



THAMESVIEW SCHOOL

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

Health and Safety Policy

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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 at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT
Of

Thamesview School

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

Chair of Governors

Date:

Date:

This policy is due to be renewed in date

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;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections 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. 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

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).

- The governing body will promote a strategic overview for health and safety.
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body will make adequate provision for maintenance of the school premises and equipment, within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

B4 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.
- 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.
- 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, student accidents to the Reception Administrator, all others 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 / KIER FM

- 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) of Vocational, EBL buildings and the school house are properly dealt with, (if necessary, by taking premises or fixed equipment out of use) and 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

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 the Senior Leadership Team weekly meeting and communicated to staff accordingly.

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:

Location of Poster: Staff Room

- 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 and the governing body.
- 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 and will be kept up to date.

The person responsible for holding the training records is: HR Manager
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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 shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire by the host staff member.
- 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

The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.

- 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 the staffroom Health & Safety notice board or in the Thamesview Staff Handbook. See Appendix B

- 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:

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
Name of tester: Kier Facilities Management

- 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:

The Headteacher in conjunction with 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 aiders and contact details can be found:

Main School Reception Office
 Vocational Main Office
 EBL Entrance
 Each School Community Office
 Staff Room
 NASA
 IT Office
 Directors Office
 PD Office
 Food Technology Room
 Science Lab Prep Room
 Portacabin Cafe

- The first aid boxes are located at: See attached **appendix A**
- A defibrillator is located: in the medical room
- A first aid risk assessment will be carried out by the Headteacher to determine
- 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.

- The school will follow the procedure for completion of incident / accident records. HS157 HS160, F2508 and a report made to the Governors, as necessary. For reportable staff accidents, copies of forms HS157, F2508 and the results of an investigation to prevent reoccurrence should also be forwarded to KCC H&S Unit. For significant student accidents, copies of all forms should be sent to the KCC H&S Unit.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book. Minor student accidents e.g. grazing with a short recovery time are recorded in the school's local accident book.
- 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
 T: 0845 309923

C8 Administration of Medicines/Medical Treatment /Walking with support

- 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.
- Students are not allowed to bring any medicine onto the school premises unless a prior arrangement has been signed between the parent/career and the school. The student is responsible for handing the medicine to the Schools designated first aider and locking away during the school day. Students are responsible for taking their own medicine and dosage.
- Gloves 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).

- 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 Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See section E*
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

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, governors, 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.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C13 Control of Dust and Fumes

All practical equipment will be installed and used as recommended by the manufacturer. The Business Manager 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 will be responsible for regular inspections for 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 programme.

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.

Kier Facilities Management help desk:
Telephone Number: 01474 325032

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 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. 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 Kier FM/Business Manager accordingly.

The equipment will be checked each term by the Innovations Design Technology Technician for any apparent defects and reported to the Business Manager. A safety check will be carried out annually by a sports equipment service specialist. The Business Manager will report outcomes to the Head Teacher and PE Subject Leader and agree the necessary actions.

Sports Hall PE Equipment

PE staff will report any apparent defects to the Business Manager. The Innovations Design Technology Technician will check equipment each term for any defects and report to the Business Manager.

A safety check will be carried out by a sports equipment service specialist annually. The Business Manager will report outcomes to the Head Teacher and PE Subject Leader and agree the necessary actions.

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 Business 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 will be undertaken by the Innovations Design & Technology Technician for all equipment within the Vocational Centre and the back part of the EBL building. Kier FM undertake portable appliance testing within the main School building and the front part of the EBL 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 Business Manager and an appropriate test. Further information from Health & Safety Executive 'Electrical safety and You' leaflet. See section F

The Business Manager will arrange for major fixed wiring circuits in the Vocational Centre and back part of EBL 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 EBL 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 Office

Main Office
 Medical Room
 School trip bags

Discovery Community

Science Prep Room Rm 40.101

MFL Block

Isolation Room - Rm 44
 Main office

Food Tech Room Rm 50.101

One in each store room

Staff Room Rm 51.202

In pigeonhole area

Vocational Centre

Car mechanics workshop
 Woodwork workshop
 Vocational Main Office

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. 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	Gas	EP 4 Right hand side
11.104		EP 14 Right hand side

Challenger - school 2

Science Pod 2 Room 20.101

Gas	Left hand side behind main door Left hand side at rear, next to sink
Electric	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

Gas	C 3 Right hand side C 15 Right hand side
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Endeavour - school 3

Kinaesthetic Area Room 30.105

Gas	EV 3 Left hand Side EV 15 Left hand side
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Discovery- school 4

Science Pod 1

Room 40.101

Gas	Left hand side behind main door Left hand side bench towards rear Right hand side at rear by prep room door
NB40.102	In prep room by door
Electric	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	Gas	D 3 Left hand side
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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

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. E-mail: 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 Website: 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

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

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

Staff Care Services

Occupational Health, Mediation Services and Support Line. **Tel:** 03000 411411 Email:

occupational.health@kent.gov.uk Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

Website: www.kent.gov.uk/property

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

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

HEALTH AND SAFETY POLICY

This policy was agreed and adopted at a Governors' Meeting held on

_____ (date)

Signed: _____ (Governor)

Signed: _____ (Headteacher)

The policy will be formally reviewed in _____ (date)
