



Lenham Primary School

Health & Safety Policy

September 2015.

Approval Body	
Approval Date	
Date for Review	September 2018
Signed - Committee Chair	
Signed - Headteacher	
EIA Completed Date:	

Health & Safety Policy

Legal Requirements

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

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

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

The school complies 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 complies 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 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.

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 A – RESPONSIBILITIES

1. Kent County Council (KCC)

Kent County Council as the employer has a statutory duty in respect of health and safety in schools to ensure that premises and people are healthy and safe. KCC recognises that health and safety is an important and integral part of all activities and relates to the efficiency and quality of services delivered to the people of Kent either directly or through partnership or contract arrangements.

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.

2. Headteacher

The Headteacher has the day-to-day responsibility for Health and safety within the school, ensuring the premises are healthy and safe. Their conditions of service require them to comply with the local authority and governing body policies and procedures, including health and safety policies and procedures.

The Headteacher is also responsible, as a senior line manager, for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

In so doing they may delegate certain tasks and responsibilities to other members of staff.

The Headteacher is responsible for the following.

- Ensuring that the Premises Committee reviews this document annually.
- Including issues in the School Improvement Plan (SIP), if necessary;
- Ensuring that all staff and visiting contractors are aware of the contents of this Health and Safety Policy Statement. For staff a copy of this document is posted in the staff share area on the system under policies. New staff will be made aware of this Policy and any relevant supporting documents.
- Ensuring that each employee's responsibility regarding health and safety is included in his/her job description.
- Carry out regular health and safety inspections (at least 3 times a year) and reducing the risks to health and safety as appropriate.
- Receiving and dealing promptly with complaints about unsafe premises, equipment or work practices.
- Liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's preferred contractors list to resolve property maintenance issues;

- Ensuring that the requirements of any Enforcement Officer (e.g. HSE Inspector, Environmental Health Officer, Fire Officer, and Environment Agency Inspector) are properly addressed.
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- 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 annually

NB: Tasks can be delegated to other staff members but the responsibility remains with the Headteacher.

3. Staff (Paid and Voluntary)

Individuals have a responsibility for their own health and safety and that of others who would be affected by what they do or fail to do at work.

All members of staff must:

- Co-operate with their employer on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Headteacher or staff H & S Representatives ASAP.
- Correctly use any protective equipment or work items in accordance with valid experience, instruction and training and in line with expected standards of professional conduct.

The following people are responsible for health and safety in particular areas:

- Kitchens: School cook
- Nursery: Nursery Leader
- Boiler House: Caretaker

4. Governors

The Governors are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated Budget and generally supporting the monitoring of health and safety within the school.

This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures that are within their power to make sure that premises are safe and without risk to health to others who use the school.

Governors' responsibilities include

- 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 Lenham Primary 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.
- The nominated Governor for Health and Safety is currently vacant. Ceri Norey is overseeing this role until a new governor is appointed.

5. Area Education Officers (AEOs)

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.

The Name of the Area Education Officer is Jared Nehra, and the contact number is 07786191476

6. Property and Infrastructure Support

KCC 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.

7. 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.

8. Pupils and Parents

- Parents must inform staff of any known allergies or medical history relevant to their child.
- Jewellery is not permitted to be worn during PE. If ears are pierced, studs only must be worn, but must be removed for PE.

SECTION B – ARRANGEMENTS

1. Health and Safety risks arising from school activities

- The Headteacher will ensure that risk assessments are undertaken.
- The findings of risk assessments will be reported to the governing body, all relevant staff and contractors who may be affected.
- Action required to remove/control risks will be approved by the Headteacher;
- The Headteacher will be responsible for ensuring that action required is implemented.
- The Headteacher will check that the implemented actions have removed/reduced the risks, and
- Risk assessments will be reviewed on an annual basis or when the work activity changes whichever is the soonest.

2. Consultation with employees

- Consultation between management and staff is provided by informal daily discussions and opportunities to raise matters of concern
- Consultation with classroom assistants and midday supervisors are conducted through termly meetings
- Consultation with staff is provided by discussing health and safety matters or concerns at weekly staff meetings.
- Health and Safety is a standing Agenda item on all staff meeting agendas
- Details of pupils that have known allergies or medical conditions will be displayed in the staff area

3. Ensuring a safe place of work with safe access and exits

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 Headteacher will ensure the following arrangements are completed:

- Ensure that a fire risk assessment has been carried for their premises and implement any findings. Fire risk assessments are a legal requirement. They must be

reviewed annually, or when there is a change to the building or the way in which it is used;

- The risk assessment shall take into account the needs of all building users, including those with disabilities, cleaning and care taking staff. The risk assessment shall apply to normal operations and to internal/external groups using the premises out of hours, people attending evening functions and other community users;
- Employees must be trained in fire safety and emergency evacuation procedures.
- Fire alarm systems and firefighting equipment must be checked in accordance with the fire safety maintenance checklist on Kent Trust Web and serviced regularly in accordance with the British Standards. All checks and services are to be recorded in a logbook;
- Fire evacuation practices must be undertaken at least three times a year, and for schools this must be carried out at the beginning of three of the six terms. Full evacuation procedures will be carried out under the supervision of the relevant manager and recorded in the logbook. Any deficiencies with evacuation arrangements must be remedied, so as far as is reasonably practicable.

4. Safe plant and equipment

- Any equipment in school should be used safely and for its intended purpose only.
- The Headteacher, with the assistance of the Caretaker, will be responsible for identifying all equipment/plant needing maintenance.
- The Headteacher, with the assistance of the Caretaker, will be responsible for ensuring effective maintenance and formal inspections of the premises, plant and equipment will take place at least 3 times a year.
- The Headteacher, with the assistance of the Caretaker, will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Headteacher or the Caretaker and taken out of use immediately and labelled accordingly.
- The Headteacher, with the assistance of the Caretaker, will check that new plant and equipment meets Health and Safety standards before it is purchased.
- PE equipment is maintained by KCC.
- The Caretaker will arrange for all portable electrical equipment to be checked regularly in line with KCC guidelines and a record kept in the school office.
- The Caretaker will arrange for the major fixed wiring circuits to be checked at least once every 5 years).
- Staff using any electrical equipment outside the building must use **the school circuit breaker** (Stored in the Caretaker's room). Any leads should be covered to allow safe passage over the wire.
- The boiler will only be used under the supervision of **the Caretaker**.
- The boiler maintenance is the responsibility of Kent Property Services.
- The fuel shut off is located in the Boiler Room

- The water shut off point is located in the Cleaners cupboard in the infant corridor.
- Where damaged asbestos is encountered or suspected, procedures as laid down in the KCC asbestos policy will be followed.

5. 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 on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The 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.

6. 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.

7. Safe handling and use of substances

- All new plant and equipment must meet recognised health and safety standards before being purchased and put into use for the first time;
- The Headteacher, with the assistance of the Caretaker will be responsible for identifying all substances which need assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher, with the assistance of the Caretaker will be responsible for undertaking COSHH assessments and implement actions identified in the assessment.
- The Headteacher, with the assistance of the Caretaker will be responsible for ensuring that all actions identified in the assessments are implemented.

- The Headteacher, with the assistance of the Caretaker will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher, with the assistance of the Caretaker will check that 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 by the Caretaker and staff representative.
- All staff are asked to be aware of the need to ensure that tables, chairs, desks etc. should be stacked/stored with regard to safety. Chairs should not be stacked in piles greater than 6. Items should not be stored on top of or close to heaters.
- All staff are asked to ensure that equipment is not allowed to block fire exits at any time.
- All staff should be aware of safety when working at height when accessing or storing items above chest height.
- All staff are asked to ensure that equipment is safe for use. Any faults or defects which might be a hazard to health should be isolated from use and notified to the *Caretaker or Headteacher*
- There are no fluids under pressure in school.

8. 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.
- The caretaker completes this check once a month.
(For further information email: buildingmaintenance.enquiries@kent.gov.uk.)

9. Information, instruction and supervision

- It is a legal requirement for a copy of the Health and safety law poster to be displayed. This can be found in the main office.
- Health and safety advice is available on KELSI
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher, or other delegated key members of staff.
- The Headteacher is responsible for ensuring that staff working at locations under the control of other employers is given Health and Safety information.

- All staff using computer displays should carry out an assessment of the time spent in front of the screen.
- The COSHH sheets are kept in the Caretakers room, with the exception of those relating to kitchen supplies.
- The most recent asbestos survey is kept in the school office
- Pupils may not walk on the drive or car park other than during a fire drill or when supervised by a member of staff or their parents. There is a 5 mph speed limit imposed on site.

10. Competency for tasks and training

- The Headteacher and the Governing Body will provide Job specific training.
- The Headteacher keeps training records in the office.
- Training will be identified, arranged and monitored by the Headteacher and the Governing Body.
- Staff are responsible for drawing to the attention of the Headteacher their own personal training needs.
- Records of qualifications are kept in the training certificate file in the school office.
- Trained and Qualified first aiders are recorded in the school office and displayed in the staff room.

11. Accidents, first aid and work-related ill health

- First aid boxes are located in each KS1 and KS2 corridors, the Staff room, the office and the First Aid room.
- First Aiders will ensure adequate first aid personnel and supplies are available within the school. Notices of the first aid procedures are displayed around the site.
- All accidents, cases of work-related ill health and near misses are to be reported to the Headteacher or First Aider and recorded on Form HS157 and forwarded to the relevant department as directed.
http://www.kelsi.org.uk/__data/assets/pdf_file/0015/23514/Accident-Incident-Reporting-Form-HS157.pdf updating from kelsi
- The Headteacher or the First Aiders are responsible for reporting accidents, diseases and dangerous occurrences to the relevant enforcing authority if they are reportable under duties imposed by the Reporting of Injuries; Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR95) Further details are available on KELSI.
- Ensure all accidents are investigated if necessary, by the establishment manager, line manager or Headteacher as appropriate, and investigations recorded on KCC form HS160 or HS157 or F2508;

- The Accident record file is kept in the school office. Report forms and guidance on their completion is also located here.
- Contact sheets for every pupil are kept in the school office so that parents may be quickly informed of any accident.
- In the absence of a parent, a senior member of staff will accompany any child needing serious medical treatment to hospital.
- Pupils' requiring prescribed medicines at school is covered in the LPS administering medicines policy.

12. Security.

All visitors shall be made aware of the school's emergency procedures

- All visitors are directed to use the main entrance with clear signage and to inform the office of their arrival.
- All Visitors will be asked to explain their business, sign the visitor's book, noting registration numbers as appropriate and wear a visitor's badge.
- All visitors must sign out when leaving the building.
- 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.
- The main entrance is locked, allowing access on the request from the school office via intercom
- All staff and parents are asked to challenge any stranger seen in or around the school unless they are wearing a visitor's badge.
- Junior children are asked to notify a member of staff if they see anyone visiting without a visitor's badge.
- Parents and children arriving late are asked to go to the school office and sign in.
- An adult at the office must sign out all pupils leaving school during the school day.
- The office will contact parent/guardian regarding any unreported non-attendance of a pupil.
- Parents are requested not to bring their cars onto the school site.
- It is recommended that staff do not work alone at school.
- If this is essential the member of staff should ensure that doors are locked, that he/she has easy access to a telephone and that another person is aware of his/her presence at school and planned time of leaving.
- Keyholders details are provided to KCC– if the police have left the premises a key holder can request they return before entering the premises
- No member of staff should undertake a hazardous task involving climbing ladders etc when working alone at school.
- The following areas are out of bounds to children:
 - The Caretaker's room and stairs
 - The yard behind the kitchen
 - The boiler house
 - The driveway and car park

Unless they are accompanied by a member of staff. Nor may they enter the kitchen without the permission of a member of staff or kitchen supervisor.

- Cash amounts in school are kept to the minimum. Staff banking money should vary the time and route used.

13. Supervision of Children.

- Staff accept responsibility for the children when the doors open at 8.45am.
- At 3.15pm the class teachers supervise the children leaving school.
- At break times 2 members of staff are on duty.
- Any children working in classroom or activity areas must be supervised by a class teacher

14. Monitoring

- The Premises committee will also undertake three inspections a year to help monitor standards and will report back to the Headteacher, the Finance & Premises and Personnel sub-committees and the full Governing Body meetings
- The Headteacher is responsible for investigating accidents.
- Monitor the health and safety of systems of work, working conditions, and the working environment;
- The Headteacher is responsible for investigating work-related causes of sickness absences, the role can be delegated, but overall responsibility falls to the Headteacher
- The Headteacher is responsible for acting on investigation findings to prevent a recurrence.
- Monitor accident statistics to identify trends, and act on findings to prevent re-occurrence;
- The Caretaker is responsible for the cleanliness of parts of the school, where areas of the school are cleaned by contract cleaners; the Headteacher will ensure that the work is done to a satisfactory standard. The teachers and Caretaker will advise notify the Headteacher of any failure by the contractor to perform satisfactorily.
- The Caretaker will ensure that daily emptying of receptacles and collection of litter within the school keeps the building free from rubbish. Teachers will ensure that pupils are taught to clear up carefully after each activity. Safe storage of equipment and tools will also be taught. Responsibility for the collection of refuse lies with the contractor. Collections take place weekly. Wherever possible material will be recycled. Any concerns with the service provided will be taken up with the contractor and with Area Office. The refuse bins will be padlocked and kept away from the main building as a fire precaution.

15. Emergency procedures – fire safety and evacuation (see separate policy)

- These are fully documented in the Critical Incident Policy and Fire Safety and Evacuation Policy.
- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented annually.
- Emergency exits, assembly points and instructions are clearly identified by safety signs and notices.
- Escape routes, fire doors, fire safety signs and identification of escape routes are checked by the Fire Marshall or the Site Manager. Checks will be undertaken once every term and a record made in the Fire Log Book.
- Fire extinguishers are maintained and checked annually by Kent fire Brigade.
- Fire alarms (including emergency lighting) are tested once a week by the Caretaker and a record made in the Fire Log Book.
- Fire alarms, including emergency lighting, are maintained annually by KCC Property Services and a record made in the Fire Log Book.
- Emergency evacuation (i.e. Fire Drill) will be practiced at least three times a year and a record made in the Fire Log Book.
- The Fire log book is kept in the school office. The Caretaker, and the Head teacher will make entries.
- 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 fuel shut off valve to the School boiler is situated in the cupboard with doors to the car park on the outside of the Site Manager's yard. Mitie maintains the boiler and fuel shut off valve on an annual basis. A record of this maintenance will be made in the Fire Log Book.
- Advice on fire safety can always be sought from the local Fire Prevention Officers.
- A copy of KCC response to an incident of concern is displayed in the staff room and attached at Appendix C

16. Emergency procedures – Major Disaster

- This is fully documented in the Critical Incident Policy.
- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages is circulated to staff annually.
- Emergency evacuation will be practiced regularly and a record kept by the Headteacher. This is fully documented in the Fire safety and evacuation policy.

- A bomb alert record sheet is kept accessible in the school office and the Headteacher's office and is to be completed in the event of a bomb threat made by telephone.
- Office staff receive guidance on dealing with suspicious mail.

SECTION C – Risk Assessments/Procedures/Policies

1. List of Risk Assessments/Procedures/Policies

The Headteacher, or the Office, hold copies of the following risk assessments, Procedures or policies. The documents include, amongst other things, the record of the significant finding found following undertaking risk assessments as required by the Management of Health & Safety at Work Regulations (MHSWR) 1999, the Control of Substances Hazardous to Health (COSHH) Regulation 2002 and the Dangerous Substances & Explosive Atmosphere regulations (DSEAR) 2002.

Risk assessments must be reviewed annually

- Asbestos Management
- Control of Chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and Alcohol
- Electricity at Work including portable appliance testing.
- Infection Control
- Pedestrian and people movement
- Playground supervision
- Summer Fair
- Young Person (Work Experience)
- Christmas Fair
- Third Party Kitchen Use
- Working at heights
- Coffee morning
- Risk assessment for Volunteers
- School trips

Policies

- Fire Safety and Evacuation Policy
- Bomb Alerts (This is covered in the Critical incident policy)
- First Aid and slips trips and falls.
- Violence & Aggression (This is covered in the Behaviour and Discipline)
- Legionella (covered in this policy)
- General Cleaning (covered in this policy)
- Lone Working (covered in this policy)
- Manual Handling (covered in this policy)
- Stress
- School Lettings (This is covered in the Lettings Policy)
- Emergency planning (This is KCC issued guidance)
- Swimming

Procedures

- Control of Contractors

Appendix A

Key to Personnel Mentioned By Role in This Policy

Roles	Personnel
<i>Headteacher</i>	Mrs Gemma Adams
<i>Deputy Headteacher</i>	Ms Sarah Howell
<i>Caretaker</i>	Mr Nick Smith
<i>Nursery Leader</i>	Mrs Sarah Siddons
<i>Staff trained in First Aid at work and/or Paediatric First Aid</i>	Katheryn Barnes
	Ellen Carter
	Toni Davison
	Karl Flood
	Sally Fuller
	Helen Goswell
	Marylin Graveson
	Patricia Hardinges
	Jayne Hewish
	Jo Homes
	Carrie-Anne Horlock
	Ashley Lye
	Helen Middleton
	Jane Prescott
	Bev Sherwood
	Karen Smith
	Carol Warman
<i>First Aid equipment and travel box checker</i>	Jayne Hewish
<i>Accident Reporters</i>	First Aiders as listed above

Inclusion Leader	Miss Heather Ormiston
School Cook	Mrs Suzie Campbell
KCC Health & Safety Consultants	Visit http://www.kelsi.org.uk

Useful Links: please visit the KELSI web site – <http://www.kelsi.org.uk>

Appendix B - Health and Safety Unit Advice Line:

USEFUL CONTACTS

KCC Health and Safety Unit (Schools Team)

Health and Safety Advice Line: **Tel:** 01622 694476 **Fax:** 01622 221582

Location: Room M3.26 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 01580 715854 **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: 01622 696050, **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: 01622 694632, **Email:** darryl.mattingly@kent.gov.uk

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

Staff Care

Occupational Health, Mediation Services, and Support Line.

Tel: 01732 526910 **Email:** occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

KCC Property Service Desk.

Tel: 24 hours, 7 days per week: 0845 3000 346

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Property and Infrastructure Support –

Kevin West	Operations Manager	kevin.west@kent.gov.uk
Steve Hamilton	Compliance Manager	steve.hamilton@kent.gov.uk
Steve Mercer	Electrical Compliance Manager	Tel: 01622 696332

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property
Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055

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

County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

Tel: 01622 774191

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: 01342 334200

Location: Pheonix House, 23-25, Cantelupe Road, East Grinstead, West Sussex. RH19 3BE.

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

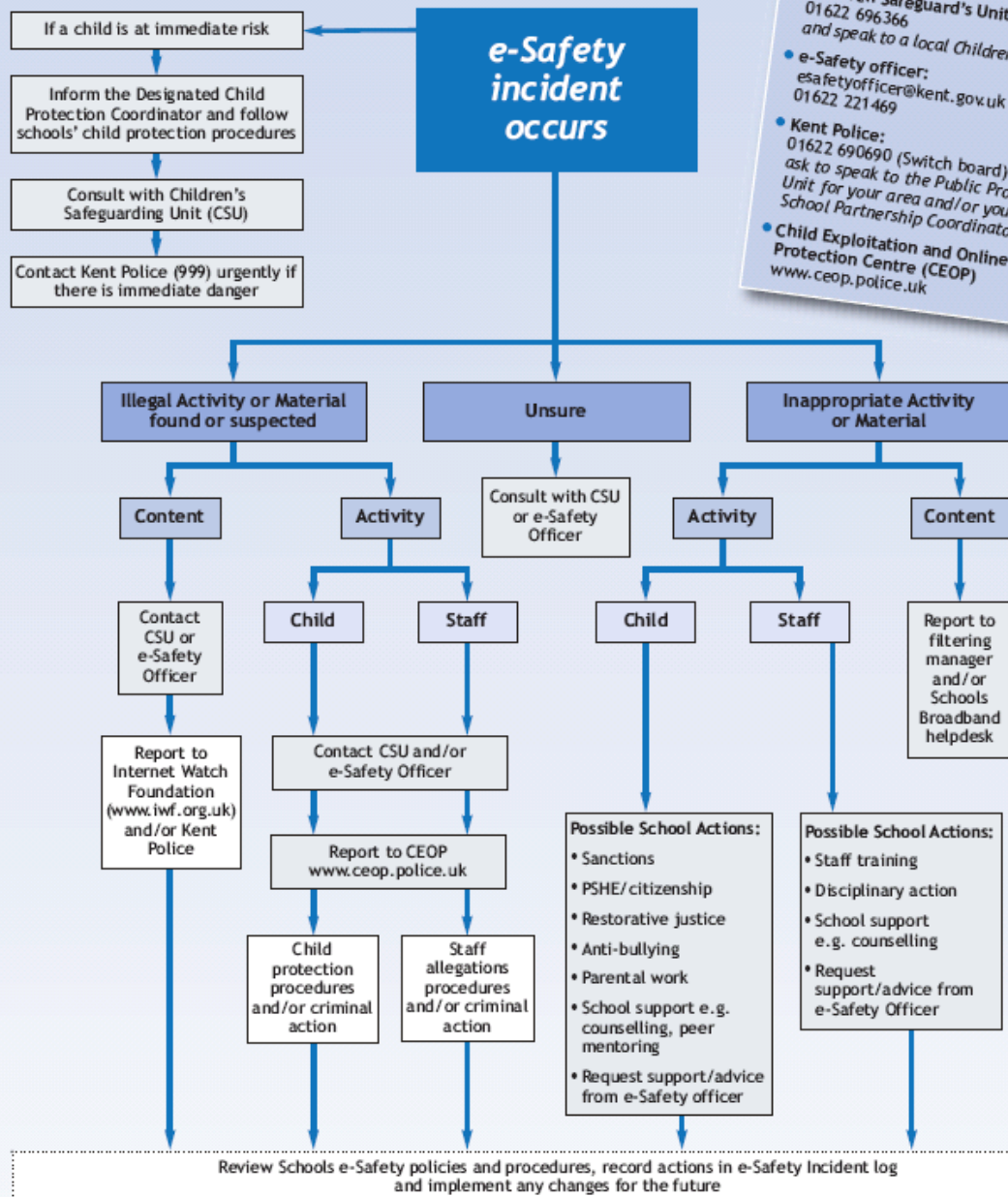
Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 18002 01622 221761

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

Response to an Incident of Concern



Contacts

- Children Safeguard's Unit (CSU)
01622 696366
and speak to a local Children's Officer
- e-Safety officer:
esafetyofficer@kent.gov.uk
01622 221469
- Kent Police:
01622 690690 (Switch board)
ask to speak to the Public Protection Unit for your area and/or your Safer School Partnership Coordinator
- Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

Local Contact Details

Schools Designated Child Protection Coordinator:
School e-Safety Coordinator:
e-Safety/Child Protection Governor(s):
Safer School Partnership Coordinator:
Local Children's Officer:
Other useful details:



