

Wentworth Primary School

HEALTH AND SAFETY POLICY

Date of Policy: November 2020

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Date of next review: February 2022



Achieving Happily

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Section A – Introduction:

A1 – A Note to the Headteacher:

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

1. Your policy must be kept up to date as it shows how you manage health and safety in your school.
2. You should involve staff and governors when devising the policy, and ensure that all staff are aware of what the policy means for them.
3. Some schools prefer to devise a short policy and cross reference to other documents held in school.
4. The policy should be signed by the Headteacher and chair of governors, dated when signed, and reviewed annually.
5. As the policy is a management tool, it will be the first document you are asked to produce when visited by HSE inspectors, Safety Inspectors, and auditors, where applicable.

A2 – The Law Regarding Health and Safety Policies:

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

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

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT Of

Wentworth Primary School

A3: Statement of Intent:

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

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

Signed:

Headteacher

Date:

Signed:

Chair of Governors

Date:

Section B – ORGANISATION

All adults have a responsibility in law to respond to a potential hazard in the following ways:

Make a judgement about immediate action.

Take steps to warn of danger and prevent access to a dangerous area or situation.

Following the action in ii. Above, report the hazard or potential hazard to the appropriate person. Urgent matters should be reported in person immediately, less urgent matters may be reported in writing.

B1: Employer Responsibilities

The Governors of Wentworth Primary School (Academy) as the employer has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

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

The Headteacher 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;
- 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 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 Headteacher.

B3 – Governors’ Responsibilities

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

Name of Appointed Health and Safety Governor:

Mr Tony Mayzes

B4 – 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 Headteacher, Site Manager or their line manager.

The Site Manager has a day to day responsibility for ensuring compliance with Health and Safety and taking effective/immediate action for any health and safety issues brought to their attention. They must also report such issues to the Headteacher or Business Manager. This includes the stopping of any practices including the use of tools, equipment etc which are considered unsafe.

Volunteer and parent helpers and all visitors to the school are provided with information on fire and emergency procedures and are directly accountable to the teacher in charge or must seek guidance from the nearest staff member whilst on the school site.

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 Headteacher.

AEO – Ian Watt
Contact number – 03000 410157

B6

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.

B7 - 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.

B8 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: In corridor outside school office

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B9 – Competency for Health and Safety Tasks and Training

The school is committed to ensuring that all staff are competent to undertake the roles expected of them. The Headteacher to identify the competency requirements of specific job roles in terms of health and safety and ensure that appropriate training is delivered and training records held. Training needs should be reviewed on an annual basis or on the introduction of new legislation.

- Induction training will be ensured for all members of staff by the Headteacher.
- Training will be identified, arranged and monitored by the Headteacher and the governing body.
- Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B10: Monitoring

- The Headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds.
- The Deputy Headteacher is responsible for investigating accidents.
- The Deputy Headteacher is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

B11: Security

The school is aware of their responsibility for assessing the risk of violence to staff and where violence is identified as a significant risk the school ensures appropriate control measures are put in place. Staff to report all incidents of aggression or violence (or near misses) directed to themselves to the Headteacher without delay.

The school will have in place an Invacuation Policy and ensures all staff are aware of the procedure.

The Headteacher, Site Manager and School Business Manager conduct regular reviews of the security

of the grounds and buildings and put forward recommendations for improvements, where required.

The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate any risks.

The school will, wherever possible segregate vehicular traffic and pedestrians and ensure all visitors to the site have signed in and out to comply with safeguarding practices.

CCTV is in operation along with a fob system used by staff to gain entry and exit.

A single central register is in place, no adult who is not in possession of a DBS certificate will be allowed on site unsupervised. Risk assessments may be carried out whilst a DBS is in progress.

An inventory is in place and kept up to date and presented to Governors on a termly basis. Any items mislaid or thought stolen must be reported to the Headteacher. Any goods taken out of school must be signed out in the loan book.

Section C – ARRANGEMENTS

C1: School Activities

- The Headteacher will ensure that risk assessments are undertaken including risk assessment for events carried out by the PTA and that adequate insurance is in place. *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 Headteacher or their delegated responsible person.
- The Headteacher 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.

The school will comply with DfE guidance on offsite visits and school journeys and have their own procedures and risk assessments in place.

The school is aware of their responsibility or assessing the risk of noise and where noise is identified as a significant risk ensures appropriate control measures are put in place.

C2: 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 identity badges 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.

C3: Fire and Emergency Procedures (See Appendix 1)

- The Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *See annex 7*

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: P Langridge, L Pollock, A Collier, J Pearson, J Boulton, J Phillips, S Ralph and W Handley

Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by: The Site Manager in the record book.

Instructions to employees are posted in all rooms.

Kent Fire and Rescue will be contacted by:

Specify whose role it is to make the call: The Site Manager

Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Weekly
Name of tester: The Site Manager

The fire log book will be kept:

Specify who will keep the log and where: The Site Manager in the Site Manager's office.

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.

Name of Responsible Person for Fire Safety: The Headteacher

C5: Maintenance of Fire Precautions:

The Headteacher 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

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school’s emergency planning arrangements. *See annex 1*

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

C7: Medical and First Aid

Arrangements (See Annex 2)

- The Headteacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found: In the First Aid Room

- The Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at: The School Office, the Staff Room and Ladies cloakroom near KS2 Hall. Additionally there are supplies of wipes and plasters in each classroom.

- A first aid risk assessment will be carried out by the Headteacher to determine the above factors. *See annex 2*
- 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.
- All reportable incidents under RIDDOR will be reported to the HSE by the school.

HSE Contact Details: Incident Contact Centre on 0345 300 9923 opening hours Monday to Friday 8.30 am to 5 pm). www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

The school follows the National Guidance produced by the Health Protection Agency which is summarised on the poster “Guidance on infection Control in Schools and other Child Care Settings”.

The school accommodates pupil's medical needs wherever practicable and has an individual care plan in place for each pupil. Key staff are aware of individual care plans for pupils they work with. Close co-operation between the school, parents and health care professionals ensure regular review. Administration of drugs is carried out in line with the DfE guidance "Managing Medicines in Schools and Early Years Settings". Parents have prime responsibility for their child's health and should keep the school informed about their child's medical condition.

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 majority of staff within the school are not considered to be DSE users. The school must ensure that assessments are reviewed annually and where equipment changes or office layout changes or where there are staff changes assessments must be amended to reflect this. The KCC guidance on interactive whiteboards will be followed. See *annex 4*

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.

During the Corona Virus pandemic, the school is compliant with all additional health and safety requirements issued by the DfE and directives from Public Health England and the Local Authority. Please see C21.

C10: Safe Handling, Manual Handling and Use of Substances

- The Headteacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments. See *annex 9*

The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. See *annex 5*

The Headteacher 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.

The school to provide PPE (personal protective equipment) where required.

Risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed where appropriate and training provided for staff.

C11: Inspection of Premises, Plant and Equipment

The Headteacher will arrange for formal inspections of the premises, plant and equipment to take place at least once a year and draw up an effective maintenance programme. See *annex 6*

All identified maintenance will be implemented.

Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the checklists. See *annex 6*.

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

The Headteacher will arrange for a management asbestos survey to be carried out every three years. The Headteacher will ensure that the 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 Headteacher 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.

The school will follow the DfE guidance “Managing Asbestos in your School” and Asbestos in Schools, Where it may be located” updated February 2017. (Appendix 11).

C13: Legionella Management

The Headteacher 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: Radon Management

The Headteacher has a duty to safeguard the health of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Public Health England guidance.

C15: Managing Contractors

Service contractors have regular visits to the school site. The contract should specify what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact on staff, pupils and visitors. The school to check the contractors insurances and compliance with safe working processes before any works commence or contracts are agreed.

Building contractors undertaking large contracts and for small scale building works including day to day maintenance the school will ensure the contractor has identified any hazards and reported these. Pre site meetings may be necessary before commencement of various works.

The school identifies risks associated with grounds maintenance and identifies the risk through the risk assessment process. The school ensures good communication with the grounds contractor.

C16 Slips, Trips and Falls

The school recognizes the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. By conducting regular site walks the Site Manager and School Business Manager can ensure that fire exits and internal doorways are clear. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Manager, School Business Manager or school office without delay. All staff are expected to be vigilant and aware of possible hazards.

C17: Environmental Management

The school seeks to fulfil its waste management objectives through using only what is needed and recycling as much as practicable. All waste classified as hazardous is collected by specialist firms and disposed of in the approved manner.

C18 Staff Health and Well Being

Pregnant members of staff are required to inform school in writing so that an appropriate risk assessment of their work routines can be carried out.

The school endeavors to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. The school will manage work related stress confidentially and seek appropriate support from outside bodies where appropriate.

C19: Lettings

The Governing Body and Headteacher must ensure that
The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and use by the hirers is safe.

Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.

Hirers of the building are informed about the location of the telephone, fire escape routes, fire alarm and firefighting equipment.

Hirers using any equipment or facility provided by the school are familiar with its safe use and if necessary, briefed accordingly.

Arrangements are made for checking the security and condition of premises and equipment used after vacation by the hirer.

C20: List of Risk Assessments, Policies or Procedures to complement this Policy

- Asbestos management
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)

Use of Laptops

- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Violence and aggression
- working at height

C21 Lateral Flow Testing

The school recognises the risks associated with the voluntary testing of staff which is detailed in the risk assessment. A consent form will be signed before hand over of the test kit, testing will be conducted off site at the employee's home twice a week. Volunteers will be provided with the Government guidance on how to safely conduct a lateral flow test.

SECTION D – ON-LINE ANNEXES AND REFERENCES Annex 1: Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

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 – **Delete if not applicable*

Bill Ogden	Operational Services Manager	Tel: 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	Tel: 07786 191664
*Mark Carnt	Building Contracts Manager (East Kent)	Tel: 07920 538423
*Ian McGrath	Building Contracts Manager (Mid Kent)	Tel: 07710 339764
*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 Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL Julie
Huckstep	ATL	Hartsdown Technology School Carol
Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School