

# Premises Management Health and Safety Policy

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**Reviewed by: R Fawcett, Operations Manager**

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## Contents

1.0 Introduction and Scope.....	4
2.0 Aims.....	4
3.0 Guidance .....	4
4.0 Roles and Responsibilities.....	4
4.1 The Operations Manager .....	4
3.2 The Facilities Manager.....	6
3.3 Site Service Officer (SSO) Responsibilities.....	7
3.4 Facilities Staff Responsibilities (including Catering and Cleaning teams) .....	8
4.0 Provision of Health and Safety Training.....	8
5.0 First Aid .....	8
6.0 Emergencies on Site.....	9
7.0 Severe Weather.....	10
8.0 Accidents, Incident and Near Misses (including RIDDOR) .....	10
9.0 Method Statements and Risk Assessments .....	10
10.0 Access Control – Contractors on Site (including Safeguarding) .....	10
11.0 Monitoring and Control of Contractors on Site .....	11
12.0 Management of Asbestos on Site (related to retained buildings only) .....	11
13.0 Control of Substances Hazardous to Health Regulations (COSHH) on Site.	12
14.0 Manual Handling.....	12
15.0 Plant, Equipment and Machinery Maintenance and Inspection .....	12
16.0 Electrical Maintenance Inspections (including lighting and fixed wire).....	12
17.0 Gas Safety .....	13
18.0 Water Hygiene.....	13
19.0 Waste .....	13
20.0 Permit to Work (including excavations, working at height, roof safety and hot works).....	13
21.0 Asset Management.....	13
22.0 Working Environment .....	13
23.0 Noise .....	14
24.0 Security.....	14
25.0 Lone Working.....	14
26.0 Monitoring.....	14
27.0 Links to other policies .....	15



## 1.0 Introduction and Scope

This policy should be read in conjunction with [The Futures Trust Health & Safety Policy 2024](#) which explains that the Headteacher has been appointed as the responsible person for Health and Safety within the school. It also provides specific responsibilities for the following individuals and groups of employees: the Operations Manager, the Senior Leadership Team, Deputy Headteacher, Assistant Headteachers, College Directors, and Subject Leaders, employees, students, visitors, volunteers and organisations who have shared user of the school site.

This policy is school-specific and as such expands on the roles and responsibilities of key personnel within President Kennedy School, namely the Operations Manager, Facilities Manager, Site Services Officers, Cleaning and Catering teams.

This policy reinforces the ethos/culture of the Trust in relation to the importance of health and safety of all at President Kennedy School.

**Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.**

## 2.0 Aims

President Kennedy School aims to ensure that it:

- Manages its buildings and equipment in an efficient, legally compliant way
- Inspects and tests buildings and equipment regularly, taking into account statutory requirements and best practice recommendations
- Promotes the safety and wellbeing of our staff, pupils, parents and visitors through effective maintenance of buildings and equipment in accordance with the [Health and Safety at Work etc. Act 1974](#)
- Complies with the requirements of [The Education \(Independent School Standards\) Regulations 2014](#)

## 3.0 Guidance

This document is based on the Department for Education's guidance on [good estate management for schools](#).

This policy complies with our funding agreement and articles of association.

## 4.0 Roles and Responsibilities

### 4.1 The Operations Manager

The Operations Manager has the following responsibilities:

- Provide clear leadership on health and safety and set a personal example.

- To ensure that the Estate is maintained in good order at all times and that housekeeping is of a high standard across the site.
- Have oversight of school operations and project works that involve potential risk and ensure adequate health and safety management procedures and risk assessments are in place.
- Monitor that procedures are in place and followed, including health and safety inductions, site safety audits and surveys.
- Regularly meet with the Facilities Manager to ensure procedures are in place and actions carried out to ensure safe management of the site.
- Have oversight of training and identify potential training needs
- Ensure management systems are in place and followed for reporting, recording and formal escalation of health and safety accidents, incidents and near misses.
- To ensure that RIDDOR incidents are reported in accordance with the requirements of the Health and Safety Executive.
- Monitor and report to the Headteacher and senior leaders on first aid incidents, accidents, and trends.
- To minute the termly Health & Safety Committee meetings and share these with the school community, including posting on the Health and Safety site on the school SharePoint.
- Ensure active dialogue and collaboration between departments relating to health and safety practices.
- To ensure as far as reasonably practicable that Subject Leaders in high risk areas have adequate health and safety control measures in place including risk assessments/ method statements and share the development of these with their department teams.
- Work with departments and report to the Head Teacher and Trust on annual audit action plan progress.
- Ensure that new staff receive appropriate levels of health and safety information as part of their induction. A copy of the Health and Safety Policy is included in the Induction pack. Records of completed inductions are maintained by the Trust HR team.
- To take appropriate action in respect of a situation that poses a threat to the health and safety of staff, students, visitors and/or contractors.
- Inform senior management of any breach in statutory legislation and/or issues of unsafe practice that require third party specialist support.
- To ensure the health and safety of staff, students and visitors is considered in relation to extra-curricular activities and community events.
- To advise the Headteacher or designated persons of situations or activities which are potentially hazardous to the health and safety of staff, students, visitors and contractors.
- Ensure adequate resources are made available for health and safety management and to escalate to the Head Teacher where there are not.
- To actively work with Trust senior management, other schools and advisors towards creating an improved Trust-wide health and safety environment.

- Carry out any other functions devolved by the Headteacher and/or Governing Body that underpin the core principles set out within the Health and Safety policy of the school.

### **3.2 The Facilities Manager**

The Facilities Manager has the following responsibilities:

- Ensure that the working environment is safe and fit for purpose at all times
- Ensure that the Estate is efficiently and effectively managed at all times
- To co-ordinate and manage the annual risk assessment process for the school
- Ensure that safe systems of work are in place and adopted by Site Services staff
- Ensure selected contractors working at the school have the necessary relevant competency, insurance cover and health and safety documentation in place prior to starting work.
- Ensure that there is adequate First Aid provision in place while the site is open to staff, students, visitors and contractors
- To review all accidents and incidents recorded on Smartlog to identify any patterns or trends and remedy where possible.
- Ensure the adequacy of first aid and portable fire safety equipment and its serviceability and availability at all times.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- Ensure that all statutory and mandatory inspections are carried out in accordance with best practice and/or industry standard and in line with the requirements of the contract with the ESFA and Amber
- Ensure that adequate risk assessments and health and safety measures are in place for external site users
- To manage the keeping of records of all health and safety related activities including management of building fabric and building services in liaison with third party providers and other contractors.
- Ensure that departmental health and safety policy is up to date and reflective of current best practice including risk assessments and safe working practices, and is reviewed annually.
- Regularly review practices and procedures to ensure health and safety responsibilities are appropriate for the Site Services staff
- Ensure the provision of information, training, instruction and supervision for all Site Services staff in respect of health and safety
- Ensure that the Site Services staff keep records of health and safety information, Risk Assessments, training records and up-dates to legislation
- Ensure the adequacy of health and safety training within the Site Service Officers (SSO) team, and those working in high risk areas, e.g. Design and Technology, Science, PE and Art.

- Ensure the provision of appropriate levels of personal protective equipment and other associated items to staff who require it to enable safe working practices across the site
- Ensure the maintenance and repair of all items of equipment including disposal at end of life in line with HSE guidance
- To respond appropriately to all concerns/hazards raised by staff in support of teaching and learning.
- Promote positive dialogue (including half-termly Health and Safety Committee meetings) between departmental staff, health and safety representatives and management on matters pertaining to health and safety
- Take part in the Health and Safety Committee meetings on a half termly basis, circulate agendas and actions
- Actively encourage the involvement of the Site Services staff in health and safety matters relating to the school environment

### **3.3 Site Service Officer (SSO) Responsibilities**

The SSOs have the following responsibilities:

- Read and familiarise themselves with the Trust's Health and Safety Policy.
- Apply the school's Premises Management Health and Safety Policy and departmental policy and/or relevant Health and Safety Codes of Practice that impact their department and/or area of work.
- To be directly responsible to the Facilities Manager for the application of health and safety systems, processes and procedures as they go about their daily duties.
- To take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions.
- To take part in health and safety training in support of the needs of the department and their role/duties.
- To implement instruction and training as they go about their duties in order to make a positive contribution to their own health and safety.
- To adhere to activity specific risk assessments and method statements when going about their duties.
- Ensure that safe systems of work are adopted at all times including a high standard of departmental housekeeping.
- To work proactively to identify and resolve health and safety issues and general site issues raised by staff ensuring jobs are prioritised and completed in a timely manner.
- To report issues that cannot be resolved in house on the OCS FM Helpdesk: [PSBPMidlands@ocs-group.co.uk](mailto:PSBPMidlands@ocs-group.co.uk) or 01786 458851.
- Ensuring that their area of responsibility is safe and fit for purpose at all times including reporting issues as required.
- Supporting the investigation of accidents, incidents and near misses that occur within their area of responsibility.

- To report any concerns to the Facilities Manager regarding the health and safety performance of the department, school buildings or site.
- To report all accidents, incidents, defects and dangerous occurrences to the Facilities Manager and the Operations Manager.

### **3.4 Facilities Staff Responsibilities (including Catering and Cleaning teams)**

- To take reasonable care of their own health and safety, and that of others who may be affected by their actions or omissions.
- Comply with the Trust's Health and Safety Policy and associated procedures at all times – particularly fire, first aid and other emergency procedures.
- Co-operate with the Trust's senior management by complying with all relevant health and safety law.
- Use all work equipment, substances and resources in accordance with instruction, training and information received.
- Report to the Facilities Manager any hazardous situations and defects in equipment found in their area of work.
- Report all incidents in line with the school's incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of any concerns that they may have in regard to the Trust's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

## **4.0 Provision of Health and Safety Training**

All Site Service staff receive enhanced health and safety training relevant to the workplace. This is delivered as part of their induction and will be supplemented with on-going refresher training commensurate with the role and level of responsibility. Health and Safety training is provided in a number of ways, including Smartlog e-learning, through OCS and ToolBox talks, and training records are held.

All school staff receive health and safety training as part of their induction. This will be delivered in person and through Smartlog elearning. On-going refresher training will be provided throughout the year.

Reviews of all accidents, incidents and near misses, (particularly those requiring First Aid intervention) are conducted and recommendations (if required) made for further action. Actions have included additional First Aid training, revision of departments' Health & Safety policy, Standard Operating procedures for equipment use being updated.

## **5.0 First Aid**

All staff will receive first aid treatment in accordance with the nature of the injury by a qualified first aider should the need arise. If, however, during the assessment and/or treatment process further assistance is deemed necessary the first aider will contact the emergency services.

All accidents should be recorded on Smartlog by the First Aider in attendance. Any accidents and/or incidents that may have a safeguarding link or require the involvement of the college team will also be recorded on CPOMS. All accidents and incidents recorded on Smartlog will be reviewed by the Operation Manager to identify any patterns or trends and remedy where possible

## 6.0 Emergencies on Site

Fire Alarm checks should be undertaken weekly, testing a different part of the school on each occasion. Tests are recorded and dated by the responsible SSO.

In the event of a fire alarm activation, the SSO team are to:

- Check the fire panel and identify the point of activation
- Inform the Headteacher and Operations Manager of location evacuation of the building by the safest/nearest exit point(s)
- Assist the emergency services in accessing the school site
- Make their way to their designated post or designated assembly area.
- Report to their designated Fire Warden.
- Ensure staff and students with PEEPS are evacuated safely from their refuge points to the appropriate PEEPS muster point.

**NB – Life comes before property. At no point in the emergency response process is a SSO to re-enter a building**

First Aid callout – staff are to:

- Attend the location of the incident
- Under the direction of the first aider, provide assistance as requested
- Assist the emergency services in accessing the school site

## 6.1 Business Continuity

The school has a Business Continuity Plan which is reviewed annually as a minimum. This plan will be activated in response to an incident causing significant disruption to the school, where the delivery of critical activities are threatened **for a period longer than two working days during term time or for one working day during public examinations.**

Examples of circumstances which could trigger the activation of this plan include:

- Denial of access, or damage to, facilities e.g. loss of building(s) through fire or flood, a utilities failure, an external emergency where the Emergency Service's cordon prevents access, severe weather scenarios such as snow
- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption (fuel strike), strike action
- Loss of critical systems e.g. ICT failure, power outage
- Loss of a key resource e.g. an external supplier vital to the delivery of a critical school activity
- Government restrictions, e.g. in relation to a pandemic

## **7.0 Severe Weather**

In the event of severe weather conditions being forecast the Facilities Manager is to:

- Monitor the weather conditions
- Ensure adequacy of resources, e.g. salt bins full, rock salt, snow shovels and the like are serviceable and available
- Prepare resources in readiness to respond to need, e.g. attach snowplough and load truck with grit
- Ensure PPE is in place and is adequate

As far as is reasonably practicable and safe to do, the SSO team is to support the Governing Body in meeting its statutory obligation to ensure that the site is safe for staff and students to occupy.

For more information, please see [Adverse Weather Policy](#)

## **8.0 Accidents, Incident and Near Misses (including RIDDOR)**

All accidents, incidents and near misses are to be investigated by a designated member of staff. Where reasonably practicable the SSO team is to take steps to remedy cause at the earliest opportunity.

The SSO team are to undertake their duties in accordance with established methods of work and agreed risk assessments so as to avoid as far as is reasonably practicable accidents, incidents and or near misses.

The Operations Manager is to report all accidents and/or incidents in accordance with RIDDOR guidance. They will also notify the Trust Operations & Procurement Business Partner, People and Operations Director and Estates Technical Director.

## **9.0 Method Statements and Risk Assessments**

The Operations Manager and Facilities Manager are to ensure that risk assessments are in place and appropriate to the range of activities undertaken by the SSO team.

Subject Leaders should review their departmental risk assessments at least annually and/or following notification of a change in practice.

The Facilities Manager is to monitor the implementation of risk assessments/method statements to ensure safe working practices within the SSO team and external contractors.

## **10.0 Access Control – Contractors on Site (including Safeguarding)**

President Kennedy School has implemented robust and consistent safeguarding practices which ensures that individuals who are not suitable to have access to our school site and our students, staff and visitors are denied any opportunity to do so. For more information, please see The Futures Trust [Visitor Management Policy](#).

## **11.0 Monitoring and Control of Contractors on Site**

Under the direction of the Facilities Manager, the SSO team is to ensure that all new contractors are inducted onto site prior to the commencement of any works. This induction will be recorded.

Contractors are to be briefed regarding health and safety matters pertaining to the site.

The SSO team are to monitor works in progress and report any concerns to the Facilities Manager and/or the Operations Manager.

We also make sure further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 during construction projects
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

## **12.0 Management of Asbestos on Site (related to retained buildings only)**

It is known that asbestos exists within the fabric of the buildings – see Local Asbestos Management Policy.

The Facilities Manager is to be familiar with the Local Asbestos Management Plan (LAMP) and share information with the rest of their team.

The SSO team are to draw to the attention of all contractors, the Asbestos Management Survey and LAMP prior to the commencement of intrusive works, maintenance inspections, maintenance works and the like on the retained swimming pool and caretakers' dwellings.

The Facilities Manager to undertake annual checks of identified areas with asbestos and keep records of these checks.

It is the Trust's aim to ensure that:

- Nobody is harmed by the continuing presence of Asbestos Containing Materials (ACMs) contained within the fabric of the buildings and/or equipment;
- ACM remain in good condition; and
- Nobody disturbs ACM accidentally
- Colleagues who are involved in the management of the school site, namely the Headteacher, Operations Manager, Facilities Manager and SSO team undertake annual refresher Asbestos Awareness training on Smartlog.

## **13.0 Control of Substances Hazardous to Health Regulations (COSHH) on Site**

The SSO and Cleaning teams are to undertake its statutory duty to store, handle, use and dispose of all chemicals and substances in accordance with COSHH Regulations 2002.

The Regional Manager for Kindred (our cleaning contractors) is to ensure that appropriate COSHH data sheets are in place, up to date and communicated to the Operations Manager.

## **14.0 Manual Handling**

All staff required to handle awkward and/or heavy items of equipment and the like are as part of their role, to be trained to do so in order to limit as far as is reasonably practicable the potential to cause harm or injury to themselves or others. This training will take the form of an e-learning module on Smartlog and will be allocated to the following staff: the SSO team, ICT team, Design & Technology, Performing Arts and Reprographics staff.

The Facilities Manager is to ensure that adequate resources are available for staff to handle awkward items of equipment, furniture and the like. These resources are checked and maintained annually. Any resources that do not meet the required standard are disposed of and replaced.

## **15.0 Plant, Equipment and Machinery Maintenance and Inspection**

The Operations Manager and Facilities Manager are to oversee the school's statutory obligation to ensure all plant, equipment and machinery is inspected in accordance statute and/or best practice.

Other routine inspections are carried out by the SSO team in accordance with best practice.

The Facilities Manager with the support of the SSO team is to ensure that all maintenance works are carried out in accordance with best practice and/or industry standard whichever is the higher.

## **16.0 Electrical Maintenance Inspections (including lighting and fixed wire)**

The Facilities Manager and Operations Manager are to ensure that all statutory electrical equipment inspections are actioned. This includes the following:

- Portable Appliance Testing (PAT)
- Annual inspections
- 5 Yearly electrical inspections
- Emergency lighting circuit
- Visual inspections of conduit carrying electrical wiring.

All new electrical equipment is to be tested within the first 12 months of being on the school site.

All electrical works is to be undertaken by a competent person. And all new works will be accompanied by an Electrical Test Certificate following practical completion.

Items that fail PAT testing will be disposed of using the Waste and Electrical and Electronic Equipment (WEEE) units.

## **17.0 Gas Safety**

Facilities Manager and the Operations Manager are to ensure that the Trust complies with all its statutory duties including the inspection and maintenance of all gas appliances.

## **18.0 Water Hygiene**

The SSO team will comply with all statutory requirements in respect of water management on the school site using a specialist consultant for this purpose.

Routine flushing will be undertaken in line with the requirements of the contract with OCS FM.

## **19.0 Waste**

The SSO team will ensure as far as is reasonably practicable that all waste generated as a consequence of the Trust's activities is disposed of in accordance with established protocols and practices under the Waste Transfer Note procedure.

## **20.0 Permit to Work (including excavations, working at height, roof safety and hot works)**

Permits to work are arranged through OCS FM or the SSO team.

## **21.0 Asset Management**

The Operations Manager is to ensure that the school site is effectively managed through the SSO team. A system of routine Planned Preventative Maintenance non-intrusive inspections is to be undertaken by the SSO team under the direction of the Facilities Manager. All defects are to be recorded, prioritised and remedial works actioned.

## **22.0 Working Environment**

The Facilities Manager is to ensure (through Demma and Palcon and using the BMS system as far as is reasonably practicable) that the premises are fit to be occupied (Working Place Regulations 1992 and Academy Premises Regulations 1996) and that internal room temperature meets the following criteria:

- 21°C in areas where occupants are lightly clad and inactive (e.g. medical room)
- 18°C in areas where occupants are wearing normal (Seasonal) levels of clothing (e.g. classroom)

- 15°C in areas where occupants are lightly clad and where activity is taking place (e.g. gymnasium) including circulation routes

Where possible the SSO team will aim to achieve a comfortable temperature within the 22.8°C (Chartered Institute of Building Services) to 24°C (World Health Organisation) parameters.

### **23.0 Noise**

The Facilities Manager is to ensure that appropriate levels of PPE (hearing protection) are available for the SSO team when subject to noise levels above 85db. Where the noise level exceeds 90db, the Facilities Manager is to ensure the wearing of hearing protection.

### **24.0 Security**

Under the direction of the Facilities Manager, the SSO team is to ensure as far as is reasonably practicable the safety and security of staff, students, visitors and/or contractors on site.

### **25.0 Lone Working**

Each member of the SSO team is to take responsibility for their safety. This includes where reasonably practicable the avoidance of lone working. If, however, lone working is unavoidable it is essential that radio contact with other personnel is maintained. For more information, please see the Lone Working Policy and Risk Assessment.

### **26.0 Monitoring**

The Health and Safety Committee will ensure that all health and safety objectives and/or actions are carried out in a timely manner.

The Operations Manager will ensure that accidents and incidents are reported and monitored in line with the Health and Safety Executive guidance and procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of senior staff and/or Health and Safety Representatives for further advice.

The school is able to seek advice and guidance on Health and Safety matters from the Trust Estates Technical Director and Trust People and Operations Director.

The school will be subject to third party inspection and monitoring, as follows:

- Ofsted
- An annual independent Health and Safety Audit
- The Trust's independent Health and Safety Advisor
- The Trust's insurance provider
- Monitoring by Amber, the school's Private Finance Initiative (PFI)

Actions arising from third party audit/inspection will be incorporated within the Trust's Health and Safety action plan with appropriate levels of delegation and target dates for completion.

This departmental Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Operations Manager on an annual basis.

It will be approved by the Headteacher annually.

## **27.0 Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Adverse Weather Policy
- Fire and Emergency Safety Policy
- First Aid Policy
- Health & Safety Policy
- Lone Working Policy
- Security Policy
- Visitor Management Policy

**This policy should also be read in conjunction with the Business Continuity Plan.**