

IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Health & Safety Policy

2022 – 2023

Ipswich High School Health & Safety Policy 2022/2023

Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Proprietorial Board has a role that is different to many independent schools. It is the role of the Proprietorial Board to provide the school with strategic guidance and oversight. The Proprietorial Board, therefore, have powers of scrutiny and are enabled to make recommendations for change and improvement. The Proprietorial Board are supported by voluntary advisors who will offer their advice as a "critical friend". Board meetings are held every term.

The policy was ratified by the Proprietorial Board on 7th February 2023.

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Statement Of Intent

Ipswich High School recognises and accepts 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 and or visit the school. The latest document on which this policy is based is the Health and Safety: Responsibilities and Duties for Schools (2022). This policy is applicable to all pupils, including those in the EYFS and boarders.

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 UK 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 and others who may be affected by the schools business.
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, always considering 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 implement control measures to prevent personal injury and ill health to all employees, pupils and others.
6. Consult and co-operate with the school Health and Safety adviser in delivering services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed so far as is reasonably practicable.
7. Consult and communicate with employees on health and safety matters through the Head Teacher, Health and Safety Coordinator and Health & Safety Committee.
8. Continually endeavour to 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 Health and Safety Policy can be used as a practical working document and that it is publicised and made available and communicated to all employees.
10. Keep the details of this Policy Statement and its associated Procedures arrangements and Guidance under regular review in line with changing safety practices and current legislation.
11. Boarders will be kept safe both at school and away from the school site when under the care of the school.

Ipswich High School is determined that the highest 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 Health and Safety Adviser. Delegated responsibility is given to the Head of Ipswich high school to implement this policy but as the owners we understand that we hold overall responsibility for health and safety at the school

Signed:

Director Ipswich Education Limited

Date:

Signed:

Head Teacher, Ipswich High School

Date:

Statement Of Health & Safety Organisation and Responsibilities

1 Head's Responsibilities

As Head, I hold delegated responsibility from the owners 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 Health and Safety 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 Policies 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 Health and Safety Self Evaluation Forms are completed annually and Action Plans are produced to address significant risks.

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

- (c) To ensure records of all accidents, incidents and fires are kept; to ensure investigations for all serious accidents, incidents and fires are carried out and report them to the Health and Safety Committee.

- (d) To ensure that 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', managed through the Estates Team, as laid down in the Regulatory Reform (Fire Safety) Order 2005. This includes:

- (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.

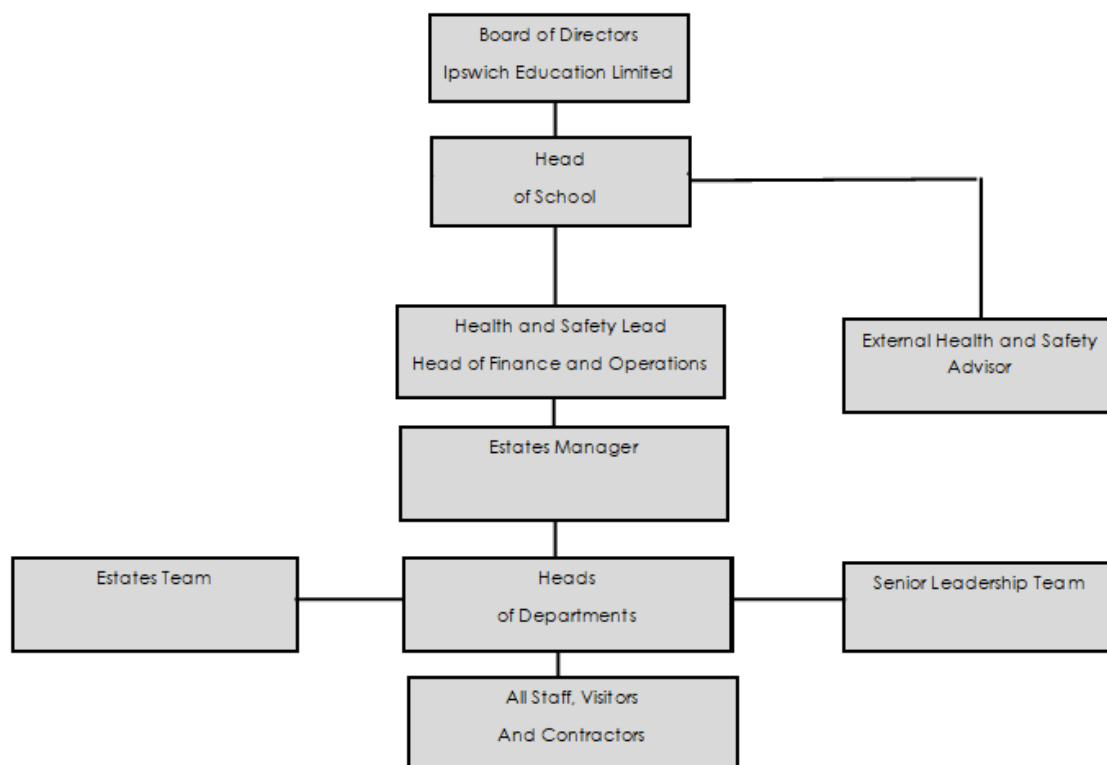
(j) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

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.

Organisational Chart for Health and Safety



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 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 telephone numbers and the Departments for which they are responsible is set out below:

Head of Prep School	2002
Director of Sixth Form	2018
Head of Art	2010
Head of RS	2061
Head of Classics	2060
Head of Boarding	2014
Head of DT	2019
Head of English	2048
Head of Drama	2044
Head of Food Studies	2062

Head of Geography	2050
Head of History	2053
Head of Computer Science	2032
Head of Business Studies & Economics	2055
Head of Maths	2015
Head Modern Languages	2063
Head of French	2063
Head of German	2049
Director of Music	2031
Director of Sport	2021
Head of Dance	2044
Head of Science	2051
Head of Chemistry	2023
Head of Physics	2052
SENCO	2059
Estates Manager	2033
Network & Information Manager	2046

In addition the following have executive responsibility in respect of specific functions:
Head Caretaker (Pool Maintenance).

3 Advisory Responsibility For Safety

Ipswich High School has appointed a Health & Safety Adviser, H & E Health and Safety Consultants Ltd, 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 (including The Dairy and any Boarding Facilities)

Elizabeth Hill – Head of Finance and Operations is also Head of Health & Safety and Compliance, is responsible for advising 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 annual 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 Health and Safety training needs and arranging appropriate training
- c) Heads of Departments advise/inform the Head, through Head of Health & Safety and Compliance, 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

2) Coordinating the:

- a) Annual review of the school's Health and Safety and Fire risk audits and Action Plan and submitting to the Ipswich High School H&S, Compliance and Safeguarding Committee
- b) Annual completion of the Departmental Health and Safety Self Evaluation Forms and Action Plan and submitting to the Ipswich High School Health and Safety, Compliance and Safeguarding 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' and injuries where a member of staff has 7 days or more off work, to the HSE within the required timescales 15 days (10 days for major injuries or immediately if death)

- 4) Disseminating safety advice given by the school Health and Safety 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 medical conditions unless they personally alert people to their condition) completing Risk Assessments and if required a PEEP 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 Health and Safety Adviser on matters where advice or assistance is required or information is requested by Ipswich High School

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

ii. Fire Drill Officer

Elizabeth Hill, Head of Health & Safety and Compliance 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 the boarding facility (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 Health and Safety 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 Risk Assessment
- 7) Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Response Plan.'
- 8) Liaising with the Nurse to document 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff
- 9) Carrying out a threat assessment for the school
- 10) Devising plans which cover:
 - a) For continued checking and vigilance for the school.
 - b) Details of the local Police CPO and CPD and records of advice given.
 - c) Details of staff and pupil training.

Regular monthly site walks are conducted by the Head of Finance and Operations, Estates Manager and if appropriate the Head. In addition the site is checked daily by the Estates Team for any Health and Safety issues.

All teaching staff are responsible for escorting the students in their care to the fire assembly point and checking of the immediate vicinity as they evacuate the building. Trained fire marshals will assist the Fire Evacuation Officer and 'Key Duty Holders' (see 4(ii) below) have been appointed and given responsibility for specific aspects of fire safety.

Boarding Facility

The alarm in the boarding house is a continuous alarm.

Autumn Term – 3 fire drills within the first week.

- First fire drill is a walk through
- Second will be during social time in the evening
- Third will be during the night time when students are sleeping.

Spring and Summer Term will have one fire drill per term at anytime of the day or night.

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

iii. Fire Evacuation Officer

Kev Smith, Estates Manager is responsible for advising me on all matters relating to emergency evacuation. He is also responsible for:

- 1) Devising a plan which covers:
 - d) An evacuation procedure
 - e) A procedure for search and re-entry
- 2) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

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

iv. Electrical Safety Supervisor

The **Estates Manager** is responsible for advising me on all matters relating to electrical safety.

He is also responsible for overseeing arrangements for portable electrical equipment testing, for ensuring that the fixed wiring test is carried in accordance with statutory requirements and for ensuring that comprehensive records of portable electrical equipment are maintained.

v. The School Nurse

The **School Nurse** 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

Miss Kayleigh Pettit – Physics Teacher is responsible for advising me on matters relating to radiation safety and liaising with the Health and Safety Adviser for advice on all aspects of radiation safety.

The **Ipswich High School Radiation Protection Adviser** is Niall Higbee. He can be contacted via the CLEAPSS Helpline (01895 251496).

vii. Educational Visits Co-ordinator

Deputy Head (Pastoral) and Head of Prep School 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

Kev Smith – Estates Manager 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 Health and Safety Adviser and professional contractors who undertake periodic reviews.

On site vehicle movements

Julian Lambe – Transport Manager and Kev Smith, Estates Manager are responsible for the monitoring and safety of vehicles moving on site. The site has a 10 MPH speed limit

Asbestos Management

Elizabeth Hill – Head of Finance and Operations and Kev Smith, Estates Manager are responsible for the maintenance and updates for the Asbestos Register

Working at Height

Elizabeth Hill – Head of Finance and Operations and Kev Smith, Estates Manager are responsible for training all relevant staff for working at height, including teaching staff for putting up displays.

Contractor Management

Elizabeth Hill – Head of Finance and Operations and Kev Smith, Estates Manager are responsible for contractor management and vetting.

4 Other Functions

- (i) All specified staff act as appointed **Fire Marshals**, with specific responsibilities.
- (ii) The persons named below are '**Key Duty Holders**' with special responsibility for certain aspects of **Fire Safety**

Estate Manager 2033
Head Caretaker (07736 288105)
Duty Caretaker/Caretakers (07736 288105)

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;

- Organise training for 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, via Reception, 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/hooked open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds
 - 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 biannually by engineer, call points and detector heads not damaged/covered/obstructed, different call points tested weekly so that each individual call point is tested regularly
 - Emergency lighting - serviced and tested biannually 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– Elizabeth Hill** is responsible for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

(iv) **Personal protective equipment** as highlighted through risk assessments can be obtained from: **Estate Manager 2033**

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

School Nurse

Alison Neville – Senior School Receptionist

(vi) For an up-to-date list of First Aiders please see First Aid Policy.

Ipswich High School Location of First Aid Equipment, emergency inhalers and emergency auto injectors)

Location	Equipment
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Ipswich High School

Senior Medical Room	First Aid items in labelled cupboards AND emergency inhaler AND emergency auto injectors Eye irrigation solution
Art Department	First Aid box and Eye irrigation
Design and Technology	First Aid box and Eye Irrigation
Home Economics	First Aid box
Prep First Aid Room	First Aid items AND emergency inhaler Eye irrigation
Nursery	First Aid box
Prep Cookery Room	First Aid box
Kitchen	2 x First Aid boxes
Laboratories 1-6	First Aid box AND emergency inhaler in Lab 1 Eye irrigation in all labs
Reception	First Aid box
Senior Staff Room	First Aid box
P.E. Kitchen	First Aid box AND emergency inhaler
Sports Pavilion	First aid box
Swimming Pool (office)	First Aid box AND emergency inhaler
Woodside	First aid box
Minibuses	First Aid boxes in each vehicle
6 th Form Centre	First Aid box
Canteen (Orangery)	First Aid box
Teaching Block (Prep room 4)	Spillage kit
Prep and Senior Medical room	Spillage kit
PE kitchen	Spillage kit
Swimming Pool (office)	Spillage kit
ICT office (through Library)	First Aid box and Spillage Kit

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

- School Nurse

- Head of Health & Safety and Compliance
- Estate Manager

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

- School Nurse
- Head of Health & Safety and Compliance
- Estate Manager

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

- School Nurse through the Head of Health & Safety and Compliance

If required, assistance will be given by the retained Health and Safety consultant.

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

a) **Drive the school minibuses** or minibuses hired from authorised suppliers:

- Julian Lambe - Head Caretaker
- Frank McKeegan - Minibus Driver
- Bob Wignall – Minibus Driver
- Lizzy Wheelhouse – Second In PE
- Steve Carrington – Relief Driver

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

- Julian Lambe - Head Caretaker
- Brendon Brilley - Deputy Head Caretaker
- Jonathan Fillis – Caretaker
- Steve Spalding – Caretaker

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 acts and or omissions. All employees must comply with the health and safety procedures and arrangements provided by the Ipswich High School and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors will ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of whom to approach for advice.

Staff will:

- (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 appropriate PPE 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 Health and Safety Handbook and the procedures for:
 - General Health and Safety arrangements in the school
 - Fire fighting equipment, alarm points and escape routes;
 - action to take if someone requires first aid assistance
 - 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.

5 Sources Of Information

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

5 Staff Consultation and School Health & Safety Committee

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

Mr Ian Davies

Interim Head

Mrs Elizabeth Hill

Head of Finance and Operations/ Head of H&S

Ipswich High School

Mr Malcolm Earl	Health and Safety Advisor
Mr Neil Marjoram	Network Manager
Mrs Lisa Finch	Head of Prep School
Mr Kev Smith	Estates Manager
Miss Kate Bagley	Head of Science
Mr Tom Taylor	Director of Sport
Mr Richard Thompson	Head of DT
Miss Georgia Lee	Nurse
Mr Paul Stone	Head of Drama
Mrs Imogen Vickers	Head of Art
Ms Rebecca Curtis	Head of Dance

Prior to each Ipswich High School H&S, Compliance and Safeguarding 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 Health and Safety Committee and report back to staff.

This policy is based on the Health and Safety at Work Act 1974.

Author	Nicholas Garner
Role	Head of Health & Safety and Compliance
Date Written	
Date updated	August 2022

Ipswich High School

Reviewed By	Elizabeth Hill
Minor Amendments	E. Hill October 2021
Minor Amendments	E Hill August 2022
The policy was ratified by the Proprietorial Board	16th November 2022.
Review Date	October 2023

Ratified by Chair of the Proprietorial Board

Signature: -----

Date: -----

Mr Jamie Smith