

Whitstable & Seasalter Endowed Church of England (Aided) Junior School



Health & Safety Policy

This policy reflects our schools' vision

LET YOUR LIGHT *Shine*
Matthew 5:14-16

Love ★ Joy ★ Goodness ★ Resilience ★ Trust

Reviewed	March 2026
Date of Next Review	March 2027
Health & Safety Governor	Andrew Gore
Headteacher Signature	Ellen Taylor
Chair of Governors Signature	Angela Maxted

This Policy was approved at a meeting of the Governing Body on 7 July 2026

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Section A – INTRODUCTION

A1 – A Note to the Head Teacher:

Before you devise your school health and safety policy, please read the following information:

1. The Headteacher must keep the policy up to date to show how health and safety is managed within the school environment.
2. The employer (governing body) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
3. You should consult with staff and governors when devising the policy, and ensure that all staff have an opportunity to contribute so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.
5. The policy must be signed and dated by the Headteacher 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 The policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it will be the first document 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 SLT 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.

Kent County Council, Children, Young People and Education
Health and Safety at Work Act 1974
Health and Safety Policy Statement of
Whitstable & Seasalter Endowed Church of England
(Aided) Junior School

A3: 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.

Signed:

Headteacher Ellen Taylor

Date:

Signed:

Chair of Governors Angela Maxted

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

At Whitstable & Seasalter Endowed Church of England (Aided) Junior School the responsibility for health and safety rests with the Governing Body as the employer.

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.

The Headteacher, will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- 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 Diocese, KCC Property & 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 & Safety Executive, safety advisers etc. as and when necessary.

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

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 will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget. This responsibility lies with the Premises Committee.
- The governing body along with the Health & Safety Governor, 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: Andrew Gore

B4 – Staff Responsibilities

- 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 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.
- Report practices, equipment or physical conditions that may be hazardous to the Headteacher or their line manager
- Have a duty to report all health and safety concerns to the Headteacher or their line manager.

B5 Premises' Staff Responsibilities

The Site & Facilities Officer or similarly named site staff hold responsibility for the day to day maintenance and other buildings / grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the SLT immediately.
- Ensure all work under their control is undertaken in a safe manner.

- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas. These checks should be recorded regularly.
- Ensure that all cleaning staff are aware 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 assessment, asbestos register and are made aware of any fragile roofs or other hazards in the areas where they will be working. This responsibility lies with the school office staff in the caretaker's absence.
- Fully co-operate with health and safety arrangements during larger building projects.

B6: Finance & Premises Governor Committees

Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – KCC Infrastructure Support

They will ensure that property matters for which the local authority 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 Headteacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list and/or the school's preferred contractors, to resolve property maintenance issues.

B8 – 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:	Mrs G Blinston Jones
Contact details:	gblinstonjones@whitstable-endowed.kent.sch.uk

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting and Governing Body 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.

- A copy of the Health and Safety Law Poster can be found in the **School Office**
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

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

B12: Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.

- The Headteacher is responsible for investigating accidents although the accountability lies with the Headteacher.
- The Headteacher and Business Leader are responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The headteacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

The following members of staff have special responsibilities some of which are defined in Section C:

- Health and safety check of premises – Site Staff and H&S Governor.
- Electrical plant and equipment – Site Staff, Headteacher and LEA (KCC where it is a statutory responsibility)
- Activities off the school site – The Headteacher and other staff specifically nominated by the Headteacher.
- Banking of cash – The Office Manager or other admin staff. Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route etc. are varied as much as possible and money banked frequently (currently once a term).
- Physical Education and Games – The Headteacher, Assistant Headteacher and PE Coordinator and all teaching staff.
- Control of dust and fumes – The Headteacher and Site Staff.
- Science – The Headteacher, Science Coordinator and DT Coordinator.

Only those staff (and any staff, pupils or visitors directly supervised by them or in their care) are permitted to engage in these activities. Special consideration will be given by the Headteacher to the competence of any substitutes or supply staff who may be required to engage in these activities.

Section C – ARRANGEMENTS

C1: School Activities

- The Headteacher, 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 Headteacher or their delegated responsible person.
- The Headteacher 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.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting 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.
- Contractors will be expected to also read and sign the Asbestos Register before carrying out alternations to the fabric of the school buildings.

C3: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions for employees are posted at strategic points around the school site.
- Emergency evacuation/fire drill will be practiced every other term (three times a year) on different days and times and a record will be kept.
- Regular testing of fire alarms will occur weekly and will be carried out by the relevant site staff. A record of these tests will be recorded by site staff and held in the Fire Log Book kept in the main Office.
- Staff that have been trained as Fire Wardens are: Miss Parker (FLO), Mrs Bushell (Business Leader) and Miss Flahaut (School Cook). Children will be reminded of policy and procedures at the start of each academic year and reminded regularly throughout the remainder of the year.
- Kent Fire and Rescue will be contacted by a member of the office staff

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.

C5: Maintenance of Fire Equipment

KCC (where responsible) and/or the Headteacher will ensure regular maintenance of:

1. Fire extinguishers (Annually)
2. Fire alarms (Six Monthly)
3. Fire doors (Monthly Inspection)

4. Fire safety signs and identification of escape routes (Monthly Inspection)
5. Emergency lighting and other emergency equipment (Six Monthly)

C6: Bomb/Suspect Package Alerts

Bomb alerts/suspect packages will be dealt with in accordance with the school's emergency planning arrangements. *See annex 1*

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

C7: First Aid Arrangements (including Accidents and Incidents and Reporting)

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school. There are currently 5 members of staff with a recognised First Aid qualification and certificates of those staff can be viewed in the Medical Room.
- The Headteacher 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.
- First Aid boxes can be found in each classroom and other main areas of the school.
- First Aid instructions and instructions for logging of treatments can be found in the KCC Framework for Health and Safety and the DfES Guidance on first Aid for Schools – See Annex 2.
- First Aid Bags and water to be taken to P.E. and Games lessons, if off site
- First Aid Box is available for morning and midday break.
- Central record of any accident maintained in the Playground Accident file.
- In the case of suspected, serious injury, patient immobilised at the accident site, classroom/playground will be evacuated if deemed necessary.
- If emergency services are called, parents and/or carers will be notified. In the case of reportable accidents, we will follow the HSE guidance of Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Advice will be sought if any doubt whether an incident is reportable. A record of these incidents will be held in the KCC Accident book located in the School Office. This book will be checked each term by the Headteacher and a report made to the Governors if appropriate. The Headteacher will investigate accidents as necessary and, where the County procedures require, will submit an Accident Form to the Area Office.
- In the case of all injuries to the head, parents are informed verbally or using the form in the Playground Accident file or from the School Office.

- Consent forms for anaesthetics to be administered are signed by parents/carers on admission to the school in Year 3 or In Year as appropriate.
- The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508. See Annex 3. All accidents and near misses must be reported immediately. The Headteacher or member of the Senior Leadership Team must investigate all accidents and near misses immediately. The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance on entry to the school in Year 3 or In Year as appropriate.
- Blood spillages and spillage of other bodily fluids. Advice to staff on how to keep safe is covered by the first aid training.

C8: Information Technology

- The Headteacher will ensure that suitable arrangements are in place for the safe 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 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.

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The Headteacher and site staff are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments. See Annex 4.

- The Headteacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them and ensuring they are satisfied.
- 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 Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme. See Annex 5
- All identified maintenance will be implemented.
- Routine checks may be undertaken at any time by a combination of class teachers, governors, premises staff and the Headteacher/Assistant Headteachers using the checklists. See Annex 5.
- Access to store rooms, boiler rooms and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.
- Electrical Safety – Electrocution and Sources of Fire. All staff are required to report to the Headteacher any damaged electrical equipment or wiring – including portable equipment and permanent wiring. All staff are responsible for regular visual inspections. Staff must not attempt any repairs. Any spillage of liquid should be cleared up immediately to avoid the possibility of electrocution. The regular/habitual use of e.g. four-gang sockets from one socket should be avoided. Each appliance should have its own socket. Power breakers should be used where supplied. Advice on electricity can be found in 'Guidance Note on the Electricity at Work Regulations 1989'. Personal mains powered electrical equipment should be subject to the same test as school equipment during the annual PAT Testing process.

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 Headteacher 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 Headteacher or the designated 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. See Annex 7.

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. 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 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 as necessary.

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

- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning (see evacuation policy)
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and vehicle movement
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height
- Safeguarding/Child Protection Policy
- Safeguarding Procedures
- Internet Access Policy
- Outside Play Equipment
- Drug and Alcohol Policy

C15: Miscellaneous Procedures

C15.1. Housekeeping

a. Cleanliness

The school buildings will be cleaned by the Site and Facilities Officer and School Cleaners supplemented as necessary by pupils/staff as part of practical lessons (for example, afterschool craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the School Cooks as specified in the appropriate contract.

The surrounds to the building will be kept clean by the Premises staff.

b. Waste Disposal

- Normal, small amounts of clinical waste can be disposed of as ordinary household waste, i.e. placed in appropriate bins within the building and its surrounds and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
- All staff should be made aware of the potential danger caused by inappropriate disposal of waste i.e. the hazard of tripping, restricted access, combustibles, the possibility of things dropping from a height, etc.
- Kent Commercial Services can be asked for a quotation to remove substances (0808 1685808) or in the case of chemicals contact **The Schools Science Service CLEAPSS** ON 01895 251496 or email science@cleapss.org.uk for advice. both last accessed 13.11.24

c. Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

d. Pedestrian Routes

Stairs, corridors, footpaths, cloakrooms and exits etc. will be kept clear of obstructions (including electrical cables).

e. Classrooms

Teachers will be alert on a daily basis to the following and are responsible for reporting any hazards to the Headteacher.

Teachers have a responsibility to:

- Check that classrooms and work area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used.
- Ensure health and safety issues are reported.
- Ensure guidelines and training are followed.

They will make a regular check on the following:

- The layout of furniture and equipment – secure if necessary (eg tall shelves to wall, smart boards and projectors)
- Equipment should not have any signs of obvious damage, strained flexes, dangerous use of extension cables or overloading of power sockets.
- Whether materials and equipment are stored properly
- Safe methods of dealing with harmful materials.
- Any obvious malfunctioning of heaters or lights, ICT equipment.

C15.2 External Access

- The children's and parents' access shall be kept clear of vehicles.
- All due care must be taken to ensure the safety of all those passing through the approach and Car Parking area within the school grounds.
- The vehicle gate will not normally be used for children's pedestrian access.
- No movement of vehicles is permitted between the hours of 8:30-9:00 am and 3:00-3:30 pm.
- The access from the road shall be kept clear for emergency vehicles.

- If an event is being held outside of normal school activities extra care should be taken to make sure all pupils, parents and staff are kept safe within the school grounds and all those passing through the front entrance.
- A Pedestrian and Vehicle Movement Risk Assessment should be completed, guidance is available on Kelsi.
- Parents and carers bringing dogs onto school premises must carry dogs across the playground or enter via the back gate and wait in the 'Doggie Den' area, which is signposted.

C15.3. Food and Food Hygiene

- Guidance in relation to food hygiene and safety is taken from The Food Standards Agency and all staff working with food have the appropriate training in Food Hygiene and Allergy Awareness. <https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb>

C15.4. Moving and Handling

- Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.
- Generic Risk Assessments are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training
- Staff will follow the "**Manual Handling Policy and Procedures**" and "**Manual Handling Risk Assessment Guidance**" for heavy objects and children will be found on the Health and Safety section of KELSI under 'Manual Handling

C15.5. Outside Play Equipment

- The external play equipment will only be authorised for use when supervised.
- External, fixed equipment will be checked regularly by the caretaker for any apparent defects and particularly for contamination by animals.
- Advice on inspection and the systematic safety inspection of playground equipment may be found on the RoSPA website. The school pays into an inspection and maintenance scheme for outdoor play equipment by Kent Gym and Sports Services Ltd and this equipment is inspected annually.
- There is also a procedure and a checklist available on Kelsi.

C16. Other Emergency Procedures

The school will hold appropriate emergency procedures as drawn up with the KCC Emergency Planning Unit – Annex 1/Appendix 1

Flood evacuation: Children will be evacuated to Whitstable Junior School, from there they must be collected by a parent.

In the event of severe weather which may necessitate the closure of the school, parents are asked to listen to Radio Kent, Heart FM and KMFM for details. The school will also notify parents via MyChildAtSchool (MCAS) and the school website.

- In the event of the school needing to close early, parents will receive a MCAS message or the emergency contact number will be called as well as notification on the school website. The school will not close until every child has been collected or permission given by the parent/carer only for the child to walk home alone.

C17 Intruder and Lockdown Policy

Procedures may be activated in response to any number of situations:

- A reported incident/civil disturbance in the local community.
- An intruder on the school site
- A warning being received about a risk locally
- A major fire in the vicinity of the school
- Or a close proximity of a dangerous dog roaming locally

SECTION E – ON-LINE ANNEXES AND REFERENCES

Annex 1: Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<https://www.kelsi.org.uk/school-management/maintenance-and-operations/emergency-planning> (updated 18.03.2026)

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<https://www.kelsi.org.uk/special-education-needs/special-educational-needs/send-health-support/supporting-pupils-at-school-with-medical-conditions> (last accessed 18.03.26)

Annex 3: Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting> (last accessed 18.03.26)

Annex 4: COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh> (last accessed 18.03.2026)

Annex 5: Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety> (last accessed 18.03.2026)

Annex 6: Fire Policy and other linked Documents <https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire> (updated 18.03.2026)

Annex 7: Asbestos Policy and Docubox Contents <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management> (last accessed 18.03.2026)

Annex 8 – List of Hazardous Substances on Premises

Name of Chemical	Hazard
Cleanit	None
Floorit	None
Bleach	Irritant and corrosive
Glass Cleaner	None
Bio Dox Hand Soap	Irritant to eyes
Pine Disinfectant	Irritant to skin
Floor Polish	None
Anti Bac Soap	None
Alcohol Hand Sanitizer	None
Dishwasher Tablets	Irritant to skin and eyes
Fresh Deodoriser	Irritant to skin and eyes
Lemon Breeze	None
Freshnit	Irritant to skin and eyes
AX	None
Premium Detergent	Irritant to skin and eyes
Viakal	Irritant to skin and eyes
Dettol Spray	Irritant if inhaled
Blue Rinse Aid	Irritant if inhaled
Laundry Powder	Irritant if inhaled
General Purpose Detergent	Irritant if inhaled
Floorline Cleaner	Irritant to skin and eyes
Bacterial Foaming Cleaner	Irritant to skin
Cream Cleaner	Irritant to eyes

Annex 9: Health and Safety of Pupils on Educational Visits <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics> (last accessed 13.11.24)

Assistant Director of Education

The ADE will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education and Young Person's Services.

The ADE will raise specific health and safety issues with the health and safety unit.

Robert Veale

Assistant Director Education

Telephone: 03000 418 794

Email: Robert.Veale@kent.gov.uk

F1: 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

(correct as of 18.03.2026)

Outdoor Education Unit

Tel: 03301 651 333

Email: outdoorlearning@theeducationpeople.org

(correct as of 18.03.2026)

Insurance and Risk Management

03000 41 65 39

Tel: 03000 41 65 39. Email: insurance@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

(correct as of 18.03.2026)

Staff Care Services

Occupational Health, Mediation Services and Support Line

Email: occupational.health@staffcareservices.org.uk

Location: 1 Abbey Wood Road, Kings Hill, West Malling ME19 4YT

(correct as of 18.03.2026)

Health and Safety Executive

Location: 8th Floor, International House, Dover Place, Ashford

TN24 1HU

(checked 18.03.2026)

Kent Fire & Rescue Service
The Godlands
Straw Mill Hill
Tovil
Maidstone ME15 6XB
Tel: 01622 692 121
(checked 18.03.2026)

RIDDOR Incident Contact Centre
Website: www.riddor.gov.uk.
Tel: (For reporting fatal/ specified, and major incidents only)
0345 300 9923
Online reporting: <https://www.hse.gov.uk/riddor/report.htm>
(checked 18.03.2026)

Employment Medical Advisory Service (EMAS)
The Executive's Employment Medical Advisory Service (EMAS).
<https://www.poauk.org.uk/media/1467/employment-advisory-service-and-you.pdf>
Contact via HSE (checked 18.03.2026)

Association for Physical Education
Tel: 01905 673 960
Email: enquiries@afpe.org.uk
Location: 1 Elgar Business Centre, Moseley Road, Hallow
Worcester WR2 6NJ
(checked 18.03.2026)

Sustainability & Climate
Felicity Bramling-Wells – Climate Action Advisor, South East, Let's
Go Zero
Email: felicity.bramling-wells:letsgozer0.org
(correct as at 18.03.2026)