Health and Safety Policy

Last Reviewed	**October 2026**
Next review	**October 2027**
Persons responsible	**SLT & Full Governing Body**
Governor committee	**F&P**

INTRODUCTION

HEALTH AND SAFETY AT WORK ETC. ACT 1974

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Council has done this. The Education Department has issued its policy to extend and particularise the general aims and objectives of the Council's statement.

Part One of the Education Safety Policy deals with the responsibilities of Headteachers in individual establishments and the requirement for them to issue a local statement of safety policy and the arrangements for ensuring it is implemented correctly.

GENERAL STATEMENT OF SAFETY POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of pupils and other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The headteacher and Governors will comply as necessary with the following statements, copies of which can be found in Sections 2 and 3 of the "KCC Framework for Health and Safety" and which will be brought to the attention or issued to all members of staff.

KCC General Statement of Health and Safety at Work Policy
The Director of Education Services' Departmental Health and Safety Policy Statement
The Education Department Health and Safety Statement – Organisation
The Education Department Health and Safety Statement - Arrangements

The policy will be kept up-to-date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually.

Statement of intent:

The 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:	Signed:
Headteacher	Chair of Governors
Date:	Date:

RESPONSIBILITIES

KCC has overall responsibility for health and safety but, at a school level, the Headteacher has responsibility as officer in charge of the premises for ensuring that they are safe. In doing so, he will delegate certain tasks and responsibilities to members of staff and will refer appropriate matters to the local education authority either because the LEA is responsible under the local management scheme or because specialist advice is needed.

The Headteacher is responsible for:

- ensuring that staff, visitors (including contractors) and pupils adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

- including issues of Health and Safety in the School Improvement Plan, if necessary.

- checking that the Health and Safety requirements are actually implemented and keeping a record of the periodic monitoring which is undertaken. (eg. seasonal monitoring reports)

- passing on information received on Health and Safety matters to the appropriate people.

- seeing that each employee' responsibility regarding Health and Safety is included in his/her job description and that all staff are aware of the contents of the policy and where it can be accessed.

- seeing that risk assessments are undertaken as necessary and recording items of significance. This is a statutory requirement and should be reviewed at least annually.

- receiving and dealing with complaints about unsafe premises, equipment or work practices.

- Liaising with KCC Property Services and/or the building maintenance consultants and/or with contractors from KCC's preferred contractors list to resolve property maintenance issues.

- seeing that emergency procedures are in place.

- ensuring that the requirements of any Enforcement Officer (eg HSE Inspector, Fire Prevention Officer, Environmental Agency or Health Officer) are properly addressed.

- seeing that adequate first aid provision is made.

- liaising with the Governor(s) responsible for Health and Safety on policy issues and any problems in implementing that policy.

All members of staff have a responsibility to:

- Co-operate on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to the Headteacher or Deputy Headteacher. This can be at weekly staff meetings or immediately in the case of an emergency

Governors

The Governing Body are responsible for complying with their duties under the Local Management Scheme, making appropriate provision within the school's delegated budget and generally supporting and monitoring health and safety within the school. This includes a requirement under Section 4 of the Health and Safety at Work etc. Act 1974 to take measures which are within their power to make sure that premises are safe and without risk to health to others who use the school. They require the Headteacher to report on health and safety issues in their seasonal termly reports to them. The Governor(s) is responsible for visiting the school at least once a year and, accompanied by the Headteacher and Site Manager, carrying out an inspection of the site and preparing a report of their findings. The Governing Body has appointed Alan Mclean as the Chair of the Finance and Premises Committee, with responsibility for health and safety which can be delegated to another Finance & Premises committee member.

Area Education Officer (AEO)

- The Assistant Director of Education, Nick Abrahams (03000 41 00 58), is responsible for the monitoring of health and safety matters in schools and reporting to the Assistant Director (Operations). They will raise specific health and safety issues with the Directorate's Health and Safety Unit and raise strategic issues of concern with the Corporate Director of Education, Learning and Skills.

Premises Development Manager (PDM)

- The PDM for the school, a KCC employee, is responsible for ensuring that regard is given to health and safety concerns in preparing programmes of major maintenance and improvement work.

KCC Property Section and Infrastructure Support

KCC Property Section are responsible for ensuring that property matters for which the LEA, as an employer, has a statutory responsibility (e.g. regular maintenance and testing of fixed electrical wiring or gas appliances). KCC Property Section will ensure that matters are properly dealt with and if necessary put equipment or premises out of use. The Headteacher, or Deputy Headteacher is responsible for liasing with Property Section and/or building maintenance consultants and/or contractors from KCC' preferred contractors list to resolve property maintenance issues.

Safety Representatives

Safety representatives of trade unions can represent employees when consulting them about specific matters relating to their health safety and welfare. They are able to investigate accidents and other potential hazards and dangerous occurrences in the workplace and if necessary investigate complaints made by employees with regard to their health, safety and welfare. It is the responsibility of the Headteacher to ensure that they facilitate the representatives requirements in terms of time to carry out their role.

The Site Manager is responsible for the maintenance of the following areas: -

- Classrooms
- Admin Offices
- Hall
- Corridors, foyers

- Boiler room
- Toilets
- Medical area
- Library
- Music room
- Playground, garden and field areas
- Boundaries and security

In addition the Site Manager is responsible for safe waste disposal, including hazardous waste and appropriate fire exit signage.

Kitchen
Kent County Council undertake an annual inspection of gas and electrical appliances. This is to ensure they are safe and well maintained. The safety panel on the wall in the kitchen enables the gas supply to be shut down when not in use. KCC own and will replace equipment if necessary. The maintenance of the kitchen building is the responsibility of the school. Food safety issues are dealt with by the Local Authority, working with the Catering Company (at present Nourish).

Outside Environment
KCC Landscape Services together with a local contractor and the Site Manager maintain the school grounds to a safe standard. Specific safety measures and rules for use are in place for the tyre play park, OPAL project and wetland areas. Both the pond and wetland area are fenced and padlocked. Pupils are not allowed in either area unaccompanied. The allotment is supervised by adults and safe practices regarding tools and products are adhered to. No chemicals are used at the allotment.

All staff

It is the duty of every member of staff, both teaching and non-teaching to report any unsafe conditions to the Headteacher or the Deputy in their absence. In addition an attempt should be made to eliminate the danger before reporting it. All employees have the responsibility of co-operating with the Headteacher to achieve a healthy and safe workplace and to take reasonable care of themselves, pupils and others.
The Headteacher will ensure that all staff undertake induction training and Training records will be easily accessible for audit purposes and will be kept up to date

Review of Training Needs
The Headteacher will be responsible for keeping under constant review the safety training needs of staff. This will include induction and update training. As soon as possible after joining, new staff should be made aware of emergency procedures and fixtures relevant to their place of work. They are responsible for ensuring each new member of staff receives all necessary documents, including the Staff Handbook and is aware of Health and Safety procedures. Training will be identified, arranged and monitored by the Headteacher who is also the Staff Development Manager. Training records are kept by staff in the CPD files and staff are responsible for drawing attention to their personal training needs.

ARRANGEMENTS

RISK ASSESSMENT

It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We undertake an annual risk assessment and take all reasonably practicable measures to reduce risks to an acceptable level. (See Record of Risk Assessments Appendix 1)

Electricity

The "competent" person for arranging regular tests on portable electrical equipment is the Site Manager.

KCC Property Section will arrange for major fixed wiring circuits to be checked at least once every five years.

Visual inspections of electrical equipment are to take place each term and tests using a portable appliance tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form.

Any electrical items brought into the school for whatever reason must be reported to the "competent" person to enable a test to be carried out before their use. This includes items on loan or gifts.

The use of multi adapters is to be avoided, as is the use of extension leads unless they are fully unwound and protected, preferably with a power breaker. Trailing leads should be avoided unless they are correctly protected to prevent trips.

Fire

Fire drills are to be carried out 3 times a year termly, one without warning. A record is maintained and kept in the school office. Procedures are reviewed by staff following each fire drill.

Muster Points for fire drills are on the far side of field opposite the OPAL shed. In the case of a real fire and any other emergency (e.g. bomb threat) a further muster point is used at the far end of the field near the gate to the footpath leading to Byrneside.

The Site Manager is responsible for carrying out fire alarm call point tests on a weekly basis with staff. Records must also be kept as above.

All staff are to be familiar with what types of extinguisher are in their vicinity and on what types of fire they may be used. These are checked visually by the Site Manager once a week. Fire extinguishers are maintained and checked annually, the fire alarm six monthly and emergency lighting quarterly all by KCC.

The fuel shut off valve to the school boiler is situated in the outside cupboard with doors facing the car park, next to the staffroom.

All staff must also be familiar with emergency drills, escape routes, muster points and bomb evacuation procedures. Fire evacuation procedures are located in each area of the school and details are included in the Staff Handbook.

Fire Risk assessments are undertaken regularly and also form part of the termly monitoring return completed by the Headteacher and Site Manager.

Other Emergency Procedures

In the event of flood or other severe weather conditions, our texting service for informing parents will operate. Teaching staff are responsible for their class and a record in their register will record the collection of pupils. If there is a possibility of School closure due to these conditions, i.e. overnight forecast etc, then parents will be informed via the texting service and in addition, asked to listen to local Radio (BBC Radio Kent) for additional information. Parent contact sheets are prepared at the beginning of each academic year and the school subscribes to a communication platform to text parents in the event of an emergency.

In the event of a bomb alert or finding a suspicious package/device, then the school will follow the procedures outlined in 'Emergency Planning in Schools' on the KELSIE website. Details of procedures will be regularly circulated to staff annually and an emergency evacuation will be practised annually. A record of the evacuation will be kept. A bomb alert record sheet will be kept accessible in the school office and by the Headteacher to be completed in the event of a bomb threat made by telephone. Office staff are given guidance on dealing with suspicious mail.

Pandemic Emergency Procedures

A separate documented Risk Assessment and list of procedures will be established and available.

First Aid

A list of qualified first aiders is held in the school office.

Staff will have access to red discs that can be used in the case of an emergency that requires the assistance of another adult. All staff on duty should carry one in case there is an accident that requires a first aider or another adult immediately. The disc should be given to a responsible child to take to the next nearest available adult with a message regarding what is needed. E.g. call an ambulance, a first aider is required etc.

Details of First Aid Procedures are attached in Appendix 2

Reporting Accidents

The KCC Framework for Health and Safety – Section 7 will be followed – in particular the reporting of serious incidents to the Health and Safety Executive. Accidents that result in a hospital visit are reported to the Health and Safety Executive by completing Form 2508 on line at www.hse.gov.uk It is the Headteacher's responsibility to action this and keep a copy of the action. This is monitored for trends and patterns. The Headteacher will investigate accidents if necessary and where the County procedure requires, will submit an accident report form to the area office.

The Administration of Medicines

Parents must inform Class teachers in writing if their child requires medication at school. They will be required to complete a School Medication Record, see Appendix 3. Prescription medicines must have a pharmacist label on them with name, date and dosage to be given.

Medicines must be kept in the medical cabinet in the classrooms and be administered by the Class teacher or First Aider. Inhalers should be kept by the Class teachers for pupils in Key Stage 1. Pupils in Key Stage 2 will have their own inhalers stored by their teacher and only be used with an adult present and be recorded. It will be made clear to Key Stage 2 pupils that they must inform their Class teachers when they use their inhaler.

For information and procedures involving pupils with Epipens please see separate Pupil Allergy Policy. All staff undertake Epipen and anaphylactic training under the new Benedict's Law guidance and compliance.

Manual Handling

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. Staff must ensure that risk assessments include any high-risk manual handling activity. Staff must follow any control measure identified such as use of handling aids or safe system of work. Staff should report any problems with working activity or equipment as soon as they occur. Staff training on Manual Handling was completed by all staff online in September 2020.

Stacking and Storage

Materials, equipment and any other items will be kept in appropriate areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure they are stacked tidily, to a safe height so that they do not impede movement of staff, pupils and visitors.

Corridors, cloakrooms and exits, especially fire exits must be kept clear of obstructions.

Manual Handling of Pupils with Disabilities

The Deputy Headteacher will be responsible for identifying which staff are at risk from manual handling injuries from moving and lifting pupils. See Appendix 4 for details

Physical Restraint

Specific, identified staff have the opportunity to receive training on De-escalation and Positive Handling on a regular basis. (Last training – February 2026) . Staff are permitted to touch/restrain pupils if they are a danger to themselves, others or property. Such incidents should be recorded and discussed with headteacher so that the appropriate action may be taken.

Display Screen Equipment (DSE) and ICT

All ICT equipment will be installed and maintained by a KCC approved company (or EIS) with due regard to ventilation in server areas and hazards of wiring etc.

Assessments of users of display screen equipment will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 as amended in 2002. Guidance on the safe use of Interactive White Boards and Activ Panels are is set out in KCC guidance on KELSIE and should be available to staff.

Workplace facilities

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

School premises regulations

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

Contractors
All contractors must report to the school office to sign in before work commences. Out of hours, such work must be authorised and contractors briefed by the Headteacher or Site Manager.

Contractors should be made aware of the asbestos register on arrival if appropriate.

Central Safety Unit, the school surveyor, school staff and client officer will carry out monitoring of contractors on site. If staff feel that something is dangerous then the Headteacher should be informed. Segregation of the work area must be maintained.

No vehicles should be manoeuvred to or from the site whilst children are in the area.
No grass mowing is to take place while children are on the same area of the field.
No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

Visitors
All visitors are directed by clear signage to the reception and must report to reception and all visitors shall be made aware of the school's fire arrangements and emergency procedures.

Action on Identifying Potential or Actual Hazards
If any member of staff identifies a hazard it is their duty to report the fact to the Headteacher or Deputy Headteacher in their absence as soon as possible.

If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported the Headteacher may seek expert help from the County Health and Safety Manager whose name, address and telephone number is held in the school office.

COSHH
Every attempt will be made to avoid the use of substances which come within the Control of Substances Hazardous to Health (COSHH 2002) regulations and KCC Framework for the Health and Safety (Section 11). Care will be taken when ordering supplies and contractors will be asked to refrain from their use. Where such materials must be used, only the smallest practicable quantities will be brought on to the site following a risk assessment, where they will be stored securely under the personal responsibility of a member of staff or contractor with data sheets used to monitor substances. If the substances have been bought on site for a specific purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely. Cleaning materials must be kept in a locked cupboard when not in use. Training for those managing and handling substances will be provided as necessary.

Communicating Health and Safety
The Headteacher has the duty of ensuring all members of staff read this Safety Policy and that copies of it are displayed in the Staff Room together with the Health and Safety Law Poster. Any amendments to any policy will be circulated to all staff. Any hazards that are brought to the attention of the Headteacher from any source will also be circulated to staff who may be affected. Staff will be trained in the use of new equipment and relevant handbooks made available to them.

The Headteacher will investigate all injuries, accidents, near accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Where applicable, Subject Leaders are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported to the subject leader.

Health and Wellbeing

The Remodelling Agenda seeks to address the issue of work life balance and staff are supported in this by the provision of PPA time. Staff are encouraged to manage their workload effectively and non-contact time is available to all teaching staff and members of the leadership team regularly. Teachers have the option of working from home for their PPA.

Counselling arrangements can be made via the Headteacher. They will contact the Area Personnel Manager (in the case of staff) or the Educational Psychologist (in the case of pupils). KCC subscribe to the Counselling Supportline service – 03000 411411 The Education Service Advisory Committee have produced a guide: "Managing work-related stress: a guide for managers and teachers in schools."

Policy statement on Smoking and Vaping at Stocks Green School

It is the policy of Stocks Green Primary School that all our buildings and site are smoke free and all that employees / pupils / have the right to work in a smoke / vapour free environment.

We acknowledge that some people may wish to make use of electronic cigarettes, particularly as an aid to giving up smoking. Although they fall outside the scope of smoke-free legislation, we prohibit the use of e-cigarettes on the school site for the following reasons:

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees/pupils.
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, creating an impression to pupils, staff and visitors that it is acceptable to smoke on Stocks Green premises.
- We do not promote 'vaping' as a safe alternative to smoking to our pupils.

Therefore:

Stocks Green Primary School is committed to being a healthy school. Smoking cigarettes, cigars or pipes (containing tobacco or herbal substances) or vaping through e-cigarettes, is not permitted in any part of the premises or site at any time, by any person regardless of their status or business with the school.

In the event that someone does smoke in a smoke-free environment, the following procedure will be followed:

- the person's attention will be drawn to the no-smoking/vaping signs and they will be requested to stop smoking or leave the premises.

Disciplinary procedures will be followed for members of staff who do not comply with this policy.

Responsibility of Specified Staff

<u>Science</u>

The Science subject leader has the responsibility of seeing that the advice of the LEA is followed by other members of staff; that staff, particularly new staff, are familiar with this policy; that the delegation is effective and that delegated duties are being carried out.

Risk Assessment
The Science subject leader has the responsibility for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

CLEAPSS Hazards
Topics in Safety - Chapter 7 for chemicals
- Chapter 8 for micro-organisms
Microbiology: An HMI Guide
CLEAPPS Laboratory Handbook
Safeguards in the School Laboratory
Hazardous Chemicals: A Manual for Schools and Colleges

Copies of these should be readily available within the school.

If an assessment for a particular substance cannot be found then the CLEAPSS School Science Service should be consulted before the substance is used.
If any experiment requires a substance to be used in variance to that stated in Hazards, the safety procedures must be modified and checked by a member of the Senior Management Team.
The Science subject leader must regularly monitor compliance with the COSHH regulations by carrying out spot checks. S/he must also keep a record of all checks.

Safety instructions must be written on all appropriate curriculum policies.

Animals and Plants in Schools
DES AM 3/90 summarises the laws and regulations concerning the keeping of animals and plants in schools. Section 14 of the CLEAPSS Handbook contains the same information in more detail.

Removal of Waste
Anything potentially dangerous to cleaning staff emptying bins must be wrapped up carefully before being thrown away.

Physical Education

Conduct and Supervision
All sports and activities are to be carried out in accordance with the following references:

Safety in Physical Education (HMSO)
Safety in Outdoor Pursuits (HMSO)
Safe Practice in Physical Education (BAALPE)
Out of School Activities (LBB Education)
Safe Practice in School Swimming and Water Safety Policy (2007)

The PE subject leader must monitor activities to ensure adherence to the published guidance. The PE subject leader is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce the higher risks.

A specific risk assessment has been formulated for swimming activities. Pupils in Years 4 and 5 swim every academic year and are taught by qualified instructors at a local school swimming pool (see also the Educational Visits Policy).

If any sport or activity other than those mentioned in the above references is to be included in the curriculum then guidance from the National Governing Body of that sport/activity is to be

obtained before any participation. No teacher is to take responsibility until they have received appropriate training.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair to be tied back. Football boots are worn for after school training and matches, but not for lessons as activities are focused on skills rather than match play.

All jewellery and personal effects must be removed before a lesson commences unless previously agreed by the Headteacher.

Abilities
It should be remembered that pupils vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a pupil may be asked to do is fully understood by them and within their capabilities.

Equipment
Kent County Council must subject the PE equipment to an annual check and records kept of all such inspections. Any defects must be reported to the Headteacher or subject leader

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. On completion of the lesson, all equipment is to be replaced securely and correctly.

No pupil is to move equipment or enter the PE store unsupervised. However, Year 6 PE monitors may, on occasion, be asked to collect equipment by a member of staff

Accidents
Any accidents occurring during organised activities whether in the school or away from the establishment must be reported at the earliest opportunity. On return, the supervising person is to fill in a medical record on CPOMs.

Design Technology
The Design Technology subject leader has the duty of seeing that other members of staff follow the advice of the LEA; that staff, particularly new staff, are familiar with this policy; that the delegation is working and that delegated duties are being carried out. The Design Technology subject leader is also responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks.

Equipment
All hand tools are to be inspected by the class teacher before use. Any defective item is to be removed until repaired.

Communications
KCC Health and Safety Team 03000 418456 health&safety@kent.gov.uk
Staff should consult the following texts for additional information –
Education Code of Practice “Health and Safety in School Workshops”
Health and Safety in Workshops for Schools and Similar Establishments – BSI
Safety in Practical Studies – DES
Managing Health and Safety in School Workshops – NAAIDT
Safety-School Technology Rooms and practical Areas (December 1996)

Removal of Waste
See Science above.

The Design Technology subject leader must regularly monitor compliance with COSHH by carrying out spot checks. They must keep records of all spot checks.
A statement referring to Health and Safety considerations must be written on all work schemes etc.

Appendices

1. Record of Risk Assessments (Risk Assessment folder in the office)
2. First Aid Procedures (First Aid folder in the office)
3. School Medication Record (First Aid folder in the office)
4. Details of Guidance on Manual Handling of Pupils with Disabilities (Risk Assessment folder in the office)
5. Event Safety Guidance (Risk Assessment folder in the office)

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

- asbestos management
- control of chemicals hazardous to health (COSHH)
- display screen equipment (DSE)
- electricity at work including portable appliance testing
- emergency planning
- fire – including responsibilities of the fire wardens
- first aid requirements
- infection control
- legionella
- manual handling
- playground supervision
- school events
- stress management
- working at height.

Useful contacts

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

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

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