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Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT Of

Kent Health Needs Education Service

A1: Statement of Intent:

The Executive Head Teacher and Management Committee are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on all 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 Head Teacher

Date:

Signed:

Chair of Management Committee

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 Head Teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Executive Head Teacher will ensure the overall implementation of the policy.

B2: Executive Head Teacher 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 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 Management Committee 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 Executive Head Teacher.

B3 – Management Committee’ Responsibilities

- Responsibility for the health and safety of pupils lies with the Management Committee of the school, either as the employer of school staff or because it controls school premises (or both).
- The Management Committee will promote a strategic overview for health and safety.
- The Management Committee 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 Management Committee must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The Management Committee will make adequate provision for maintenance of the school premises and equipment within the school’s delegated budget.
- The Management Committee will support and monitor health and safety within the school.
- The Management Committee can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Management Committee Officer:

Ian Watts

B5 – Area Education Officers (AEO)

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

AEO South - David Adams	07740 184848	David.Adams@kent.gov.uk
AEO North - Ian Watts	07919 212062	Ian.Watts@kent.gov.uk
AEO West - Jared Nehra	07786 191476	Jared.Nehra@kent.gov.uk
AEO East - Marisa White	07834 841560	Marisa.White@kent.gov.uk

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 Head Teacher or their line manager.

B6 – Premises Manager/Caretaker

- 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 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.

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: N/A at present, staff bring their own representatives as required

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 a standing item on all staff meeting agendas.

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: Ley/Cant : Staff Room , Dover/Gravesend/Tonbridge/Oak – Admin Office

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Executive Head Teacher or other delegated key members of staff.
- The Executive Head Teacher 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 Head Teacher or delegated representative.
- Training will be identified, arranged and monitored by the Executive Head Teacher or delegated representative and the Management Committee.
- Staff are also responsible for drawing to the attention of the Executive Head Teacher or delegated representative 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 is:
HR Manager**

B12: Monitoring

- The Executive Head Teacher or delegated representative 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.
- Premises Manager is responsible for investigating accidents although the accountability lies with the Executive Head Teacher.

- Heads of H&S, are responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Executive Head Teacher.
- The Executive Head Teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The Executive Head Teacher will ensure that risk assessments are undertaken. This will be delegated to Assistant Headteachers and Hub Managers Coordinators for implementation. *See annex 10*
- The significant findings of all risk assessments will be reported to the Management Committee 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 Head Teacher or their delegated responsible person.
- The Executive Head Teacher 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.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the reception where appropriate arrangements for the signing in and out and identity badges will be provided, noting vehicle registration numbers as appropriate.
- 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 Head Teacher or delegated responsible person 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 Designated Person(s): Premises Manager/Caretaker Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by: The Premises Manager/Assistant Heads in Absence

- Kent Fire and Rescue will be contacted by:

Designated Fire Officer of staff at Hub

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Monthly

Name of tester: Premises Staff / Dedicated Fire Officer In Each Hub

- The fire log book will be kept:

By the Premises staff and kept in main office in each hub

C3b Bomb Threat

Immediate steps if you receive a bomb threat communication

- Any member of staff with a direct telephone line, mobile phone, computer or tablet etc., could conceivably receive a bomb threat. Such staff should, therefore, understand the actions required of them as the potential first response to a threat message.

If you receive a telephone threat you should:

- stay calm and listen carefully
- have immediate access to a checklist on key information that should be recorded (see bomb threat checklist - attached)
- if practical, keep the caller talking and alert a colleague to dial 999
- if displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended
- if the threat is a recorded message write down as much detail as possible
- If the threat is received via text message do not reply to, forward or delete the message. Note the number of the sender and follow police advice
- know who to contact in your organisation upon receipt of the threat, e.g. building security/senior manager. They will need to make an assessment of the threat
- If the threat is delivered face-to-face:
 - try to remember as many distinguishing characteristics of the threat-maker as possible
 - If discovered in a written note, letter or as graffiti:
 - treat as police evidence and stop other people touching the item
 - If the threat is received via email or social media application:
 - do not reply to, forward or delete the message
 - note the sender's email address or username/user ID for social media applications
 - preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

REMEMBER Dial 999 and follow police advice. Seek advice from the venue security/operations manager as soon as possible

Assessing the credibility of bomb threats

- Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:-
- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

Actions to consider

- Responsibility for the initial decision making remains with the management of the location being threatened.
- Do not delay your decision making process waiting for the arrival of police.
- Police will assess the credibility of the threat at the earliest opportunity.
- All bomb threats should be reported to the police and their subsequent advice followed accordingly.
- It is essential that appropriate plans exist, they should be event and location specific

Venue options to manage the risk include:-

- External evacuation
- Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.
- It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. **At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location.** Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.
- The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.
- Internal or inwards evacuation ('invacuation')
- There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.
- If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.
- If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

- This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place, see search considerations below.
- Checking your venue for suspicious items - Search considerations
- Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end:
 - ensure plans are in place to carry out an effective search in response to a bomb threat
 - identify who in your venue will coordinate and take responsibility for conducting searches
 - initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
 - divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
 - ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items
 - focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays
 - develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present

- under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour
- Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.
- Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision making process when not to evacuate/invacuate.

Media and communication

- Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.
- Releasing details of the circumstances may:
 - be an objective of the hoaxer and provide them with a perceived credibility
 - cause unnecessary alarm to others
 - be used by those planning to target other venues
 - elicit copycat incidents
 - adversely affect the subsequent police investigation

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*.

C5: Maintenance of Fire Precautions:

The Executive Head Teacher will delegate responsibility to Premises Manager/Assistant Head of Hubs will ensure regular checking maintenance on a quarterly basis 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 and the DFEE recommendations (www.gov.uk/government/publications/bomb-threats-guidance)

- 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.
- Where a hub is hosted the action will align with host school's policies and practice

C7: First Aid Arrangements

- The Executive Head Teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.
- Each Hub will have a designated 1st aid co-ordinator who keeps records up to date, and ensures first aid boxes are fully stocked and suitably replenished.

A list of first aiders and contact details can be found: Reception in all Hubs or Hub Office.

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

The first aid boxes are located at: Reception or Hub Office in all hubs

- A first aid risk assessment will be carried out by the Executive Head Teacher 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.
- An up to date list is held of accidents and first aid in the Y:Drive under
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

**HSE Contact Details:
Incident Contact
Centre**
www.hse.gov.uk

C8: Information Technology

- The Executive Head Teacher or delegated responsible person 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 Head Teacher or delegated responsible person is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Executive Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The Executive Head Teacher or delegated responsible person will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The Executive Head Teacher or delegated responsible person 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 Head Teacher or delegated representative 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, Management Committee, caretaking staff and the Head of School/Hub Co-ordinator/ Premises Manager 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 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 Executive 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.

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.

C14: Radon Management

The Head Teacher 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 Health Protection Agency guidance.

C15: Liquid Petroleum Gas Management

For information: Include in your policy if you have an LPG tank.

The headteacher will ensure that there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff. Risk assessments will also be sought from Calor with regards to delivery of the gas. Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1*

C16: 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 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*

C17: List of Risk Assessments, Policies and Procedures to complement this Policy *add or*

- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

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-topic>