



The Federation of The Downs & Northbourne Church of England Primary Schools



Health and Safety Policy.

School Mission Statement

Federation of The Downs and Northbourne CEP Schools

Our mission is to create a school in which every member feels valued, irrespective of their race, gender or disability and where the development of the whole child is paramount.

We expect high standards from all, and try to provide the maximum opportunities for every member to fulfil their individual potential. Our Christian ethos encompasses tolerance and cultural diversity which will enable us to embrace the challenges of our world.

Last Review Date: July 2017

Next Review Date: Jul 2018

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Section A – Introduction:

A1 – A Note to the Executive 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 Executive 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 and KCC 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 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.

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.



Kent County Council
Education and Young People's Services

Health and Safety at Work Act 1974



HEALTH AND SAFETY POLICY STATEMENT
Of



The Federation of The Downs and Northbourne CEP Schools

A3: Statement of Intent:

The Executive 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:
Executive Headteacher

Signed:
Chair of Governors

Date:

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

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

The responsibility is devolved to the Executive Headteacher or Head of School who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises. The Executive Headteacher will ensure the overall implementation of the policy.

B2: Executive 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 ensure that delegated Staff and Governors carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To ensure that delegated Staff and Governors undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To ensure that delegated Staff and Governors 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.
- To ensure that Staff Health & Safety concerns are followed up.

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

Name of Appointed Health and Safety Governor: Mr K Chidwick
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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 Executive Headteacher or their Line Manager.
- Line Managers to report to Executive Headteacher or Head of School to investigate any issues or concerns.

B5 – Area Education Officers (AEO)

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

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

Name of AEO:

David Adams

Contact No:

South Kent. 03000 410129

B6 –Capital & Premises Development Manager

- 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.

B7 – 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 Executive Headteacher 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.

B8 – 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.

Names of Trade Union Representatives: Louise Langley (NUT rep.)

Contact details: 01304-372486

Alternative Consultation Arrangements:

Name of Employee Representative:

Jamie Ford/ Ty Harding

Contact details:

01304 -372486 / 01304 611

B9 - 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 an item on SLT, Team Meeting and Whole School Meeting agendas, as appropriate.

B10 – 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:**
- **The Downs CEP School : Staff Room**
- **Northbourne CEP School: Internal Face of Outside Exit Door Staff Room**
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Executive Headteacher or other delegated key members of staff.
- The Executive Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

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

The person responsible for holding the records are: CPD leaders on both sites.

B12: Monitoring

- The Executive 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 three times a year.
- **Heads of School are** responsible for investigating accidents although the accountability lies with the Executive Headteacher.

- **Heads of School/Team Leader are** responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Executive Headteacher.
- The Executive Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Executive Headteacher will ensure that risk assessments are undertaken.
See annex 10
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Executive Headteacher or their delegated responsible person.
- The Executive 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.
- **Curriculum Safety Risk Assessments: This will include any activity taken off site and any activity deemed to have a risk over and above what is typical for a primary classroom. (This would only apply in exceptional circumstances, but teachers/club leaders must always show due diligence to H & S issues.)**

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

- The Executive Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Mrs C Karunaratna, Ms T Leighton, Ms N Luxford, Mrs J Tysoe, Mr J Ford, Mr K Chidwick, Mr M Reynolds, Mr T Harding, Mrs L Langley

Specify sites: (i.e. secretary's office, reception desk, etc.).

- Emergency evacuation will be practiced three times a year and a record will be kept:
- **A record will be kept by: Executive Headteacher or Head of School as appropriate.**
- Kent Fire and Rescue will be contacted by:

Ms D Hopper/ Mrs E Cureton and Mrs S Lund.

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Weekly checks

Name of tester: Mr J Ford, Mr T Harding Site Managers. In the event of sickness/absence this will be undertaken by Mr K Chidwick.

- The fire log book will be kept:

Specify who will keep the log and where: those named above. At TD kept in the main office and NB, kept in the mobile building.

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. *See annex 9.*

Name of Responsible Person for Fire Safety:

COSHH maintained by Mr Ford and Mr Harding. Mr K Chidwick is responsible for Fire Safety.

C5: Maintenance of Fire Precautions:

The Executive 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 Executive 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: First Aid Arrangements

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

First Aiders

Northbourne

	Training	Valid	Completed	Expires
Sharon Lund	Paediatric First Aid at Work	3 Years	May 2014	Apr 2020
Pauline Scott	Appointed Person First Aid	3 Years	Oct 2015	Oct 2018
Kevin Chidwick	ESP Level II Exploration Medicine	3 years	May 2016	May 2019
Gisi Mowles	Appointed Person First Aid	3 years	Oct 2015	Oct 2018

The Downs

Name	Training	Valid	Completed	Expires
Kerry Ford	Paediatric First Aid	3 years	July 2015	July 2018
Debby Hopper	Paediatric First Aid	3 years	Feb 2015	Feb 2018
Paul Bowles	Paediatric First Aid	3 years	Jan 2015	Jan 2018
Elaine Cureton	First Aid at Work	3 years	Dec 2015	Apr 2018
Tracy Leighton	First Aid at work	3 years	March 2017	March 2020
Frances Hickton	Appointed Person First Aid	3 years	Nov 2016	Dec 2019
Jamie Ford	Appointed Person First Aid	3 years	Nov 2016	Dec 2019

All teachers and TA's present in October 2015 have had Basic First Aid Training.

MDS				
Jane Parks	Paediatric First Aid	3 years	August 2015	August 2018
Marie Miller	Basic first aid	3 years	Nov 2015	Nov 2018
Marion Vause	Basic first aid	3 years	Nov 2015	Nov 2018
Sharon Milne	Basic first aid	3 years	Nov 2015	Nov 2018
Darian Poulton	Basic first aid	3 years	Nov 2015	Nov 2018
Lucy Charters	Basic first aid	3 Years	Nov 2016	Oct 2019
Melanie Miles	Basic first aid	3 Years	Nov 2016	Oct 2019
Tara Cook	Basic first aid	3 Years	Nov 2016	Oct 2019
Tracy Trousdale	Basic first aid	3 Years	Nov 2016	Oct 2019
TAs				
Lorraine Fordham (TA)	Paediatric First Aid	3 years	July 2015	July 2018
Julie Chambers (TA)	Paediatric First Aid	3 years	July 2015	July 2018

Defibrillator Training - June 2015

The Downs – Catherine Karunaratna, Tracy Leighton, Stacey Mitchell, Natalie Luxford, Jamie Ford, Debby Hopper, Elaine Cureton, Paul Bowles
Northbourne - Kevin Chidwick, Catherine Karunaratna, Pauline Scott

Supporting Children with Medical Needs

- **The Downs CEP School - Main Office, Staff Room**
- **Northbourne CEP School, School Office, Main First Aid Station, Staff Room**
- The Executive Headteacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at:

**The Downs CEP School – Main Office, All Classrooms, All Activity Areas.
Northbourne CEP School – Main Reception Area, All Classrooms, Forest School**

- A first aid risk assessment will be carried out by the Executive 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 '95 will be reported to the HSE by the school.

HSE Contact Details: 0845 3450055 (Incident contact Centre)

www.hse.gov.uk

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

C8: Information Technology

- The Executive 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. *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.

C10: Safe Handling and Use of Substances

- The Executive Headteacher or delegated person is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Executive Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Executive Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The Executive 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.

C11: Inspection of Premises, Plant and Equipment

- The Executive Headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
- All identified maintenance will be Implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Executive 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

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Executive Headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the 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 Executive 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.

C13: Legionella Management

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

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

<p style="text-align: center;">Property and Infrastructure Statutory Service Manager: Bill Ogden Telephone Number: 03000 416526</p>

C14: Liquid Petroleum Gas Management N/A

C15: Oil Fired Boilers

Heating Oil Storage and Management

For information: Include in your policy if you have an outside storage tank for heating oil.

The Executive Headteacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff.

A specific check list is available. *See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1*

C16: Radon Management N/A

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>

H and S Policy for Schools Final Revision /V5/HR/O/070715/GW

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

Annex 9: List of Hazardous Substances on the Premises

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

Annex 10: Health and Safety of Pupils on Educational Visits

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

E1: USEFUL CONTACTS

KCC Health and Safety Unit

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

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

Outdoor Education Unit

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

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

Tel: 03000 416050, Email: janet.stein@kent.gov.uk

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

Insurance and Risk Management

Darryl Mattingly - Insurance and Risk Manager.

Tel: 03000 416440, Email: darryl.mattingly@kent.gov.uk

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

Staff Care Services

Occupational Health, Mediation Services, and Support Line. **Tel:** 03000 411411 Email:

occupational.health@kent.gov.uk Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Property and Infrastructure Support –

Bill Ogden Operational Services Manager **Tel:** 03000 416526

Lynn Keeley Maintenance / Statutory Team Manager **Tel:** 07786 191664

*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/lfservlet/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