

Elham Church of England Primary School

Creating lifelong learners guided by God's teaching.

Health & Safety Policy

March 2026



Our School Vision

At Elham, we believe that every child is a unique gift from God, with their own potential to flourish and grow. Guided by Christian faith and love, our school is a nurturing community where all are welcomed, valued, and inspired to aim high, act with compassion, and live with integrity. We instill a deep sense of **faith**, hope, and purpose, encouraging our pupils to act with **empathy** and serve others with love.

We are committed to **achievement for all**, ensuring that every child—regardless of background or starting point—is supported and challenged to thrive. We are guided by a belief in encouraging children to dream boldly and persevere with purpose. Learning is our purpose and commitment.

We are a **community**, deeply rooted in our rural location and influenced strongly by our local parish. We are here for our children and their families, and we recognise the central role we play as a part of our village.

We celebrate ambition and through a rich and inclusive curriculum, we help our children grow into confident, kind, and thoughtful individuals who make a positive difference in the world.

Our Narrative

New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

5 Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" **6** He was testing Philip, for he already knew what he was going to do.

7 Philip replied, "Even if we worked for months, we wouldn't have enough money^[a] to feed them!" **8** Then Andrew, Simon Peter's brother, spoke up. **9** "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

10 "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) **11** Then Jesus took the loaves, gave thanks to God, and distributed them to the people. Afterwards he did the same with the fish. And they all ate as much as they wanted. **12** After

everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted."

13 So they picked up the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves.

14 When the people saw him^[b] do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"^[c]

Table of Contents:

Section A: Introduction:

- A1: A note to Headteachers
- A2: The law regarding health and safety policies
- A3: Statement of Intent

Section B: Organisation:

- B1: Employer responsibilities
- B2: Headteacher responsibilities
- B3: Governors' responsibilities
- B4: Staff responsibilities
- B5: Site manager responsibilities
- B6: Safety Representatives
- B7: Consultation with employees
- B8: Information, instruction and supervision
- B9: Competency for health and safety tasks and training
- B10: Monitoring

Section C: Arrangements:

- C1: School activities
- C2: Visitors

- C3: Fire and emergency procedures
- C4: Firefighting
- C5: Maintenance of fire precautions
- C6: Bomb/suspect package alerts
- C7: First aid arrangements
- C8: Information communication technology
- C9: Legal requirements for premises
- C10: Safe handling and use of substances
- C11: Inspection of premises, plant and equipment
- C12: Asbestos management
- C13: Legionella management
- C14: Liquid petroleum gas management (LPG)
- C15: Radon management
- C16: Extended Services
- C17: Manual Handling
- C18: Working from height
- C19: Contractors
- C20: Curriculum, Physical Education and Games
- C21: List of risk assessments, policies and procedures to complement this policy
- C22: Risk Register
- C23: Lockdown Protocols and Procedures

Section D: Useful contacts

Elham Church of England Primary School

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with four specific values (faith, achievement, community and empathy) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

Legislation

The Health and Safety at Work Act 1974 (HSWA) is the UK's primary health and safety legislation, requiring employers to ensure the health, safety, and welfare of employees and others, like visitors and the public, as far as reasonably practicable. Key employer duties include providing a safe workplace and equipment, sufficient information and training, and safe systems of work. Employees also have duties to take reasonable care

for their own health and safety and that of others and to cooperate with their employers.

Section 2(3) of the Health and Safety at Work Act 1974 requires employers with five or more employees to create a written **Health and Safety Policy** and to communicate it to all their employees. This written statement must detail the general policy for the health and safety of employees and the specific arrangements in place to implement that policy.

The Management of Health and Safety at Work Regulations 1999 (MHSWR 1999) are a key part of UK workplace safety law, establishing employers' duties to assess risks, identify hazards, implement controls, and ensure effective planning and review of safety measures. They expand on the Health and Safety at Work Act 1974 by detailing requirements for appointing competent persons, providing adequate training and information, establishing emergency procedures, and specifically protecting vulnerable workers like young people and expectant mothers.

The Management of Health and Safety at Work Regulations 1999 (MHSWR) require employers to conduct risk assessments to identify hazards and control risks, with the findings needing to be recorded in a **Risk Register** if the employer has five or more employees. The risk register details significant risks and control measures, serving as a document of compliance and a summary of risks to health and safety.

Section A – Introduction:

A1 – A note to the Headteacher:

Before you devise your school health and safety policy, please read the following information:

1. The Headteacher must keep the policy current to show how health and safety is managed within the school environment.
2. The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated, the responsibility cannot.
3. You should consult with staff and governors when devising the policy, and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. Some schools prefer to devise a short policy and cross reference to other documents held in school.

5. The policy must be signed and dated by the Headteacher and chair of governors, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
6. As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by an HSE Inspector.

A2 – The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & recognised trade unions, and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

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

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation to add specific content, and staff can have adequate time to have an input into the policy contents. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later 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.

A3: 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.

Section B – Organisation

B1: Employer responsibilities

The Governors, as the employer, have a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headteacher and the governors will ensure the overall implementation of this policy.

B2: Headteacher responsibilities

- to ensure this policy is reviewed annually or earlier if there are any changes in circumstances
- to ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately 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 sooner 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 Dioceses 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. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- to ensure that emergency evacuation procedures are in place and tested to ensure validity
- to ensure that adequate first aid provision is available and kept up to date at all times
- to report health and safety issues to the governing body on a regular basis
- to monitor and review all health and safety policies and procedures
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

N.B:Tasks can be delegated to other members of staff but ultimately the responsibility remains with the Headteacher.

B3: Governors' responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both)
- the governing body will promote a strategic overview for health and safety
- the governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises
- the governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere
- the governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Class care' scheme or within the school's delegated budget
- the governing body will support and monitor health and safety within the school
- review and monitor the effectiveness of this policy

- the governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

B4: Staff responsibilities

- to read and fully co-operate with this policy
- must take reasonable care of their own health and safety and that of others who may be affected by their actions
- will co-operate with their employer on health and safety matters
- will not interfere with anything provided to safeguard their health and safety or that of others
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- have a duty to report all health and safety concerns to the Headteacher or their line manager.

B5: Site manager responsibilities

The Site manager holds responsibility for the day-to-day maintenance and other buildings/grounds issues.

They will:

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the senior management team immediately
- ensure that all work under their control is undertaken in a safe manner
- carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm

- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects.

B6: Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

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

B7: Consultation with employees

Consulting employees on health and safety issues is a legal requirement. Formal consultation with employees occurs in a safety committee, 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.

B8: 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 is located in the Staff Room.
- The Headteacher or other delegated key staff members will arrange, undertake, and monitor the supervision of young workers/trainees. The Headteacher will supply adequate information, instruction, and supervision for all staff, pupils, and visitors to ensure their health and safety.

B9: Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake induction training
- training will be identified, arranged and monitored by the Headteacher and the governing body
- staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher
- training records will be easily accessible for audit purposes and will be kept up to date.

B10: 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
- David Christian and Nick Shearman are the governors responsible for investigating accidents, although the accountability remains with the Headteacher
- Sally Lewis is responsible for investigating work-related sickness and absences, although the accountability remains with the Headteacher

The Headteacher is responsible and accountable for acting on the investigation findings to prevent any reoccurrences.

Section C – Arrangements

C1: School activities

- The Headteacher will ensure that risk assessments are undertaken
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person
- The Headteacher or delegated responsible person will check that the implemented actions remain effective and that all risk assessments are reviewed annually or when the work activity changes, whichever is the soonest.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for signing in and out and identity badges will be provided. This is important for reasons of security and fire safety. Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.
- all visitors shall be made aware of the school's fire arrangements in the event of a fire
- all visitors shall be aware of the school's emergency procedures, including evacuation points.

C3: Fire and emergency procedures

The Headteacher/ H&S Lead assess the risk of fire in every area of the School. The school also uses a Fire Log Record book to record procedures such as drills, training and inspections of bells and extinguishers etc.

Using the results of those assessments the Fire Safety Records are updated. This includes a system for calling the Fire Brigade, designates those responsible for liaising with fire service personnel on their arrival, a clear evacuation plan, a plan for putting the School back into operation following an emergency and a process for reviewing the plan after an emergency or after fire drills is in operation.

The fire evacuation procedures to be followed are displayed in every room in the School and, where appropriate, in corridors and other common areas. These procedures are pointed out to visitors, contractors and new staff as soon as they come onto School premises.

Fire drills take place at least three times a year. The H&S Lead records the time taken for evacuation and any comments from staff on how the drill was conducted.

In order to include everyone in the roll call in the event of a fire, all pupils are recorded in class registers and all contractors and visitors to the School are booked in at Reception on arrival. The Office keeps an up to date record of members of staff on site. Staff are required to sign in and out whenever entering or leaving the premises.

The fire alarm system is tested weekly and the results recorded in a log. Any defects that become apparent are rectified immediately. The system is also checked by an approved contractor.

Fire extinguishers and fire blankets are checked by premises staff fortnightly to ensure they are in the right place and have not been tampered with. The annual thorough inspection and maintenance of this equipment is done by a competent contractor.

Fire exits and fire evacuation routes are checked weekly by Fire Wardens to ensure they are not blocked and are usable. Emergency lighting will be monitored by the site managers and staff and faults rectified by an approved contractor.

Members of staff are expected to supervise pupils in evacuating the school premises and will not undertake fire fighting activities.

- The Headteacher is responsible for ensuring that fire risk assessments are undertaken, controls are implemented, and it is reviewed annually and kept up to date
- emergency exits, assembly points and assembly point instructions are identified by safety signs and notices
- instructions to employees are posted at strategic points around the building

C4: Firefighting

- Staff should only use fire extinguishers if trained in operating them safely. If trained, they should only use the extinguisher if they feel confident 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 according to the Control of Substances Hazardous to Health (COSHH) assessment. A list of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of fire equipment

The Headteacher will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes

C6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements. - Emergency Plan 2025

- the Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented
- guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First Aid Arrangements

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in school
- A list of Trained First Aiders in the school can be found in the office and the staff room. The School currently has 12 Paediatric First Aiders.

First aid kits are located outside of the main reception. These kits are checked regularly by staff, but if staff become aware that a kit needs replenishing or that it contains such things as drugs or creams, they should contact the Headteacher immediately.

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

Minor accidents and incidents involving pupils are recorded using the school's accident and reporting triplicate book.

- 1 copy is kept in the book
- 1 copy is given to pupil for parent to see

Records of injuries must be kept:

- date, time, place, personal details, description of injury and action taken. Records of minor accidents must be kept for a minimum of 3 years

More serious accidents to pupils, staff, contractors or visitors to the School are reported immediately to the Headteacher/ H&S Lead.

- The school will follow the procedure for completion of incident/accident records HS157, HS160, F2508
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought; if there is any doubt whether an incident is reportable
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

Accidents

In the event of an accident injuring one or more people, help may be called from colleagues holding a basic first aid certificate or a trained first aider. A list is displayed in the medical room. If the accident is of a more serious nature a member of the Senior Leadership Team should be informed. A decision will then be taken by them, taking into account advice from staff holding first aid certificates, as to whether or not an ambulance should be called. Parents should be contacted as soon as possible. The member of staff who was first on the scene must complete an accident report form with the H & S Lead.

Asthma

- Staff should try and ensure that known asthmatics have their inhalers with them. However, each child should be responsible for their own inhalers.
- A child having an attack should never be left unattended.
- Attacks of asthma often cause panic – staff should stay calm and reassure the child.
- Try to encourage the child to breathe slowly and deeply and to relax.
- If the child does not respond to the inhaler, contact a first aider as soon as possible for assistance.
- If the child does not respond to the inhaler, if the child suffers from a second attack on the same day, their symptoms worsen or they are still experiencing trouble breathing, 999 will be contacted immediately.

Epilepsy

- Staff need to be aware of any epileptic in their care. If a child or adult has a fit, contact the office immediately for assistance.

- During a fit, remove objects away from the person until they have recovered – do NOT attempt to restrict the child.
- As soon as the person is relaxed or ‘floppy’ enough, try to roll them into the recovery position.
- After a fit, allow the person to relax somewhere quiet or even sleep – the medical room would be the best place.
- If a fit is long lasting, i.e. longer than 60-90 seconds, further medical help may be needed.

Administration of medicine

The DfES (now DfE) Guidelines on Supporting Pupils with Medical Needs state that there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role.

There is no statutory responsibility which requires school staff to administer medication to pupils, and it is Elham Church of England Primary School’s policy not to routinely administer antibiotics or pain killers in either tablet or liquid form.

Parents are regularly reminded that if their child needs a dose of medicine whilst at school, either the parent or a named representative must come to school to administer the dose.

For pupils on trips, including residential visits, medicine may be administered in agreement with the member of staff leading the visit. Medication may be needed for an ongoing medical condition or for Hayfever particularly in Summer months. In these instances the parents will complete a form detailing the medication and dosage details that will be kept with the medication.

Illness

If a child is unwell at school, we will make every effort to contact parents/ guardians. Until the parents have been contacted the school will take any action required in the interest of the child. Any reported outbreak of head lice should be reported to school. Parents/guardians will be advised on an appropriate course of action.

Blood and Body Fluid Spillages

To avoid any possibility of infection being spread to others (including HIV, hepatitis B and C). Spillages of vomit, urine and excreta should be cleaned away immediately using a detergent and hot water solution. Disposable paper towels or cloths should be used.

- Qualified First Aiders supporting children with blood or other bodily fluids must always wear gloves to protect themselves and the child.
- Accidents involving blood or the spillage of blood should be cleared up as quickly as possible.

Head injuries and injuries which need monitoring

We will inform parents if their child suffers a knock on the head/ face or an injury which requires monitoring, even if there are no apparent physical symptoms through the accident & reporting slips. Staff administering first aid will need to inform the pupil's teacher/ teaching assistant through the accident & reporting slip. Any pupil with a head injury will be monitored for the rest of the day and teachers/ TA will inform parents of the condition of the pupil when they are collected. In the case of more serious head injuries parents will be contacted and will then be able to make the decision as to whether they would like to come to school and check their child. If an ambulance is deemed necessary a member of the Senior Management Team should be informed. A decision will then be taken by them, taking into account advice from staff holding first aid certificates, as to whether or not an ambulance should be called.

C8: Information Communication Technology

- The Headteacher will ensure that suitable arrangements are in place for the safe 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/iPads/Kindles are used, safe systems of work, including charging and use of trolleys, will be devised and implemented
- 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.

Display Screen Equipment

Definition of a user or operator

- normally use DSE (display screen equipment) for continuous, or near-continuous spells of an hour, or more at a time

- use DSE in this way more or less daily
- are employees who work from home, or at other locations away from their main base

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.

The H&S Lead and Site Managers survey the site once a term looking at structural, health and safety and decorative issues. A prioritised action plan is constructed from the survey, giving priority to any matter that could seriously affect the health and safety of staff, pupils, contractors or visitors.

- The H&S Lead and Site Managers check the condition of lights regularly and replace any that are defective as soon as they are found.
- Staircases are checked once a term by the H&S Lead and Site Managers to ensure treads are not so worn as to be unsafe and that handrails are secure.
- The School's heating system is designed to maintain a reasonable temperature throughout the School. If any part of the system becomes defective or inefficient this is reported to the H&S Lead & Site Managers who ensure that the problem is solved as soon as is reasonably practicable. A competent contractor is employed to maintain the heating system. Boilers are given a thorough examination annually by a competent person and records are kept of these examinations. There are thermometers at intervals round the School for staff to check the temperature. If temperatures consistently fail to remain reasonable (either too high or too low) this is reported.
- Blinds or reflective film are provided in the rooms where sun can increase the temperature to an uncomfortable level. Staff must contact the Site Managers/ H & S Lead if these blinds become defective.
- Windows that are accessible (at shoulder height or below, for example) have safety glass. Windows and skylights are included in the termly site survey, which checks that these all open and close safely and easily.

- The grounds are maintained by a competent contractor using his own equipment. The work is monitored by the H&S Manager/ Site Manager to ensure that it is done safely.
- The toilets provided for pupils and staff are kept clean, well-ventilated and tidy by cleaning staff. They are checked throughout the day. The site managers ensure that there is always an adequate supply of soap and paper towels in all toilets. The School employs cleaners to ensure that a consistently high standard of cleanliness is achieved.
- Standard waste material is cleared from the site at weekly intervals.
- Ventilation systems are included in the termly site survey, which checks that all are operational and clean. Team Leaders check that staff are using ventilation properly to ensure a sufficient supply of fresh air in their work area.
- Outside vehicle and pedestrian traffic routes are kept separate wherever it is reasonably practicable. Vehicle routes and parking areas are clearly marked and the markings are renewed every three years.

Ventilation

Poor ventilation will lead to sleepy pupils, staff with headaches and smelly classrooms. Staff are encouraged to open windows, even a small amount, to provide ventilation. This will also help to dilute germs and smells.

Temperature

The temperature of the building is kept at a “reasonable” level, no matter what the weather. Heating systems are checked and maintained by specialist contractors. Any faults with radiators are reported to the site managers. Radiators have adjustable thermostats that can control the temperature.

Blinds are installed in all classrooms. A soleil sun screen is installed in Peake Class to prevent sunlight overheating the classroom.

Any faults are reported to the Site Managers.

Lighting

Poor lighting causes slips, trips, falls, headaches and eye strain. Faults are reported to the Site Managers and action taken.

Seating

Chairs must be kept in good condition. It is everyone’s responsibility to report faulty chairs. Chairs that have foam exposed must be thrown away. Staff who spend the majority of time seated have chairs which are comfortable and adjustable.

Floors and traffic routes

All areas within the school are checked for torn carpets, worn flooring and dents in the floor. Areas outside are also checked for trip hazards. These are identified through the H&S inspection carried out by the H&S Manager and Site manager. Any action needed is acted upon. If floors are wet, H& S signs must be displayed.

Water, rest and eating facilities

An adequate supply of drinking water is provided for all staff. Supply of water is readily accessible, marked by signs. Children are encouraged to bring water, in sports type containers or to use the water fountains. All members of staff are responsible for keeping the staffroom tidy and clean.

Housekeeping Cleanliness

The school buildings will be cleaned by the cleaning staff. Cleaning associated with the provision of school meals will be undertaken by the catering contractor as specified in the appropriate contract. The surroundings to the buildings will be kept clean and tidy by the Site Managers.

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. Hazardous waste such as sanitary towels, will be removed by a specialist contractor. Other waste will be 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 contractor.

Stacking & 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, pupils or visitors.

Pedestrian Routes

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

Classrooms

Teachers will be alert on a daily basis to the following and will report any hazards. Teachers have a responsibility to:

Check that the 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.

Electrical Safety

All staff are required to report to the school office any damaged electrical equipment or wiring – including portable equipment and permanent wiring. Special consideration shall be given for school plays, etc.

They must not attempt any repairs unless the head teacher is satisfied that they are competent to do so.

Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.

The H&S Lead will arrange for all portable electrical equipment to be checked annually and a record kept in the school office. A contractor is booked to do this. The area property resources manager will arrange, through the property department, for the major wiring circuits and fixed plant (lifts, heaters) to be checked periodically.

The School's electrical installation is tested every five years by a qualified electrician to ensure it complies with BS:7671 1992.

All staff ensure that electrical outlets in their teaching rooms are easily accessible by them so that the power supply can be isolated quickly if this becomes necessary.

All staff check the condition of plugs, cables and insulation on electrical equipment before using it and report any damage to the Deputy/ Site Manager immediately before taking the equipment out of use.

All new work equipment purchased by the School must conform to EU Regulations and Directives, bears the CE mark and is suitable for the purpose for which it is to be used.

Employees only use work equipment that they have been trained to use or that has clear and comprehensible instructions provided with it.

External Access

The children's and parent's access shall be kept clear of vehicles. The access from the road shall be kept clear for emergency vehicles.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Controlling Vehicles on Site

Vehicles and pedestrians are kept apart 'so far as is reasonably practicable'. The school has security gates installed at the main entrance. The main gate is opened via keypad and code that only school staff have access to. All visitors must ring through to the office and speak to a member of staff before they are able to drive in. The pedestrian gate is locked at all times, unless there is an event on school grounds, such as Parent's Evening. On these occasions, the main internal doors will always remain closed and are constantly manned by staff in the office. The internal doors can only be opened via a button which is out-of-reach for children, or via a key-pad in the office which is only accessible to staff. Again, visitors must call through to reception before access is enabled.

Outside Play Equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by Site Managers and staff for any apparent defects, and particularly for contamination by animals. Any damaged or broken equipment must be reported to the Headteacher and Site Manager immediately who will then take appropriate action. Our Site Manager inspects equipment and the playing area regularly.

C10: Safe handling and use of substances

- the Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- the Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments
- the Headteacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments

- the Headteacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- COSHH assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

C11: Inspection of premises, plant and equipment

- the Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme
- all identified maintenance will be implemented
- routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the example checklists
- access to storerooms, boiler rooms, tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards
- Where damaged asbestos is encountered or where damage is suspected, procedures as laid down in the KCC asbestos policy will be followed.

C12: Asbestos management

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they know where the asbestos is within the building. The Headteacher or the designated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify areas where conditions exist that could support legionella bacteria growth and pose a risk to building occupants. The survey will also 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 logbook and de-scaling spray outlets as necessary. This is done monthly by ARA Water Hygiene.

C14: Liquefied Petroleum Gas (LPG) Management

LPG Storage and Management

The Headteacher will ensure that there is a suitable risk assessment and emergency response plan in place to cover all foreseeable incidents relating to the LPG tank and associated pipework.

This will include procedures for:

- Gas leaks or suspected leaks
- Fire or explosion risks
- Damage to the tank, valves, or supply lines
- Incidents occurring during LPG delivery

Appropriate control measures must be implemented, including:

- Ensuring the LPG tank is installed, maintained, and inspected in accordance with relevant safety standards
- Keeping the area around the tank clear of combustible materials and ensuring adequate ventilation
- Restricting access to authorised personnel only
- Providing staff with awareness of LPG hazards and emergency procedures

In the event of a leak or emergency, procedures must include:

- Immediate evacuation of the area
- Isolation of the gas supply where safe to do so
- Contacting emergency services
- Notifying the relevant local authority and regulatory bodies where required

All relevant staff must be made aware of this information.

C15: Radon management

The Headteacher has a duty to safeguard the health and safety of themselves, staff, and pupils so far as reasonably practicable. Radon monitoring will be carried out in accordance with KCC and Health Protection Agency guidance.

C16: Extended Services

Off-site activities

Teachers organising off-site activities carry out a risk assessment as part of the planning process. This Risk Assessment must be with the Headteacher a minimum of 10 days before the trip takes place to ensure that there is adequate time to action all identified risks. Trips which do not provide a risk assessment to the Headteacher before this deadline may be cancelled or postponed. The arrangements for day trips include a check on the first aid and emergency arrangements at the place to be visited, the names and qualifications of staff who will instruct or work with the pupils and ensuring there will be sufficient staff for the trip.

Extended Services including clubs

Adequate health and safety arrangements will be in place for extended services whether this is managed by the school or by an external organisation. Risk Assessments will be carried out for activities that may affect the health and safety of staff, pupils and others. Outside agencies running clubs on site must provide evidence of insurance cover and DBS status. Outside agencies hiring a room are responsible for running checks on all coaches/staff to ensure the safety of pupils.

C17: Manual Handling

Manual handling is defined as the lifting, supporting, pushing or pulling of a load by manual force and is governed by the Manual Handling Operations Regulations 1992 (amended 2002). Activities that come under this heading include lifting and carrying boxes and books, and moving furniture and equipment. In order to comply with the Manual Handling Operations Regulations any manual handling that could cause a risk to health or safety is avoided wherever this is reasonably practicable. The School assesses all the remaining manual handling tasks that could pose a risk to health or safety. All staff whose work includes manual handling are advised in the methods to use and how to operate any equipment that is needed. All staff must accept responsibility for their own safety and assess the risk of any manual handling activity. They must be aware of their own limitations and inform their employer of any circumstances that may alter their ability to perform manual handling tasks. Staff must follow any control measures and care plans required e.g when moving loads to use equipment provided by the school and to move loads safely by following guidelines highlighted in training.

C18: Working from height

All staff in school have a personal responsibility for the Health and Safety of themselves. They must comply with any duty or requirement imposed by the Leadership Team in terms of Health and Safety.

- All members of staff working a height ie putting up displays, must use the step ladders provided.
- All staff must read the HSE leaflet- “Keeping Safe When Working At Height”- see H&S notice board
- Always think of their personal safety and assess the risk from what they propose to do.
- Remember that the school furniture is not designed for you to stand on.
- Report poor maintenance of ladders to the site managers.
- Children must not use the step ladders.
- Step ladders must be kept away from children and stored in teachers’ cupboards. Failure to follow these guidelines could result in injury and would be a breach to the School’s Health and Safety Policy.

C19: Contractors

All contractors are required to comply with all relevant health and safety legislation.

In addition, they must report to the school office as soon as they arrive on site and carry appropriate identification.

The Site Managers and Head Teacher will agree arrangements for liaison and for the contractors’ operations (taking advice from the Kent property services as necessary).

Particular attention will be for the regard to the safety of pupils and staff if contractors will be working during the school time. It may be necessary to exclude pupils from certain contractors’ vehicles during breaks, etc.

Advice is available from the Kent Property Services regarding building work and ground maintenance and from the area education office regarding catering and cleaning. (It is not normally acceptable to allow windows above the first floor height to be cleaned without special arrangements and it is suggested the district schools officer should be contacted before agreeing to any such work).

Where a contractor not approved by the LEA is to be used, they are asked to provide some evidence of their employees’ competence (City & Guilds certificates, CITB certificates, etc.), a copy of their policy on health and safety and to disclose any enforcement action that has been taken against them by the HSE in the last five years.

Only authorised contractors are allowed to undertake building, maintenance or other work. The Site Managers / H&S Lead ensures that all contractors provide an assessment of the risks of

their work and a method statement, detailing how the work will be done, by whom and what equipment will be used, before work starts.

Staff are given information on how such work may affect their department to ensure that any extra risks the work may pose are properly controlled.

The Site Managers/ H&S Lead ensures that all contractors are provided with information on any risks to their employees' health and safety that they may encounter in the course of their work in the School and the control measures in place, for example by ensuring that all maintenance contractors know the exact location of any asbestos in the School buildings.

C20: Curriculum Physical Education and Games

These activities will be conducted within the recommendations of Association for Physical Education "Safe Practice in Physical Education and School Sport". The PE leader will assess risks and H&S implications.

C21: List of risk assessments, policies and procedures to complement this policy

- School Risk Register
- Behaviour Policy
- CCTV Guidance and Information Policy
- Data Protection GDPR - Freedom of Information
- Regular fire alarm testing, drills and procedures
- Regular and recorded monitoring of fire extinguishers, fire exits, routes.etc.
- First Aid Policy
- Child Protection and Safeguarding Policy
- Keeping Children Safe in Education
- Safer Recruitment
- Recruitment of Ex-Offenders Policy
- SEND Policy
- Anti-Bullying Policy

C22: Risk Register

In accordance with the Management of Health and Safety at Work Regulations 1999, an assessment must be made of the risks arising out of, and in connection with work activities. These Risk Assessments make up the Risk Register, which is held in the school office and are subject to annual review.

C23: Lockdown Protocols and Procedures

The Government requires all council sites including schools to consider the need for robust and tested lockdown procedures. Full lockdown and Partial Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, pupils, parents or visitors. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff. This may include where there is a need to restrict the movement of students around the school environment. Upon hearing the alert for a lockdown the procedures for a full lockdown will be implemented (worst case scenario). As soon as possible staff to be informed if it can be de-escalated to a partial lockdown where a full lockdown is not required.

There are a wide variety of scenarios which may trigger a school's lock down procedures. Some examples may include:

- A reported incident, e.g. civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to cause risk to staff and pupils)
- A warning received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose

School Security

In developing a viable and robust lockdown procedure for Elham Church of England Primary School we have in place a number of physical systems to improve security. These include:

- Perimeter fencing/ hedging around the entire site making it difficult to access the school site when it is locked.
- The side pedestrian gate is locked and can only be unlocked by a key that is stored within the school office. The other gate is locked and can only be unlocked by a code on a keypad.
- Some external doors from the school onto the site are secured with a code system which electronically secures the door, so there is no access beyond.
- All classroom doors can be locked quickly and efficiently from inside
- There are entry control points before visitors can access the school via the main entrance.
- An intercom is used on the front door for visitors to identify themselves prior to entering the school grounds.
- CCTV is in use around the school site. (see our CCTV policy)
- All visitors to the school must sign in and are given a visitor lanyard whilst on the school site. Upon leaving the school they must sign out.

To ensure the schools lockdown procedures are effective the school will:

- Conduct a number of tabletop exercises with the staff team to test the procedure against various scenarios
- Rehearse lockdown arrangements with staff and pupils – done in a suitable way that does not upset the children i.e. with the use of a story 'wild horse in the playground'

- Display lockdown drill information in every classroom alongside information relating to fire and evacuation drills.

School Lockdown arrangements

The school has two levels of Lockdown – Partial and Full

Partial Lockdown - This may be as a result of a reported incident/civil disturbance in the local area with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution etc. Partial lockdown is a precautionary measure which ensures that the school is in a state of readiness should a situation escalate, whilst enabling a degree of normality to continue.

Full Lockdown - This signifies an immediate threat to the school and may be an escalation of a partial lockdown. There is no attempt to continue the normal business inside the school building and no movement around the school unless absolutely necessary and in response to changing circumstances.

Partial lockdown procedures:

Alert to staff: Once the Headteacher teacher has decided to instigate a partial lockdown the office staff will:

1. Contact all classrooms and state 'partial lockdown' to the teacher in charge of the class at the time. The teacher must share this status with any other adult in the classroom e.g. teaching assistants. They will also call through to other non-year group linked spaces i.e. school library, Russo Room, Forest School
2. Contact the Local Authority and Emergency Services.
3. Send a short, internal email to all staff advising of the situation; all teachers during partial lockdown should be logged into their email system as it will be a discrete tool for circulating non urgent information.

Immediate action

- All outside activity to cease immediately, pupils and staff return to the main building closing doors behind them.
- Headteacher will walk around the outside perimeter of the school and ensure that any staff and pupils working outside are alerted to the partial lockdown status.
- If it is break time, the school firstly decide if the instigation of partial lockdown can be delayed until the end of break; this will help to avoid confusion. However, if it must be instigated during break time, the 'wet play' procedure will be initiated as a prompt for pupils and staff to come inside; senior staff will move quickly through the playground instructing all staff and pupils to move indoors.
- All staff and pupils remain in the main building and external doors and windows closed.
- Headteacher will walk through the school and ensure that all external doors are closed and that the external classrooms are secure. All doors, once shut, cannot be opened from the outside.

- Free movement will be permitted with the building unless circumstances are such that this is not possible.
- All situations are different, once all staff and pupils are safely inside; senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Local Authority and Emergency Services and changing circumstances.
- Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown procedures

Alert to staff: Once the Headteacher has decided to instigate a full lockdown, office staff will:

1. Inform classrooms and state 'full lockdown' to the teacher in charge of the class at the time and in an emergency communicate with air horn via three blasts. The teacher must share this status with any other adult in the classroom e.g. teaching assistants. Calls will be made to other non-year group linked spaces i.e. school library, Russo Room, Forest School
2. Contact the Emergency Services and Local Authority. Immediate action:
 - Office staff will ensure they are in a safe space which will allow for communication (e.g. main office.)
 - All pupils and staff return immediately to their classrooms or, if there is a risk associated with accessing any particular classroom, go into a nearby room.
 - Headteacher will walk through the school and ensure that all external doors are closed. Once shut and/or locked, the external doors cannot be opened from the outside. The main entrance to the school will also be locked.
 - All classroom doors to be locked. Classroom windows will be closed/locked, blinds drawn and lights turned off.
 - Pupils will sit under desks, quietly and out of sight as much as possible
 - Teachers to conduct a head count of the pupils in their class. If this suggests that not all are accounted for, take a register. Headteacher and Emergency Services should be made aware of any pupil not accounted for; staff should not search for a missing pupil unless it is certain where the pupil is, the location is nearby and there is no apparent risk in that vicinity.
 - Staff should avoid making unnecessary calls to the office as this could delay more vital communication.
 - School remains in full lockdown until it is lifted by the Headteacher. The lifting of full lockdown – or the downgrading to partial lockdown – will be initially shared via the school email system – all staff to ensure that email accounts are open daily.
 - At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building. All staff and pupils make their way to the normal evacuation points.

Communication between parents and school

- School lockdown procedures, especially arrangements for communication with parents, will be on the school website and parents will be signposted to this information periodically in routine communication such as newsletters.
- In the event of a full lockdown, the incident or development will be communicated to parents as soon as is practicable. Parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

- The office staff, once they secure themselves and all other procedures outlined above, will send a message via email.

'The school has gone into full lockdown. This is because... Every effort is being taken to keep the children safe. During this period, the telephone system and entrances will be unmanned, external doors locked and nobody allowed in or out of the school. **Do not contact the school as this will tie up emergency telephone communications. Do not come to the school as your child cannot be released to you.** Wait for the school to contact you when it is safe to come and collect your children'

- The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Lockdown Manager - Joseph Magliocco, Headteacher

Lockdown Deputy - Sally Lewis, Administration Officer

D1: Useful contacts

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

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

Insurance and Risk

Management Lee Manser -

Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

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

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

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

Health and Safety Executive

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

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre Website:

www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents
only)

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

12

Employment Medical Advisory Service (EMAS)

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

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: <http://www.afpe.org.uk/>

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

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 03000 410237

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

This policy was approved by the Governing Body on March 25th 2026

Signed *Ed Robbins*

Date *25th March 2026*
(Chair of Governors)

Signed: *Joe Magliocco*

Date *25th March 2026*
(Headteacher)

This policy will be reviewed and updated annually unless change is needed before.