



HEALTH AND SAFETY POLICY FOR SCHOOLS

The Craylands School

Working in partnership with PFI Partners

HCP and Sodexo

(14th May 2014)

(for Review May 2015)

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Section A – Introduction:

A1 – A Note to the Head Teacher:

Before you devise your school health and safety policy, please read the following information:

1. Your policy must be kept up to date as it shows how you manage health and safety in your school.
2. You should involve staff and governors when devising the policy, and ensure that all staff are aware of what the policy means for them.
3. Some schools prefer to devise a short policy and cross-reference to other documents held in school.
4. The head teacher and chair of governors should sign and date the policy, and it should be reviewed annually.
5. As the policy is a management tool, it will be the first document you are asked to produce when visited by HSE inspectors and KCC auditors, where applicable.

A2 – The Law Regarding Health and Safety Policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT Of

The Craylands School

A3: Statement of Intent:

The head teacher, governors, HCP and Sodexo (the PFI Partners) 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:

Head teacher

Date:

Signed:

Chair of Governors

Date:

Section B – ORGANISATION

B1: Employer Responsibilities

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

The responsibility is devolved to the head teacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises. The PFI Partners manage the buildings and PFI assets on behalf of the head teacher, and are responsible for their own staff and contractors.

The head teacher will ensure the overall implementation of the policy.

B2: Head Teacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly and appropriately with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and with our PFI Partners and/or any contractors to resolve property maintenance issues;
- To ensure that, in conjunction with our PFI Partners, 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.

NB: Tasks can be delegated to other staff members but the responsibility remains with the head teacher.

B3 – 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 within their control and for monitoring the maintenance of the premises and equipment under the responsibility of our PFI Partners.
- 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.

Name of Appointed Health and Safety Governor:
Sharon Feasey

B4 – Staff Responsibilities

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

B5 – 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: Mr Ian Watts
Contact No: 03000 41 4302

B6 –The PFI Partners

- Have responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – The PFI Partners

- Will ensure that property matters for which it 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 property and infrastructure support, The PFI Partners and/or with contractors, to resolve property maintenance and service issues.
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B8 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to you.
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Names of Trade Union Representatives:

Contact details:

Alternative Consultation Arrangements:

Name of Employee Representative:

Contact details: Mrs A Pattenden (Headteacher) 01322 388230

B9 - Consultation with Employees

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

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

B10 – Information, Instruction and Supervision

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

- A copy of the Health and Safety Law Poster can be found:

**Location of Poster:
In the Main Reception Area**

- 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.

B11 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is:
The School Secretary**

B12: 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 responsibility for investigating accidents with school staff and visitors lies with the head teacher. The responsibility for investigating accidents with PFI staff and contractors lies with the PFI Partner. All parties will share information as appropriate if an accident is premises or asset related.
- The responsibility for investigating school work-related causes of sickness and absences lies with the head teacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The head teacher will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- The head teacher or their delegated responsible person will approve any actions that are required to remove or control risks.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments:

Folder kept centrally in Main Office

C2: Visitors and contractors

- All visitors and contractors 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.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

C3: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment in liaison with the PFI Partner is undertaken, controls are implemented and that it is reviewed annually. *See annex 7*
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens:

Kris Hiscock	Chief Fire Warden
Karen Cottis	Admin Offices & Mobiles
Lin Mutrch	Admin Offices & Mobiles
Sharon Jeffrey	Admin Offices & Mobiles
Elaine Cook	Hall & Reception Area
Helen Dodd	Hall & Reception Area

Specify sites: (i.e. secretary's office, reception desk, etc.).

In the office area, every classroom (including the mobiles) and corridor

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

A record will be kept by: The PFI Partners' Premises Manager and stored in the Site Manager's Office. The Headteacher will also keep a copy.

- Kent Fire and Rescue will be contacted by:

**Specify whose role it is to make the call:
Administration Office Staff**

- Regular testing of fire alarms will occur on:

Indicate when tests are to be carried out: Weekly

Name of tester: The PFI Partner's Site Manager

- The fire log book will be kept:

**Specify who will keep the log and where:
The PFI Partner's Site Manager in the Site Manager's Office**

C4 Fire Fighting

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

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. See annex 9.

**Name of Responsible Person for Fire Safety:
Head teacher**

C5: Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance by The PFI Partners of:

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

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements in liaison with the PFI Partner. *See annex 1*

- 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.

C7: First Aid Arrangements

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

**A list of first aiders and contact details can be found:
In the Staff Room**

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

**The first aid boxes are located at:
Staff Room, Medical Room and Mini-kits in each Classroom**

- A first aid risk assessment will be carried out by the head teacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

**HSE Contact Details:
Incident Contact Centre**

www.hse.gov.uk

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

C8: 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. *See annex 4*

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities in liaison with the PFI Partners responsibilities and duties.
- 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 in liaison with the PFI Partners responsibilities and duties.

C10: Safe Handling and Use of Substances

- In conjunction with The PFI Partners, 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 for school substances. The PFI Partner is responsible for undertaking COSHH assessments on substances which are used as part of their duties. Both the school and the PFI Partners will share their COSHH assessments with each other and hold copies.
- In conjunction with The PFI Partners, the head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The head teacher will be responsible for checking that all new school substances can be used safely before they are purchased. The PFI Partner will be responsible for checking that all new substances used as part of their duties can be used safely before they are purchased.

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

C11: Inspection of Premises, Plant and Equipment

- The PFI Partner on behalf of 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 programme. *See annex 6*
- All identified maintenance will be implemented by the PFI Partner unless it is agreed the equipment belongs to the school and sits outside of the contract, and then the school will be responsible for these items.
- Routine checks of school equipment may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked in agreement with the PFI Partner, where these areas are not designated school areas, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The 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 delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion. (Please note – The Craylands School being a relatively new building has no identified asbestos on site).

C13: Legionella Management

The PFI Partners on behalf of the head teacher will arrange for a water hygiene risk assessment to be carried 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 PFI Partner is responsible for. Therefore all identified remedial works will be incorporated into the PFI Partners maintenance programme.

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

PFI Partner Contract Manager: Gordon Shepherd

Telephone Number: 07921282068

C16: Radon Management

For information: Include in your policy if applicable to your school.

The head teacher 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 and in liaison with the PFI Partner.

**Delete once read: * For further information contact KCC Health and Safety Unit.*

C17: List of Risk Assessments, Policies and Procedures to complement this Policy in liaison with the PFI Partner *add or delete list as applicable to your school*

- 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
- Managing contractors
- Manual handling
- Off-site visits
- Playground supervision
- School events
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

SECTION D – ON-LINE ANNEXES AND REFERENCES

Annex 1: Emergency Planning Guidelines for Kent Schools
(Assistance with this document can be found on Kent Trust Web)
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

Annex 3: Incident/Accident Reporting
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_chemicals.cfm

Annex 5: Inspection Proforma on Kent Trust Web
http://www.kenttrustweb.org.uk/Policy/hsi_inspections.cfm

Annex 6: Fire Policy and other linked Documents
http://www.kenttrustweb.org.uk/Policy/hsi_fire.cfm

Annex 7: Heating Oil Storage and Management Checklist
http://www.clusterweb.org.uk/UserFiles/CW/File/Policy/Health_Safety/Risk_Assessment/Oil_delivery_Checklist_v2.docx

Annex 8: Asbestos Policy and Docubox Contents
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

Annex 10: Health and Safety of Pupils on Educational Visits
http://www.kenttrustweb.org.uk/Policy/hsi_eventsafety.cfm

E1: USEFUL CONTACTS

KCC Health and Safety Unit (Schools Team)

Health and Safety Advice Line: **Tel:** 03000418456 **Fax:** 01622 221582

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

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

Tel: 03000 696125, liz.nixon@kent.gov.uk

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

Tel: 03000 696125, Email: paula.gwynne@kent.gov.uk

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

Tel: 03000 694284, karen.stark2@kent.gov.uk

Gill Wiseman, Health and Safety Adviser
Tel: 03000 221726, gill.wiseman@kent.gov.uk

David Nicholson, Health and Safety Adviser
Tel: 03000 696268, Email: david.nicholson@kent.gov.uk

SallyAnne Clark, Health and Safety Manager,
Tel: 01622 694138, Email: sallyanne.clark@kent.gov.uk

Outdoor Education Unit

Tel: 01580 715854 Email: 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
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
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
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 – *Delete if not applicable

Terry Whitlock Operations Manager Tel: 01622 694348
*Mike Bennett Contract Manager (zone1) Tel: 01622 696686
Tom Micklewright PFI Contracts Manager Tel: 01622 696699
Email: classcare.enquiries@kent.gov.uk Website: 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. E-mail: 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 Website: www.afpa.org.uk

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

Sustainability & Climate Change Team

Deborah Kapaj – Sustainable Estates Programme Manager

Tel: 18002 01622 221761

Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Trade Union Representatives

Julie Huckstep, ATL

19 Wellis Gardens, Margate, CT9 5RG

Tel: 01843 223478. Email: jhuckstep@kent.atl.org.uk

John Reeves, NUT

Christ Church Cof E High School, Millbank Road, Ashford, TN23 3HG

Tel: 01233 623465. Email: jreeves@christ-church-ashford.kent.sch.uk

Robert Straker, NAHT

Anthony Roper Junior School, High Street, Eynsford, TN4 9SH

Tel: 01322 863680, Email: head_teacher@anthony-roper.kent.sch.uk

Fax: 01322 861743.

Graham Russell NAS/UWT

Mobile: 07854 209191, Email: nasuwtruss@hotmail.co.uk

Suzanne Sinclair, GMB Kent Branch

Kent Innovation Centre, Millennium Way, Broadstairs, CT10 2QQ.

Tel: 07843 088629, Email: ssinclairgmb@aol.co.uk

Sheena Sanchez, GMB Kent Branch

Kent Innovation Centre, Thanet Reach Business Park, Northwood Road, Broadstairs, CT10 0QQ.

Tel: 01843 609317 / 07858 193318. Email sheenasanch@aol.com

Brian Vogt, UNISON

Callis Grange Nursery & Infant school, Beacon Road, St Peters, Broadstairs, CT10 3DG

Tel: 07890 458706. Email@ brian@callis-grange.kent.sch.uk

Tony Alderton, UNISON
Email: tony.alderton@kent.gov.uk

George Hold, Kent County UNISON
Email: holdg@hotmail.com