



**THAMESVIEW SCHOOL**

**Thong Lane, Gravesend,  
Kent DA12 4LF**

**Health and Safety Policy**

# Table of Contents:

## Section A: Introduction:

- A1: The Law Regarding Health & Safety Policies
- A2: Health and Safety Policy Statement

## Section B: Organisation:

- B1: Employer Responsibilities
- B2: Headteacher Responsibilities
- B3: Governors' Responsibilities
- B4: Health & Safety Officer
- B5: KIER FM Responsibilities
- B6: Staff Responsibilities
- B7: Area Education Officers (AEO)
- B8: Capital & Premises Development Manager
- B9: Property and Infrastructure Support
- B10: Consultation with Employees
- B11: Information, Instruction and Supervision
- B12: Competency for Health and Safety Tasks and Training
- B13: 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: Administration of Medicine/Medical Treatment/Walking with support
- C9: Information Technology
- C10: Legal Requirements for Premises
- C11: Safe Handling and Use of Substances
- C12: Inspection of Premises, Plant and Equipment
- C13: Control of Dust & Fumes
- C14: Asbestos Management
- C15: Legionella Management
- C16: Electrical Safety
- C17: Housekeeping
- C18: External Access
- C19: Home Visits/Lone Working
- C20: Moving and Handling
- C21: Outside Play Equipment
- C22: Mini Bus
- C23: Bank Runs
- C24: Physical Education and Games
- C25: Science
- C26: Design and Technology and Vocational Studies
- C27: Electrical Plant and Equipment

- C28: Footwear
- C29: Personal Protective Equipment (PPE)
- C30: Off Site Activities

**Section D: Appendices**

- Appendix A* Location of first aid boxes
- Appendix B* Thamesview School references
- Appendix C* Gas & Electric knock off buttons

**SectionE: On-Line Information**

**SectionF: Useful Contacts**

See back of this document

## **Section A – Introduction:**

### **A1 The Law Regarding Health & Safety Policies:**

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

This policy also provides for information to be shared with staff and with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

# HEALTH AND SAFETY POLICY STATEMENT Of

## Thamesview School

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### **A2 Statement of Intent:**

The Headteacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

Signed:

*Headteacher*

*Business Manager*

Date: 03/12/2020

Date: 03/12/2020

This policy is due to be renewed in: November 2021

## Section B – ORGANISATION

### B1 Employer Responsibilities

- The Governing Body Responsibility as the employer has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.
- The responsibility is devolved to the 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 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.
- Responsible for the health and safety of staff, pupils or visitors when on site.
- To include health and safety issues in the school improvement plan, if necessary.
- To make adequate provision for maintenance of the School premises and equipment, within the School's delegated budget.
- To receive feedback from Kier FM following regular health and safety inspections and remedial action being taken.
- 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 Kier Facilities Management and 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. Health & Safety Executive (HSE) Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested.
- To ensure that adequate first aid provision is available and kept up to date.
- To report health and safety issues to the governing body on a regular basis.
- To monitor and review all health and safety policies and procedures.

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

### B3 Governors' Responsibilities

- The governing body will receive a health and safety report from the H&S officer at each FGB meeting which enables them to support and monitor health and safety within the school.

### B4 Health and Safety Officer delegated tasks

The Business Manager as the appointed Health and Safety Officer:

- Responsible for coordinating health and safety training in conjunction with the designated staff development manager.
- Responsible for reporting occurrences reportable under RIDDOR 1995 to the Health and Safety Executive (HSE).
- Direct the investigation of accidents and incidents and orchestrate appropriate action to prevent reoccurrence.

- In conjunction with Kier Facilities Management (KIER FM) ensure fire precaution arrangements are adequate and well maintained.
- In conjunction with Kier Facilities Management take all reasonable measures to ensure 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.
- 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 have removed/reduced the risks.

#### **B5 KIER FM Responsibilities**

- The safe daily operation of the school, including, fire prevention and signage, grounds, security and CCTV cameras together with the security of recorded images.
- Provide appropriate report to the head teacher and designated health and safety officer following regular health and safety inspection and remedial action(s) being taken.
- General maintenance and upkeep of the buildings and contents.
- Joint Health & Safety Policy statement between Thamesview School, KCC LEP Company1 Ltd in partnership with Kier FM, 'Fire Precautions Log Book'. See Appendix B

#### **B6 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 Healthy and Safety Officer, Headteacher or their line manager.
- To report all accidents, for students or themselves to the Health and Safety Officer.

#### **B7 Area Education Officers (AEO), Kent County Council**

- 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 and Young Person's Services
- The AEO will raise specific health and safety issues with the health and safety unit.

#### **B8 Capital & Premises Development**

- KIER FM and the school's Health & Safety Officer have responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

#### **B9 Property and Infrastructure Support**

- The Business Manager 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) for Vocational, MFL buildings and the school house are properly dealt with, (if necessary, by taking premises or fixed equipment out of use)
- KIER FM will ensure that property matters for which the PFI has a statutory responsibility (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) of BSF buildings are properly dealt with (if necessary, by taking premises or fixed equipment out of use).
- The Headteacher is responsible for liaising with KCC property and infrastructure support, KIER FM and/or the building consultants and/or with contractors, to resolve property maintenance issues.

### **B10 Consultation with Employees**

Health and Safety is a standing item on the Senior Leadership Team weekly meeting and communicated to staff accordingly

It is a legal requirement to consult with employees on health and safety issues.

A Safety Committee will be formed where formal consultation with employees is deemed necessary.

Individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

### **B11 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 on the STAFF ROOM noticeboard
- 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.

### **B12 Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Headteacher.
- Training will be identified, arranged and monitored by the Headteacher.
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be accessible for audit purposes from iHasco online for certain elements, these can be accessed by the Business Manager.
- Other training records are uploaded onto each staff members SIMs record and can be accessed by the HR team.

### **B13 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 by KIER FM and relevant areas reported to the Business Manager accordingly
- The Health and Safety Officer is responsible for investigating accidents although the accountability lies with the Headteacher.
- The Health and Safety Officer is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.



## Section C – ARRANGEMENTS

### C1 School Activities

- The Headteacher will ensure that risk assessments are undertaken. *See Appendix B*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person.
- The Headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks.
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

#### Curriculum Safety Risk Assessments:

Art

Drama

Evening Performances

- Christmas concert
- Talent Show
- Awards Evening

Design and Technology

Food Technology

Library

PE

- Lessons
- Equipment

Science

Vocational

- Hairdressing

Work Experience

### C2 Visitors

- All visitors are required to complete the “COVID Visitor /Contractor Protocol” form, page1 prior to the visit, page 2 on the day of the visit, these will be retained by the Facilities Assistant.
- 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/out and identity badges will be provided, and noting registration numbers as appropriate.
- All visitors shall be made aware of the school’s fire arrangements in the event of a fire by the host staff member.
- Kier helpdesk will complete the “COVID Visitor /Contractor Protocol” form, page1 prior to the visit, page 2 will be completed by the Kier Site Manager on the day of the visit and retained accordingly.
- Contractors must report to KIER FM and sign the KIER FM ‘Contractor Health and Safety Requirements’ documentation before carrying out any alterations to the fabric of the school buildings. Further details on Health & Safety & Security Requirements for Contractors are available from Kier FM.

### C3 Fire and Emergency Procedures

- Kier FM are responsible for ensuring a fire risk assessment is carried out every 2yrs on all School buildings with reports provided to the Business Manager for the MFL and Vocational buildings.
- Kier Site Manager carries out weekly fire checks of the main School building.
- **Facilities Assistant carries out weekly fire checks on the MFL and Vocational buildings.**
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- The Fire Alarm may be raised by pushing any call point break glass.
- 'Action to be taken in Case of Fire' forms part of the joint Thamesview School/KIER FM Fire Precautions Log Book which can be found on sharepoint.
- All staff are required to familiarize themselves with the arrangements in place for dealing with an emergency in all parts of the school in which they work or visit.
- Staff should also ensure all students are fully aware of the evacuation signal and what is required of them in the event of an emergency.
- Emergency evacuation will be practiced **three times a year** and a record will be kept by **KFM site manager in the fire log book.**
- Kent Fire and Rescue will be contacted by **KFM 24 hour central monitoring station.**
- Regular testing of fire alarms will occur **weekly at 6.30am every Thursday & be carried out by KFM.**
- The fire log book will be kept by **KFM site manager and kept in the KFM site office at Thamesview**

### 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.
- Location and maximum levels of hazardous chemicals held by Thamesview School are listed in the joint School/ KIER FM Fire Precautions Log Book. *See Appendix B*
- Safety Data Sheets ('Hazard sheets') for Chemicals and flammable substances will be kept by KIER FM, Innovations Design & Technology Technician & Head of Science and Technology.
- Name of responsible person for fire safety: Kier Facilities Management

### C5 Maintenance of Fire Precautions:

KIER FM 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
6. A 'Fire Risk Assessment' is carried out biannually by KIER FM through their contractor Tenos.

## **C6 Bomb Alerts**

Bomb alerts 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.
- Guidance on bombs/suspicious devices or packages *See Appendix B*

## **C7 First Aid Arrangements**

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.
- A list of first aid officer locations and contact details can be viewed in **appendix A**
- The Headteacher will ensure that there are an appropriate number of first aid boxes, with HSE 'Basic advice on first aid at work' instructions.
- See **appendix A** for Locations of first aid boxes.
- A defibrillator is located in the Main School Medical room.
- All accidents and near misses must be reported immediately to the Health & Safety Officer or the Headteacher who will investigate all incidents and near misses.
- If the First Aider or Headteacher consider it necessary, the injured person will be sent to Hospital (normally by ambulance). Parents and/or guardians will also be informed.
- As Thamesview is a Foundation School we are not able to register accidents/incidents on the KCC online reporting system and are not required to submit any reports to KCC.
- The school will follow KCC's procedure for completion of incident / accident records using KCC template HS157 (April 2016) and reports made to the Governors, as necessary.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school. HSE contact details: Incident Contact Centre [www.hse.gov.uk](http://www.hse.gov.uk) T: 0845 309923

## **C8 Administration of Medicines/Medical Treatment /Walking with support**

- Students are not allowed to bring any medicine onto the school premises unless a prior arrangement has been agreed between the parent/career and the school.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance. No medicine will be given to a student without prior consent by the parent/career.
- The schools admission pack will include the Medication Consent form & Health Care Plan.
- Both the above documents are available in electronic format on Thamesview website.
- Once parents submit completed forms, these will be electronically transferred to the relevant year group Welfare Support Manager (WSM).
- The WSM will print and review the form prior to obtaining approval from the Health & Safety Manager.
- Following the above, the WSM will inform the parent whether the student can bring in the required medication.
- WSMs are to provide copies of the signed forms to be held centrally in the School office (reference for first aid purpose only).
- Medication is stored in the secure cupboard/fridge in the medical room (house 5). The key for this is kept in the School office.
- WSM's will collect the medication on behalf of the student as and when required and return to the medication cupboard/fridge.
- Administration of medication will be followed as advised on the consent form.
- Where staff are required to administer medication, gloves should be worn.

- Medication will only be administered for the period of time stated on the consent form. Parents are responsible for completing a further form should an extension to the original period be required.
- Gloves and full PPE (as required) are to be used when giving treatment to avoid possibility of staff contracting infectious diseases.
- A risk assessment will be completed by line managers for staff and by the Welfare Support Managers for students in respect of a temporary disability e.g. walking with support due to broken bone *see Appendix B*.

### **C9 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). Staff will have access to this facility via iHasco online training.
- The KCC guidance on interactive whiteboards will be followed. *See Section E*

### **C10 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.

### **C11 Safe Handling and Use of Cleaning Substances**

- Kier Facilities Management are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Kier Facilities Management will be responsible for undertaking COSHH assessments.
- Kier Facilities Management will be responsible for checking that all new cleaning substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis by Kier Facilities Management or when the work activity changes, whichever is the soonest.

### **C12 Inspection of Premises, Plant and Equipment**

- The Schools Facility Management Company Kier FM will arrange for regular visual inspections of the premises and equipment each month and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may also be undertaken by a combination of class teachers, caretaking staff and the Headteacher/deputy head.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

### **C13 Control of Dust and Fumes**

- All practical equipment will be installed and used as recommended by the manufacturer.
- The Facilities Assistant will arrange regular inspection of dust extraction within the Vocational Centre.
- Kier FM will arrange for regular inspection of all other fixed fume extraction systems at least every 14 months as per COSHH regulations.
- The schools senior laboratory technician is responsible for regular inspections of the mobile fume cupboards and reporting any concerns to Kier FM.
- Kier FM are responsible for arranging annual inspections of the mobile fume cupboards
- Work in laboratories leading to the production of fumes should only be undertaken within the recommendations of the CLEAPPS documents: "L196: Managing Risk Assessments in Science" and "PS25: Model Risk Assessments for Laboratory Technician Activities"

### **C14 Asbestos Management**

There is no known asbestos in any part of the school buildings.

### **C15 Legionella Management**

The site management company Kier FM 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 program.

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

### **C16 Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and are required to report any damaged electrical apparatus or wiring to Kier FM. Staff must not attempt any repairs.

### **C17 Housekeeping**

#### **(a) Cleanliness**

The school buildings, grounds and external areas will be cleaned by Kier FM supplemented as necessary by students/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the catering contractor as specified in the appropriate contract.

All employees are responsible for his/her workplace and the general cleanliness of the school.

#### **(b) Waste Disposal**

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a refuse service contractor.

Large amounts of Hazardous Waste such as sanitary towels, disposable nappies, incontinence pads and chemicals used in laboratories, or for cleaning etc., will be removed by a specialist contractor who will require a sign 'Duty of Care' consignment note to state that the waste will be disposed of in a properly managed way. *See Section E*

Kent Commercial Services can be asked for a quotation to remove substances (01622 605424), or, in the case of chemicals, contact *The Schools Science Service CLEAPSS* on 01895 251496 or e-mail [science@cleapss.org.uk](mailto:science@cleapss.org.uk) for advice.

**(c) Stacking and Storage**

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

**(d) Pedestrian Routes**

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

**(e) Teaching areas**

Teachers will be alert on a daily basis to the following and will report any hazards by emailing a completed Kier FM Helpdesk Report/Request form to: [t.maintenance@thamesview.kent.sch.uk](mailto:t.maintenance@thamesview.kent.sch.uk). Teachers have a responsibility to:

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

Kettles are not allowed in teaching areas with the exception of Food Technology.

**(f) General maintenance**

General maintenance and upkeep concerns of the buildings and contents are to be reported to Kier FM using the Helpdesk/Incident Report form. See Appendix B

**C18 External Access**

All access roads into and around the school building must be kept clear for emergency vehicles. The vehicle access gate must not be used for pedestrian access.

For events held outside of normal school hours (0700-19.00 Monday to Friday term time) access arrangements should be made in advance with Kier FM.

**C19 Home Visits/Lone Working**

Home visits must follow the Thamesview School Home Visits Protocols and Procedures. See Appendix B. Lone Working guidance is available from KCC H&S Unit. See Section E

**C20 Moving and Handling**

Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people.

No PD student should be moved other than by those who have attended the appropriate training.

Manual handling guidance is available from KCC H&S Unit *see section E*, the Health & Safety Executive <http://www.hse.gov.uk/pubns/manlinde.htm> and Sharepoint (A brief guide to Manual Handling). *See Appendix B*

### **C21 Outside Play Equipment**

- Supervising staff will check external play equipment for any apparent defects or animal contaminants before use, and report to Facilities Assistant accordingly.
- The equipment will be checked each term by the Innovations Design Technology Technician for any apparent defects and reported to the Facilities Assistant.
- A safety check will be carried out annually by a sports equipment service specialist. The Facilities Assistant will report outcomes to the Business Manager who will agree the necessary actions with the PE Subject Leader.

#### **Sports Hall PE Equipment**

- PE staff will report any apparent defects to the Facilities Assistant. The Innovations Design Technology Technician will check equipment each term for any defects and report to the Facilities Assistant.
- A safety check will be carried out by a sports equipment service specialist annually. The Facilities Assistant will report outcomes to the Business Manager who will agree the necessary actions with the PE Subject Leader.

### **C22 Mini-Bus**

All minibus drivers should receive training by the KCC Road Safety Unit. The minibus is to be used in line with the Minibus Policy. *See Appendix B*

### **C23 Bank Runs**

Cash management specialists Loomis collect cash weekly. Any additional banking requirements are made in agreement with the Finance Manager. Lone Working guidance is available from KCC H&S Unit *See Section E*

### **C24 Physical Education and Games**

Activities will be conducted within the recommendations of Association for Physical Education. *See Section F*

### **C25 Science**

- Procedures recommended by CLEAPPS will be followed in line with Model Science Health & Safety Policy L223. *See Section F*
- When science laboratory experiments are being carried out appropriate footwear and attire e.g. goggles, lab coats etc. must be worn at all times by both staff & students.
- For Gas & Electricity knock off buttons *See Appendix C*

### **C26 Design and Technology and Vocational Studies**

- Procedures recommended by CLEAPPS will be followed. *See Section F*
- For Gas & Electricity knock off buttons *See Appendix C*

### **C27 Electrical Plant and Equipment**

- Annual portable appliance testing (PAT) will be undertaken by the Innovations Design & Technology Technician for all equipment within the Vocational Centre and the back part of the MFL building.

- Kier FM undertake portable appliance testing within the main School building and the front part of the MFL building, they are responsible for retaining this record.
- Under no circumstances should staff bring in and use electrical appliances from home without prior authorisation from the Facilities Assistant and an appropriate test.
- Further information from Health & Safety Executive 'Electrical safety and You' leaflet. See section F
- The Facilities Assistant will arrange for major fixed wiring circuits in the Vocational Centre and back part of MFL to be checked periodically for KCC as Landlord, every 5 years.
- Kier FM will arrange for the major fixed wiring circuit in the Main School and front part of MFL to be checked periodically on behalf of the Shared Partnership Venture (SPV) Landlord every 5 years.
- No machinery may be used unless appropriate training or refresher training has been satisfactorily completed.

#### **C28 Footwear**

- Whilst safety footwear may not be appropriate for a school environment staff are encouraged to wear sensible footwear, as recommended in the 'Thamesview Dress Code'. See appendix B
- When experiments are being carried out in science laboratory appropriate footwear and attire e.g. goggles, lab coats etc. must be worn at all times.

#### **C29 Personal Protective Equipment**

- No machinery may be used by employees or students without the correct PPE being worn.
- When issued to employees or students they will be instructed in the use of, care and maintenance and any limitations of such equipment.
- When PPE is issued/ to employees or students, it is mandatory that it is worn and/or used correctly at all times.
- Any defects or damage to PPE must be reported immediately.
- Respiratory equipment must not be used if a safe fit cannot be achieved around the face or if, when tested a seal is not obtained.
- When respiratory protection fitted with a canister is used, care should be taken to ensure that it is within both its storage and usage date.

#### **C30 Off Site Activities**

Approval must be gained for all offsite visits by completion of the Thamesview School approval forms (available from the Educational Visits Coordinator) which must be authorised by the Headteacher.

On visits away from Thamesview School the teacher-in-charge of the group(s) will be responsible for implementing either the venue's Health & Safety Policy or the school's Health & Safety Policy, as appropriate.



## SECTION D APPENDICES

### Appendix A

#### Location of First Aid Boxes

##### **Main School**

Office plus School trip bags  
House 5 Medical Room  
House 5 Food Tech Room Rm 50.101 - One in each store room  
House 5 Inclusion Room Rm 51.202 -  
House 5 Food Technology Rm 50.101(2 boxes)  
Discovery Science Prep Rm 40.101  
Discovery NASA office Rm 41.201  
Endeavour IT office Rm31.201  
All Welfare Support Manager offices in each community

##### **MFL Building**

Alternative Provision - Rm 44

##### **Vocational Building**

Welfare Support Managers office upstairs  
Car mechanics workshop  
Woodwork workshop  
Office V1

#### A poster with a list of first aid officers and contact details can be found

##### **Main School**

Reception office  
Each main School Community office  
House 5 Inclusion Rm 51.202  
Discovery NASA office Rm41.201  
Endeavour IT office Rm31.201  
Challenger Directors office Rm21.201  
House 5 PD Office Rm50.502  
House 5 Food Technology Rm 50.101

##### **MFL Building**

MFL office Rm48  
Alternative provision Rm44

##### **Vocational Building**

Welfare Support Manager's office upstairs  
PE Changing Rooms -V7 & V8  
Office V1 downstairs  
Carpentry & Bricklaying workshops

## **Appendix B - Thamesview School References**

All the below documents are available on Sharepoint (access via school website, select staff then Sharepoint), at the Office 365 screen enter user name e.g. [t.brown963@thamesview.kent.sch.uk](mailto:t.brown963@thamesview.kent.sch.uk). If accessing from home an authentication screen will require your normal username and password)

- A Brief Guide to Manual Handling
- Bombs/suspicious devices or package
- Dress Code (via staff handbook)
- Helpdesk/Incident Report form (Kier FM)
- Home Visits Protocols and Procedures
- Fire Precautions Log Book (School and Kier FM)
- Minibus Policy
- Procedure for walking with support
- Risk assessment TVS pro-forma and examples
- Staff Handbook

## Appendix C - Gas & Electric Red Emergency Knock Off Buttons

On entering the room can be found:

### Enterprise - school 1

#### Kinaesthetic Area Rooms:

10.103	<b>Gas</b>	EP 4 Right hand side
11.104		EP 14 Right hand side

### Challenger - school 2

#### Science Pod 2 Room 20.101

<b>Gas</b>	Left hand side behind main door Left hand side at rear, next to sink
<b>Electric</b>	Right hand side of main door Right hand side on pillar ducting Right hand side of fire exit doors at rear Left hand side bench & on ducting towards rear

#### Kinaesthetic Area Room 20.105

<b>Gas</b>	C 3 Right hand side C 15 Right hand side
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### Endeavour - school 3

#### Kinaesthetic Area Room 30.105

<b>Gas</b>	EV 3 Left hand Side EV 15 Left hand side
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### Discovery- school 4

#### Science Pod 1 Room 40.101

<b>Gas</b>	Left hand side behind main door Left hand side bench towards rear Right hand side at rear by prep room door In prep room by door
NB40.102	
<b>Electric</b>	Right hand side of main door Right hand side bench towards rear Left hand side main door by bench Left hand side bench towards rear

#### Kinaesthetic Area

40.104	<b>Gas</b>	D 3 Left hand side
41.105		D 15 Left hand side

## **School 5**

### **Food Technology Room 50.101**

#### **Gas**

Left hand side of main door

Left hand side by bench sink

Left hand side back door

#### **Electric**

left hand side near white board

Left hand side of bench sink

Left hand side island benches 1 & 2

Left hand side at rear by window

Right hand side back door

Right hand side island benches 1,2 & 3

## Section E

### ON-LINE INFORMATION from Kelsi (Kent Education Learning & Skill Information)

#### **COSHH Risk Assessments on Kelsi**

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

#### **Emergency Planning Guidelines for Kent Schools**

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

#### **Fire Policy and other linked Documents**

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

#### **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>

#### **Health and Safety of Pupils on Educational Visits**

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

#### **Incident/Accident Reporting**

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

#### **Inspection Proforma on Kelsi**

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

#### **Interactive Whiteboard**

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

#### **KCC Health and Safety Unit Topic Access**

<http://www.kelsi.org.uk/school-management/day-to-day-administration/health-safety.aspx>

#### **List of Hazardous Substances on the Premises**

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

#### **Lone Working**

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

## SECTION F - 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 3P

### **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

### **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)

**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

### **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

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

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

**Tel:** 02089 958503

**Location:** PO Box 3087, London W4 4ZP

### **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 1X

### **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

### **KCC Property Service Desk.**

**Tel:** 24 hours, 7 days per week: 03000 417878  
Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### **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 1

## **HEALTH AND SAFETY POLICY**

This policy was agreed and adopted by the Head Teacher & Business Manager on 3<sup>rd</sup> December 2020

Signed: *G. Rorke* (Headteacher)

Signed: *L. Singleton* (Business Manager)

The policy will be formally reviewed in: November 2021

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