

# South Avenue Primary School



## Health & Safety Policy and Procedures

**Version (Date):**

**June 2025**

**Review (Date):**

**June 2026**

**Member of Staff Responsible:**

**Miss T Cadwallader  
Head of School**

# CONTENTS

---

## **Section A: Introduction:**

A1: Statement of Intent

## **Section B: Organisation:**

- B1: School Responsibilities
- B2: Head Teacher Responsibilities
- B3: Governors' Responsibilities
- B4: Staff Responsibilities
- B5: Premises Manager
- B6: Property and Infrastructure Support
- B7: Safety Representatives
- B8: Consultation with Employees
- B9: Information, Instruction and Supervision
- B10: Competency for Health and Safety Tasks and Training
- B11: Monitoring

## **Section C: Arrangements:**

- C1: School Activities
- C2: Visitors
- C3: Fire and Emergency Procedures
- C4: Fire Fighting
- C5: Maintenance of Fire Precautions
- C6: Emergency Evacuation
- C7: First Aid Arrangements
- C8: Information Technology (IT)
- C9: Legal Requirements for Premises
- C10: Safe Handling and Use of Substances
- C11: Inspection of Premises, Plant and Equipment
- C12: Asbestos Management
- C13: Legionella Management
- C14: List of Risk Assessments, Policies and Procedures to complement this Policy

---

**A1: General Statement of Intent:**

The Head of School and Governors of South Avenue Primary School declare their commitment to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for their employees and to ensure that their work does not adversely affect the health and safety of others. This is in accordance with the Health & Safety at Work Act 1974.

This commitment extends to providing adequate resources and training to implement this Policy.

South Avenue Primary School's objectives with regard to Health and Safety are to ensure compliance with statutory regulations, ensuring the safety of all students, staff and visitors to the premises. In this regard the school will ensure that all necessary training is undertaken, including but not limited to COSHH, manual handling, working at height and Fire Warden training. Where feasible the induction process of employees will encompass the majority of these points and where further training is required it will be provided.

**The Head of School and Governors accept that they have responsibilities for the health and safety of all employees, students, contractors and visitors on any of the School premises and whilst engaged in offsite activities.**

The Governors will regularly review this Policy and will ensure amendment in circumstances of changed conditions at the School and new or changed legislation.

Details regarding the organisation and arrangements for the implementation of this Policy as well as the monitoring and review arrangements are contained in the Health & Safety Procedures document.

Copies of this policy will be brought to staff's attention annually.

Signed: ..... Date: .....  
**CHAIR OF GOVERNORS**

Signed: ..... Date: .....  
**HEAD OF SCHOOL**

## **Section B – ORGANISATION**

### **B1: School Responsibilities**

South Avenue Primary School as the employer has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Head of School, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head of School will ensure the overall implementation of the policy.

### **B2: Head of School 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, if necessary;
- To ensure regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To ensure 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 Fulston Manor Academies Trust (FMAT) 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 head teacher.

### **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.
- 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.

### **B4 – 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 head of School or their line manager.

### **B5 – Premises Staff**

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

### **B6 – Property and Infrastructure Support**

- South Avenue Primary School as part of Fulston Manor Academies Trust will ensure the regular maintenance and testing of fixed electrical wiring and gas appliances and if necessary will take premises or fixed equipment out of use.

### **B7 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees when consulting them about specific matters that will affect their health, safety and welfare.
- 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 Head of School.
- Inspect the workplace;
- With at least one other appointed representative, union reps. may request in writing that you set up a health and safety committee. They will attend Health and Safety Committee and meetings as a representative of our employees.
- The Head of School will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

**Names of Trade Union Representatives:**

**NUT – 020 3006 6266**

**NAWSUT – 03330 145550**

**UNISON – 0800 171 2194**

**B8 - 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/Safeguarding is a standing item on all staff meeting agendas.**

**B9 – 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:

**Location of Poster: In the infant and Junior staffroom**

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

**B10 – Competency for Health and Safety Tasks and Training**

- The Head of School will ensure appropriate induction training will be provided for all members of staff
- Training will be identified, arranged and monitored by the Head of School and the governing body.
- Staff are also responsible for drawing to the attention of the Head of School their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

### **B11: Monitoring**

- The head of School 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.
- Head of School is responsible for investigating accidents.
- The Head of School is responsible for investigating specific work-related causes of sickness and absences.
- The Head of School is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section C – ARRANGEMENTS**

### **C1: School Activities**

- The Head of School will ensure that risk assessments are undertaken.
- Any actions that are required to remove or control risks will be approved by the Head of School or their delegated responsible person.
- The Head of School 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.

### **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
- 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.

### **C3: Fire and Emergency Procedures**

- The Head of School is responsible for ensuring the fire risk assessment is undertaken in liaison with Trust Facilities Manager and controls are implemented and that it is reviewed annually. See annex 7
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

#### **Names of fire wardens:**

- **Amanda Harrison**
- **Abigail Sills**
- **Stavros Savva**
- **Ian Boorman**

- Instructions to employees are posted at:

- **Each classroom**
- **Each School hall**
- **Each Staffroom**
- **Main corridors**
- **Reception area**

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

<b>A record will be kept by: The Head of school/Site staff</b>
<b>Specify whose role it is to make the call: Head of School/SLT</b>
<b>Indicate when tests are to be carried out: Weekly</b>
<b>Name of tester: Caretaking staff</b>

- The fire log book will be kept:

<b>The log for both sites will be located: School office - file named 'Fire Safety Log Book'</b>
--

**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.

<b>Name of Responsible Person for Fire Safety: Tracy Cadwallader – Head of School</b>
---

**C5: Maintenance of Fire Precautions:**

The school will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire safety signs and identification of escape routes
4. Emergency lighting and other emergency equipment
5. Fire risk assessment up to date

**C6: Emergency Evacuation**

Evacuation will be in accordance with the school’s emergency planning arrangements.

- The Head of School is responsible for ensuring the emergency evacuation procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

### **C7: First Aid Arrangements**

- The Head of School will ensure that there are an appropriate number of designated and trained first aiders in the school.

#### **A list of first aiders and contact details can be found:**

- **Infant & Junior Site Offices**
- **Each classroom**
- **Each –Staffroom**
- **Corridors**

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

#### **The first aid boxes are located at:**

- **Infant classrooms**
- **First Aid Area in infant corridor**
- **First Aid Area in Junior corridor and library**

- A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

#### **HSE Contact Details: Incident Contact Centre**

[www.hse.gov.uk](http://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 Head of School will 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.

### **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 Head of School is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Head of School or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Head of School will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Head of School will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed when the work activity changes or when substances are no longer being used.

#### **C11: Inspection of Premises, Plant and Equipment**

- Trust Facilities Manager will arrange for formal inspections of the premises, plant and equipment to take review and plan an effective maintenance programme.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Head of School/Deputy Head 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 Asbestos policy, will be followed.

#### **C12: Asbestos Management**

South Avenue Primary School will arrange for a management asbestos survey or review if there are no changes to be carried out every two years in line with best practice. The Head of School will ensure that the School's asbestos management policy is followed. An asbestos docubox will be kept in the 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 Head of School 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**

South Avenue Primary School 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.

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

- Asbestos management
- Emergency evacuation
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire
- First aid requirements
- Legionella
- Lone working
- Manual handling
- Off-site visits
- Pedestrian and people movement
- School events
- Slips, trips and falls
- Working at height

#### **D1: USEFUL CONTACTS**

##### **KCC Health and Safety Unit (Schools Team)**

Health and Safety Advice Line: **Tel:** 01622 694476 **Fax:** 01622 221582

Email: [Healthandsafety-schools@kent.gov.uk](mailto:Healthandsafety-schools@kent.gov.uk)

**Location:** Room M3.26 Sessions House, Maidstone, ME14 1XQ

##### **Watson & Watson Health & Safety Consultants Limited**

First Floor, Wheatley House

3 Diamond Avenue

Kirkby In Ashfield

Nottinghamshire

NG17 7GP

T: 01623 753 654

##### **Client Services – Caretaking, Cleaners and Waste Management**

Janet Stein – Client Service Manager.

**Tel:** 01622 696050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

**Location:** Room m2.33, Sessions House, Maidstone, ME14 1XQ

##### **County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 774191

**Location:** Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

##### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.  
Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)