Kent College, Pembury

HEALTH & SAFETY POLICY

CONTENTS

	Page No:
Part 1 – General Statement	
General Statement of Health and Safety Policy	2
Part 2 – School Organisation	
Governors and Proprietor	4
Head	4
Estates Manager	4
Heads of Department	5
Site Manager	5
External Health and Safety Advisors	5
School Health and Safety Committee	6
School Nurse	6
Staff	7
School Health and Safety Lines of Communication	8
Part 3 – Reference	**9**

PREAMBLE

This policy is produced in respect of Kent College, Pembury only.

This policy refers to and should be read in conjunction with all relevant school policies, procedures and assessments.

Part 1 General Statement

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

It is the policy of the Head and owner of the school, Alpha Schools that we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The proprietor and governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as proprietor and governors of Kent College, Pembury by appointing, Katrina Handford as Head with responsibility for overseeing health and safety as part of her general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. .

Day-to-day responsibility for the operation of health and safety at the school is vested with the Head. However, as proprietor and governors, we have determined that the school should adopt the following framework for managing health and safety:

- Estates Manager attends the meetings of the school's Health and Safety Committee termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils (including whilst on school trips), staff and visitors (including near misses), staff training, fire drills, and all new or revised policies and procedures relevant to health and safety is tabled at each term's Health & Safety Committee meeting.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.
- These reports (as per point above) are considered by the Prorietor and recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). The external catering company provides copies of EHO reports to the Estates Manager. In addition, the Estates Manager arranges for regular pest control services, and gas safety checks and reports on these aspects to the Property and Estates Committee where appropriate. Appropriate food hygiene certificates are in place for all those preparing food for consumption in school.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated fully every three years, or when significant changes are made to the interior of buildings, or new buildings are added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Property and Estates Committee for consideration.
- The school has a competent person undertake a risk assessment for legionella, every two years and a monthly water sampling and testing regime is in place.
- Daily testing of the water quality in the swimming pool is performed by a competent individual and an external company provides monthly microbiological testing.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working

at height training'. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

- All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Bursar, other members of the "Executive" and the Estates Manager in order to enable the Governors to comply with health and safety responsibilities. Finally, all members of staff are responsible for reporting any significant risks or issues to the Estates Manager, including "near misses".

All employees are briefed on where copies of this statement can be obtained on the school's SharePoint. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.



Signed …….. Head

Date 1 September 2026

PART 2 School Organisation

This part of the policy deals with the organisation, planning, implementation, operational monitoring and management review of the policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organisation chart has been prepared to assist in the understanding of the health and safety structure within the school, which is shown at the end of this section.

1. Proprietor and Board of Governors ("The Proprietor and Governors")

The Proprietor and Governors have overall collective responsibility for health and safety within the school, the Proprietor and Governors have responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the school. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate advice from a competent person will be sought to advise the school and tasks will be delegated to suitable employees in order to assist the Proprietor and Governors in carrying out their duties. The Proprietor and Governors will hold the Head to account in respect of the requirements set out in this policy.

2. Head

The Head will have day to day responsibility for controlling health and safety within the school. This will include ensuring there is sufficient resource deployed to meet health and safety requirements. The Head will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded and any necessary lessons are learnt to avoid future accidents. The Head will assist the Proprietor and Governors in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the school. The Head will also report on health and safety performance and assist the Proprietor and Governors in implementing changes in the policy which the Governors have approved. The Head will be responsible for the implementation of the Emergency plan.

3. Estates Manager

The Estates Manager, will have delegated by the Head, the day to day management responsibility for ensuring that, so far as reasonably practicable, arrangements are in place for:

- Safety and security
- COSHH (some specific responsibilities delegated to the Cleaning Supervisor and Science Technicians)
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- Swimming pool operating procedures
- The appointment of competent contractors
- Health & Safety information provided to third party lets

The Estates Manager will also act as the School Health & Safety Officer, whose duties will include:

- advising the Proprietor and Head on maintenance requirements
- co-ordinating advice from specialist safety advisors and producing associated action plans
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Head
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health & Safety Committee
- reviewing all risk assessments prior to approval (to include pandemic management, estates operations, cleaning services, events, sport and department specific events)
- investigating accidents and near misses to understand causes and identify any areas for improvement
- providing a termly update to house staff on the operation of the fire panels within the boarding houses.

4. Heads of Department (Teaching)

The Heads of Department will ensure, so far as reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials and fume cupboard annual testing) – Director of STEM
- Science (radiation) – Head of Physics
- Sports activities including swimming– Director of Sport
- Drama – Director of Performing Arts
- Art (including harmful substances and flammable materials) – Head of Art
- Textiles – Head of Textiles
- Food Technology – Head of Food Technology
- Music – Head of Music
- Trips and Visits – Estates Manager and trip leaders
- Extra-Curricular Activities – Designated member of staff for particular activity
- Outdoor Activities – Designated member of PE staff or Duke of Edinburgh Co-ordinator

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. Site Manager / Estates Team

The Site Manager and the Estates Team will assist the Estates Manager with the implementation of the following:

- Building Security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors and management of contractors
- Site traffic movements

- Maintenance of school vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos and swimming pool maintenance/chemicals.
- Good standards of housekeeping including drains, gutters etc.
- Control of hazardous substances for cleaning and grounds maintenance activities.
- Out of hours emergencies.

6. External Health and Safety Advisors

The Estates Manager will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Structural surveyors are retained to give advice on the external fabric of the School as the need arises.
- Engineers monitor and service the School's plant, equipment, including boilers, lifts and hoists annually.
- Gym, fitness and outdoor education equipment are inspected and maintained annually.
- All machinery used in maintenance, Food Technology and any other relevant department are maintained annually.
- Appropriate pest control measures are in place throughout the School site.
- The School has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested annually by a qualified contractor/competent person.
- The School has a suitable and sufficient risk assessment for Legionella, reviewed every two years and a monthly water sampling and testing regime in place.
- The School maintains an asbestos register and the Estates Manager is responsible for ensuring that it is kept up to date and for any sampling or removal before any major works take place. He is also responsible for the maintenance of an asbestos management plan. The Estates Manager is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The School's radiation protection supervisor (RPS) is responsible for liaison with the radiation protection advisor, Dr Keith Bowker ORPC Director and Radiation Protection Adviser, for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- The School has current electrical test certificates for its buildings and uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations.
- All work on gas boilers and appliances is carried out by Gas Safe engineers and boilers are serviced every six months by qualified personnel.

7. School Health & Safety Committee

The Committee will meet once a term and will be chaired by the Estates Manager. The Name/Title?? who is responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Head of Kent College /or Head of Senior School /or the Academic or Pastoral Deputy Head
- Head of Prep School
- Bursar
- Bursar's PA, who acts as secretary
- Transport and Facilities Co-ordinator
- School Nurse
- Catering Manager
- Representative from Boarding
- Head of Art
- Head of Food Technology
- Head of Textiles
- Head of STEM
- Director of Sport
- Representative from Drama department/ Theatre Technician

The role of the Committee is to:

- Discuss matters concerning health and safety, including changes to regulations;
- Monitor the effectiveness of health and safety within the school;
- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Discuss training requirements and allocate responsibility for organisation of such training;
- Monitor the implementation of professional advice;
- Review the safety policy guidance and update it;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health and safety in the work place;
- Encourage suggestions and reporting of defects by all members of staff.

8. The School Nurse

The School Nurse is responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Health and Safety Executive, following consultation with the Bursar and Estates Manager
- Keeping statistics and preparing summary reports for the School Health and Safety Committee
- Managing the list of first aiders on site and arranging for suitable training to be carried out as required
- Writing personal evacuation plans for pupils and staff
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished.

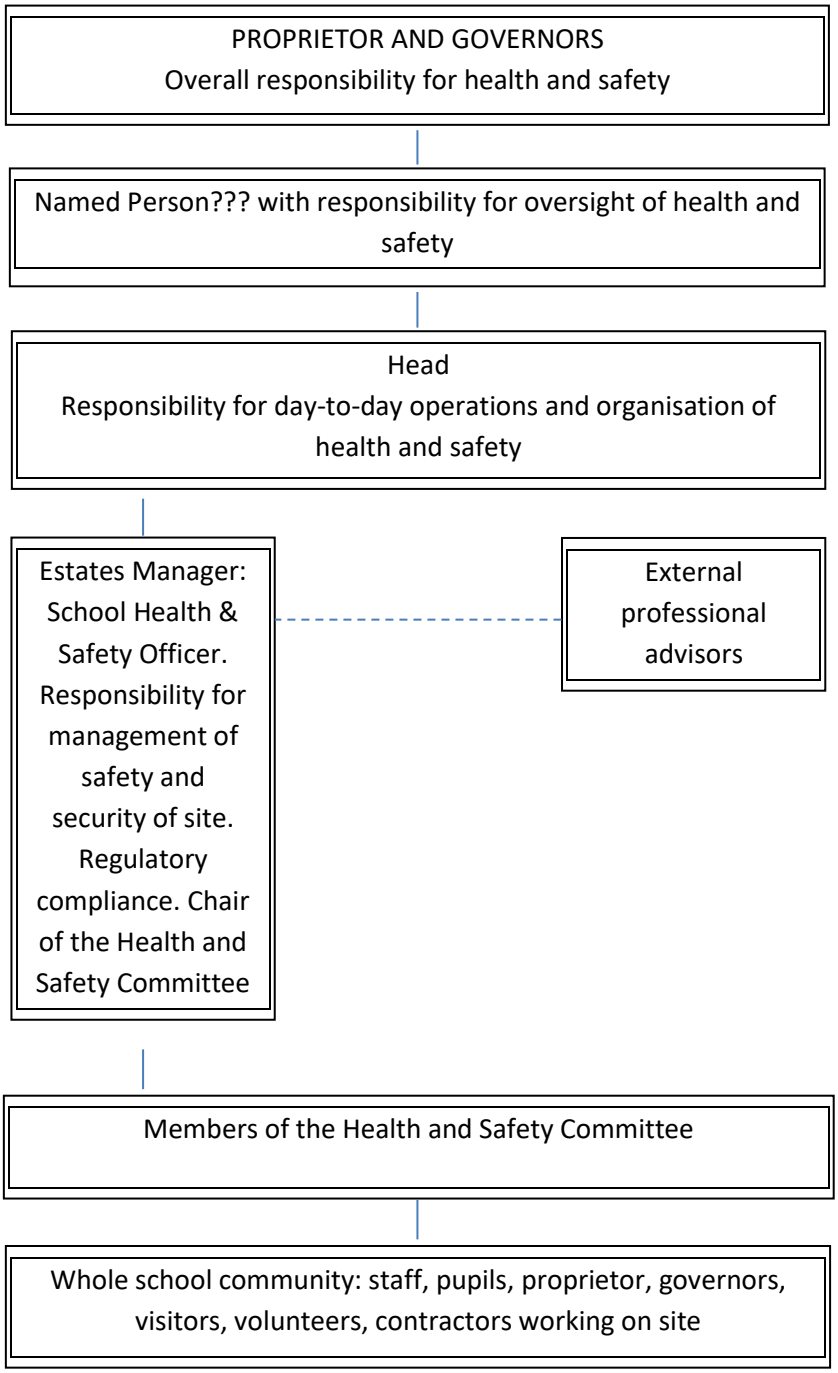
9. Staff

The co-operation of all staff is essential to the success of the policy and the School requests that staff should notify their Head of Department or the School's Health and Safety Officer of any hazards

to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- Follow the policy
- Take reasonable care for the health and safety of themselves and others who may be affected
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers / senior staff
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- Undertake training as required and directed
- Comply with any reasonable request made by any of the persons named above in relation to their fulfilment of their duties.

Diagram showing the organisation for health and safety



Part 3 Reference

1. Whole School Policy Area Guidance

The health and safety arrangements in place have either been established through risk assessment at school level or are national standards.

Full policies and procedures are available to be viewed on Sharepoint – Staff Resources/ Policies and Procedures. Further information and advice is available from the Estates Manager.

This policy should be read in conjunction with the following:

- Risk assessment and management policy
- Medical policy and appendices
- First aid policy
- Off site visits policy
- Fire safety policy
- Working at height policy
- Minibus operating procedures
- Swimming pool operating procedures
- Emergency plan

Approved by SLT: September 2015
Approved by Full Governing Body: September 2015
Approved by Property and Estates October 2016
Reviewed: October 2017
Approved by Full Governing Body: November 2017
Reviewed: September 2018
Approved by Full Governing Body; September 2018
Reviewed by Estates Manager: September 2019
Approved by Full Governing Body: September 2019
Reviewed by Bursar/Estates Manager: September 2020
Approved by Full Governing Body: September 2020
Reviewed by Bursar/Estates Manager: September 2021
Approved by Full Governing Body: September 2021
Reviewed by Bursar: August 2022
Reviewed by Bursar/Estates Manager: August 2023
Approved by Full Governing Body: September 2023
Reviewed by Bursar and Estates Manager: August 2024
Approved by Full Governing Body: September 2024
Reviewed by Bursar and Estates Manager: August 2025
Approved by Full Governing Body: September 2025
Reviewed by Estates Manager: September 2026
Approved by Head: September 2026