



TUNBRIDGE WELLS  
GRAMMAR SCHOOL for BOYS



Kent County Council  
Education Learning and Skills Directorate

## Health and Safety Policy Statement

Produced by John Harrison

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## **Section 1: Introduction**

### **1.1. 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.

## **Section 2: Organisation**

### **2.1. Employer Responsibilities**

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headteacher, in consultation with the Bursar and Site Manager will ensure the overall implementation of the policy.

### **2.2. Head Teacher Responsibilities**

- To ensure this policy<sup>1</sup> is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her performance management process and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;

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<sup>1</sup> This document is included in the TWGSB staff handbook and summary booklet is included in the Performance Manager process annually.

- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

### **2.3. 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 'Classcare' scheme or within the school's delegated budget. In 2011/12, TWGSB allocated sufficient funds from the Revenue and Devolved Capital to cover maintenance costs.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

<b>Name of Appointed Health and Safety Governor: Mrs Theresa Harris</b>
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## **2.4. Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

## **2.5. Area Education Officers (AEO)**

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

**Name of AEO: Simon Webb**

**Contact No: 01732 525089 or 07740184028**

## **2.6. Capital & Premises Development Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works. See named contact at base of Section C (13).

## **2.7. Property and Infrastructure Support**

- Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Site Manager as the Headteacher's delegated representative, is responsible for liaising with KCC property and infrastructure support. He is also responsible for liaising with building consultants and contractors from KCC preferred contractors list, to resolve property maintenance issues.

## **2.8. Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees when consulting them about specific matters that will affect their health, safety and welfare

- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to the Headteacher.
- Inspect the workplace;
- With at least one other appointed representative, union reps. may request in writing that you set up a health and safety committee. They will attend Health and Safety Committee and meetings as a representative of our employees.
- The Headteacher will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

**Names of Trade Union Representatives: Mr R Price (ATL)  
Mr A Roberts (NASUWT)  
c/o TWGSB**

**See also list of county representatives in Section E1**

## **2.9. Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

## **2.10. Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- **A copy of the Health and Safety Law Poster can be found in the staff room**
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headteacher or other delegated key members of staff. In TWGSB, this will be their Line Manager.
- The Headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **2.11. Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the Deputy Head in charge of CPD/the Site Manager/individual Heads of Departments (eg DT).
- Training will be identified, arranged and monitored as noted above. Regular information will be supplied to The Headteacher and Governors.

- Staff are also responsible for drawing to the attention of the Deputy Headteacher or Head of Department their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**Responsibility for holding the records:**

**First aid records kept by the Welfare Officer**

**Fire Training kept by the Site Manager**

**Other Health & Safety training records held by relevant departments (e.g DT), or the Deputy Head Teacher in charge of CPD, currently Mr J A Coen**

## **2.12. Monitoring**

- The Site Manager, as the Headteacher's delegated representative, will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The Welfare Officer and Site Manager are responsible for investigating accidents although the accountability lies with the Headteacher.
- The Welfare Officer and Site Manager are responsible for investigating work-related causes of sickness and absences, although the accountability lies with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## **Section 3: Arrangements**

### **3.1. School Activities**

- In TWGSB, The Headteacher has delegated responsibility to the Site Manager for arrangements for risk assessments, although accountability lies with the Headteacher.  
Risk assessments for student off-site (trips) are the responsibility of the School Visits Co-ordinator (currently Mr N Tull).
- The Site Manager will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Headteacher, governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the Site Manager.
- The Site Manager will check that the implemented actions have removed/reduced the risks.

- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

**Curriculum Safety Risk Assessments:  
See list under section C16**

### **3.2. Visitors**

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

### **3.3. Fire and Emergency Procedures**

- The Headteacher has delegated responsibility to the Site Manager to ensure the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

**Names of fire wardens: The Site Manager, Head Caretaker and Assistant Caretakers**

- Instructions to employees are posted at: \_\_\_\_\_ :

**Placed adjacent to every call point**

- Emergency evacuation will be practiced three times a year and a record will be kept:

**by The Site Manager**

- Kent Fire and Rescue will be contacted by:

**The Site Manager or his deputy**

- Regular testing of fire alarms will occur on:

**Every Monday morning at 06:00  
Name of tester: Caretakers**

- The fire log book will be kept:

**by The Site Manager in the Site Manager's Office**

### 3.4. Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

**The Site Manager is responsible for Fire Safety**

### 3.5. Maintenance of Fire Precautions

The Site Manager will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

### 3.6. Bomb Alerts

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

- The Site Manager, as the Headteacher's delegated representative, is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff

### 3.7. First Aid Arrangements

- The Welfare Officer will ensure that there are an appropriate number of designated and trained first aiders in the school.

**The Welfare Officer is responsible for First Aiders – Appendix 1.  
Lists are also located at School Office, Staff Room, Head's PA, Head of PSE, Cover Manager**

- The Welfare Officer will ensure that there are an appropriate number of first aid boxes, with instructions.

**First Aid Boxes are located at:  
Welfare Office, Art Dept, Staff Room, PE Dept, DT Dept, Food Tech room, School Office, Reception, Site Manager's Office, Caretakers, in the minibuses**

- A first aid risk assessment will be carried out by the Welfare Officer/Site Manager to determine the above factors.
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508.
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

**HSE Contact Details: Phoenix House, 23 – 25 Cantelupe Road, East Grinstead, West Sussex, RH19 3BE. Tel: 01342 334200 Fax: 01342 334222**

**Incident Contact Centre**

[www.hse.gov.uk](http://www.hse.gov.uk)

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

### **3.8. Information Technology**

- The Headteacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed and can be found on the VLE.

### **3.9. Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

### **3.10. Safe Handling and Use of Substances**

- The individual Head of Department is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (eg Science Dept).
- The individual Head of Department will be responsible for undertaking COSHH assessments.
- The individual Head of Department will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The individual Head of Department will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

### **3.11. Inspection of Premises, Plant and Equipment**

- The Site Manager will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/Deputy heads using the checklists.
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

### **3.12. Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The Headteacher will ensure that the KCC asbestos management policy is followed. The asbestos register 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 Site Manager 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.

### **3.13. Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there

are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

**Property and Infrastructure Contract Manager: Mike Bennett**

**Telephone Number: 01622 696686**

### **3.14. Radon Management**

The Headteacher has a duty to safeguard the health of their selves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance. The Head Science Technician is the Radiation Control Manager

### **3.15. List of Risk Assessments, Policies and Procedures to complement this Policy**

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

## Section 4: Appendix and Annexes

### Appendix 1: List of trained First Aiders as at December 2011

	<i>Valid until</i>
C. Raymond	Mar 2012
M. Beard	May 2012
L. Edwards	Jun 2012
D. Pedder	Jul 2012
P. Douse	Jul 2012
R. Lovera	Aug 2012
N. Tull	Sep 2012
D. Menzies	Sep 2012
C. Fernandez	Oct 2012
D. Gould	Oct 2012
A. Abu Hayeh	Oct 2012
C. Robson	Mar 2013
R. Atkins	Apr 2013
C. Browning	Apr 2013
R. Price	May 2013
K. Downing	May 2013
P. Gray	May 2013
S. Glover	May 2013
E. Goddard	May 2013
R. Jennings	Jun 2013
C.Hart	Jun 2013
J. Coen	Jun 2013
W. Davy	Oct 2013
A. Tull	Oct 2013
A. Mitchell	Oct 2013
M. Richards	Oct 2013
S. Wolstenholme	Oct 2013
C. Dodds	Nov 2013
P. Carey	Nov 2013
A. Freeman	Nov 2013
P. Fedricks	Jan 2014
T. Strongman	Jan 2014
J. Richards	Jan 2014
C. Scott	Jan 2014
S. Mason	May 2014
F. Oschilewski	Jun 2014
W. Curran	Sep 2014
K. Browne	Oct 2014
T. Ash	Oct 2014
C. Stokes	Oct 2014
J. Buttery	Oct 2014
R. LeSselleur	Oct 2014
A. Roberts	Oct 2014
G. Burchell	Oct 2014
S. Nicholds	Oct 2014
D. Wilson	Oct 2014
K. Johnson	Feb 2015
H. Cameron	Feb 2015
C. Dublon	Feb 2015

**Annex 1: Emergency Planning Guidelines for Kent Schools**  
(Assistance with this document can be found on Kent Trust Web)  
[http://www.kenttrustweb.org.uk/Policy/school\\_emergency.cfm](http://www.kenttrustweb.org.uk/Policy/school_emergency.cfm)

**Annex 2: Guidance on First Aid for Schools – A Good Practice Guide**  
Managing Medicines in Schools and Early Years Settings  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_first\\_aid.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_first_aid.cfm)

**Annex 3: Incident/Accident Reporting**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_accident\\_book.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_accident_book.cfm)

**Annex 4: COSHH Risk Assessments on Kent Trust Web**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_technology.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_technology.cfm)

**Annex 5: COSHH Risk Assessments on Kent Trust Web**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_chemicals.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_chemicals.cfm)

**Annex 6: Inspection Proforma on Kent Trust Web**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_inspections.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_inspections.cfm)

**Annex 7: Fire Policy and other linked Documents**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_fire.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_fire.cfm)

**Annex 8: Asbestos Policy and Docubox Contents**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_asbestos.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_asbestos.cfm)

**Annex 9: List of Hazardous Substances on the Premises**  
[http://www.kenttrustweb.org.uk/Policy/Health\\_Safety/Fire/List\\_of\\_Hazardous\\_Substances\\_on\\_the\\_Premises\\_Amended\\_July1\\_09\\_final.doc](http://www.kenttrustweb.org.uk/Policy/Health_Safety/Fire/List_of_Hazardous_Substances_on_the_Premises_Amended_July1_09_final.doc)

**Annex 10: Health and Safety of Pupils on Educational Visits**  
[http://www.kenttrustweb.org.uk/Policy/hsi\\_eventsafety.cfm](http://www.kenttrustweb.org.uk/Policy/hsi_eventsafety.cfm)

## Section 5: Useful Contacts

### **KCC Health and Safety Unit (Schools Team)**

Health and Safety Advice Line: **Tel:** 01622 694476      **Fax:** 01622 221582

**Location:** Room M3.26 Sessions House, Maidstone, ME14 1XQ

Liz Nixon, Admin/Monitoring Assistant (**Mon & Wed for general enquiries**)

**Tel:** 01622 696125, [liz.nixon@kent.gov.uk](mailto:liz.nixon@kent.gov.uk)

Paula Gwynne, Admin/Monitoring Assistant (**Tue, Thur & Fri for general enquires**)

**Tel:** 01622 696125, Email: [paula.gwynne@kent.gov.uk](mailto:paula.gwynne@kent.gov.uk)

Karen Stark, Health and Safety Assistant (**Mon-Fri for general enquiries**)

**Tel:** 01622 694284, [karen.stark2@kent.gov.uk](mailto:karen.stark2@kent.gov.uk)

Gill Wiseman, Health and Safety Adviser

**Tel:** 01622 221726, [gill.wiseman@kent.gov.uk](mailto:gill.wiseman@kent.gov.uk)

Elizabeth Alamu, Health and Safety Adviser

**Tel:** 01622 694794, Email: [elizabeth.alamu@kent.gov.uk](mailto:elizabeth.alamu@kent.gov.uk)

David Nicholson, Health and Safety Adviser

**Tel:** 01622 696268, Email: [david.nicholson@kent.gov.uk](mailto:david.nicholson@kent.gov.uk)

SallyAnne Clark, Health and Safety Manager,

**Tel:** 01622 694138, Email: [sallyanne.clark@kent.gov.uk](mailto:sallyanne.clark@kent.gov.uk)

### **Outdoor Education Unit**

**Tel:** 01580 715854      Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

### **Client Services – Caretaking, Cleaners and Waste Management**

Janet Stein – Client Service Manager.

**Tel:** 01622 696050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

### **Insurance and Risk Management**

Darryl Mattingly, Insurance and Risk Manager.

**Tel:** 01622 694632, Email: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@kent.gov.uk)

Location: Room 3.32 Sessions House. Maidstone. ME14 1X

### **Staff Care**

Occupational Health, Mediation Services, and Support Line.

**Tel:** 01732 526910 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)

Location: Park House, 110-112 Mill Street, East Malling, ME

### **Classcare**

KCC Property Service Desk.

**Tel:** 24 hours, 7 days per week: 0845 3000 346

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### **Property and Infrastructure Support**

Terry Whitlock      Operations Manager      **Tel:** 01622 694348

\*Lynn Keeley      Contract Manager (zone2)      **Tel:** 01622 221193

\*Mark Carnt      Contract Manager (zone 3)      **Tel:** 01622 696039

\*Mike Bennett      Contract Manager (zone1)      **Tel:** 01622 696686

Email: [classcare.enquiries@kent.gov.uk](mailto:classcare.enquiries@kent.gov.uk)

Website: [www.kent.gov.uk/property](http://www.kent.gov.uk/property)

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055

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

### **County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 774191

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

### **RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.

Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk) .

### **Employment Medical Advisory Service (EMAS)**

The Executive's Employment Medical Advisory Service (EMAS).

**Tel:** 01342 334200

Location: Pheonix House, 23-25, Cantelupe Road, East Grinstead, West Sussex. RH19 3BE.

### **CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)**

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

### **Safe Practice in Physical Education and School Sport**

Association for Physical Education.

**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

## **Trade Union Representatives**

Julie Huckstep, ATL

19 Wellis Gardens, Margate, CT9 5RG

Tel: 01843 223478. Email: [jhuckstep@kent.atl.org.uk](mailto:jhuckstep@kent.atl.org.uk)

John Reeves, NUT

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