



**Brunswick House**  
Primary School



## **Health and Safety Policy**

Ratified: January 2021  
Review Date: January 2022  
By: FGB

**Brunswick House Primary School**  
**Health and Safety Policy**

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# HEALTH AND SAFETY POLICY STATEMENT Of

## Brunswick House Primary School

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### **A1: 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 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 Headteacher, who has day to day responsibility for staff, pupils and others as ‘officer in charge’ of the premises.

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

#### **B2: Headteacher 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 their 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 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;
- All staff are asked to accompany their classes out at the end of the school day to ensure that every child has been safely collected by their nominated adult (parent/carer). Staff must also ensure that any changes to collection arrangements are authorised by the parent/s (in writing where possible). Should no notification have been received, the child must be escorted to the school office where a phone call may be made. At 3.40pm children whose parents have been delayed should be taken to the school office.

**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.
- As a maintained school our governing body 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.
- 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.

### **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: Nicholas Abrahams Contact No: 03000 412121

#### **B6 –Bursar and Site Manager**

- 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 – 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 head teacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list and/or independent contractors to resolve property maintenance issues.

#### **B8 - 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 raised on a daily information board outside the reprographics room.

#### **B9 – 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: Outside School Office
- 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.

#### **B10 – 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 are held in the school office

#### **B11: Monitoring**

- The head teacher will check working conditions and ensure that safe working practices are being followed. Inspections will be undertaken of the school building and grounds three times a year.
- Health & Safety Officer is responsible for investigating accidents although the accountability lies with the head teacher.
- Health & Safety Officer is responsible for investigating work-related causes of sickness and absences, although the accountability 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.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions 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.

### **C2: 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.

### **C3: Fire and Emergency Procedures**

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *See annex 7*
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Names of fire warden: Site Manager
- Instructions to employees are posted at: Inside each classroom and school halls and staff room
  - Emergency evacuation will be practiced three times a year and a record will be kept in the school office
- Kent Fire and Rescue will be contacted by: The Site Manager
- Regular testing of fire alarms will occur on: Each week, by the Site Manager

- The fire log book will be kept: In the school 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: Site Manager

#### **C5: Maintenance of Fire Precautions:**

The head teacher 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

#### **C6: Bomb Alerts**

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

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

The first aid boxes are located at: In the Medical Room & Headteacher Office. First Aid Bags 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 to: [www.hse.gov.uk](http://www.hse.gov.uk)

HSE Contact Details: Incident Contact Centre. Website address: [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.

### **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.
- 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.

### **C10: Safe Handling and Use of Substances**

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The head teacher 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. Responsibility of products used by external cleaning companies are to be checked by them.

### **C11: Inspection of Premises, Plant and Equipment**

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
- All identified maintenance will be implemented.



- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
- 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.

### **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.

### **C13: 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 descaling spray outlets.

A specific check list is available. *See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant. *See annex 1*

### **C14: 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.

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

### **C15: 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 (swimming pools)
- 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)

<https://www.kelsi.org.uk/news-and-events/news/primary/emergency-planning-in-schools>

**Annex 2:** Guidance on First Aid for Schools – A Good Practice Guide  
Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kent Trust Web

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kent Trust Web

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 8:** Asbestos Policy and Docubox Contents

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 9:** List of Hazardous Substances on the Premises

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10:** Health and Safety of Pupils on Educational Visits

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

## **E1: USEFUL CONTACTS**

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

Health and Safety Advice Line: **Tel:** 03000 418 456 **Fax:** 01622 221582

**Email:** healthandsafety@kent.gov.uk

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

Falvio Walker, Head of Health and Safety  
**Tel:** 03000 417 264

Liz Nixon, Admin/Monitoring Assistant (**Mon-Thur for general enquiries**)  
**Tel:** 03000 417 255, [liz.nixon@kent.gov.uk](mailto:liz.nixon@kent.gov.uk)

Paula Gwynne, Admin/Monitoring Assistant (**Tue, Thur & Fri for general enquires**)  
**Tel:** 03000 417 251, Email: [paula.gwynne@kent.gov.uk](mailto:paula.gwynne@kent.gov.uk)

Karen Stark, Health and Safety Assistant (**Mon-Fri for general enquiries**)  
**Tel:** 03000 417 262, [karen.stark2@kent.gov.uk](mailto:karen.stark2@kent.gov.uk)

James Johnstone, Health and Safety Adviser  
**Tel:** 03000 410 321, [james.johnstone@kent.gov.uk](mailto:james.johnstone@kent.gov.uk)

David Nicholson, Health and Safety Adviser  
**Tel:** 03000 417 144, Email: [david.nicholson@kent.gov.uk](mailto:david.nicholson@kent.gov.uk)

Jamie Callaway, Health and Safety Adviser,  
**Tel:** 03000 421 893, Email: [sallyanne.clark@kent.gov.uk](mailto:sallyanne.clark@kent.gov.uk)

Christine Carty, Health and Safety Manager,  
**Tel:** 03000 417 243, Email: [Anthony.carty@kent.gov.uk](mailto:Anthony.carty@kent.gov.uk)

Carol Cassin, Health and Safety Business Operations Manager  
**Tel:** 03000 417 403

### **Outdoor Education Unit**

**Tel:** 03000 410901 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**

Tracy Davis, Client Services Manager.  
**Tel:** 03000 41 60 15, Email: [Tracy.Davis@kent.gov.uk](mailto:Tracy.Davis@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 2.53 Sessions House. Maidstone. ME14 1XQ

### **Staff Care**

Occupational Health, Mediation Services, and Support Line.  
**Tel:** 03000 411 411 **Email:** [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk)  
Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU  
**Website:** [www.staffcareservices.co.uk](http://www.staffcareservices.co.uk)

### **Property**

GEN<sup>2</sup> Property Limited, Sessions House, County Road, Maidstone, ME14 1XQ (Formerly KCC  
Property Service Desk. **Tel:** 03000 416888 **Email:** [enquiries@gen2.co.uk](mailto:enquiries@gen2.co.uk)

## **Property and Infrastructure Support – \*Delete if not applicable**

Schools Team- Maintenance Email:

Matt Hayden - Head of Facilities Management      **Tel:** 03000 416 224

Melanie Cowley - Contract Manager      **Tel:** 03000 411 448

Steve Hamilton - Compliance Manager      **Tel:** 03000 416 888

Schools Team: Maintenance Email: [estateswork01@kent.gov.uk](mailto:estateswork01@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:** 0300 003 1747

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

## **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

## **Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager

**Tel:** 03000 414141

Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX

**Email:** [sufficiencyandsustainability@kent.gov.uk](mailto:sufficiencyandsustainability@kent.gov.uk)

## **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

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

Tel: 01233 623465. Email: [jreeves@christ-church-ashford.kent.sch.uk](mailto: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](mailto:head_teacher@anthony-roper.kent.sch.uk)

Fax: 01322 861743.

Graham Russell NAS/UWT  
Mobile: 07854 209191, Email: [nasuwtruss@hotmail.co.uk](mailto: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](mailto:ssinclairgmb@aol.co.uk)

Sheena Sanchez, GMB Kent Branch  
Kent Innovation Centre, Thanet Reach Business Park, Northwood Road, Broadstairs, CT1 0QQ.  
Tel: 01843 609317 / 07858 193318. Email [sheenasanch@aol.com](mailto: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](mailto:brian@callis-grange.kent.sch.uk)

Tony Alderton, UNISON  
Email: [tony.alderton@kent.gov.uk](mailto:tony.alderton@kent.gov.uk)

George Hold, Kent County UNISON  
Email: [holdg@hotmail.com](mailto:holdg@hotmail.com)