



HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

"I can do all things through Christ who strengthens me," (Philippians 4:13) so that I can be the best that I can be, for myself, for others and for God.

HEALTH AND SAFETY POLICY

September 2026

We aspire for our community to flourish as we journey together to fulfil our God given potential by encouraging a delight in the pursuit of wisdom and knowledge. We cherish each person as unique and special, and celebrate God's creation through providing rich experiences, which enlighten, challenge, shape and enhance life's opportunities for all.

Last Reviewed	September 2025
Next Review Date	September 2027
Ratified by	FGB
Ratified on	30.09.2026
Lead Person	Lee Seal/ Ruth Ardrey/ Tim Sait

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Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT

Of

Hildenborough Church of England Primary School

Statement of Intent

The head teacher, Site Manager 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.

ORGANISATION

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 head teacher, 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.

Head Teacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school development plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;

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- 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 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.

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 '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 delegates the role of H&S Governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: Tim Saiet
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Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

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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, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO: Nick Abrahams, Mid Kent Ed Office, Kroner House, Eurogate Business Park, Ashford, Kent TN24 Contact No: 03000412209
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Capital & Premises Development Manager

Site Manager- Lee Seal

- 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.
- Also has responsibility for the day-to-day responsibility for Health and Safety.

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.

Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees when consulting them about specific matters that will affect their health, safety and welfare
- 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 Head Teacher.
- Inspect the workplace;
- With at least one other appointed representative, union reps. may request in writing that you set up a health and safety committee. They will attend Health and Safety Committee and meetings as a representative of our employees.
- The Headteacher will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

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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.

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: Staff Room, Photocopying Room
- 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.

Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by Lee Seal, Site Manager
- 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. This is all logged onto Arbor and Julie Brooks, HR, oversees this.

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. This is carried out with the Governor responsible for H&S and can be delegated to the site manager.
- The head teacher and school office are responsible for investigating accidents although the accountability lies with the head teacher.
- The head teacher and school office are 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.

ARRANGEMENTS

School Activities

- The head teacher will ensure that risk assessments are undertaken for all school activities.
- 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.

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- 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.
- School Visits (see Educational Visits Policy reviewed annually in February) are risk assessed by the trip leader and imported to Evolve. The trip is approved by the headteacher before the trip can go ahead.

Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and visitors badges (lanyards) 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.
- All visitors are given a key information leaflet that they are directed to read upon entering the school
- Green lanyards are staff and/or Governors who are on our SCR, yellow lanyards are for visitors who are trusted professionals and/or regular volunteers with an enhanced DBS check and the red lanyard is given to those who cannot be unaccompanied with children. Red lanyard should be accompanied by a green lanyard.

Fire and Emergency Procedures

- The headteacher is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Emergency evacuation will be practiced at least three times a year and records will be retained.
- Regular testing of fire alarms will occur on and will be carried out by: Lee Seal, Site Manager.

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. The first priority is to vacate the building safely with the children.

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. These are updated annually by the site manager.

Maintenance of Fire Precautions:

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The head teacher will ensure regular maintenance of:

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

Kelsi updated guidance on Fire Compliance as there has been an emerging issue relating to fire doors. Fire Safety is the responsibility of the school to maintain. There is some confusion regarding how doors are classified as fire doors and the responsibility to check and maintain fire doors. The school should check the following document [fire door guidance document \(PDF, 225.4 KB\)](#) to ensure it meets the obligations.

The above will be organised by Lee Seal.

Evacuation/Invacuation/ Lockdown Alerts

Alerts will be dealt with in accordance with the school's 'Emergency Planning Arrangements', see separate policy, updated annually in September.

- The head teacher is responsible for ensuring the procedures are implemented as per policy.

First Aid Arrangements

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in school.
- The head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- 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 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.

HSE Contact Details:

www.riddor.gov.uk/reportanincident.html

Incident Contact Centre

riddor@natbrit.com

Information Technology

- The Head Teacher 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.

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- 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.

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 school will update the ‘Schools Planned Building and Maintenance Checklist’ (See appendix 1) annually to ensure that all statutory items are checked as regularly as KCC time frames either by the school or KCC.

Projects and Maintenance of School Buildings/ property

If the cost of the property issue is below the school threshold or the school is managing its own works, it is important that the school gains reassurance on the competency of the contractor being employed. The [contractor competence document](#) lists the possible types of work and provide a list of the accreditations that you should request to see. More information re School Projects, can be found in the Premises Management Policy, updated annually in July.

Safe Handling and Use of Substances

- The Site Manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Site Manager 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.
- The head teacher and Site Manager 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.

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.
- 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.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.

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

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.

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.

Property and Infrastructure Manager: Skanska

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

- Asbestos management
- Caretaker duties
- Classroom Environments
- Coach travel
- Computer suite
- Control of chemicals hazardous to health (COSHH)
- Cooking D&T
- D&T lessons
- Display Screen Equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning
- Events on school site
- Facilities- premises
- Fire (evacuation plan)
- First Aid
- Food tasting
- Forest School

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- Hirings and lettings
- Infection control
- Legionella
- Local environment walk
- Lone working
- Managing contractors
- Manual handling
- New and expectant mothers
- Off-site visits
- Outdoor Play Equipment
- Opal risk benefit assessment (working document)
- Pedestrian, people and vehicle movement
- Physical Education
- Playground supervision
- Pond
- Recreation Ground Use
- School office
- School facilities
- School Dog
- Slips, trips and falls
- Snow and Ice
- Stress management
- Violence and aggression
- Volunteers
- Working at height
- Daily, weekly, monthly, termly, annual checklists

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Appendix 1

Schools Planned Building Maintenance Checklist						
** Please note this list is not exhaustive**						
Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Air Conditioning						
Checking/testing/servicing	Half yearly or annually dependent on usage	School				
Air conditioning energy performance certificate which can be	5 years apart.	School				
Energy Certificates (for more info contact Laser)						
If building > 1000m ² Display Energy Certificate (DEC)	Every year and an Advisory Report every 7 years	School				
Between 250m ² and 1000m ² needs a DEC and Advisory Report (AR)	Every 10 years	School				
An Energy Performance Certificate (EPC)	Should be issued when a school is constructed, sold or leased.	School				
Asbestos						
Premises Inspection	3 yearly	KCC				

Schools Planned Building Maintenance Checklist						
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Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Schools have mandatory responsibilities. Please refer to the schools asbestos report for details as well as KCC's policy and guidance.	Refer to guidance	School				
Automatic Doors						
Servicing	Annually as a minimum refer to manufacturer's guidance	School				
Drains, Gullies and Drainage Channels						
Clear drains, gullies and drainage channels including soakaways	Annually (Autumn time this may revert to monthly to clear excess leaves etc)	School				
Electrical Inspection						
Inspection and testing hard wiring	5 yearly	KCC				
Resultant works C1 and C2	refer to report	KCC				
Other resultant works	refer to report	School				
Emergency Lighting						
Testing	Quarterly	KCC				
General walk round - basic	Weekly	School				

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Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Testing of selected fittings, on/off only	Monthly	School				
1 hour drain down of lighting (turn off electric supply to check battery) record in log book	1st Quarter	School				
2 hour drain down of lighting (turn off electric supply to check battery) record in log book	2nd Quarter	School				
1 hour drain down of lighting (turn off electric supply to check battery) record in log book	3rd Quarter	School				
2 hour drain down of lighting (turn off electric supply to check battery) record in log book	4th Quarter	School				
Fire Alarm						
Full Testing	6 monthly	KCC				
Test on call point, different call point each time, record in log book.	Weekly	School				
Fire Risk Assessment						
Fire Risk Assessment	One of but keep updated	School				
Fire Management Plan	One of but keep updated	School				

Schools Planned Building Maintenance Checklist						
** Please note this list is not exhaustive**						
Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Glazing						
Glazing maintenance eg ensure safety filmed areas are in good condition.	Annually (safety film has a 10 - 15 year lifespan)	School				
Gutters and Roofs						
Clear out. Remove debris and flush through with a hosepipe.	Annually as a minimum dependent on site location. (Autumn time this may revert to monthly to clear excess leaves etc)	School				
Roofs , clean off. Remove debris and foreign bodies	Annually as a minimum dependent on site location.	School				
Heating - Electric Convactor Heaters						
Clean	Annually	School				
Heating - Gas						
Boilers and plant tested inspected and serviced	Annually	KCC				
Gas Carcass certification tested	3 yearly	KCC				

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Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Servicing and Testing of passenger lifts, step lifts,	Dependent on lift model, manufacturer's recommendations, could range from monthly quarterly or six monthly as a minimum					
Mobile Hoists	As per manufacturers instructions	School				
Lightening Protection						
Inspection and testing	Annually	School				
Playgrounds and other external areas						
Inspection of external areas to ensure physical damp proof ie barrier to prevent damp entering a building is not breached.	5 yearly	School				
Check surface of play areas to ensure no trip hazards	Annually	School				
Playground equipment	Regularly	School				
Portable Appliance Testing (PAT)						
PAT Testing - generally	Annually	School				
Items containing elements eg tea, urn, kettle	6 monthly	School				
Sprinklers						

Schools Planned Building Maintenance Checklist						
** Please note this list is not exhaustive**						
Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Pump Test	Weekly	School				
Servicing	Quarterly	School				
Trees						
Safety Inspection (visual)	Annually but dependent on red, amber or green zone	KCC				
Resultant works from survey, ie tree removal or work to tree	As per report recommendations	School				
Water Hygiene Checks						
Risk Assessment	Every 2 years	KCC				
Risk Assessment Review – Every 2 years in-between the Risk Assessment	Every 2 years	KCC				
Monthly temperature monitoring	Monthly	School				
Weekly flushing of low used outlets	Weekly	School				
Quarterly clean and disinfection of showers	Quarterly	School				

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Key: Red = Statutory requirements						
Item	Frequency	Responsibility	Date last checked	Date last checked	Date last checked	Comments
Biannual and annual tank inspections	Every 2 years	School				
Monitoring of systems	As required by Risk Assessment	School				
Swimming Pools	Daily - or as advised in water hygiene risk assessment	School				
Hydrotherapy Pools	Daily - or as advised in water hygiene risk assessment	School				
Windows						
Maintenance of moving parts of PVCu and aluminium	Annually	School				
Preserving treatment of wooden windows and cladding	As required on annual inspection by school	School				
Maintain/redecorate timber joinery to prevent deterioration	5 - 10 years	School				
Useful information - www.kent.gov.uk						

Appendix 2