

Health and Safety Policy Statement

LEYBOURNE SS PETER and PAUL CE (VA) PRIMARY SCHOOL



Responsible People Named in this Policy

Head Teacher

Chair of Governors

Governor with H &S Responsibilities

Deputy Head Teacher

Caretaker

Tina Holditch

Sue Forsey

Georgia Richards

Theresa Jaggard

John Van de Peer

NB – In the absence of the Head Teacher the Deputy Head Teacher will assume their responsibilities as described in this policy

September 2016

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**Health and Safety at
Work Act 1974**

**HEALTH AND SAFETY POLICY STATEMENT of Leybourne Ss
Peter and Paul Church of England Primary School**

Statement of Intent:

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

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

Signed:

Head teacher

Date:

Signed:

Chair of Governors

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

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

The head teacher will ensure the overall implementation of the policy.

B2: 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. All staff will be provided with a copy of the school's Health and Safety Policy. NQTs and new members of staff will be given specific instruction when they first join the staff on Health and Safety elements of the curriculum as they apply to the school and the storage and use of equipment, apparatus etc.

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 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 regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works;

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 head teacher.

B3 – Governors’ Responsibilities

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

The governing body will promote a strategic overview for health and safety.

The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.

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.

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 ‘Classcare’ scheme or 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 – Staff Responsibilities

All 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.

Will co-operate with their employer on health and safety matters.

Will not interfere with anything provided to safeguard their health and safety or that of others.

Have a duty to report all health and safety concerns to the head teacher or their line manager.

The Caretaker is responsible for:

Security and safety throughout the school

All matters concerning fire prevention, including testing of fire alarms, fire extinguishers and appliances etc. and ensuring emergency signs are in place

All matters concerning the testing of electrical appliances

General maintenance and upkeep of buildings, plumbing, heating, equipment and furniture etc.

Classroom Staff including Teaching Support Staff are responsible for:

Safety over the whole school site and their classrooms in particular. A health and safety termly check form is to be completed and kept on file, see Appendix 1.

Office Manager /Admin Assistant are responsible for:

Administration area

Maintenance of Health and Safety records

Maintaining list of children needing daily medical help and supervision of administration of medicines etc.

Maintaining and updating the emergency contact list for pupils

Ensuring visitors' and pupil absence log books are used

Kitchen Staff are responsible for:

Kitchens and associated areas.

Midday Supervisors are responsible for:

All areas where children have access

All staff have a responsibility to identify any health and safety risks during the course of their work and to ensure that the Headteacher is informed.

B5 – Area Education Officers (AEO)

The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education and Young Person's Services.

The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO: Jared Nehra

Contact No: 03000 412209

B6 – Property and Infrastructure Support

Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with KCC property and

infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues, although this role may be delegated to Claire Macklin-Broad or Julie Hardy.

B7 – 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 and meetings as a representative of your employees.

Staff members in all roles have access to, and usually belong to, the appropriate Trade Unions.

Safety Representatives would therefore be called in to advise as necessary.

B8 - 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.

B9 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster. A copy of the Health and Safety Law Poster can be found on the back of the Staffroom Door.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.

The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B10 – Competency for Health and Safety Tasks and Training

Induction training will be ensured for all members of staff by the head teacher and Claire Macklin-Broad, Personnel Officer.

Training will be identified, arranged and monitored by the head teacher and the governing body.

Staff are also responsible for drawing to the attention of the head teacher their own personal training needs. Training records will be easily accessible for audit purposes and will be kept up to date. Records will be maintained by Claire Macklin-Broad.

B11: Monitoring

The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year, by the Headteacher and the Health and Safety Governor.

Julie Hardy is responsible for investigating accidents although the accountability lies with the head teacher.

Claire Macklin-Broad is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the head teacher.

The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

The head teacher will ensure that risk assessments are undertaken. *See annex 10.* The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected. Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person. The head teacher or delegated responsible person will check that the implemented actions have removed/reduced 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 are carried out as appropriate according to the requirements of the curriculum. Risk assessments are carried out by the member of staff delivering the curriculum, in consultation with Senior Leaders.

Safety in the Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

Road Safety: All year groups follow a road safety awareness programme using road safety officers and are taught the Green Cross Code. All year 6 pupils are offered a cycling proficiency course. Safety cycling helmets must be worn by all children when cycling.

Pupils also receive talks and guidance on railway safety, stranger safety, safety in the home and garden and safety on building sites.

Information on Design and Technology Safety and PE Safety is available to all staff.

C2: Contractors and 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 of visitors and identity stickers will be 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.

Contractors and visitors must comply with the school policy, which gives priority to the Health and Safety of staff, pupils and visitors at all times.

Contractors are responsible for the Health and Safety of all those working on or visiting the school site in connection with their operations.

Contractors are responsible for ensuring that their work areas are cordoned off and signed to denote any hazards. If work is left incomplete, contractors are responsible for leaving work areas in a safe condition.

Long term contracts: Contractors must agree safety measures and procedures with the Headteacher and/or Caretaker before commencement of work.

C3: Fire and Emergency Procedures

The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 6.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Emergency evacuation will be practiced at least three times a year and a record will be kept by Julie Hardy. Fire extinguishers will be checked annually by an approved contractor.

Fire alarms and call points will be tested by the appropriate contractor. Fire exits and exit routes must be signed and not obstructed. Flammable substances should be securely stored and appropriate hazard sheets maintained in accordance with relevant regulations. These should be regularly inspected by an appropriate person (Headteacher/Caretaker/Governor). Alarms, fire doors, emergency lighting and fire extinguishers should all be properly maintained and checked where necessary by an appropriate person. Staff will be advised of fire procedure on induction and will familiarise themselves with evacuation procedures, assembly points, the location of fire alarms, extinguishers and fire exit routes etc. Each room has a Fire Instruction Notice displayed. Regular testing of fire alarms will occur each week after school, conducted by John Van de Peer. The Fire Log Book will be kept by John Van de Peer and kept in the School Office. Fire drills will be held at least once per term and will be recorded.

Fire Precautions and Evacuation Procedures

On hearing a fire alarm, all staff will take their classes by the most appropriate exit onto the school field adjacent to the Key Stage 2 playground. Each class will move quietly and calmly, without running, to line up in their allocated place. Teaching staff will bring the laminated register sheet and call the register once the class is lined up on the field. The register sheet will then be held up in the air by the teacher to confirm that all children in the class have been accounted for. Checks will be made of all staff and visitors. (The Signing in Book is also to be brought onto the field by the Office Staff). The Office Manager will usually be responsible for telephoning the Fire Brigade in the event of a fire.

No member of staff should attempt to put the fire out. Their first responsibility is to ensure the safety of themselves and the children.

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.

C5: Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance of:

Fire extinguishers

Fire alarms

Fire doors

Fire safety signs and identification of escape routes

Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. *See annex 1.* The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented. Guidance on bombs/suspicious devices or packages will be circulated to staff annually as part of our Emergency Planning Procedures.

C7: First Aid Arrangements

The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school. A list of First Aiders can be found in the School Office and the Staff Handbook. The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions. First Aid boxes are located in the Medical Room, the kitchen and in both Key Stages.

The school will follow the procedure for completion of incident / accident records.(HS157, HS160, F2508). *See annex 3.* The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.

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 head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002. The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments. The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 4.* The head teacher will be responsible for checking that all new substances can be used safely before they are purchased. COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

ESC Cleaning Company are responsible for storing and maintaining supplies of their own cleaning equipment, with due regard to the relevant COSHH Regulations.

C11: Inspection of Premises, Plant and Equipment

The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 5.* All identified maintenance will be implemented. Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 5.* Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment. Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the School Office and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher 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

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

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

C14: Boilers

The headteacher will ensure that there is an adequate risk assessment regarding the potential failure of the Boilers.

C15: Electrical Equipment

The Headteacher will ensure that all electrical equipment is tested at the agreed intervals by a qualified contractor and a record kept in the school office. The caretaker will regularly check electrical equipment. Users should check the condition of cables and plugs before each use and report any defects.

Extension leads and portable equipment must be protected and sited in such a way when in use as to prevent hazards. Electrical equipment, other than that provided by the school, must not be used in school unless it has been tested and labelled as such. The Headteacher must ensure that staff using electrical equipment are adequately trained, competent and use machinery for the purpose for which it was designed. They must also ensure that the correct protective clothing is supplied if required to operate machinery.

No person should attempt repairs to electrical equipment unless the Headteacher is satisfied that they are competent to do so. Any work of an electrical nature should be carried out only by competent and qualified electricians.

C16: Maintenance of gas appliances

All gas appliances should be inspected annually by a "Gas Safe" Registered Engineer or registered company. A complete list of gas appliances should be kept by the school and should be kept up to date for additions and disposals made.

If the inspection reveals the need for maintenance this needs to be undertaken with appropriate speed. If necessary the equipment needs to be taken out of commission until such time as it is repaired. The Headteacher and Caretaker should be aware of the gas isolation valve in order to turn off supply in the event of an emergency.

C17: Outdoor play equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision. Such equipment should be checked weekly, and logged, by the Caretaker for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand.

Advice on daily inspection and the systematic safety inspection of playground equipment may be found on the RoSPA website.

This play equipment will be the subject of a once a term inspection to ensure that it is still safe for the children to play on. Should any faults be identified or reported to the Head teacher then consultation and appropriate action will be taken.

The play equipment should be inspected on an annual basis in accordance with RoSPA regulations.

C18: Clearing of snow and ice, salting and gritting

During adverse weather conditions, the responsibility for organising the clearance of snow and ice and the spreading of salt/grit rests with the Head Teacher. The Head should determine how the school resources should be used to clear snow and ice and where salt/grit should be applied. Details should be drawn to the attention of staff and children so that they are aware of the safest ways of entering and leaving the premises. This may involve the use of temporary signs denoting safe routes that should be taken.

An appropriate container should be used to store the salt/grit, so that it is secure but also readily available should it be needed. Supplies of salt/grit should be ordered well in advance of adverse weather conditions.

C19: List of Risk Assessments, Policies and Procedures to complement this Policy

Asbestos management (found in the Docubox)

Code of Conduct for Parents, including Violence and aggression

Control of chemicals hazardous to health (COSHH)

Display Screen Equipment (DSE)

Emergency planning, including Bomb Alerts

Fire – including responsibilities of the fire wardens

First aid requirements and Supporting Pupils with Medical Needs Policy

Legionella

Managing contractors

Manual handling

Educational visits policy and associated individual risk assessments

portable appliance testing records

School facilities, including the Pond, Nature Trail and outdoor play equipment

Slips, trips and falls

Staff Handbook, including Lone Working, Playground Supervision requirements and Stress management
Working at height

SECTION D – ON-LINE ANNEXES AND REFERENCES

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

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

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

Annex 3: Incident/Accident Reporting

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

Annex 4: COSHH Risk Assessments on Kelsi

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

Annex 5: Inspection Proforma on Kelsi

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

Annex 6: Fire Policy and other linked Documents <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

Annex 7: Heating Oil Storage and Management Checklist

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

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

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

Annex 10: Health and Safety of Pupils on Educational Visits

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

E1: USEFUL CONTACTS

KCC Health and Safety Unit

Health and Safety Advice Line: Tel: 03000 418456 Fax: 03000 420330

Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 413971 Email: outdoor.education@kent.gov.uk

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

Bill Ogden Operational Services Manager Tel: 03000 416526

Lynn Keeley Maintenance / Statutory Team Manager Tel: 07786 191664

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

Trade Union Representatives

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