Lady Joanna Thornhill (Endowed) Primary School

Learning for the Head,

Heart and Hand

Health and Safety Policy

We want to ensure your needs are met. If you would like this document in any other format, please contact us: office@ladyj.kent.sch.uk

Date of review	October 2026
Date of next review	October 2027
Reviewer	Rachael Foster, Headteacher
Co-chairs of Governors	James Coumbe

Article 24 – 'Every child has the right to the best possible health.'
Article 19 – 'I have the right to be protected from being hurt or badly treated'
Article 3 – 'Adults must do what is best for me.'

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Section A

Health & Safety Policy Statement

The Head Teacher 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
- provide and maintain a safe and healthy environment
- establish and maintain safe working procedures amongs staff, pupils and all visitors to the school site
- have robust procedures in place in case of emergencies
- ensure that the premises and equipment are maintained safely, and are regularly inspected

Section B

Legislation

This policy is based on advice from the Department for Education (DfE) on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Article 24 – 'Every child has the right to the best possible health.'
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Section C – Organisation

C1: Employer responsibilities

KCC 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 Head Teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises. The Head Teacher will ensure the overall implementation of this policy.

C2: Head Teacher responsibilities – The Head Teacher will

- ensure this policy is reviewed annually or earlier if there are any changes in circumstances
- ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood
- include health and safety issues in the school improvement plan, if necessary
- carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate
- undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance
- receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices
- liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues
- 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
- ensure that emergency evacuation procedures are in place and tested to ensure validity
- ensure that adequate first aid provision is available and kept up to date at all times
- report health and safety issues to the governing body on a regular basis
- monitor and review all health and safety policies and procedures
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- provide adequate training for school staff
- ensure there is enough staff to safely supervise pupils

N.B: Tasks can be delegated to other members of staff (School Business Manager) but ultimately the responsibility remains with the Head Teacher.

C3: 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 'Class care' scheme or within the school's delegated budget
- The governing body will support and monitor health and safety within the school
- The governing body will review and monitor the effectiveness of this policy

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- The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view

C4: Staff responsibilities – All Staff will

- read and fully co-operate with this policy
- take reasonable care of their own health and safety and that of others who may be affected by their actions
- co-operate with their employer on health and safety matters
- not interfere with anything provided to safeguard their health and safety or that of others
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- fulfill their duty to report all health and safety concerns to the Head Teacher or their line manager
- understand emergency evacuation procedures and feel confident in implementing them
- model safe and hygienic practices for pupils
- work in accordance with training and instructions

C5: Site Manager responsibilities

The Site Manager holds responsibility for the day to day maintenance and other buildings / grounds issues.
They will:

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the senior management team immediately
- ensure that all work under their control is undertaken in a safe manner
- carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects

C6: Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

C7: KCC Property and Infrastructue (Previously GEN2)

- They 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 Head Teacher is responsible for liaising with KCC (previously GEN2), and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

Health and Safety is a standing item on all staff meeting agendas.

C8: 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.

- Copies of the Health and Safety Law Poster are located in the Staff room and School Office

Article 24 – 'Every child has the right to the best possible health.'
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- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Head Teacher or other delegated key members of staff
- The Head Teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety

C9: Competency for health and safety tasks and training

- The Head Teacher will ensure that all staff undertake induction training
- Training will be identified arranged and monitored by the Head Teacher and the governing body
- Staff are also responsible for identifying their own personal training needs and feeding this back to the Head Teacher
- Training records will be easily accessible for audit purposes and will be kept up to date

C10: Martyn's Law

Martyn's Law (the Terrorism (Protection of Premises) Act 2025) requires schools and educational settings to implement proportionate security and preparedness measures, with full legal enforcement expected by Spring 2027. All visitors to the school site are required to sign in using the Inventry system and have photocopies of their ID documentation taken by office staff. All visitors wear a visitor lanyard and are accompanied by a member of staff whilst on site. All visitors are required to sign out when they leave the site.

All school risk assessments have a section relating to measures put in place to ensure adherence to Martyn's Law, including registration sheets for on-site events and parents/carers being accompanied at all times while on the school site. Two metal bollards were installed at the Village Hall car park entrance to minimise the risk of a vehicle accessing the school site when the gates are closed. The school has cctv cameras around the site and footage can be accessed by members of the office staff.

The Emergency Lock Down Procedures are reviewed regularly and lockdown drills take place every Term.

C11: Benedict's Law

Benedict's Law is a national school safety framework in England that makes robust allergy policies, staff training, and emergency medication mandatory for schools.

All staff and volunteers will complete allergy and anaphylaxis training annually. Training records will be easily accessible for audit purposes and will be kept up to date.

All staff and volunteers will read and comply with the Allergy Safety Policy.

C12: Monitoring

- The Head Teacher 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
- The School Business Manager is responsible for investigating accidents, although the accountability remains with the Head Teacher
- The School Business Manager is responsible for investigating work-related sickness and absences, although the accountability remains with the Head Teacher
- The Head Teacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences
- The Headteacher and Site Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alalrm systems. Key holders will respond to an emergency.

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Section D – Arrangements

D1: School activities

- The Head Teacher will ensure that risk assessments are undertaken
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected
- Any actions that are required to remove or control risks will be approved by the Head Teacher or their delegated responsible person
- The Head Teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest

D2: Visitors

- All visitors shall be directed by clear signage to the reception after having used the gate intercom, when they will be directed to the reception entrance. A member of staff from the front office in reception will take details of the visitors, sign them in and out
- 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, including evacuation points
- All visitors will be given a copy of the school's Safeguarding Induction leaflet. A further copy of this leaflet is displayed in the reception front office window
- Before work begins, contractors will provide evidence that they have completed an adequate risk assessment of all their planned work

D3: Fire and emergency procedures

- The Head Teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- Instructions to employees are posted at strategic points around the building
- Emergency evacuation will be practiced at least three times a year and records will be retained
- Weekly testing of fire alarms will occur on a regualr basis and will be carried out by the Site Manager
- A record of these tests will be kept by the Site Manager
- All staff will comply with the Fire and Emergency Evacuation Plan

D4: 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 they feel 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. A list of hazardous substances will be provided to a fire officer in the event of a fire.

D5: Maintenance of fire equipment

The Head Teacher will ensure regular maintenance of:

- Fire extinguishers

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- Fire alarms
- Fire doors
- Fire safety signs and identification of escape routes
- Emergency lighting and other emergency equipment

D6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The Head Teacher 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

D7: First aid arrangements

- The Head Teacher will ensure that there are an appropriate number of designated and trained first aiders in school
- The Head Teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the Head Teacher to determine the above factors
- The school will follow the procedure for completion of incident / accident records, including HS157, HS160, F2508
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if there is any doubt whether an incident is reportable
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance

D8: Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing)
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

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Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately, and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms

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Keeping rooms well ventilated

We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action. In addition to general cleaning guidance:

Preventing and controlling infections in EYFS

In addition to general cleaning guidance, we will:

- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

D9: Information Communication Technology

- The Head Teacher will ensure that suitable arrangements are in place for the safe use of information communication technology
- Information communication 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 and implemented.
- 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

D10: Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

D11: Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

D12: Legal requirements for premises

- Lady Joanna Thornhill Primary 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
- Lady Joanna Thornhill Primary 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

D13: Safe handling and use of substances

- The Head Teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments
- The Head Teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them
- COSHH assessments will be reviewed on an annual basis or when the work activity changes

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D14: Inspection of premises, plant and equipment

- The Head Teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme
- All identified maintenance will be implemented
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Head Teacher/Deputy Head using the example checklists
- Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards
- Where damaged asbestos is encountered, or damage is suspected, procedures as laid down in the KCC asbestos policy will be followed
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard signs and contents

D15: Asbestos management

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The 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 Head Teacher or the designated 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.

D16: 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. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; 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 logbook and de-scaling spray outlets as necessary.

D17: Oil Fired Boilers - Heating Oil Storage and Management

The Head Teacher 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. The Site Manager has produced a risk assessment in this regard - a Spillage Kit is available on site, should it be required. Measures should also be put in place to inform the relevant local authority and the Environment Agency.

D18: Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

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D19: Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

D20: Off site visits

When taking pupils off the school premises, we will ensure that:

- risk assessments will be completed where off-site visits and activities require them
- all off-site visits are appropriately staffed
- staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- for trips and visits with pupils in the Early Years Foundation Stage, there will always be at least 1 first aider with a current paediatric first aid certificate
- for other trips, there will always be at least 1 first aider on school trips and visits

D21: List of risk assessments, policies and procedures to complement this policy:-

- Accident reporting
- 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
- Legionella
- Lone working
- Management of Contractors
- Managing stress in the work place
- Manual Handling
- New/Expectant mothers
- Pedestrian and vehicle movement
- Smoking and E-Cigarettes
- School Events
- Violence at work
- Working at height.

N.B. The above risk assessments, policies and procedures are *primarily* KCC models to be found on KELSI. No guarantee can be made on how up to date these documents may be – It would be prudent to check the site for up to date information, when required:- www.kelsi.org.uk

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Section E: Useful Contacts

Key Personnel - Lady Joanna Thornhill (Endowed) Primary School

Rachael Foster, Headteacher
Email: headteacher@ladyj.kent.sch.uk Tel: 01233 812781
School Business Manager (nominated lead)
Email: sbm@ladyj.kent.sch.uk Tel: 01233 812781
Site Manager
Email: t.nettleship@ladyj.kent.sch.uk Tel: 01233 812781

Kent County Council Health and Safety Unit

Email: healthandsafety@kent.gov.uk
Health and Safety Advice Line: Tel: 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, Swattenden Lane,Cranbrook, TN17 3PS

Insurance and Risk Management

Lee Manser - Insurance Manager.
Tel: 03000416428, Email: lee.manser@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
Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Location: International House, Dover Place, Ashford, TN24 1HU

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Kent Fire & Rescue Service
The Godlands
Straw Mill Hill
Tovil
Maidstone
ME15 6XB
Tel: 01622 692 121

RIDDOR Incident Contact Centre
Website: www.riddor.gov.uk.
Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)
Online reporting: https://www.hse.gov.uk/riddor/report.htm

Employment Medical Advisory Service (EMAS)
The Executive's Employment Medical Advisory Service (EMAS).
Tel: 02089 958503
Location: PO Box 3087, London W4 4ZP

Association for Physical Education
Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: http://www.afpe.org.uk/
Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

The Health and Wellbeing Hub
Tel: 0800 030 5182 Quote the School Name when calling
Website: www.healthassuredeap.com Username: Education Password: Broker