



Lamberhurst St Mary's CEP (VC) School

Health and Safety Policy for Schools

(Taken from the KCC Model Policy, July 2019, and Tenax Model Policy, May 2018)

This policy will be reviewed annually and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Teacher Area of the school server.

Covid-19: Employers are required by health and safety legislation to, 'so far as is reasonably practicable', protect the health and safety of employees by removing or reducing workplace risks. This applies to COVID-19 in the same way as it would to any other hazard. The school will follow latest government guidance and amend its health & safety arrangements as appropriate in the context of any changes to government and/or public health guidance.

Date of approval by Governing Body	23 March 2020
Signature of Chair of Governors	Mr P Edgesmith
Signature of Headteacher	Mrs C Bromley
Date Due for review	Spring Term 2021

Table of Contents:

Section A: Introduction:

A1: Health and Safety Policy Statement

Section B: Organisation:

B1: Employer Responsibilities

B2: Headteacher Responsibilities

B3: Governors' Responsibilities

B4: Staff Responsibilities

B5: Site manager responsibilities

B6: Capital & Premises Development Manager

B7: GEN2 Property Services

B8: Safety Representatives

B9: Consultation with Employees

B10: Information, Instruction and Supervision

B11: Competency for Health and Safety Tasks and Training

B12: Monitoring

Section C: Arrangements:

C1: School Activities

C2: Visitors

C3: Fire and Emergency Procedures

C4: Fire Fighting

C5: Maintenance of Fire Precautions

C6: Bomb Alerts

C7: First Aid Arrangements

C8: Information Technology

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: Oil Fired Boilers - Heating Oil Storage and Management

C15: Radon Management

C16: List of Risk Assessments, Policies and Procedures to complement this Policy

Section D: Health Issues

D1: Smoking

D2: Alcohol and Drug Abuse

D3: Staff Wellbeing

D4: Expectant Mothers

D5: Electrical Equipment

D6: Machinery and Equipment

D7: Moving and Handling

D8: Housekeeping

D9: Violence at Work

D10: Noise at Work

D11: Lettings

D12: Administration of Medicines

D13: Complex Health Needs

Section E1: Useful Contacts

See back of this document

HEALTH AND SAFETY POLICY STATEMENT

Of

Lamberhurst St Mary's CEP (VC) School

Section A – Introduction

A1: 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, visitors, volunteers, contractors, and the general public.
- 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.
- Health and safety procedures are embedded within the curriculum at all levels where appropriate.

This policy can only be successful with the active co-operation of all school stakeholders who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible to Headteacher.

Section B – ORGANISATION

B1: Employer Responsibilities

Kent County Council (KCC) as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the 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 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 carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested to ensure validity;
- To ensure that adequate first aid provision is available and kept up to date at all times;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary

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 of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC ‘Class care’ scheme or within the school’s delegated budget.
- The governing body will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Mr Darren Fuller, Vice Chair

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 their actions
- will co-operate with their employer on health and safety matters
- will not interfere with anything provided to safeguard their health and safety or that of others
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- have a duty to report all health and safety concerns to the head teacher or their line manager.

B5: Site manager responsibilities

The Site manager holds 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 senior management team immediately
- ensure that 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
- 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 assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects.

B6 –Capital & Premises Development Manager

- 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 – Gen2 Property Services

- 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 head teacher is responsible for liaising with Gen2, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- Represent employees when Health and Safety Inspectors from 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 the Headteacher sets up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Name of Employee Representative: Mrs Esther Fairburn

Contact details: Lamberhurst St Mary's School

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 an open standing item on all staff meeting agendas and is discussed at Governor Resources meetings. Visual inspection audits are conducted by the H&S Governor 3 times per year.

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:

Location of Poster: Staff notice board

- 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. All new employees should be given induction training in the following:
 - Fire and emergency evacuation procedures on the site
 - Arrangements for First Aid
 - Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements
- Training will be identified, arranged and monitored by the Headteacher and the governing body.

- Refresher training will be provided when a) required legally or b) when recommended by the respective training provider (i.e. as recommended on the certificate) or c) following a health & safety training review.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: the Office Manager

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

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, visitors and all those 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.

Curriculum Safety Risk Assessments:

Individual classroom risk assessments
Individual risk assessments for DT and Science topics
Risk assessments for PE, swimming lessons and sport
Individual risk assessments for educational visits
Risk assessment for use of outdoor areas

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, including evacuation points.

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.

Names of fire wardens: Mrs C Bromley, Headteacher
Mrs N Mitchell, Deputy Headteacher

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Far end of the school playground

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

In the school office, Fire Safety folder

- Regular testing of fire alarms will occur on and will be carried out by:

Weekly, on Friday mornings during term time

Name of tester: Mrs D. Bingham

- A record of these tests will be kept by:

By the Office Manager, in the school office, Fire Safety folder

C4 Fire Fighting

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

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

Name of Responsible Person for Fire Safety: Mrs C Bromley, Headteacher

C5: Maintenance of Fire Equipment:

The Headteacher will ensure regular maintenance of:

1. fire extinguishers
2. fire alarms
3. fire doors
4. fire safety signs and identification of escape routes
5. emergency lighting and other emergency equipment

C6: Bomb/suspect package Alerts

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

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.

C7: First Aid Arrangements

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

**All teaching staff are First Aid at Work trained. Training undertaken in November 2014, and renewed in October 2017.
Mrs C Bromley, Mrs F McAusland, Mrs S Leeke, Mrs N Mitchell, Mrs J Cotterill, Mrs D Denham and Ms H Sturman also hold Paediatric First Aid qualification.**

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

The first aid boxes are located at: Every classroom, the school hall, the staff room, plus mobile "bum bags" for offsite trips

- A first aid risk assessment will be carried out by the Headteacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.

HSE Contact Details: Incident Contact Centre, Tel: 0345 300 9923

www.hse.gov.uk

- Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Technology

- The Headteacher 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 and implemented.
- Assessment 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 is 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 COSHH assessments.
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The 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 programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the example 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, 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.

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 in the School Office 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 delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required, and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the 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.

Property and Infrastructure Statutory Service Manager: Steve Hamilton, KCC

Telephone Number: 07920 548911

C14: Oil Fired Boilers

Heating Oil Storage and Management

The Headteacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff. Measures should also be put into place to inform the relevant local authority and the Environment Agency.

C15: Radon Management

The headteacher has a duty to safeguard the health of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance. *For further information contact KCC Health and Safety Unit.*

C16: List of Risk Assessments, Policies and Procedures to complement this Policy

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

Section D – HEALTH ISSUES

D1: Smoking

Lamberhurst St Mary's school is a no smoking site. The same applies to vaping (the use of electronic cigarettes).

D2: Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the School and increases the risk of accidents both to themselves and to colleagues. Staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If staff feel they are affected when on medication they should inform the Headteacher so that additional arrangements may be made to safeguard them while at work.

D3: Staff Wellbeing

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Staff should speak with a member of the Senior Leadership Team and also refer to the Maintaining a Healthy Work/Life Balance documents (appendix 6). Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

D4: Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

- Staff (full and part-time) are required to inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed.
- The Headteacher will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

D5: Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

A Portable Appliance Test (PAT) will be conducted on all electrical equipment. The Office Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Site Manager immediately.

The Headteacher should be aware of, and approve the use of, any electrical item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for example drama productions, Christmas decorations.

D6: Machinery and Equipment

An inventory of all equipment is kept by the Site Manager. The hand tools available are to be used under strict guidance and close supervision of teacher or teaching assistant, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

D7: Moving and Handling

The school recognises its responsibility both to provide access for pupils and to ensure the health, safety and welfare of its employees as so far as is reasonably practicable, when having to: lift, support a load, (carrying), pushing, pulling, setting down as well as turning, twisting and reaching.

No identified Manual Handling tasks should be undertaken without, appropriate training, information, and where needed supervision. If there are any issues with a Manual Handling task, clarification must be sought prior to the task being attempted.

- Avoid any hazardous manual handling as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review all the handling procedures and risk assessments annually, or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.

- Ensure full access to the school for pupils with disabilities.

Any children with mobility issues must have an assessment carried out to identify the following:

- How best they can move around the school.
- If manual handling is required the number of times this will be carried out, daily, and by which staff, and the number of staff required.
- The manual handling equipment required.
- Arrange training for staff required to move pupils around the school with manual handling aids.

Training in 'Safe Handling' will be offered to relevant staff. Manual Handling tasks identified are risk assessed by the Headteacher. Risk assessments are to be reviewed annually.

D8: Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Manager will report all hazards, obstructions, defects or maintenance requirements to the Healthteacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

D9: Violence at Work

All staff must report to the Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence should be reported appropriately.

D10: Noise at Work

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to Headteacher.

D11: Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement should be completed and copies kept.

D12: Administration of Medicines

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school. Medicines must be handed to the office manager by the parent on arrival at school.

D13: Complex Health Needs

The school has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

E1: USEFUL CONTACTS

KCC Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901 Email: outdoor.education@theeducationpeople.org

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser - Insurance and Risk Manager.

Tel: 03000 416428, Email: lee.manser@kent.gov.uk

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

Staff Care Services

Occupational Health, Mediation Services, and Support Line

Tel: 03000 411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

KCC Property Service Desk.

Tel: 24 hours, 7 days per week: 03000 417878

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

Location: Local office: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service

Tel: 01622 692 121

Location: The Godlands, Straw Mill Hill, Tovil, Maidstone ME15 6XB

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

(For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 0208 995 8503

Location: PO Box 3087, London W4 4ZP

Safe Practice in Physical Education and School Sport

Association for Physical Education.

Tel: 01905 855584, email: enquiries@afpe.org.uk Website: www.afpa.org.uk

Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 420019, [Email: scc@kent.gov.uk](mailto:scc@kent.gov.uk)

Location: 2nd Floor, Invicta House, County Hall, Maidstone ME14 1XX