



The **Orchard School**

Health & Safety Policy

Draft: February 2025

Ratified: February 2025

Review: February 2026

Chair of Governors:

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Headteacher:

A handwritten signature in black ink, appearing to read 'A. H. and'.

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Section C: Arrangements

C1: Risk Assessment Procedures

- Risk assessments are undertaken for all **school activities** and updated annually.
- Significant findings are communicated to **staff, governors, and contractors**.

C2: Visitor Management

- All visitors must **sign in at reception** and receive safety information.
- Visitors must comply with **safeguarding and fire safety procedures**.

C3: Fire & Emergency Procedures

- **Fire drills are conducted termly** and recorded.
- The Site Manager tests **fire alarms weekly**.
- Fire risk assessments are reviewed **annually**.

C4: Firefighting & Equipment Maintenance

- Staff should only use fire extinguishers if trained.
- Fire extinguishers and alarms are **regularly maintained**.

C5: Bomb/Suspect Package Procedures

- Procedures for handling **bomb threats or suspect packages** are in place.
- Staff receive **annual training** on emergency evacuation for such threats.

C6: First Aid Arrangements

- A **sufficient number of trained first aiders** must be on-site at all times.
- The **First Aid Policy** outlines procedures for accidents and medical needs.

C7: Safe Use of ICT & Display Screen Equipment

- ICT equipment is **installed safely** with proper ventilation.
- **Display screen equipment assessments** are conducted for staff using computers regularly.

C8: Premises Compliance & Maintenance

- The school complies with the **Workplace (Health, Safety, and Welfare) Regulations 1992**.
- Regular **building maintenance inspections** are carried out.

C9: Hazardous Substances & COSHH Management

- **COSHH assessments** are conducted for all hazardous substances.
- Staff handling chemicals receive **appropriate training**.

C10: Inspection & Audit Processes

- The school undergoes **three formal inspections per year**.
- Maintenance issues are **recorded and resolved promptly**.

C11: Asbestos Management

- The school follows the **KCC Asbestos Management Policy**.
- Staff and contractors are informed of **asbestos locations**.

C12: Legionella Management

- Water hygiene risk assessments are conducted **every two years**.
- Regular monitoring and temperature checks are **recorded**.

C13: Gas, Oil, & Radon Management

- Risk assessments are in place for **gas, oil storage, and radon** where applicable.
- Emergency procedures are **communicated to staff**.

C14: Radon Management

- The school will monitor radon levels in accordance with **Health Protection Agency** guidelines.
- Risk assessments will be updated as necessary to ensure compliance with safety standards.
- Staff will be informed of any **radon-related risks** and mitigation measures.

C15: List of Risk Assessments, Policies & Procedures

A **complementary suite of risk assessments and policies** includes:

- Asbestos management
- Bomb alerts
- COSHH (Control of Substances Hazardous to Health)
- Display screen equipment (DSE)
- Emergency planning
- Fire safety, including responsibilities of fire wardens
- First aid requirements
- Infection control
- Legionella management
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Playground supervision
- School events
- School facilities (e.g., swimming pools)
- Slips, trips, and falls
- Stress management
- Violence and aggression
- Working at height

Section E: Useful Contacts

Kent County Council Health & Safety Team

- **Email:** healthandsafety@kent.gov.uk
- **Advice Line:** 03000 418456

- **Location:** Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

- **Tel:** 03000 410901
- **Email:** Outdoor.Education@theeducationpeople.org
- **Location:** The Swattenden Outdoor Centre, Cranbrook, TN17 3PS

Insurance & Risk Management

- **Lee Manser – Insurance Manager**
- **Tel:** 03000 416428
- **Email:** lee.manser@kent.gov.uk
- **Location:** Room 2.53 Sessions House, Maidstone, ME14 1XQ

Staff Care Services

- **Tel:** 03000 411411
- **Email:** occupational.health@kent.gov.uk
- **Location:** Park House, 110-112 Mill Street, East Malling, ME19 6BU

Health & Safety Executive (HSE) & RIDDOR Reporting

- **Website:** www.riddor.gov.uk
- **Tel:** 0845 345 0055
- **Online Reporting:** <https://www.hse.gov.uk/riddor/report.htm>

Kent Fire & Rescue Service

- **Tel:** 01622 692121