at Meopham is highly likely to become slippery and dangerous during periods of heavy rainfall during the winter months (Oct- March). This will result in areas of the field being out of use for the pupil and additional measure taken to prevent slips and falls throughout the school (additional cleaning, additional matts, restricted use of multiple entrances and stringent use of wellies).

### **Perimeter Security**

The perimeter security has been mentioned in our latest RPA inspection.

Currently, measures are in place to ensure the perimeter of the school remains secure. An outer gate is locked with a padlock during peak times to ensure parents on use the pedestrian entrances. Internally, keypads and padlock combinations are used and changed regularly so children cannot use exit doors unsupervised.

The future plans will be to install a higher perimeter gate and introduce 'secured entry' doors to the main entrance of the building.

### **The Pond**

This area is used by pupils under the direct supervision of a competent member of staff and in conjunction with the Health and Safety Policy. The pond risk assessment will be reviewed and updated annually, and in between if required. Any health and safety related issues or defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access will be allowed at any point.

## **Oakfield Primary Academy**

### **Appendix to Health & Safety Policy**

### **Therapy Dog**

The Headteacher is responsible for ensuring that the Therapy dog is trained adequately by a credible therapy dog trainer. The dog may only be handled by trained dog handlers within the school. The therapy dog risk assessment must be read and understood in advance of interventions with children. Clear guidelines and rules of conduct for those interacting with the dog have been made clear and have been communicated with staff, children and their parents and carers.

### **Canteen Building**

The Headteacher is responsible for ensuring that the It is the responsibility of the assigned supervising adult/midday meals supervisor to ensure that the pupils transition to and from the externally located canteen building and are supervised at all times to ensure their safety whilst crossing the pathway and that all pupils are accounted for.

### **Hut**

It is the responsibility of the staff member/third party using the Hut for interventions to ensure that the security of the Hut is paramount and is locked safely after use and the heating is turned off.

Lone working with a child, a risk assessment has been completed, parents have been informed, TED posters and DSL posters are displayed in the Pod.

In the event of a fire or lockdown, there is a sounder in the pod to alert them.

All third-party personnel have received an induction to communicate the lockdown and fire evacuation procedures.

## **Pod**

It is the responsibility of the staff member/third party using the Pod for interventions to ensure that the security of the Pod is paramount and is locked safely after use and the heating is turned off.

A risk assessment has been completed, parents have been informed, TED posters and DSL posters are displayed in the Pod.

In the event of a fire or lockdown, there is a sounder in the pod to alert them.

All third-party personnel have received an induction to communicate the lockdown and fire evacuation procedures.

## **Drop off area**

It is the responsibility of the parent and carer to ensure that they enter the drop-off area and park their vehicle safely in the allocated bays. The parent and carer ensure that their child exits the vehicle onto the pathway safely and promptly and allows their child to walk down the path and into the school independently. The drop-off area has painted parking bays and signage to ensure the safety of pedestrians and drivers and ensure the smooth running of the drop-off process. School staff supervise the drop-off area during the drop-off session 8.30 am–8.50 am Monday – Friday.

## **Riverview Infants and Junior School**

### **Appendix to Health and Safety**

Forest School is risk assessed separately and must be read and understood by staff using the area. The risk assessment is reviewed on an annual basis. All forest school trees are included within a yearly tree inspection.

Quad area – This area must always be supervised as does have a pond area. Animals within this area are all included within the risk assessment and reviewed annually.

Trim trails are to be supervised by a member of staff at during school hours.

The Lowe garden area has a small pond in Riverview Infants and is only accessed under supervision

## **Temple Hill Primary Academy**

### **Appendix to Health & Safety Policy**

#### **Car park and main school entry**

There is no designated foot path, the use of vehicles is prohibited between 8:20–8:50am and 3–3:30pm daily to reduce the risk of accident/injuries. Unless authorised by the Headteacher or School Business Manager and the vehicle must be escorted by a member of staff on and off site to control the traffic.

#### **Forest School**

Forest school is risk assessed separately and must be read and understood by staff using the area. The risk assessment is reviewed on an annual basis.

#### **External play equipment**

External play equipment is to be supervised by a member of staff at during school hours. Play equipment risk assessed separately and reviewed on an annual basis.

## **West Hill Primary Academy**

### **Appendix to Health & Safety Policy**

#### **Forest School and Outdoor Classroom Areas**

These areas will be used by pupils under the direct supervision of a competent member of staff and in conjunction with the health and safety policy. Both the Outdoor Classroom and Forest School risk assessments will be reviewed and updated annually, and in between if required. Any health and safety related issues/defects within these areas will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access.

#### **Adventure Playground Area**

This area will be used by pupils under the direct supervision of a competent member of staff and in conjunction with the health and safety policy. The Play equipment will be serviced and checked by a competent contractor annually. In addition to this there will be weekly visual inspections by the Site Manager to check that the equipment is safe for the children to use.

The Adventure Playground risk assessment will be reviewed and updated annually, and in between if required. Any health and safety related issues/defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access.

## **Wrotham Road Primary School**

### **Appendix to Health and Safety Policy**

#### **Pond/Wildlife Area**

The pond and wildlife area is currently out of bounds as maintenance needs to be undertaken when budgets allow.

The area will be used by pupils under the direct supervision of a competent member of staff and in conjunction with the health and safety policy. The pond risk assessment will be reviewed and updated annually and in between in required. Any health and safety related issues/defects within the area will be reported promptly to the Site Manager and addressed as a priority, prior to pupils being allowed further access. No unsupervised access will be allowed at any point.

#### **Mezzanine**

The mezzanine corridor overlooks the school hall. The hand rails are at a high level on top of a solid brick wall. Supervision by staff should always be a priority when walking pupils around the mezzanine.