



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Health and Safety Policy



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IPSWICH HIGH SCHOOL Health & Safety Policy Statement

Statement of Intent

Ipswich High School recognise and accept that under the Health & Safety at Work etc. Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the school's policy, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. Provide and maintain a safe environment for all visitors to school, bearing in mind that these visitors may not be aware of all the risks arising from their use of the facilities.
5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.
6. Consult and co-operate with our H&S adviser in delivering services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.



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7. Consult and communicate with employees on health and safety matters through the Head, Health and Safety Coordinator and Health & Safety Committee.
8. Continually improve the standards of health and safety in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. Ensure that this Policy can be used as a practical working document and that it is publicised and made available to all employees.
10. Keep the details of this Policy Statement and its associated Procedures and Guidance under regular review in line with changing safety practices and current legislation.

Ipswich High School is determined that good standards of health, safety, welfare and risk management are achieved. We will implement a 'Health & Safety Improvement Plan' with the guidance and support of our H&S Adviser.

Signed:

Director Ipswich Education Limited

Date:



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STATEMENT OF HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

1. HEAD'S RESPONSIBILITIES

As Head I am responsible for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all activities carried on both on and off school premises where these are arranged under the auspices of the school. I am also responsible for ensuring that the requirements of the school's H&S Policy are implemented.

My specific responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

(a) To ensure that:

- i. Area, Activity, Hazard Specific (e.g. Fire) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed and significant information arising from the risk assessments is provided to those affected;
- ii. All working practices and procedures are safe and in compliance with Ipswich High School guidance and any relevant codes of practice;
- iii. All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; and
- iv. Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced to address significant risks.

(b) To inform the school's H&S Co-ordinator and the H&S Committee of any special or newly identified risks or new risks about to be introduced.

(c) To keep a record of all accidents, incidents and fires; to investigate all serious accidents, incidents and fires and report them to the H&S Committee.

(d) To ensure that the school' H&S Baseline Risk Register is updated annually and an Action Plan is produced to address significant risks.

(e) To appoint a school Nurse/Nurses and qualified first aiders and to have first aid equipment and facilities checked regularly.

(f) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. This includes:



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- (i) Ensuring that adequate firefighting equipment and appliances are provided and ensuring that prompt action is taken to remedy deficiencies.
 - (ii) Ensuring that fire escape routes are kept clear of obstructions and ensuring that walls and doors along escape routes are maintained so as to be suitably fire resisting.
 - (iii) Testing fire detection and alarm systems regularly.
 - (iv) Holding fire drills at regular intervals.
- (g) To make sure that the conditions of any local authority licences are observed.
- (h) To ensure the safe disposal of hazardous wastes, in compliance with Ipswich High School procedures and statutory regulations.
- (i) To ensure, as far as possible, that preventative health measures are taken.
- (j) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the school (and any off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Ipswich High School's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the School Health & Safety Co-ordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to combat the hazard and they must report to me any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

Heads of Department

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons in



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their Department. In particular, the responsibilities listed in 1 above [sections a, b, c, g, h, i. j] are delegated to Heads of Department for their Departments. A list of Heads of Departments, their rooms and telephone numbers and the Departments for which they are responsible is set out below:

| | | |
|---------------------------------|---|--------------|
| Mrs Eileen Fisher | Head of Junior School | 21002 |
| Mrs Imogen Vickers | Head of Art | 21010 |
| Ms Claire Chandler Mears | Head of RS | 21061 |
| Dr Giles Gilbert | Head of Classics | 21060 |
| Mr Joe Earley | Head of DT | 21019 |
| Miss Naomi Limer | Head of English | 21048 |
| Mr Paul Stone | Head of Drama | 21044 |
| Ms Clarissa Thomas | Head of Food Studies | 21062 |
| Miss Lisa Richards | Head of Geography | 21050 |
| Mrs Julie da Silva | Head of History | 21053 |
| Mr Andrew Gardner | Head of Computer Science | 21032 |
| Mrs Helen McGlynn | Head of Maths | 21015 |
| Ms Suzanne Sinclair | Head Modern Languages | 21063 |
| Ms Angela Chillingworth | Director of Music | 21031 |
| Mrs Jane Fison | Director of Sport | 21021 |
| Miss Kate Bagley | Head of Science | 21051 |
| Mrs Lorraine Deville | Director of Finance & Operations | 21004 |
| Mr Barry Davies | Support Services Manager | 21033 |

In addition the following have executive responsibility in respect of specific functions:

(ii) **e.g. Tower Scaffolds** - The persons authorised to erect and dismantle tower scaffolds are:

Mr David Handley **Head Caretaker (Pool Maintenance)**



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3. ADVISORY RESPONSIBILITY FOR SAFETY

Ipswich High School has appointed a Health & Safety Adviser to advise on health and safety matters. In addition I have appointed the following people to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

i. Health & Safety Coordinator

Lorraine Deville, Director of Finance and Operations is responsible for advising me on how health and safety is being managed in the school. In addition she is responsible for:

1) Ensuring that:

- a) Heads of Departments monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;
- b) Heads of Departments implement the Ipswich High School's arrangements for Health and Safety including:
 - i) The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. educational visits or drama productions) and specific hazards (e.g. manual handling, use of DSE and employee pregnancy);
 - ii) Taking appropriate action where significant risks are identified;
 - iii) Identifying H&S training needs and arranging appropriate training;
- c) Heads of Departments advise /inform the Head, through the H&S Coordinator, of:
 - i) The measures needed to carry out work safely if deficiencies are identified;
 - ii) Any breaches of health and safety regulations;
 - iii) If any new or special risks are about to be introduced into the school.



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- 2) Coordinating the:
 - a) Annual review of the school's Baseline Risk Assessments, H&S Baseline Risk Register and Action Plan and submitting to the Ipswich High School H&S Committee;
 - b) Annual completion of the Departmental H&S Self Evaluation Forms and Action Plan and submitting to the Ipswich High School H&S Committee.

- 3) In conjunction with the relevant Head of Department:
 - a) Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded on the accident/incident reporting system;
 - b) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
 - c) Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales.

- 4) Disseminating safety advice given by our H&S Adviser, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;

- 5) In liaison with the HR Officer and Nurse (as only the HR Officer will know about a member of staff's non-visible disabilities unless they personally alert people to their condition) completing Risk Assessments for members of staff with special needs or disabilities and ensuring that relevant information is cascaded to the relevant people and departments, e.g. Surveyor (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), Caretaker (if ramps, etc. are required), ICT (if specialist ICT equipment is required) in order that appropriate action can be taken.

- 6) Liaising with the Ipswich High School H&S Adviser on matters where advice or assistance is required or information is requested by the Ipswich High School.

To assist in this work, the following specialist advisers have been appointed:



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ii. Fire Drill Officer

Lorraine Deville, Director of Finance and Operations is responsible for advising me on all matters relating to fire drills. She is also responsible for:

- (1) Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- (2) Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- (3) Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- (4) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- (5) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;
- (6) Assisting in the completion of the school's Fire Safety Risk Assessment.
- (7) Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan
- (8) Liaising with the Nurse to document 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff

All staff are Fire Wardens and fire marshall their immediate areas and escape route in the event of an evacuation. They assist the Fire Drill Officer and 'Key Duty Holders' (see 4(ii) below) have been appointed and given responsibility for specific aspects of fire safety.

The Fire Drill Officer will attend such training as is identified and provided for her to perform her duties in this role.

iii. Emergency Evacuation Co-ordinator



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Lorraine Deville, Director of Finance and Operations is responsible for advising me on all matters relating to emergency evacuation. She is also responsible for:

- 1) Carrying out a threat assessment for the school.
- 2) Devising a 'Threat Plan' which covers:
 - a) Plans for continued checking and vigilance for the school
 - b) An evacuation procedure
 - c) A procedure for search and re-entry
 - d) Details of the local Police CPO and CPD and records of advice given
 - e) Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
- 3) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

iv. Electrical Safety Supervisor

Lorraine Deville, Director of Finance and Operations is responsible for advising me on all matters relating to electrical safety.

She is also responsible for overseeing arrangements for portable electrical equipment testing, for ensuring that the fixed wiring test is carried out every 5 years and for ensuring that comprehensive records of portable electrical equipment are maintained.

v. School Nurse/ Welfare Officer/ Senior First Aider

Alison Garratt is responsible for advising me on matters relating to First Aid and the arrangements made by the school to meet the requirements set out in the 'First Aid Policy including accident reporting' and pupil medical procedures.

vi. Radiation Protection Supervisor

Mrs Karen Gould – Physics Teacher is responsible for advising me on matters relating to radiation safety and liaising with the H&S Adviser for advice on all aspects of radiation safety.

The **Ipswich High School Radiation Protection Adviser** is Melanie Rolliston. She can be contacted via the CLEAPSS Helpline (01895 251496).

vii. Educational Visits Co-ordinator



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Ms Kaye Extance – Assistant Head and Mrs Eileen Fisher – Junior School Head are responsible for advising me on matters relating to educational visits and ensuring that all staff organising school visits are competent, plan properly and conduct appropriate risk assessments.

viii. Accessibility Coordinator

Lorraine Deville – Director of Finance and Operations is responsible for advising me on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed liaising with our external H&S Adviser and professional contractors who undertake periodic reviews.

4. OTHER FUNCTIONS

(i) All staff act as appointed **Fire Wardens**, with responsibility for their designated areas:

(ii) The persons named below are '**Key Duty Holders**' with special responsibility for certain aspects of **Fire Safety**

Mr Barry Davies – Support Services Manager 21033
Mr David Handley – Head Caretaker (07772 848992)
Mr Julian Lambe – Caretaker (07807 882694) Duty caretaker
Mr Alan Whitered – Caretaker (07807 882694) Duty caretaker

The aspects of fire safety that must be specifically allocated to a named Key Duty Holder are:

- Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;
- Training staff, pupils and contractors working regularly on the Ipswich High School's premises, e.g. caterers and cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items (e.g. coats) and displays,
 - Fire doors – not damaged, fit/close correctly, not wedged/hooks open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds



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- Firefighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
- Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a year and all call points in higher risk areas are tested once a term,
- Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
- Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed]

(iii) **Display Screen Assessor Matt Meyrick – Senior IT Technician** is responsible for undertaking for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

(iv) **Personal protective equipment** needed in this school can be obtained from:

Barry Davies Support Services Manager 21033

(v) The following people are nominated to **administer medicines**:

Alison Garratt – School Nurse

Susan Burden – Junior School Receptionist

Eileen Fisher – Junior Head

Amanda Roberts – Senior School Receptionist



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(vi) The following people are qualified **First Aiders**:

Emergency First Aid in School (Senior Staff)

| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
|-----------------------|----------------------|-----------------------|-------------------------|-----------------|
| Jane Fison | P.E. | 21021 | March 2015 | March 2018 |
| Lizzy Wheelhouse | P.E. | 21021 | March 2015 | March 2018 |
| Hannah Carr | PE | 21021 | March 2015 | March 2018 |
| Sandie Lister | P.E. | 21021 | March 2015 | March 2018 |
| Ceri Williams | PE | 21021 | June 2015 | June 2018 |
| Julie Catchpole | Swimming teacher | 21036 | March 2105 | March 2018 |
| Alison Pugh | Swimming teacher/TA | 21036 21035 | March 2015 | March 2018 |
| Nevena Gilbert | Classics and Latin | 21060 | March 2015 | March 2018 |
| Caroline Collett | English | 21048 | October 2015 | October 2018 |
| Suzanne Sinclair | Languages | 21049 | October 2015 | October 2018 |
| Eliza Liew | Languages | 21063 | October 2015 | October 2018 |
| Naomi Limer | English | 21048 | October 2015 | October 2018 |
| Kate Bagley | Science/Biology | 21051 | October 2015 | October 2018 |
| Rebecca Curtis | Dance | 21044 | October 2015 | October 2018 |
| Christelle Savary | French | 21063 | October 2015 | October 2018 |
| Lynn Anderson | Food Studies | 21062 | April 2016 | April 2019 |
| Pippa Barley | English / Sixth Form | 21048 | April 2016 | April 2019 |
| Kaye Extance | Music | 21043 | April 2016 | April 2019 |
| Hilary Catchpole | Science | 21023 | April 2016 | April 2019 |
| Claire Chandler-Mears | RS / History | 21061 | April 2016 | April 2019 |
| Jenny Hannaford | Biology | 21051 | April 2016 | April 2019 |
| Naomi Looker | Art | 21030 | April 2016 | April 2019 |
| Jackie Newson | Science | 21025 | April 2016 | April 2019 |
| Charlotte Patten | Art & DT | 21010 | April 2016 | April 2019 |
| Barbara Shephard | Science | 21024 | April 2016 | April 2019 |
| Lisa Richards | Geography | 21050 | April 2016 | April 2019 |



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| | | | | |
|----------------------|--------------------------------|-----------------------|-------------------------|-----------------|
| Jude Marvell | Geography/6 th form | 21055 | December 2016 | December 2019 |
| Karen Gould | Physics | 21052 | December 2016 | December 2019 |
| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
| Nicola Rouse | Physics | 21052 | December 2016 | December 2019 |
| Joanna Fox | Deputy Head Pastoral | 21014 | February 2017 | February 2020 |
| Paul Stone | Drama | 21044 | October 2017 | October 2020 |
| Angela Chillingworth | Music | 21031 | September 2017 | September 2020 |
| Joe Earley | DT | 21019 | September 2017 | September 2020 |
| Anne Stanford | Chemistry | 21023 | September 2017 | September 2020 |
| Claire Wilesmith | Biology | 21051 | September 2017 | September 2020 |
| Ross Rands | Maths | 21015 | September 2017 | September 2020 |
| Andrew Gardner | Computing | 21032 | September 2017 | September 2020 |
| Felicia Stuhldreher | German | 21049 | September 2017 | September 2020 |

First Aid At Work 3 day course

| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
|----------------|-----------------|----------------|------------------|---------------|
| Julie Da Silva | History teacher | 21044 | December 2015 | December 2018 |
| Susanne Eddis | Science/Maths | 21060 | February 2015 | February 2018 |
| Dianne Firbank | SENCO | 21059 | October 2015 | October 2018 |
| Julian Lambe | Caretaker | 21065 | December 2015 | December 2018 |
| Alan Whitered | Caretaker | 21065 | December 2015 | December 2018 |
| David Handley | Caretaker | 21065 | December 2016 | December 2019 |

Emergency First Aid in School Support Staff

| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
|------------------|-----------------------------------|----------------|------------------|---------------|
| Francesca Carter | Head's PA | 21005 | March 2015 | March 2018 |
| Sarah Mann | Admissions Officer | 21034 | March 2015 | March 2018 |
| Wendy Little | Minibus driver | | October 2015 | October 2018 |
| Amanda Roberts | Receptionist | 21000 | April 2016 | April 2019 |
| Susan Squirrell | Head Chef | 21008 | April 2016 | April 2019 |
| Adam Seaborn | Examinations officer/Supply cover | 21017 | April 2016 | April 2019 |
| Julia Sumner | Reception/Resources | 21006 | December 2016 | December 2019 |
| Frank McKeegan | Minibus driver | | December 2016 | December 2019 |



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| | | | | |
|--------------------|------------------------------------|-----------------------|-------------------------|-----------------|
| Samantha Barker | Cleaning supervisor | | December 2016 | December 2019 |
| Carole Williamson | Cleaning supervisor | | December 2016 | December 2019 |
| Dale Osman | Cleaning supervisor | | December 2016 | December 2019 |
| James Wilson | Cleaner | | December 2016 | December 2019 |
| Wendy Offord | Learning Resources centre | 21028 | September 2017 | September 2020 |
| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
| Wayne Avery | Catering manager | 21007 | September 2017 | September 2020 |
| Jodie McPherson | Admin Apprentice /Junior reception | 21046 | September 2017 | September 2020 |
| Barry Davies | Support/Site Services | 21033 | November 2017 | November 2020 |
| Bethany Couch | Events manager | 21039 | November 2017 | November 2020 |
| Kim Britton | Evening catering assistant | | November 2017 | November 2020 |

Emergency First Aid in School Junior Staff

| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
|--------------------|----------------------|-----------------------|-------------------------|-----------------|
| Nick Garner | KS2/year 5 | 21070 | March 2015 | March 2018 |
| Debbie Barker | Lunchtime Supervisor | 21011 | May 2015 | May 2018 |
| Cat Allen | Junior Deputy Head | 21064 | April 2016 | April 2019 |
| Adnan Zakir | PE | 21070 | December 2016 | December 2019 |
| Beverley Hoy | Lunchtime Supervisor | 21011 | February 2017 | February 2020 |
| Anna Spaul | PE | 21070 | February 2017 | February 2020 |
| Sue Burden | Receptionist | 21011 | November 2017 | November 2020 |

Paediatric First Aid course

| FIRST AIDER | DEPARTMENT | CONTACT NUMBER | DATE OF TRAINING | RE-TRAIN |
|--|--------------------------|-----------------------|-------------------------|-----------------|
| Penelope Watts (2 day) | Teaching Assistant (WPP) | 21035 | January 2015 | January 2018 |
| Lisa Jackaman (2 day) | Teaching Assistant (WPP) | 21035 | October 2016 | October 2019 |
| Eileen Fisher (2 day) + First Aid Outdoors | Junior Head | 21002 | October 2016 | October 2019 |
| Suzanne Pettersson (2 day) | Cover Officer | 21012 | June 2017 | June 2020 |
| Ruby Young (2 day) | Teaching Assistant (WPP) | 21035 | October 2017 | October 2020 |



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| | | | | |
|-------------------------|------------------------------------|-------|---------------|---------------|
| Fiona Clark (2 day) | Teaching assistant/Hoot club (WPP) | 21035 | October 2017 | October 2020 |
| Ruth Hatcher (2 day) | Teacher (WPP) | 21035 | October 2017 | October 2020 |
| Martine Hammond (1 day) | Teaching Assistant (Y5) | 21035 | November 2017 | November 2020 |

Records are maintained by the School Nurse of all first aid treatment administered.

Appendix 2 – Location of First Aid Kits and Emergency Inhalers

| Location | Equipment |
|------------------------------------|--|
| Medical Room | 3x First Aid bags (note: medicines in cupboard) |
| Art Department | First Aid box |
| Design and Technology | First Aid box |
| Home Economics | First Aid box |
| Junior First Aid Room | First Aid items, equipment and medicines |
| Nursery | First Aid box |
| After school classroom (Hoot club) | First Aid box |
| Junior Practical Room | First Aid box |
| Kitchen | 2 x First Aid boxes + blue X-ray detectable plasters |
| Laboratories 1-7 | First Aid box |
| Reception | First Aid box |
| Senior Staff Room | First Aid box |
| P.E. Office | 1x small bag and 1x large bag |
| Sports Pavillion | First aid box |
| Swimming Pool (office) | First Aid box |
| Theatre (kitchen) | First Aid box |
| Minibuses | First Aid boxes in each vehicle |
| Teaching Block (Prep room 4) | Spill kit |
| Junior and Senior Medical room | Spill kit |
| Theatre (kitchen) | Spill kit |
| Swimming Pool (office) | Spill kit |
| Senior learning resource centre | First Aid Box |

Emergency inhalers including a list of pupils who can use the inhaler are located in the following areas:

| Area | Box Located |
|---------------|--------------|
| Junior school | Medical room |



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|---------------|---------------|
| Senior School | Swimming pool |
| Senior School | Medical room |
| Senior School | PE Office |
| Orwell House | Chemistry Lab |

(vii) All **accidents** should be reported immediately to:

Alison Garratt – School Nurse

(viii) All **dangerous occurrences** or **near misses** should be reported to:

Alison Garratt – School Nurse

Lorraine Deville – Director of Finance and Operations

(ix) The following person is responsible for **reporting serious accidents and dangerous occurrences to the Health and Safety Executive:**

Alison Garratt – School Nurse

Lorraine Deville – Director of Finance and Operations

(x) The following members of staff are authorised to:

a. **Drive the school minibuses** or minibuses hired from authorised suppliers

| | | |
|---------|----------|----------------|
| Alan | Whitered | Caretaker |
| Julian | Lambe | Caretaker |
| David | Handley | Head Caretaker |
| Wendy | Little | Minibus Driver |
| Stephen | Ager | Minibus Driver |

b. **Drive other school vehicles**, e.g. vans, tractors:

| | | |
|--------|----------|----------------|
| Julian | Lambe | Caretaker |
| Alan | Whitered | Caretaker |
| David | Handley | Head Caretaker |



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5. INDIVIDUAL RESPONSIBILITY

All members of the school staff and other persons entering the school's premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with the health and safety procedures provided by the Ipswich High School and/or the school and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of whom to approach for advice.

YOU MUST

(i) Make sure that all work is carried out in a safe way and in accordance with the department's SEF/risk assessment and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.

(ii) Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.

(iii) Obey all instructions given by a responsible person in respect of health and safety.

(iv) Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.

(v) Offer any advice and suggestions that you think may improve health and safety.

(vi) Report all potentially dangerous incidents or accidents to the school Nurse.

(vii) Familiarise yourself with the guidance in Ipswich High School's H&S Handbook and the procedures for:

- firefighting equipment, alarm points and escape routes;
- action to take if someone requires first aid assistance



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- welfare of students with allergies, asthma and epilepsy.

If in doubt about any process of the safety of equipment, consult your supervisor or the Health & Safety Coordinator or if necessary, myself.

6. SPECIAL HAZARDS (07/12)

The following present special or unusual hazards in this school. Risk Assessments have been completed and are readily available in the relevant departments and from the Health & Safety Coordinator.

Chemical Stores

Scaffold Towers

Use of Tractors

Swimming Pool

Pond

Gas Tanks

7. SOURCES OF INFORMATION

Information on possible hazards and risks in this school and their control can be found in the departments' H&S SEFs, Policies and Risk Assessments. Technical advice may also be sought from the school's Health & Safety Adviser.

8. STAFF CONSULTATION and SCHOOL H&S COMMITTEE

Ipswich High School's H&S Committee meet once a term and follow a standard agenda. The committee members are:

| | |
|-------------------|------------------------------------|
| Ms Oona Carlin | Head |
| Vertas Adviser | H&S Advisor |
| Mrs N Griffiths | Deputy Head |
| Mrs S Baalham | Network Manager |
| Mrs L Deville | Director of Finance and Operations |
| Mrs Eileen Fisher | Junior Head |
| Mr Barry Davies | Support Services Manager |
| Miss Kate Bagley | Head of Science |
| Ms Jane Fison | Director of Sport |
| Mr Joe Early | Head of DT |
| Ms Alison Garrett | Nurse |
| Mr Paul Stone | Head of Drama |



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Mrs Imogen Vickers Head of Art
Ms Rebecca Curtis Dance Teacher

Prior to each School H&S Committee meeting Heads of Department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff.

Heads of Department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the H&S Committee and report back to staff.

SIGNED BY HEAD OF SCHOOL :

OONA CARLIN:

DATE: 5th December 2017