



HEALTH AND SAFETY POLICY

This Policy was approved at a meeting of the Full Governing Body on 24th November 2025

Chair of Governors: Mr J Howes
Headteacher: Ms Y Nunn
Health & Safety Governor: Mrs N Pinkcombe

Signed 

Chair of Governors

Signed 

Headteacher

Review Date: Autumn 2026

Section A: Health and Safety Policy Statement

Section B: Organisation:

- B1: Employer Responsibilities
- B2: Headteacher Responsibilities
- B3: School Business Manager Responsibilities
- B4: Site Manager Responsibilities
- B5: Governors' Responsibilities
- B6: Staff Responsibilities
- B7: Capital and Premises Development
- B8: Property and Infrastructure Support
- B9: Safety Representatives
- 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: Information Technology (IT)
- C9: Legal Requirements for Premises
- C10: Safe Handling and Use of Substances
- C11: Inspection of Premises, Plant and Equipment
- C12: Asbestos Management
- C13: Legionella Management
- C14: List of Risk Assessments, Policies and Procedures to complement this Policy

Section D: On-Line Appendices and References:

- Annex 1: Emergency Planning for Kent Schools
- Annex 2: Guidance on First Aid for Schools – A Good Practice Guide
- Annex 3: Incident / Accident Reporting
- Annex 4: COSHH Risk Assessments on Kent Trust Web
- Annex 5: Inspection Proforma on Kent Trust Web
- Annex 6: Fire Policy and other linked Documents
- Annex 7: Heating Oil Storage and Management Checklist
- Annex 8: Asbestos Policy and Docubox Contents
- Annex 9: List of Hazardous Substances on the Premises
- Annex 10: Health and Safety of Pupils on Educational Visits

Section E1: Useful Contacts

Section A

Health and Safety at Work Act 1974

**HEALTH AND SAFETY POLICY STATEMENT
of**

Hampton Primary School

Statement of Intent:

The Academy Trust and Governing Board 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

The Academy Trust of Hampton Primary School 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 (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with the DfE/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 and safe room 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 Board 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 accountability remains with the Headteacher.

B3 – School Business Manager Responsibilities

- Responsibilities as delegated by the Headteacher
- To carry out internal Health & Safety check annually with the Headteacher and ensure that any items raised are acted upon.
- Internal Health & Safety checks twice termly with the Site Manager and ensure that any items raised are acted upon.
- To monitor and review log of H&S incidents.
- Complete Risk Assessments and Safe Schemes of Work as required.
- Attend school Health and Safety Committee meetings.

B4 – Site Manager Responsibilities

- Check site and H&S log regularly for any potential Health and Safety issues. Take corrective action where necessary.
- Carry out daily visual checks, and twice termly Health & Safety checks with the SBM.
- Keep accurate records for Fire safety checks as per OCC Fire Safety Folder.
- Keep accurate records of Water safety checks.
- Keep accurate records for contractors i.e. RAMS, insurance, DBS clearance, code of conduct and signed asbestos register.
- Ensuring properly specified agreements are maintained for annual/periodic service inspections of mechanical, gas and electrical fittings including lifts and hoists.
- Complete/review Risk Assessments as required and take any corrective actions where necessary.
- Management of CCTV system.
- Manage the holding and issuing of keys.
- Attend school Health and Safety Committee meetings.
- Undertake any other site related Health and Safety work as required.

B5 – Governors' Responsibilities

- Responsibility for the health and safety of pupils lies with the Academy Trust as the employer of school staff and owner of school premises.
- The Academy Trust and Governing Board will promote a strategic overview for health and safety.
- The Academy Trust and Governing Board 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 Academy Trust and Governing Board will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Classcare' scheme or within the school's delegated budget.
- The Academy Trust and Governing Board will support and monitor health and safety within the school.
- The Academy Trust and Governing Board will appoint a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: John Cox

B6 – Staff Responsibilities

- Staff 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.
- Staff will co-operate with their employer on health and safety matters.
- Staff will not interfere with anything provided to safeguard their health and safety or that of others.
- Staff have a duty to report all health and safety concerns and these must be logged either on-line via Whole School Team/Health & Safety Raise Ticket or in the book outside the Site Manager's room. Issues of an urgent nature must be raised with the Site Manager or a member of the SLT immediately.

B7 –Capital & Premises Development

The Headteacher 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.

B8 – Property and Infrastructure Support

The Site Manager will ensure that property matters for which the school 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 Site Manager is responsible for liaising with the DfE/KCC property and infrastructure support, and/or the building consultants and/or with contractors, to resolve property maintenance issues.

B9 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee meetings as a representative of your employees.

Name of Employee Representative: Jacque Evans (Office Manager)

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 all staff meeting agendas.

Health & Safety issues are logged online or manually in the book outside Site Manager's room

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 & Safety at Work Poster can be found in the Staffroom and Kitchen

- 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 or other delegated key members of staff.
- Training will be identified, arranged and monitored by the Headteacher, Academy Trust and Health & Safety Governor.
- Staff are also responsible for completing statutory training and drawing to the attention of the Headteacher any other 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: SBM / SLT / Line Managers / DSL

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 three times a year by the Site Manager and Health & Safety Governor.
- The School Business Manager is responsible for investigating accidents although the accountability lies with the Headteacher.
- The School Business Manager 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 annex 10*
- The significant findings of all risk assessments will be reported to the Health & Safety Governor 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, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments: DHT (EVC) / SBM / SLT / Year Group Leaders

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where there are appropriate arrangements for signing in and out and identity badges are provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 6
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: SLT/OM/SM

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

A record will be kept by: Site Manager

Kent Fire and Rescue will be contacted by Office Staff

- Regular testing of fire alarms will occur weekly.

Name of tester: Site Manager

The Fire Log Book will be kept by: Site Manager

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. *See annex 9.*

Name of Responsible Person for Fire Safety: SLT / Site Manager

C5: Maintenance of Fire Precautions:

The Site Manager will ensure regular maintenance of:

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

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's Emergency Response Plan.

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

C7: First Aid Arrangements

The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school. It is the school's policy that all support staff (unless exceptional circumstances) are trained in First Aid, along with a selection of teaching staff.

A list of first aiders and contact details can be found at First Aid points (points listed below).

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

The first aid boxes are located at: Medical Room, Reception Classrooms, Year 2 area, Year 3/4 area, Year 6 area, large hall, Hampton Hub (Woodlands).

The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*

All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

HSE Contact Details: International House, Dover Place, Ashford, Kent, TN23 1HU
www.hse.gov.uk

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Technology

- The 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.

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 Site Manager 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 annex 5*
- The Headteacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The Health & Safety Governor will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, Governors, caretaking staff and the Headteacher/DHTs.
- 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. Asbestos has been identified in the roof verge over the entrance to the building and remains undisturbed and monitored.

C12: Asbestos Management

An asbestos docubox, including asbestos survey, will be kept at reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The Headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

The Site Manager 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. The Site Manager and School Business Manager are trained in Legionella Awareness.

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

- Blind Cords/Loops Risk Assessment
- Display Screen Equipment (DSE) Risk Assessment
- Emergency Response Plan
- Fire Risk Assessment
- Internet Access Policy
- Legionella Risk Assessment
- Lone working Risk Assessment
- Off-site visits Policy
- Outside Play Equipment Risk Assessment
- Pedestrian and vehicle movement Risk Assessment
- Safeguarding and Child Protection Policy
- Safeguarding Procedures
- School Events Risk Assessments
- Site Management Risk Assessments
- Stress management Policy
- Substance Abuse/Misuse Policy
- Working at height Risk Assessment

SECTION D – ON-LINE ANNEXES AND REFERENCES Annex

1: Emergency Planning Guidelines for Kent Schools

(Assistance with this document can be found on Kent Trust Web)

<https://www.kelsi.org.uk/school-management/maintenance-and-operations>

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide

<https://www.gov.uk/government/publications/first-aid-in-schools>

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 Kent Trust Web <https://www.kelsi.org.uk/school-management/health-and-safety>

Annex 5: Inspection Proforma on Kent Trust Web <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

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

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

Annex 6: Fire Policy and other linked Documents <https://www.kelsi.org.uk/school-management/health-and-safety>

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

<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>

<https://www.kelsi.org.uk/news-and-events/news/primary/oil-storage-are-you-compliant>

Annex 8: Asbestos Policy and Docubox Contents <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

<https://www.kelsi.org.uk/news-and-events/news/primary/updated-asbestos-policy>

Annex 9: List of Hazardous Substances on the Premises <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

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

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

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

E1: Useful Contacts

KCC Health & 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 3PS

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 1XQ

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

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

Bill Ogden	Operational Services Manager	Tel: 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	Tel: 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	Tel: 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	Tel: 07710 339764
*Steve Mercer	Building Contracts Manager (West Kent)	Tel: 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	Tel: 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	Tel: 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. E-mail: 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 Website: 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: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

