

The Darent Federation of Schools

Health & Safety Policy



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1. Statement of Intent

The Darent Federation is committed to providing and maintaining a safe and healthy environment for pupils, staff, visitors and contractors. We recognise our duties under health and safety legislation and will take all reasonably practicable steps to:

- Prevent accidents and work-related ill health.
- Provide safe premises and equipment.
- Assess and manage risks proportionately and effectively.
- Provide appropriate information, instruction and training.
- Promote a culture of vigilance, accountability and continuous improvement.

This policy forms part of staff induction and compliance with it is a condition of employment.

2. Legal Framework

This policy operates in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety (First Aid) Regulations 1981
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015.

We also follow guidance from:

- Health and Safety Executive (HSE)
- Department for Education
- UK Health Security Agency (UKHSA)
- Kent County Council (as employer).

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3. Responsibilities

3.1 Employer (Kent County Council)

KCC, as employer, retains overall responsibility for health and safety in maintained schools.

3.2 Governing Body

The Governing Body acts as the responsible body for strategic oversight. It will:

- Approve and review this policy annually.
- Monitor health and safety performance.
- Ensure adequate resources are allocated.
- Receive termly reports on incidents and compliance.

3.3 Executive Headteacher

The Executive Headteacher is responsible for day-to-day management and implementation of this policy, including:

- Ensuring risk assessments are completed and reviewed.
- Ensuring safe staffing and supervision.
- Ensuring statutory inspections and maintenance are completed.
- Ensuring emergency procedures are in place and rehearsed.
- Reporting to governors.

3.4 Site Management

- Kemsing Primary School: Site Manager
- Sundridge & Brasted CE Primary School: Caretaker

They are responsible for premises checks, contractor coordination, water hygiene monitoring, fire checks and maintenance oversight.

3.5 Staff

All staff must:

- Take reasonable care of their own health and safety and that of others.
- Follow training and instructions.
- Report hazards immediately.
- Model safe behaviour.

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4. Risk Assessment

The Federation operates a structured risk assessment framework covering:

- Premises and environment
- Curriculum activities (including PE, DT, science)
- Individual pupil risk assessments
- Educational visits
- Fire safety
- Manual handling
- Lone working
- Infection control.

Risk assessments are reviewed annually or sooner if circumstances change.

5. Fire Safety and Emergency Procedures

- Fire risk assessments are reviewed regularly.
- Fire drills take place at least termly.
- Weekly fire alarm tests are conducted.
- Personal Emergency Evacuation Plans (PEEPs) are in place where required.
- A separate Emergency Management Plan includes lockdown procedures.

6. Premises and Equipment

The Federation ensures:

- Statutory inspections are completed (gas, electrical, lifting equipment where applicable)
- Portable Appliance Testing (PAT) undertaken as required.
- Play equipment inspected regularly.
- Water hygiene checks completed and recorded.
- Asbestos managed via an up-to-date asbestos register and management plan.

The asbestos register is a controlled document and available to contractors before works commence.

7. Educational Visits

The Federation follows Outdoor Education Advisers Panel (OEAP) guidance.

- Residential visits are processed through EVOLVE.
- Day visits follow internal risk assessment procedures.
- An Educational Visits Coordinator (EVC) oversees compliance.
- First aid provision is proportionate to risk.

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8. Health and Wellbeing

8.1 First Aid

- Adequate numbers of trained first aiders are in place.
- EYFS provision complies with paediatric first aid requirements.
- First aid kits are maintained and regularly checked.

8.2 Occupational Stress

We recognise workplace stress as a health and safety issue and support staff through workload monitoring and wellbeing systems.

9. Infection Prevention and Control

The Federation follows current UK Health Security Agency (UKHSA) guidance for managing infectious diseases in educational settings.

- Good hygiene practices are promoted consistently.
- Cleaning regimes are proportionate to risk.
- Recommended exclusion periods are followed in line with current UKHSA guidance.

During outbreaks or public health incidents, advice from UKHSA and Kent County Council will be followed and risk assessments reviewed accordingly.

10. Accident Reporting and RIDDOR

- All accidents are recorded promptly.
- The Executive Headteacher will report incidents to HSE under RIDDOR where required.
- Accident records are retained in accordance with statutory retention requirements and GDPR principles.

11. Contractors and Lettings

All contractors must provide:

- Evidence of competence
- Risk assessments and method statements
- Appropriate insurance

Contractors will be informed of site-specific risks, including asbestos.

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12. Monitoring and Review

The Governing Body will review this policy annually.

Health and safety performance is monitored through:

- Termly site inspections
- Incident and near-miss trend analysis
- Fire drill evaluations
- Audit of statutory inspection compliance
- Review of risk assessments following significant incidents.

13. Safeguarding Crossover

Health and safety practice operates alongside safeguarding responsibilities. Any accident, injury, unsafe condition or near miss that raises concerns about supervision, neglect, unsafe premises, or staff conduct will be considered through a safeguarding lens and managed in line with the Federation Safeguarding and Child Protection Policy.

Where appropriate:

- DSLs will be informed of serious incidents.
- Patterns of accidents involving individual pupils will be reviewed.
- Risk assessments will be updated.

14. Lockdown and Critical Incident Procedures

The Federation maintains a separate Lockdown Procedures Plan which includes detailed lockdown and critical incident procedures.

Key principles include:

- Clear internal communication systems for initiating lockdown.
- Termly staff briefing on lockdown protocols.
- Age-appropriate pupil instruction.
- Controlled access to the site during incidents.
- Coordination with Kent Police and Local Authority where required.
- Lockdown drills are conducted periodically to ensure staff familiarity, and lessons learned are recorded and reviewed by senior leaders.

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15. Statutory Inspection and Compliance Schedule

The Federation maintains a statutory compliance calendar. Key inspections include:

Area	Frequency	Responsible Person
Fire risk assessment review	Annually	Executive Headteacher / Competent Assessor
Fire alarm test	Weekly	Site Manager / Caretaker
Fire drill	Termly	Executive Headteacher
Emergency lighting test	Monthly / Annually (full test)	Site Manager / Caretaker
Gas safety inspection	Annually	Gas Safe Engineer
Electrical fixed wiring (EICR)	Every 5 years	Qualified Electrician
Portable Appliance Testing	As required by risk assessment	Competent Person
Legionella risk assessment	Every 2 years (review annually)	Competent Contractor
Water temperature monitoring	As identified in risk assessment	Site Manager / Caretaker
Asbestos management review	Annually	Executive Headteacher
Playground equipment inspection	Termly visual / Annual independent	Site Manager / Caretaker
First aid needs assessment	Annually	Executive Headteacher

Records of all inspections are retained securely and available for audit.

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Appendix A – Fire Safety Checklist

- Fire action notices displayed
- Escape routes unobstructed
- Fire doors self-closing and not wedged open
- Extinguishers serviced annually
- Assembly points clearly identified
- PEEPs in place where required
- Alarm audible throughout site

Appendix B – Infection Control Reference

The Federation follows the most current UKHSA guidance on managing infectious diseases in schools. Recommended exclusion periods are not reproduced here in full to ensure guidance remains current; staff will refer to the latest UKHSA publication.