



**Fawkham CE Primary School**  
**Policy for Health and Safety**  
**May 2022**

# Fawkham CE Primary School

## Health and Safety Policy

*The work of our school, underpinned by our core Christian Values:  
Respect, Caring, Friendship, Honesty, Forgiveness and Responsibility*

**DREAM, BELIEVE, ACHIEVE AT FAWKHAM CEP SCHOOL**

### BIBLE REFERENCE

**'God is our refuge and strength, a very present help in trouble' Psalm 46:1**

We value diversity and promote equal opportunities for all.

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**Kent County Council  
Education Learning and Skills Directorate**



**Health and Safety at Work Act 1974**

**HEALTH AND SAFETY POLICY STATEMENT  
Of**

**Fawkham CE Primary School**



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**A3: Statement of Intent:**

The head teacher 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.

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Kent County Council 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 head teacher will ensure the overall implementation of the policy.

### **B2: Head Teacher 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 development plan, if necessary;
- To carry out regular health and safety inspections (four times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;

- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis through the Resources Team meetings;
- 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 our voluntary controlled 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, within the school’s delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

**Name of Appointed Health and Safety Governor: Miss Shaheen Kesvani, Mrs Lucie Sleeman and Mr Tim England**  
**Staff – Miss Mandy Bridges**  
**Health and Safety Staff Representative - Mr Mike Banks**

### **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 teacher or their line manager.

The following staff are responsible in particular areas:-

Miss Bridges	Headteacher's Office, Hall, Kitchen, Woodland, Field, Playground, Plateau, Toilets, cloakrooms, Staffroom, Woodland Room
Miss Payne & Mrs Panesar	Dormice Classroom and Outdoor Play Area and the Library
Miss Richardson	Beacon and Valley Rooms and PE store cupboard
Miss Rawling	Hedgehogs Classroom and Cloakroom,
Mr Golding-Williams	Badgers Classroom and Cloakroom,
Miss Hurdle	Squirrels Classroom and Cloakroom Pond and Gardening areas
Mrs. Bamber	Office and Photocopying Room
From 1/9/22 Miss Winzar & Mrs Fryer	
Mrs Foreman	Stockrooms and Mezzanine

This responsibility includes:-

- fire exits clear and unlocked
- fire extinguishers not obstructed
- room suitably heated
- electrical leads for equipment to be as short as possible
- check for bare wires and connection to plugs
- sockets turned off at the end of the day
- adequate lighting
- secure carpets and mats
- blinds drawn at the end of the day
- all doors closed at the end of the day

The Class Teachers are in charge of health and safety for their classrooms, the equipment and safe practice of both children and adults in the room. This includes:-

- that pupils know how to use tools and equipment safely
- equipment is stored and stacked safely
- children are supervised by an appropriate adult at all times
- heavy equipment is moved by an adult
- fixative sprays used outside
- only pens with ventilated pen tops to be used or tops removed
- appropriate dress for activities, e.g. P.E., Technology
- only inhalers and other emergency equipment kept in class, other prescribed medicines to be stored in the medicine cabinet in the photocopying room
- that the first aid case in their classroom is kept adequately stocked
- use of school inspected electrical appliances only

### B5 – Area Education Officers (AEO)

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

<b>Name of AEO:</b>	Ian Watts
<b>Contact No:</b>	Mobile: 07919212062
	Work: 03000 414302
	Email: <a href="mailto:ian.watts@kent.gov.uk">ian.watts@kent.gov.uk</a>

## **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 – Property and Infrastructure Support**

- 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 KCC property and infrastructure support, 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 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 headteacher.
- 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 headteacher will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

**Trade Union Representatives: There are no safety trade union reps in the school, staff belong to several unions including NASUWT, NUT, NAHT and Unison  
We have appointed Mr Mike Banks as Staff Health and Safety Representative**

## **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 agendas for both teachers and TAs.**

### **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: In the staff room.**

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

### **B11 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is: Headteacher – Miss Bridges**

## Health and Safety Training

Name	Role	Date of training	Course	Time
Miss Mandy Bridges	Headteacher	21 <sup>st</sup> April 2008	Safety Training Award	Whole Day
		5 <sup>th</sup> January 2009	Safe use of Fire Extinguishers	Afternoon
		25 <sup>th</sup> November 2010	NARA Swimming Modules 1	3 whole days
		20 <sup>th</sup> October 2010	CIEH Level 2 Risk Assessment	Whole Day
		17 <sup>th</sup> December 2010	Moving and Handling Inanimate Objects	Afternoon
		14 <sup>th</sup> June 2011	NARA Swimming Modules 2	3 whole days
		Thursday 6 <sup>th</sup> October 2011	Educational Visits Co-ordinator Course	Whole Day
		Friday 14 <sup>th</sup> October 2011	Advanced Asbestos Awareness Course	Morning
		Thursday 17 <sup>th</sup> November 2011	LDHS12 Fire Safety Management course	Morning
		Tuesday 2 <sup>nd</sup> October 2012	Headteacher Induction Training – Health and Safety	Morning
		Tuesday 21 <sup>st</sup> May 2013	Water Hygiene course – provided by HSL	Afternoon
		Wednesday 21 <sup>st</sup> March 2018	Online Safety for DSLs	Whole Day
		Tuesday 18 <sup>th</sup> September 2018	Water Hygiene Fire Safety Asbestos	Whole Day
		Thursday 8 <sup>th</sup> October 2020	Water Hygiene Fire Safety Asbestos	Whole Day
		Monday 26 <sup>th</sup> April 2021 and Wednesday 28 <sup>th</sup> April 2021	Online Safety for DSLs	Two ½ days
Wednesday 22 <sup>nd</sup> February 2022	Water Hygiene Fire Safety Asbestos	Whole Day		
Mr Mike	Caretaker	Tuesday 19 <sup>th</sup> September 2017	Fire Safety KCC Training	Morning
		Tuesday 19 <sup>th</sup> September 2017	Water Hygiene course – provided by HSL	Afternoon
		Friday 9 <sup>th</sup> February 2018	Ladders Association Ladders and Stepladders Users Training	Morning
		7 <sup>th</sup> February 2019	HSL Legionella training by Paul Jarmen in school	Morning
		6 <sup>th</sup> March 2019	HSL Legionella training by Paul Jarmen in school	Morning
		Wednesday 5 <sup>th</sup> February 2020	Water Hygiene Fire Safety Asbestos	Whole Day
		Wednesday 22 <sup>nd</sup> February 2022	Water Hygiene Fire Safety Asbestos	Whole Day
		20 <sup>th</sup> May 2020	Control of Substances Hazardous to Health (COSHH)	morning
		Monday 9 <sup>th</sup> May 2022	Control of Substances Hazardous to Health (COSHH)	90 minutes online training
		Monday 9 <sup>th</sup> May 2022	Manual Handling	90 minutes online training
Mrs Beverley Bamber	Secretary/PA	Wednesday 15 <sup>th</sup> March 2017	Evolve Training – Educational Visits	Twilight
Mrs Adrienne Robson	Bursar/Assessment and Attendance Officer	Wednesday 7 <sup>th</sup> June 2017	Attendance Forum Meeting	Afternoon
		Wednesday 28 <sup>th</sup> June 2017	Attendance Meeting with our collaboration of schools	Morning
Mrs Perdita Hollands	TA	Wednesday 23 <sup>rd</sup> November 2016	Moving and Handling of People	Whole day
		Tuesday 21 <sup>st</sup> February 2017	Solihull Approach Training	Whole day
		Tuesday 7 <sup>th</sup> February 2017 DAY 2	Solihull Approach Training	Whole day
		Tuesday 25 <sup>th</sup> April 2017	Team Teach – Positive Handling Course	Whole day
Mrs Shelly McGill	TA/MDMS	Tuesday 25 <sup>th</sup> April 2017	Team Teach – Positive Handling Course	Whole day
Mrs Jackie Watson	TA/MDMS	Tuesday 25 <sup>th</sup> April 2017	Team Teach – Positive Handling Course	Whole day
		Wednesday 23 <sup>rd</sup> November 2016	Moving and Handling of People	Whole day
All MDMS	MDMSs	Wednesday 14 <sup>th</sup> January	Project Salus training for MDMS	All ½ day

		2015 Friday 30 <sup>th</sup> January 2015 Friday 6 <sup>th</sup> February 2015 Tuesday 10 <sup>th</sup> February 2015		sessions
Natalie Foreman	TA/MDMS	Tuesday 21 <sup>st</sup> February 2017	Solihull Approach Training	Whole day
		Tuesday 7 <sup>th</sup> February 2017 DAY 2	Solihull Approach Training	Whole day

### Whole Staff Training

Date of training	Course	Provider	Time
Monday 6 <sup>th</sup> June 2016 Staff Development Day	Fire Safety Course	Commercial Services, Inspection Services - FEMS	Afternoon
Monday 5 <sup>th</sup> September 2016 Staff Development Day	Health and Safety Update Health and Safety Policy	Mandy Bridges Headteacher	Afternoon
Monday 27 <sup>th</sup> March 2017	Fire Extinguisher/Warden Training	Commercial Services, Inspection Services - FEMS	Twilight 2 hours
Tuesday 18 <sup>th</sup> April 2017 Staff Development Day	Fire Safety Procedures Lockdown Procedures E-Safety:- Wi-fi Acceptable Use Policy, Acceptable Use Policy Laptop Use Agreement Online Safety Policy	Mandy Bridges Headteacher	Whole Day
Monday 19 <sup>th</sup> February 2018 Staff Development Day	GDPR Using encrypted memory sticks Fire Safety Procedures Health and Safety Policy Privacy Notice for Staff Safeguarding Policy and Update Training	Mandy Bridges Headteacher	Whole Day
Monday 16 <sup>th</sup> April 2018 Staff Development Day	Safe use of step ladder training	Mike Banks (trained)	Session
Monday 3 <sup>rd</sup> September 2018 Staff Development Day	GDPR Clear Desk an Screens Fire Safety Procedures Lockdown Procedures Privacy Notice for Staff Safeguarding Update Training Keeping Children Safe in Education	Mandy Bridges Headteacher	Whole Day
Monday 29 <sup>th</sup> October 2018 Staff Development Day	Accident/Incident analysis Health and Safety Audit PEEP – PO Health Care Plans	Mandy Bridges Headteacher	Morning
Monday 25 <sup>th</sup> February 2019 Staff Development Day	Health Care Plans Medicines in school Natural children sexual exploration	Mandy Bridges Headteacher	Morning
Monday 3 <sup>rd</sup> June 2019 Staff Development Day	Safeguarding update training Playtime and Lunchtime Supervision Behaviour Management	Mandy Bridges Headteacher	Morning
Monday 9 <sup>th</sup> September 2019 – teachers Monday 28 <sup>th</sup> October 2019 – support staff	Fire Safety Procedures Lockdown Procedures Bomb Procedure	Mandy Bridges Headteacher	Staff Meetings
Monday 9 <sup>th</sup> September 2019 – teachers Wednesday 28 <sup>th</sup> September 2019 –	Safeguarding Update Training Keeping Children Safe in Education	Mandy Bridges Headteacher	Staff Meetings

support staff			
Monday 28 <sup>th</sup> October 2019 Staff Development Day	Online Safety Training for TAs	Mandy Bridges Headteacher	Afternoon
Monday 2 <sup>nd</sup> March 2019 Twilight	Fire Safety Course Using Fire Extinguishers and Fire Warden Training	Commercial Services, Inspection Services - FEMS	Twilight 2 hours
Monday 28 <sup>th</sup> October 2019 Staff Development Day	Online Safety Training for TAs	Mandy Bridges Headteacher	Afternoon
Tuesday 1 <sup>st</sup> September 2020 Staff Development Day	Safeguarding and Child Protection Update Training Including Policy, Prevent and Keeping Children Safe in Education	Mandy Bridges DSL	Morning
Wednesday 1 <sup>st</sup> September 2021 Staff Development Day	Safeguarding and Child Protection Update Training Including Policy, Prevent and Channel Keeping Children Safe in Education Online Safety	Mandy Bridges DSL	Whole day
December 2021 and January 2022	Anaphylaxis Awareness training	NHS	45 minute online course

#### First Aid Training

Name	Role	Qualification	Date	Expiry Date
Natalie Foreman	TA	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Mike Banks	Caretaker/MDMS	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Amy Wise	TA/MDMS	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Emma Burchell	TA	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Beverley Bamber	Secretary/Headteacher's PA	Paediatric First Aid - 12hr	19/10/2019	19/10/2022

### B12: Monitoring

- The head teacher 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.
- All members of staff are responsible for investigating accidents although the accountability lies with the head teacher.
- The accountability lies with the head teacher who is responsible for investigating work-related causes of sickness and absences.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## Section C – ARRANGEMENTS

### C1: School Activities

- The head teacher will ensure that risk assessments are undertaken. *See annex 10*
- 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 head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced.
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **Risk Assessments:**

We have risk assessments for:-

- **Fire**
- **General School Premises**
- **Caretaker**
- **Parties and Discos**
- **Personal Safety**
- **Playground Car Park and Pedestrian Access**
- **Playground, Field and Plateau**
- **Pond**
- **Severe weather**
- **Staff working in school alone**
- **Waste Management**
- **Woodland**
- **Working at height**
- **Working with electricity**
- **Moving and Handling Inanimate Objects**
- **Expectant Mums**
- **Display Screen Equipment**
- **Managing Stress at Work**
- **All of the COSHH risk assessments**
- **Arethusa venture Centre Residential Trip**
- **Camp Night**
- **All school trips**
- **DT/Art**
- **Science**
- **PE – indoor and outdoor**
- **Cooking and Chefs' club**
- **First Aid Provision**

## **HOUSEKEEPING AND PREMISES**

### **CLEANING AND WASTE DISPOSAL**

All working areas to be cleared of waste daily. All waste except card and plastic to be placed in black plastic bags. These bags are placed and stored in a rollerbin. Recycling waste is to be placed in clear plastic bags and stored in the recycling rollerbin. Waste food from the school meals is returned to the supplying kitchen. Waste food from playtimes are is to be placed in the bins provided on the playgrounds. 'Recycling Waste' is collected weekly, whilst sanitary waste is collected separately.

### **FREEZING CONDITIONS**

In freezing conditions steps and pathways will be salted and snow cleared. During such periods of bad weather the playground will not be used. Classrooms and areas of normal activity should

be at least 18 degrees centigrade, sickrooms 21 degrees centigrade, and circulation and PE spaces 15 degrees centigrade.

## **STORAGE**

Cleaning materials are kept in the Caretaker's store cupboard outside the Staffroom or in the Caretaker's Storeroom. Both the cupboard and room are to be kept locked and one key is kept in the key box in the staffroom, the Headteacher also has a key.

No inflammable materials are to be stored in the cupboard. Materials for the cleaning up of 'accidents' are kept for general use in this cupboard.

## **SAFE STACKING**

Boxes, books, paper, etc. will not be stacked over a height of 2.5 metres. There are signs warning of dangers in all areas where there is storage space.

## **ELECTRICAL AND GAS EQUIPMENT**

Staff using portable electrical appliances will undertake a visual check of plugs and leads prior to use. If difficulties arise they should be reported to the Headteacher, with the minimum of delay. All portable equipment is to be stored safely. Extension leads will only be used when absolutely necessary.

A portable electrical appliance check is undertaken annually (last performed **March 2022**).

## **SMOKING**

The school has a no smoking policy and smoking is not allowed within the school buildings or on the site.

## **SCHOOL VISITS**

The health and safety aspects of off-site work and school visits are clearly covered in the School Visits Policy. For all off-site work the Class Teacher should take a mobile telephone with them. However, if staff wish to use their own mobile **it is essential that the office knows their telephone number.**

## **ANIMALS IN SCHOOL**

Animals can be kept in the school buildings in the classrooms although there will be no heating out of school hours. It is the responsibility of the class teachers to ensure that the animals are properly cared for and taken home during weekends and school holidays to ensure that the animals are being well cared for. Dogs are not allowed on the school site, with the exception of guide-dogs.

## **WORKING ALONE ON SITE**

Members of staff working alone in the school should ensure that the Head, Deputy Headteacher or other responsible adult are aware that they are or will be in school, especially if they are working outside of 'normal' hours. The mobile telephone is available for staff to have with them when working on their own.

## **STRESS**

Counselling arrangements can be made via the Headteacher. He/she will contact the Area Personnel Manager (in the case of staff) or the Educational Psychologist (for pupils). KCC's 'Supportline' counsellors can be contacted by telephoning 01622 605539.

## **BEFORE AND AFTER SCHOOL CLUBS**

The school expects teachers to plan and run after school activities with exactly the same degree of Health and Safety care that they run lessons. All staff will seek to minimise any risks or dangers in Before and After School Clubs.

### **Agencies running after school clubs:-**

Guidance has been produced for all outside agencies who run our after-school clubs for us. Each company and their supervisors who actually run the clubs sign the guidance document to confirm their understanding and acceptance of the responsibilities associated with it. The headteacher ensures that the guidelines are followed.

### **Terms and Conditions for Outside Organisations providing After School Clubs/Activities**

1. All providers must ensure the Club Supervisor holds an enhanced DBS. This **MUST** be **confirmed in writing by the company** on their headed paper PRIOR to the club commencing.
2. The Club Supervisor (person running the club) MUST provide photo ID on their first visit
3. Companies accept by signing this form, they have carried out all the other recruitment and safeguarding checks (e.g references, work history etc).
4. The company must also ensure that the Club Supervisor has the right to work in the UK and that this has been checked.
5. The company must ensure their representatives/staff will be covered for insurance in the event of any accident whilst the club is in operation and they hold Public Liability Insurance (evidence of this will be required)
6. The Club Supervisor should hold a valid First Aid Certificate
7. The Club Supervisor is responsible for dealing with any accidents/incidents when running their club/activity, including the administration of first aid.
8. The Club Supervisor is responsible for completing relevant accident report forms and giving copies to the parents as well as explaining what has happened to the parent on collection of their child. If there is a necessity to report the accident to the HSE the club supervisor is also responsible for producing a detailed written report on the day of the accident and then reporting this in detail to the Headteacher or Deputy Headteacher who will then complete the relevant online forms.
9. The Club Supervisor should hold appropriate qualifications particular to their sport/activity
10. The children are the responsibility of the Club Supervisor whilst in their care. They are responsible for handing over the children to their parents or designated adult at the end of the session. This responsibility should not be handed over to school staff.
11. The club supervisor should make themselves aware of the school's fire procedure. In the event of a fire evacuation the club supervisor is responsible for the safety of the children in their care; following the guidance they should go to the assembly point and carry out a roll call reporting back to the FMP(Fire Marshall Point).

12. All of the above apply to any individual that is sent in place of the regular Club Supervisor and/or anyone who accompanies them.
13. Both the company and the supervisors are required to read and accept these Terms and Conditions, they are both expected to sign copies of this document.

I agree to the Terms and Conditions above.

Signed on behalf of the organisation \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Signed by supervisor \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## HOME VISITS

When home visits are being undertaken the teacher and TA visiting should ensure that the Secretary or Headteacher are aware of the intended visit/visits (time of appointment, address, etc.) and have an expected time of return to school. The mobile telephone should be taken for all home visits. If the members of staff fail to return within thirty minutes of that time, the Headteacher/Deputy Headteacher will be informed and appropriate action taken.

## ALCOHOL AND DRUGS

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher. Further advice, including the current KCC ***“Drugs and Alcohol Policy”***<sup>1</sup>, can be obtained from the Area Personnel Officer (regarding staff) or the Drugs Coordinator at the Schools Advisory Service, Oxford Road, tel 01622 203800 ext 243.

## DEALING WITH VIOLENCE

Guidelines may be found on SafetyNet under Violence. The DfES guidance ***“A Legal Toolkit for Schools”***<sup>2</sup> may also be found useful.

## DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available on KentTrustWeb and Safety Net. Ill health and injury



can result from incorrect use of DSE. All significant users, e.g. clerical staff, bursars, shall have a DSE assessment carried out by their line manager. Assessment forms are available on KentTrustWeb.

## **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 Visitor lanyards and identify badges will be issued and worn throughout the visit,
- 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.
- All visitors unknown to the school will be asked for proof of identification.

## **CONTRACTORS AND VISITORS**

Our house rules for contractors and visitors are:

- They must report to the secretary's office and explain the reason for their visit or the work to be undertaken.
- Show identification.
- Sign and date the visitors' book on arrival and record the time of their departure.
- All visitors to wear a visitor badge; this is issued on arrival and must be worn at all times whilst on site, it is then handed in on departure.
- BEFORE commencing work contractors will be required to produce their risk assessments for the jobs they are doing – if this is appropriate for the nature of the job.
- The Fire Safety Procedure and Asbestos register will be shown to contractors working on site.
- When work has been completed by a contractor the work area is to be inspected by either the secretary, Caretaker, the Headteacher or Deputy Headteacher. This is undertaken to ensure that the area is safe.
- Any visitor without a 'visitor badge' will be directed to the school office.
- Work undertaken by contractors during normal school hours will be undertaken at the Headteacher's discretion after full consideration of any possible risks to pupils and staff.

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

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, 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:** Our trained fire warden is Mrs Bamber She is responsible for contacting the Fire Brigade.

Instructions to employees are posted at:

**Specify sites:** Details of the fire/bomb evacuation procedures are included in this document. They are also displayed in all working areas of the school, along with a map clearly showing the escape routes from each point around the school.

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

**A record will be kept by: Headteacher – Miss Bridges**

Escape routes are checked by the Headteacher, once a month. This monthly inspection includes a check of:-

- access to fire exits;
- testing of fire bells;
- smoke detectors;
- location of fire extinguishers;
- stairway to mezzanine and corridors clear;
- location of fire blanket: kitchen
- emergency kit: photocopying room

Regular fire drills are the responsibility of the Headteacher and take place three times a year. A written record is kept of each monthly inspection and termly fire drill (A bomb warning drill should also take place annually and be noted). The record is available in the secretary's office and is shared with the Finance/Premises monitoring pair.

- Kent Fire and Rescue will be contacted by:

**Specify whose role it is to make the call: Mrs Bamber – Office Staff**

- Regular testing of fire alarms will occur on:

**Indicate when tests are to be carried out: One alarm is checked each week and this is recorded in the Fire Log Book by Caretaker**

Fire extinguishers are checked annually by Kent Fire Brigade, through a maintenance contract with K.C.C. Commercial Services.

- The fire log book will be kept:

**Specify who will keep the log and where: Caretaker in the Office**

#### **C4 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely – all staff had training on **2<sup>nd</sup> March 2019**. 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. See *annex 9*.

**Name of Responsible Person for Fire Safety: Miss Bridges**

#### **C5: Maintenance of Fire Precautions:**

The head teacher 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

**Fire and Evacuation Procedure  
Fire Co-Ordinator Checklist**

Time Started .....
Time finished .....

Location of Fire .....

- Zone 1 : Old School Building
- Zone 2 : New Block/Classrooms 1 & 2 (Hedgehogs & Badgers)
- Zone 3 : New Block/Hall/Class 3 (Squirrels)
- Zone 4 : Old Shelter

Names of 2 marshals sent to investigate exterior of Fire Zone location (If necessary)

1)..... 2).....

Fire Brigade called

Name of person sent to receive Fire Brigade:

.....

**School / Phone No (if dialled externally): 01474 702312**

Dormice Class

Hedgehogs Class

Badgers Class

Squirrels Class

Staff

Visitors

Volunteers

**PTO**

Other relevant information

.....  
.....  
.....  
.....  
.....  
.....

Signed.....(Fire Co-Ordinator)

Date.....

## Office Instructions in the Event of a Fire

On hearing the alarm:

Either member of the office staff to connect walkabout phone to telephone line and leave the office taking the phone with you.

**Both members** to stop at the Fire Panel and note the zone and location of the fire so that care may be taken when checking all designated areas.

Phone to be taken by member of staff whose checking area has the zone of the fire. If there is a confirmed fire **whoever has the phone must** Phone (9) 999 (Note: Fire Brigade will only come out if it is confirmed that there is an actual fire)

**If the Headteacher is not in the office P1 or P2 must also take the Fire Board (located just inside Headteacher office)**

Person 1 (P1)

Check the Woodland Room, Library (Mezzanine by shouting), Valley Room, Dudney Room and Staffroom.

Collect the grab bag on leaving the staffroom

Exit via the main entrance and proceed to Fire Marshall Point and report location of fire to Fire Co-ordinator

Person 2 (P2)

Collect:            emergency contact file/ registers  
                         children arriving late, leaving early record  
                         visitors book /volunteer signing in/out book  
                         staff signing in out book  
                         village hall key

Check the toilets, kitchen and hall

Exit via fire door at the end of the main corridor, proceed to playground and report location of fire to Fire Co-ordinator. Handover registers and children arriving late/leaving early record to each class (Teacher to roll call and report back to FMP)

Wait for roll call of children to finish and then commence roll call of visitors and staff. Return to FMP and report back.

**PLEASE NOTE THAT EITHER MEMBER OF THE OFFICE STAFF MAY BE REQUIRED TO ASSUME THE ROLE OF FIRE-CO-ORDINATOR AND THEREFORE YOU SHOULD MAKE SURE YOU ARE FAMILIAR WITH WHAT YOU WILL BE REQUIRED TO DO**

## Class Instructions in the Event of a Fire

**During school session times:**

### **Teacher in Charge (and in their absence the Supply Teacher) of a class**

Take class list, evacuate and escort the children (in silence) onto the playground supported by the teaching assistants via the nearest exit. **Please close all windows and doors behind you.**

The first adult to leave the building by the back door must collect the three luminous coloured bags hanging on hooks by the back door – these containing high visibility jackets for all of the staff in the event of an evacuation from the site.

Check your immediate area is clear of all people

N.B. If class teachers/teaching assistants/volunteers are working **alone** with children, escort them onto the playground using the safest route and re-unite them with their class group. **Do not attempt to take them back to their classroom**

Roll call the class and report back to the Fire Co-ordinator at the FMP (Fire Marshall Point)

Remind your children to remain silent whilst the adult roll call is taken

Only, once the alarm has been silenced may you return into the building

### **If there is a fire during lunch time period:**

The midday meals supervisors and on duty teaching assistants are responsible for evacuating the children from the hall or other areas of the school building. Other members of staff on the school premises will assist with the evacuation and checking of areas as they leave the building. However, the responsibility for checking their immediate area and evacuating the children remains with the MMS and on duty TAs and other members of staff should take instruction from them. Once assembled on the playground they teachers may assist with the roll call.

**Whoever takes the roll call MUST report back to the Fire Co-ordinator at the FMP**

## **Arrangements for Visitors in the event of a Fire**

Please make sure you are aware of the following arrangements in the event of a fire:

- Ensure you sign in and out every time you come onto or leave the premises
- Make sure you are aware of your nearest call point (break glass point) and fire extinguisher should you need to use them in an emergency
- Make sure you are aware of your nearest exit in the event of a fire

Please ask if you are unsure as to where any of these may be located.

- If the alarm sounds:
  - Leave the building by the nearest exit
  - If you are working alone with children, escort them onto the playground using the safest route and re-unite them with their class group. Do not attempt to take them back to their classroom.
  - Proceed to the Visitor Assembly Point (on the plateau)
  - Please DO NOT leave the premises without first being given permission to do so by the Fire Co-ordinator
  - Once the alarm has been silenced you may return into the building

**FAWKHAM CE PRIMARY SCHOOL  
FIRE SAFETY**

	<b>Nearest Alarm</b>	<b>Nearest Water Appliance</b>	<b>Nearest C02 Appliance</b>	<b>Leave Room Via</b>
DORMICE CLASS	End of corridor by Squirrels	End of corridor by Squirrels	End of corridor by Squirrels	French Doors
HEDGEHOGS CLASS	Mid-way down corridor	End of corridor by Squirrels	End of corridor by Squirrels	End of corridor by Squirrels
BADGERS CLASS	Mid-way down corridor/Main entrance	Main Lobby By Fish Tank	Main Lobby By Fish Tank	Main Entrance
SQUIRRELS CLASS	End of corridor by Squirrels	End of corridor by Squirrels	End of corridor by Squirrels	End of corridor by Squirrels
HALL	End of corridor by Squirrels/ Mid-way down corridor/Main Entrance/Kitchen	End of corridor by Squirrels Main Lobby By Fish Tank	End of corridor by Squirrels Main Lobby By Fish Tank Kitchen	Hall Fire Exit to outside and/or Through to lobby & Main Entrance
KITCHEN	Kitchen	Main Lobby By Fish Tank	Kitchen	Kitchen Fire Exit
TOILETS	Staff-Room/Main Entrance	Main Lobby By Fish Tank Staffroom	Main Lobby By Fish Tank	Main Entrance
OFFICES/RECEPTION	Main Entrance	Main Lobby By Fish Tank	Main Lobby By Fish Tank	Main Entrance
HEADTEACHER'S OFFICE	Main Entrance	Main Lobby By Fish Tank	Main Lobby By Fish Tank	Main Entrance
LIBRARY/MEZZANINE	Staff-Room/Main entrance	Library	Main Lobby By Fish Tank	Main Lobby By Fish Tank Woodland Room
WOODLAND ROOM	Woodland Room/Lobby	Library	Main Lobby By Fish Tank	Woodland Room
STAFFROOM	Staff-Room	Just outside Staffroom door Beacon Room	Main Lobby By Fish Tank Caretakers Room	Main Entrance
BEACON ROOM	Beacon Room	Beacon Room	Caretakers Room Main Lobby By Fish Tank	Main Entrance
VALLEY ROOM	Beacon Room	Beacon Room	Caretakers Room Main Lobby By Fish Tank	Main Entrance
BOILER ROOM	Boiler room	Beacon Room	Caretakers Room Main Lobby By Fish Tank	Main Entrance
CARETAKERS ROOM	Caretaker Room	Beacon Room	Caretakers Room	Main Entrance



## C6: Bomb Alerts and Lockdown Procedures

Bomb alerts and lockdown procedures will be dealt with in accordance with the school's emergency planning arrangements. See annex 1

- The head teacher is responsible for ensuring the bomb alert and lockdown procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages and lockdown procedures will be circulated to staff annually.
- **THERE IS LIMITED MOBILE PHONE COVERAGE IN THIS AREA THEREFORE IN THE CASE OF EVACUATION WE WILL RELY ON USING LANDLINE PHONES OF NEIGHBOURING HOUSES**
- 



# Bomb Alert Plan November 2019 Fawkham CE Primary School

Agreed November 2019

## Bomb Alert

**Bomb Alert Coordinator - HT, in their absence DHT, in their absence a member of the Office Staff**

### 1. Receipt of Information

If a bomb threat has been made by telephone, stay calm and listen carefully.

#### Action During Call

- Ensure that any recording facility is switched on
- Obtain as much information as possible
- Try to record the exact wording of the threat
- Try to get the caller to give precise details
- Write down the telephone number displayed on the automatic number display
- Complete 'Actions to be Taken on Receipt of a Bomb Threat' Form

#### Action Immediately after the Caller rings off

- Using a landline, dial 999 and contact Police. Use code word "Operation Chalkboard".
- Immediately report to Bomb Alert Coordinator

## 2. If a suspicious package is discovered:

- Using a landline, dial 999 and contact Police. Use code word "Operation Chalkboard"
- Immediately report to Bomb Alert Coordinator
- Have information ready re: size, location, appearance, noises.

## 3. Evacuation of Premises

- HT/DHT/Office Staff to circulate entire school with the emergency card message 'Evacuate Now'

**Under no circumstances must the fire alarm system be sounded or mobile phones used within 15m or any electrical devices to be switched on or off.**

- The initial evacuation assembly point is the further point away from the school within the Fawkham Village Hall grounds. All staff to use the same procedures for reaching the assembly point as you would for a fire evacuation. If the Bomb Alert Coordinator takes the decision to move to a further destination, children and staff should move according to instructions from the Bomb Alert Coordinator.
- Account for all pupils, staff and visitors.
- Inform parents if applicable and arrange a location for pickup away from the school site
- Do not allow anyone to re-enter the building until authorised to do so by the police
- Inform Chair of Governors

# Lockdown Plan November 2019 Fawkham CE Primary School

Agreed November 2019

## Lockdown

**The action employees should take if they discover an incident requiring lockdown (e.g. intruder in school buildings)**

- Immediately alerting everyone by shouting 'LOCKDOWN'

**The action employees should take if they discover an incident requiring lockdown (e.g. intruder in school grounds)**

- Immediately alert office staff and HT or DHT using code sentence 'Mrs Bear is on site'

**How will people be warned if there is the need for a lockdown?**

- HT/DHT to circulate school with code sentence "Mrs Bear is on site" (including school kitchen)

**How will the lockdown be carried out?**

- Class teachers/Office staff **must ensure** any doors to the outside areas are closed.  
Squirrels Class - Back Door  
Dormice Class - Patio Doors

TCS - Kitchen Door

Office Staff - Front Door/then check Doors in Woodlands Room and external doors by Valley Room

- Everyone in the building should congregate in the **HALL**
- All blinds / curtains to be drawn

#### Duty of employees

- To familiarize themselves with this procedure
- At the beginning of each term all children will be made aware of the need to look for visitors with badges and to alert staff if they see anyone not wearing a badge.
- Staff should also challenge visitors on the school site if they are not wearing a badge. If they feel unsafe to do so they can use the help card to summon a member of SLT
- Office staff will call the emergency services
- Once in the hall the staff will engage children in appropriate activities

#### How will the emergency services be called?

- On hearing the code sentence 'the Office Staff will dial 999 and ask for appropriate service.
- DHT/HT will call in the absence of the Office Staff.

#### C7: First Aid Arrangements

- The head teacher 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:** every member of staff has a copy of this:-

Name	Role	Qualification	Date	Expiry Date
Natalie Foreman	TA	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Mike Banks	Caretaker/MDMS	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Amy Wise	TA/MDMS	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Emma Burchell	TA	Paediatric First Aid - 12hr	3/9/2019	3/9/2022
Beverley Bamber	Secretary/Headteacher's PA	Paediatric First Aid - 12hr	19/10/2019	19/10/2022

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

**The main first aid box is located in the photocopier room:**– it is the responsibility of Mrs. Bamber to keep this well stocked. It is also the responsibility of all first aiders to inform Mrs Bamber when we are low on stock in the box.

**There are first aid cases in each classroom and in the Woodland Room too:**– it is the responsibility of first aiders in each class to keep these well stocked. It is also the responsibility of all first aiders to inform Mrs Bamber when we are low on stock in the boxes.

- A first aid risk assessment will be carried out by the head teacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- 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)

### **Accidents:**

The main Accident Book is located in the School Office. There are also two smaller Accident Books which are taken outside by staff on playground duty and MDMS in order to record ALL accidents and incidents regardless of severity.

Within the Accident Book is a list of children who have particular/severe medical needs that could impact on any first aid offered, details of their medical conditions are enclosed. This list is referred to by staff BEFORE administering first aid.

In the case of ALL accidents, the first person on the scene is to record the following information in the Accident Record Book as soon as possible:-

Name of child/adult  
 Date  
 Time  
 Exact location of accident  
 What happened  
 Treatment given/action taken  
 Name and title of person recording details

A carbon copy of the Accident Record Book notes will be sent home to parents for their information. Parents will also be spoken to, regarding the accident, by the member of staff dismissing their children.

Parents will be informed immediately in the event of serious injury. Parents will be informed of any injury through the use of the Accident Form. When necessary an injured child will be taken to hospital either by ambulance or transported by car with two members of staff. When a pupil is taken to hospital the following information is required:-

Their full name  
 Address  
 Parent telephone number/contact number  
 Name of family doctor  
 Known religion  
 Known medical conditions, e.g. asthma

This information can be gained from the Parents Consent form, a photocopy of which should be left in the Office if the form is taken.

**Major incidents and serious injuries are to be reported to the Local Education Authority's Health and Safety unit as quickly as possible and on the appropriate accident report form HS 157. A serious injury is one where the consequences of the accident go beyond the day of injury.** If an employee or pupil's injury is deemed 'significant' and/or is sent to hospital following an injury, it must be reported (on Form HS157) to KCC and sent to the Health and Safety Executive within seven days of the accident .

Should an investigation be necessary into any incidents then form HS 160 must be used to record investigation findings. Copies of all forms must be retained by the school.

If any accident to a pupil or employee resulting in a fatal or major injury (defined and listed in Appendix A) and/or results in a being sent to hospital, it will be reported to the Health & Safety Executive Incident Contact Centre immediately by telephone on 0845 3009923. The details must be confirmed on Form F 2508 and sent to the HSE within ten days.

Injuries to pupils during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:-

- the condition of the premises (e.g. potholes);
- plant or equipment;
- lack of proper supervision

Fatal or major injuries to pupils occurring on school visits or activities off the school site, such as field trips or sporting events, must be reported in the same way as if they had happened on the school site.

'Near miss' incidents are to be recorded at the back of the Accident Report Book.

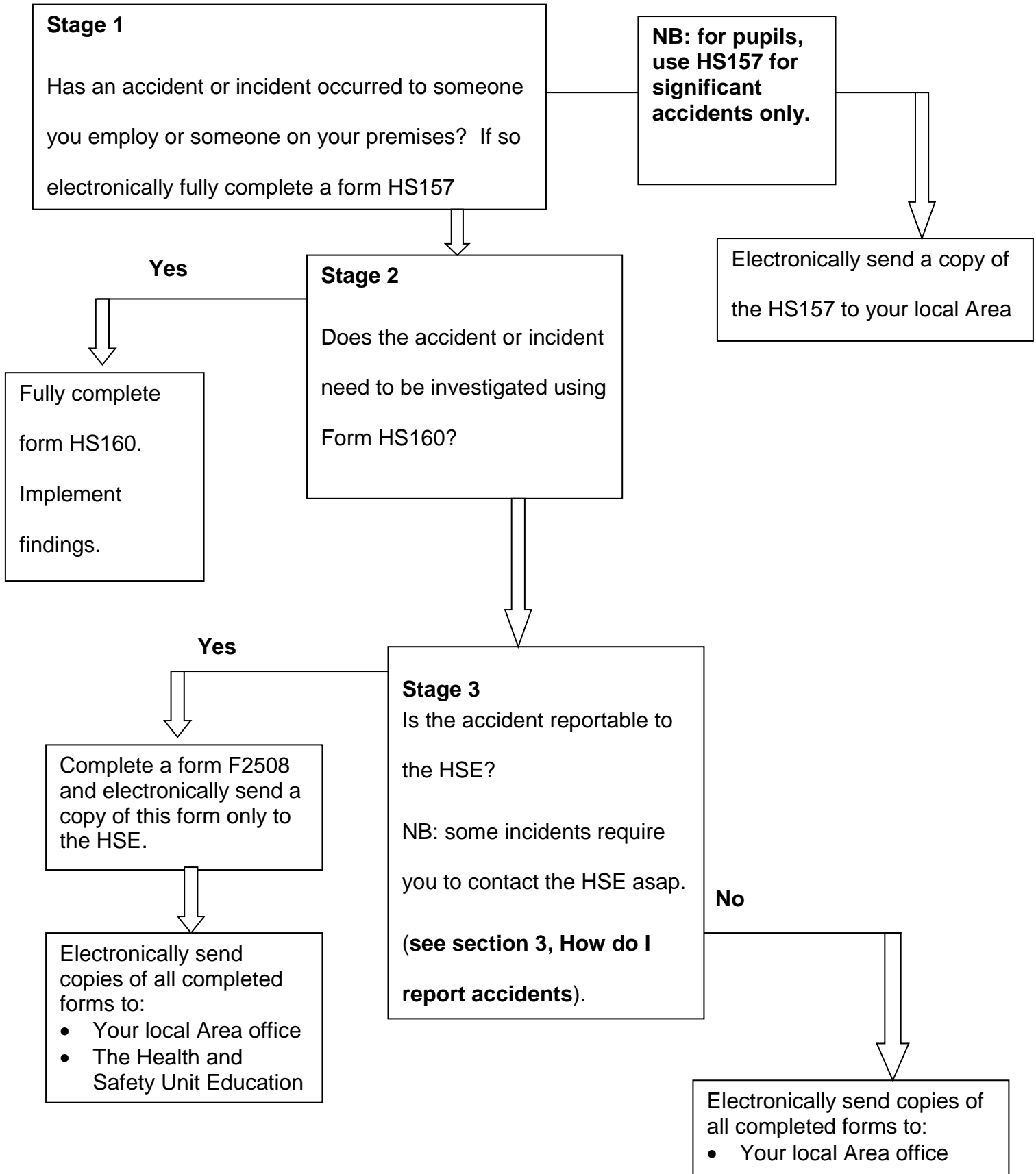
The Accident Report Book will be examined by the Headteacher who will produce a report for the Resources Team in order to determine any 'patterns' in the occurrence of accidents/incidents so that action may be taken, where appropriate, to prevent further occurrences. This is completed three times each academic year. Details of all HSE referrals/reports are listed and discussed with the Resources Team too.

If in any doubt on reporting procedures refer to the flowchart for further advice.

Should a child suffer an injury the duty teacher/mid-day supervisor will undertake an initial visual assessment of the injury. If the injury requires immediate treatment (e.g. Bleeding or bumped head) they will be escorted in to a qualified First Aider by a duty adult.

## Flowchart for the reporting of accidents

Follow stages 1-3 of the flowchart and report accidents as appropriate.



## **CHILDREN WITH MEDICAL CONDITIONS**

It will be the parent's responsibility to inform the Headteacher in writing of medical conditions concerning their child's health and welfare. This information is asked for at the beginning of each academic year.

A list of children suffering from medical conditions will be displayed in the staff room, all staff have a copy of this. Children who have persistent medical conditions will also be added to the list.

As mentioned previously, this list will be added to the accident books so that those administering first aid are aware of conditions that may affect the first aid given to the child.

Health Care Plans for children with medical conditions are produced by Mrs Bamber in consultation with teachers, parents and Headteacher, these are kept in the school office with a copy for the children's teachers too. Parents also have copies of their child's Health Care Plan.



## Fawkham C of E Primary School

### Health Care Plan for a Student who has Medical Needs Whilst in the Care of School

<b>Child's name:</b>		Photo to be supplied by school
<b>Class:</b>		
<b>Date of Birth:</b>	/ /	

<b>Family Contact Details:</b>		
<b>Name of Parent/Carer:</b> <small>(The carer must have legal responsibility for the child)</small>		
<b>Relationship to child:</b>		
<b>Address:</b>		
<b>Telephone No:</b>	Day time:	
	Mobile:	

<b>GP/Medical Centre:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	



<b>Child's name:</b>	
----------------------	--

<b>Medical Diagnosis</b>

<b>Description of condition, including likely symptoms</b>

<b>Care/treatment required whilst in the care of the school</b> (See additional advice sheet if applicable)

<b>MEDICATION REQUIREMENTS: (if applicable)</b>			
<b>Name of Medication:</b>			
<b>Dosage:</b>		<b>When required:</b>	
<b>Prescribed by:</b> <small>(Name of GP or Consultant)</small>			

<b>Name of Medication:</b>			
<b>Dosage:</b>		<b>When required:</b>	
<b>Prescribed by:</b> <small>(Name of GP or Consultant)</small>			

<b>Name of Medication:</b>			
<b>Dosage:</b>		<b>When required:</b>	

<b>Prescribed by:</b> (Name of GP or Consultant)			
<b>Child's name:</b>			

<b>Where medication, snack or supplement will be stored in school:</b>

<b>Special Requirements:</b>	dietary needs: snacks, supplements, suitable room for blood glucose testing, pre-activity precautions, restrictions regarding PE / school outings etc.

<b>Description of what constitutes an Emergency:</b> for the pupil and action to be taken if this occurs:

<b>For pupils who require EPIPEN – Can a second dose be given? (if needed)</b>
<p>YES            <input type="checkbox"/>            After 5 minutes   <input type="checkbox"/>            After 10 minutes   <input type="checkbox"/></p> <p>NO             <input type="checkbox"/></p>

<b>Parent's role and responsibilities:</b>
<ul style="list-style-type: none"> <li>• Advise school regarding their child's / young person's condition / treatment / care required and any changes as they occur in writing.</li> <li>• Supply medication, suitable snacks or supplements to school clearly labelled with child's / young person's details.</li> <li>• Ensure medication is available, in date and usable at all times.</li> <li>• Agree access to health care plan.</li> <li>• Ensure their child/young person is encouraged to self-manage their health care as appropriate.</li> </ul>

<b>Child's name:</b>	
----------------------	--

<b>School's role and responsibilities:</b>
<ul style="list-style-type: none"> <li>• Store medication safely.</li> <li>• Store snacks or supplements with easy access if needed.</li> <li>• Inform staff of medical condition as appropriate.</li> <li>• Record administration of medication / snacks / supplements.</li> <li>• To keep original care plan in school and give copies to Parent and School Nurse.</li> </ul>

<b>Health Care professionals role and responsibilities:</b>
<ul style="list-style-type: none"> <li>• Advise, support and train school staff (where appropriate) in managing this medical condition in school.</li> <li>• Support in drawing up health care plan in partnership with Parents, School and young person, as appropriate.</li> </ul>

<b>PARENTAL CONSENT FOR SCHOOL TO ADMINISTER MEDICATION:</b>	
<b>Child's name:</b>	<b>Dob</b> /     /
I consent to the following medication being administered to my child named above, by staff who have received training and are willing to do so, as agreed in this care plan. (See training sheet if appropriate)	
<b>Name:</b> Parent / Carer	<b>Signature:</b>
<b>Relationship to pupil:</b>	<b>Date:</b>

<b>HEALTH CARE PLAN AGREEMENT:</b>	
School staff, who have received appropriate training, will be covered by indemnity as set out in KCC guidance (Section 10 Paragraph 2:1 and 5:2 Supporting pupils with medical needs).	
<b>We, the undersigned, agree to this health Care Plan:</b>	
<b>Name:</b> Parent / Carer	
<b>Signature:</b>	<b>Date:</b> /     /
<b>Headteacher/Other</b> (Please state)	
<b>Signature:</b>	<b>Date:</b> /     /

**Review Date:**

/ /

## **ADMINISTRATION OF MEDICATION**

Medication will be given to children during school hours, at the discretion of the Headteacher. All medication must be accompanied by written instructions from the parents specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. This information must be provided on a School Medicine Form Document 1 obtainable from the secretary. The medication must be clearly marked with the child's name and will be stored in the lockable medicine cupboard in the photocopying room. Inhalers will be kept in classrooms by the class teacher

If cough sweets and lip creams are really necessary then they must be given to the class teacher for safe keeping.



## Fawkhams of E Primary School School Medicines Record

**Part 1 – To be completed by the parent/guardian.**

*If more than one medicine is to be given, a separate form should be used.*

<b>Child's name:</b>	
<b>Class:</b>	
<b>Date of Birth:</b>	/ /

<b>Ailment/Reason for Medication:</b>

<b>MEDICATION REQUIREMENTS:</b> (if applicable)			
<b>Name of Medication:</b>			
<b>Dosage:</b>		<b>When required:</b>	
<b>Prescribed by:</b> (Name of GP or Consultant)			

<b>Any other instructions</b> (include details for inhalers, if any) and particular circumstances requiring medication (i.e. asthma)

**DECLARATION**

I request that the above medication be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with medicines in properly labelled containers, within their use-by date.

I accept that whilst my child is in the care of the school, school staff stand in the position of the parent, and that the school staff may therefore need to arrange medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent./Guardian)

**Contact Telephone Nos:** \_\_\_\_\_ / \_\_\_\_\_

**Part 2 - To be completed by staff member responsible for giving medicine, at the time it is administered.**

<b>Date:</b>										
<b>Time Given:</b>										
<b>Signature:</b>										
<b>Dosage</b>										

---

### **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.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed. *See annex 4*

### **C9: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 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 teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The head teacher 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 head teacher 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. *See annex 6*

- 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 checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

### **C12: Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the 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 head teacher will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

### **C13: Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

**Property and Infrastructure Contract Manager: The Caretaker has attended relevant training – see CPD record - and monitors the water system and Miss Bridges has attended training – see training record.**

### **C14: Liquid Petroleum Gas Management**

*For information: Include in your policy if you have an LPG tank.*

The head teacher will ensure that there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff.

Risk assessments will also be sought from Calor with regards to delivery of the gas. Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1*

### **WE HAVE NO GAS in FAWKHAM**

## **C15: Oil Fired Boilers**

### **Heating Oil Storage and Management**

*For information: Include in your policy if you have an outside storage tank for heating oil.*

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.

A specific check list is available. *See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1*

## **C16: Radon Management**

*For information: Include in your policy if applicable to your school.*

The head teacher has a duty to safeguard the health of their selves, 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.

## **C17: List of Risk Assessments, Policies and Procedures to complement this Policy**

### **POLICIES:-**

- Child Protection -
- Drugs
- E safety
- Fire Safety
- Outdoor education
- PE
- PSHE
- DT
- Food
- Child protection and Safeguarding
- Swimming

### **RISK ASSESSMENTS**

- Arethusa Venture Centre Residential Trip
- Camp Night
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire
- Lone working
- Off-site visits
- Stress management
- Working at height
- Expectant Mums
- General School Premises
- Moving and Handling Objects
- Parties and Discos
- Personal Safety



- Playground/Car Park and Pedestrian Access
- Field/Playground/Plateau/Gazebo and Grassed areas
- Severe Weather
- Pond
- Waste Management
- Woodland

## SECTION D – ON-LINE ANNEXES AND REFERENCES

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

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

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

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 8:** Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

**Annex 9:** List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10: Health and Safety of Pupils on Educational Visits**  
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

## **E1: USEFUL CONTACTS**

### **KCC Health and Safety Unit**

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 413971 Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

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

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

Janet Stein – Client Service Manager.

**Tel:** 03000 416050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

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

### **Insurance and Risk Management**

Darryl Mattingly - Insurance and Risk Manager.

**Tel:** 03000 416440, Email: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@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](mailto:occupational.health@kent.gov.uk) **Location:**

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

### **Classcare**

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk) Website: [www.kent.gov.uk/property](http://www.kent.gov.uk/property)

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

### **Property and Infrastructure Support – *\*Delete if not applicable***

Bill Ogden	Operational Services Manager	<b>Tel:</b> 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	<b>Tel:</b> 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	<b>Tel:</b> 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	<b>Tel:</b> 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	<b>Tel:</b> 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	<b>Tel:</b> 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	<b>Tel:</b> 07825 506627

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

**County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

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) .

## **Employment Medical Advisory Service (EMAS)**

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

**Tel:** 02089 958503

Location: PO Box 3087, London W4 4ZP

## **CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)**

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

## **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)

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

## **Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager

**Tel:** 18002 03000 420019

Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX

## **Trade Union Representatives**

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL
Julie Huckstep	ATL	Hartsdown Technology School
Carol Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School

**MONITORING THE HEALTH AND SAFETY POLICY**

The Headteacher, supported by the Finance/Premises Monitoring Pair will monitor the implementation of this policy to assess whether it is being pursued effectively and that safety standards are satisfactory.

This policy will be reviewed regularly and updates given to Governors, in line with any new information and guidance that becomes available.

Reviewed by: Miss Mandy Bridges (Headteacher)

To be reviewed: May 2023

Signed..... Date.....

(Chair of Governors)

Signed..... Date:.....

(Headteacher)

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