



HEALTH & SAFETY POLICY

Date: 1st November 2024

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Chair of FGB:

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IWC HEALTH AND SAFETY POLICY STATEMENT



HEALTH AND SAFETY POLICY STATEMENT

ISLE OF WIGHT COUNCIL

At the Isle of Wight Council we recognise our duties under the Health & Safety at Work etc Act (as amended) 1974 and the associated regulations. We will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers are informed of their duties and responsibilities to ensure they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by the operation of our businesses.

We will make assessments of the hazards and evaluate the risks created in the course of our business operation and will review these regularly. We will, so far as is reasonable practical, control the health and safety risks identified.

We further recognise our duty, so far as is reasonably practicable:

- to consult with our employees on matters affecting their health safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to prevent accidents and cases of work related ill health;
- to actively manage, supervise and audit health and safety at work and to ensure continuous improvement in our health and safety performance and management aid;
- to provide the resource required to make this policy and our Health and Safety Working Arrangements effective;

We also recognise:

- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure health and safety of everyone at work;
- Our duty to co-operate and work with other employees when we work at other premises or sites under their control to ensure the continued health and safety of all those at work

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out the Isle of Wight Council's health and safety rules in the online Health and Safety Manual.

A handwritten signature in black ink, appearing to read 'W. Jones'.

Signed:

Date:

9 January 2024

Position: Chief Executive, Isle of Wight Council

HEALTH AND SAFETY POLICY STATEMENT

SECTION A - STATEMENT OF INTENT

At Haylands Primary School we recognise our duty under the Health and Safety at Work etc. Act (as amended) 1974 and associated regulations. We will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our staff and governors are informed of their duties and responsibilities to ensure they take all reasonable precautions to ensure the safety, health and welfare of those that are likely to be affected by the operation of the school.

We will make assessments of the hazards and evaluate the risks created in the course of the school operation and we will review these regularly. We will, so far as is reasonably practicable, control the health and safety risks identified.

We further recognise our duty, so far as is reasonably practicable:

- to consult with our employees on matter affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction and training where necessary for our staff, taking into account those for whom English is not their first language;
- to prevent accidents and cases of work related ill health;
- to actively manage, supervise and audit health and safety at work and to ensure continuous improvement in our health and safety performance and management;
- to provide the required resources to make this policy and our health and safety working arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers and their workers when their worker come onto the school site to do work for us in order to ensure the health and safety of everyone at work;
- our duty to co-operate and work with other employers and their workers when we work at other premises or sites under their control in order to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure that our staff recognise their duties under health and safety legislation whilst at work, we inform them of their duty to take care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out the school's health and safety rules in this policy, on the health and safety noticeboard, in staff meetings and with reference to the IWC online health and safety manual.

Signed:

Signed:

Headteacher

Chair of Governors

Date: 1st November 2024

Date: 1st November 2024

SECTION B – ORGANISATION

Accountability

The Governing Body has overall accountability for health and safety as employer. School leaders have responsibility for ensuring that the school is safe for use by employees and visitors on a day to day basis.

The Governing Body and Headteacher will comply with any direction given to them by their appointed Health and Safety Adviser concerning health and safety on the school premises or when taking part in any external school activity.

Responsibilities

The local authority will provide direction regarding legislation and the council's own policy on health and safety. They will also give guidance or support as necessary to help ensure the Headteacher can meet their health and safety obligations.

School Governors

The governors have a responsibility to ensure that the school health and safety management complies with the statutory requirements and the school health and safety policy; to ensure the health and safety of the persons on the school premises or when taking part in any external school activities.

Headteacher Responsibilities

- Ensure the Health and Safety Policy is reviewed annually.
- Ensure that the health and safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- Ensure that all staff have read and understood the Health and Safety policy and any supporting documents.
- Ensure the undertaking and recording of relevant risk assessments
- Ensure regular health and safety inspections and addressing any safety issues as necessary; minutes of meetings and action plans are kept.
- Receiving and dealing promptly with complaints about safety issues.
- Seeing that emergency evacuation procedures are in place and that records are maintained.
- Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- Ensuring that adequate first aid provision is made.
- Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their continuing professional development (CPD) analysis.
- Ensuring records of the training are kept and having a system for ensuring that refresher training where necessary is undertaken within the prescribed time limits.

Health and Safety Appointed Person

The Headteacher has appointed a person responsible for managing the health and safety arrangements for the school. This person is identified in Appendix A.

The role of the health and safety appointed person is to ensure that health and safety statutory duties are acted on and that any necessary records are maintained.

Where appropriate the health and safety appointed person may request the assistance of competent persons to help with specific health and safety issues.

The health and safety appointed person will ensure that the Isle of Wight Council accident reporting procedures are followed and records maintained.

The health and safety appointed person will make staff aware of specific health and safety training that may be beneficial for their function and ensure records are maintained of any training.

Teaching Staff

Teachers are responsible for the safety of pupils under their supervision and where provided, controls indicated by risk assessments will be used to reduce the risk of harm.

In the event of fire their role is to lead their class to the designated assembly point or other agreed place of safety.

Teachers are responsible for assessing workplace risks and offsite educational visits and complete risk assessment records when necessary.

First Aid Personnel

The role of First Aiders is to administer immediate first aid to employees, pupils and visitors to the school who may have suffered injury or ill health.

Where appropriate the First Aider will request professional medical aid, i.e. an ambulance.

The First Aider will ensure an accident record is completed and where a pupil is concerned the school first aid log is also completed.

Premises staff

The Site Manager and School Business Manager are responsible for ensuring the areas of activity carried out are performed safely and with due regard to others who may be affected by them.

Recorded assessment of risk shall be undertaken by competent persons and made available to those employees who may be affected by the hazards identified.

Ensuring Hazardous substances and the activities for which they are used have been COSHH assessed and suitable personal protective equipment (PPE) is used.

All Staff

All Staff have a responsibility for:

- the health and safety of themselves, their colleagues and visitors.
- Inspecting and checking work areas ensuring that safety standards are being maintained.
- Reporting any potential hazards and accidents to the Headteacher.

They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employers' health and safety arrangements.

Safety Representatives

The school allows the appointment of Safety representatives by recognised unions.

Recognised unions:

Association of School and College Leaders (ASCL)

GMB

National Association of Headteachers (NAHT)

National Association of School Masters and Union of Women Teachers (NASUWT)

National Education Union (NEU)

National Society for Education in Art & Design (NSEAD)

UNISON

UNITE

VOICE

Safety representatives are responsible for deciding whether they wish to have a safety committee. If one does not exist already, the Headteacher will facilitate this.

Functions of the safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Headteacher
- Make representations regarding general matters of health and safety and welfare of employees.

The Headteacher recognises that the safety representative may require in school time to perform some health and safety functions.

SECTION C - ARRANGEMENTS

It is important that the day-by-day activities of all staff, young persons, contractors and visitors are conducted in a way which is as safe as possible.

General Practices Applying To All Staff

1. Young Persons

- The child protection and safeguarding policies must be followed in order to ensure the safety of young persons (16 to 18 years) within the premises &/or if supervised by a member of staff outside of the premises.
- Assessment of risk is necessary for hazards to which young persons may be exposed. Records of these will be maintained in the main admin office.

2. Visitors

- Whilst children or young persons are on site visitors shall be accompanied by a member of school staff unless they have been given a health and safety induction, hold a DBS and the visitor has been authorised by the Headteacher to be on site unaccompanied.
- Arrangements for the signing in and out of all visitors and contractors are used at this school; records are kept via the InVentry Visitor Management system.
- The main entrance key card entry system restricts entry to the school. A list will be maintained showing which personnel have access to a key card.

3. Contractors

- The Headteacher has authorised the school business manager (SBM) and site manager to liaise and manage contractors. These persons will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- Only contractors who have been approved by the Strategic Development Team or are able to demonstrate competence will be deemed suitable to work within the school environment.
- Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- Contractors are not permitted to lone work and will be supervised by a staff member during school hours unless a DBS is held.

4. Fire Safety

- All employees gain initial knowledge of the fire procedures as part of the health and safety induction process and then through periodic fire drills.
- A fire officer has been authorised to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. The fire officer is identified in Appendix A.
- Fire Marshals have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshal is to ensure that the site buildings are clear of persons who may have been inadvertently left behind (Appendix A)
- Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed competent to do so. Records of checks and maintenance, including test certificates, will be retained in the fire record book.

- The fire alarms are tested weekly by the site manager and a log is kept on the schools' Health and Management system (I am Compliant) Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly.
- Emergency lighting systems will be tested monthly by the site manager and maintenance carried out annually.
- Firefighting equipment will be visually inspected monthly and maintenance carried out yearly; and a log is kept on the schools' Health and Management system (I am Compliant).
- Fire risk assessments are carried out and reviewed annually. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

5. Arson

- Weekly external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the site manager and a monitoring form completed.
- Wheelie bins are stored within a locked compound outside of school hours.
- Build-up of rubbish including leaves etc. will be regularly removed by the site manager to prevent use as fuel.
- Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV warning sign.

6. Bomb Alerts

- The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided.
- All staff, pupils and visitors to the school will assemble at the designated secondary assembly point, the far side of the school playing field.
- No attempt will be made by the school staff to handle potentially hazardous devices or objects.

7. First Aid/Illness

- First Aid boxes are stocked as per HSE guidance and are located in strategic areas where first aid is administered.
 - Contents are checked and maintained by an authorised person (see Appendix A).
 - First aid instructions and named first aiders (see Appendix A) are contained in or posted next to the first aid box.
- First Aiders:
 - Responsibilities of the trained first aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
 - All accidents are reported to an authorised person (see Appendix A).
 - Recording of all minor first aid treatments shall be maintained on CPOMS.
- Parents will be informed of any injury or illness to their child by their teacher or another authorised person.

8. Accident Reporting and Recording

- Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the IWC Health and Safety Team by the authorised person (see Appendix A) via the Workrite system.

- All employee accidents will be recorded on near miss / accident / incident form and stored in an appropriate manner.
- More serious accidents arising out of or in connection with work, which means all employee, certain student and visitor accidents, must be recorded on form HS2.02a by the attending employee and reported to the IWC Health and Safety Team by the authorised person (see Appendix A) via the Workrite system within 48hours.
- Where injury may be particularly serious i.e. person is taken to hospital, then the accident must be recorded on form HS2.02a by the attending employee. The authorised person (see Appendix A) must contact the IWC Health and Safety Team by telephone as soon as possible followed by a report via the Workrite system. The IWC Health and Safety Team will report any RIDDOR reportable accidents/incidents on our behalf.
- Accident and incident records will be retained in the main admin office or admin archive store.

9. Pandemics and epidemics

- During pandemics and epidemics, the school shall take the necessary control measures to promote the safe operation of the school. These control measures will be detailed in a risk assessment that will reflect any Government guidance.
- The school will engage with NHS as required.
- The school will follow PHE/local health protection team advice to contain/manage any cases/outbreak of disease in the school community.

10. Housekeeping

- The buildings will be cleaned by employed or contract cleaners at least once per week during term time. However, the responsibility for ensuring that the work environment is kept clean and tidy is applied to all staff.
- The disposal of small amounts of waste can be treated as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the site manager to the designated waste area prior to removal by a refuse service contractor.
- Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.
- Stairs, cloakrooms and exits will be kept clear of obstructions including electrical cables and other trip hazards.
- All staff are requested to be vigilant in regards to identifying any potential hazards in main reception area as visitors are not so familiar with the school surroundings.

11. Lifting and Handling

- Injuries can be caused by incorrect lifting and handling of objects, even those which are not large or heavy. Therefore any operation where lifting or handling is involved should be sufficiently assessed prior to commencement (this assessment need not always be in writing). If in doubt, advice should be sought from the site manager.
- Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.
- The moving of people is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see Appendix C).

- Only competent, authorised persons may carry out these risk assessments (see Appendix A).

12. Control of Substances Hazardous to Health (COSHH)

- Hazardous substances on the school site must be managed safely and to do this all of them will be identified.
- Substances which are hazardous will be assessed for risk to employees and those who may be affected by them. The assessment record will be located at the point of storage and in a master record file located in the site manager's room.
- Assessed hazardous substances will be stored safely in appropriately signed storage areas.
- Persons trained to carry out COSHH risk assessments are listed in Appendix A.

13. Asbestos and Legionella

- The school site is asbestos free.
- A survey has been carried out by the school's water management contractor on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Where necessary, water system pipe work improvements have been undertaken and regular treatment of the water system is carried out.
- Higher risk of bacterium growth is likely through long holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing.

14. Premises and Equipment

- The health and safety appointed person will periodically arrange for a visual inspection of the premises and equipment. Risk Assessments will have been carried out for premises and these may be reviewed during the visual inspection. Where immediate action is required to prevent injury, arrangements will be made to address the hazard.

15. Electrical Plant and Equipment

- The health and safety appointed person will arrange for all portable electrical equipment to be checked on a rolling programme and a record kept.
- The competent person responsible for the testing of portable appliances is included in Appendix A. An external competent and qualified contractor can also be called on as necessary.
- The electrical installation will be tested and certificated as safe every 5 years.
- All staff are required to report any damaged electrical equipment or wiring, including portable equipment and permanent wiring.
- Staff must not, under any circumstances, attempt any repairs unless the health and safety appointed person is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the school unless it has been subjected to the same tests as school based equipment.

16. Risk Assessments

- Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury or ill health.
- Only persons deemed competent to carry out risk assessments have authorisation to do so by the

Headteacher, these persons are listed in Appendix A.

- Areas where risk assessment shall be carried out include:
 - Premises (slips & trips);
 - Fire & Arson;
 - Control of Substances Hazardous to Health (COSHH);
 - Working at Height;
 - Manual Handling;
 - Display Screen Equipment (DSE) for frequent users;
 - PE activities (from BAALPE guidance);
 - Educational Visits;
 - Stress;
 - New and Expectant Mothers;
 - Young Persons Working (16-18yrs) i.e. on work experience;
 - Areas on the site with specific hazards present.

17. Working at Height

- Working at height (WAH) poses a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- The school takes a sensible, pragmatic approach when considering precautions for work at height. Factors weighed up include the height of the task; the duration and frequency; and the condition of the surface being worked on. In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving three step anti slip ladders, making sure that employees receive instruction on how to use the equipment is considered sufficient control regarding any potential risk.
- Three step anti slip ladders have been provided throughout the school to enable staff to carry out basic functions such as classroom displays. User instructions for the three step anti slip ladders are displayed on the health and safety noticeboard.
- All staff have been asked not to carry out more complicated work at height unless it is agreed by the Headteacher, health and safety appointed person or WAH authorised person that it is necessary.
- Risk assessment will be carried out by a competent person (see Appendix A) for these more complex WAH activities. In some cases these will need to relate to specific activities though in most cases it may be acceptable to produce a generic assessment.
- Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the school safety training records. Training will include the use of any risk assessments that may be available for the task.
- Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- The person authorised to oversee and advise on all WAH activities is shown in Appendix A.

18. Slips and Trips

- The school site shall be assessed internally and externally at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A) and others such as Headteacher and governors etc.
- The risk assessment shall include areas such as:
 - Internal and external steps and stairways
 - Carpets and floor coverings
 - Dining hall cleanliness and spillages
 - Caretaking and cleaning activities
 - Outside paving, walkways and other hard surfaces
 - Grounds including pitches
 - External lighting effectiveness
- Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.
- Additional classroom risk assessments shall be carried out at least annually by qualified teaching status/higher level teaching assistant staff for their individual teaching areas.

19. Wellbeing

- Stress is acknowledged by the school as a potential cause of staff ill health and all reasonable efforts are made to reduce it by following the school's staff stress management policy. The Headteacher is responsible for ensuring arrangements are in place for a regular stress survey.
- Additionally an employee assistance programme is available for all staff (see contact details in Appendix D)

20. Alcohol, Drugs and Smoking

- The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Headteacher who will take the appropriate disciplinary action.
- Smoking within the school site is prohibited and signs are posted at entrances. This includes a prohibition on the use of e-cigarettes (vaping).

21. Violence and Aggression

- Violence and harassment in both physical and verbal forms will not be tolerated within the school either between employees or between employees and non-employees.
- Employees shall report all incidents of this type using form HS2.02b to the Headteacher. Appropriate action will be taken by the school in the first instance.
- Disciplinary action will be taken against employees demonstrating such behaviour.
- Action against non-employees demonstrating violent, harassing or threatening behaviour may include prohibiting them entry to the school. The local authority may be requested to provide advice on the best course of action.
- The person responsible for ensuring the process of recording and follow up action is listed in Appendix A.

22. Display Screen Equipment (DSE)

- All DSE equipment and workstations will be assessed for suitability for individual employee use.
- Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- Records of all assessments will be maintained and held in the SBM office.
- Eyesight testing is offered to persons identified as frequent users.

23. Safe Systems of Work (SSW)

- To ensure some types of work, such as working at height, is done safely, it may be necessary to prepare a SSW, a procedure which details how the work shall be carried out.
- This will be used along with the risk assessment to ensure all potential hazards are identified and how to conduct the work as safely as possible.

24. Training

- The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- The responsibility for the commissioning of safety training and/or refresher training rests with the Headteacher and the governing body.
- Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.

25. Lone Working

- It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the lone working procedure.
- The lone working procedure is located in Appendix B.

26. Educational Visits

- The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non-employee volunteers to potentially unknown risk.
- For all educational visits a competent group leader is appointed by the Headteacher. The group leader will ensure all arrangements are made and that all appropriate requirements are met.
- A person appointed as the Educational Visit Coordinator (EVC), who has received LA training for this role, will oversee the visit arrangements and advise which documentation is required for the type of visit. Visits fall into four categories:
 - Residential (R)
 - Adventurous (A)
 - Off Island (O)
 - Local (L) – these are lower risk
- All visits require approval by the Headteacher prior to commencement. All visits require risk assessments to be carried out and written parental consent must be obtained.
- Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible.

27. New and Expectant Mothers

- The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of injury to themselves and their unborn child as well as injury to others who may be affected by their actions.
- To ensure the safety of the NEM the management of potential risks is required. This is done by a risk assessment carried out by the authorised person (see Appendix A) and the implementation of controls to eliminate or reduce risk.
- The NEM will be allowed to take appropriate rest breaks and be provided with a safe place.

28. Transport

- All employees who drive their own vehicles for work purposes, including employees who attend the occasional day away from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:
 - Driving Licence
 - Insurance (with business use stated)
 - MoT (if applicable)
- When staff transport children the following controls are necessary.
 - A risk assessment must be carried out;
 - Employees will not transport pupils alone (minimum of two adults);
 - Written permission from the parents of the pupils being transported must be obtained;
 - Use of age/size appropriate car seats and any other required safety equipment.

Appendix A – Persons with specific health and safety responsibility

Name	Job Title	Responsibility
Katrina Shaer	Headteacher	<ul style="list-style-type: none"> ■ H&S Responsibility ■ Educational Visits Approval ■ Violence & Aggression Reporting ■ Staff Wellbeing/Stress Management ■ New & Expectant Mothers ■ Young Persons Working ■ Curriculum Risk Assessments ■ Training for Staff
Michelle Gladdis	SBM	<ul style="list-style-type: none"> ■ H&S Management ■ H&S Appointed Person ■ LA Liaison ■ Managing Contractors ■ Premises Risk Assessments ■ Safe Systems of Work ■ Display Screen Equipment ■ COSHH ■ Training for Staff
Jacqui Lemoigne	Site Manager	<ul style="list-style-type: none"> ■ H&S Implementation ■ Fire Officer ■ Site Security ■ Managing Contractors ■ Premises Risk Assessments ■ Working at Height ■ COSHH ■ PAT Testing
Krista Keeble	School Administrator	<ul style="list-style-type: none"> ■ Transport Records ■ Medical Records
Yasmin Newnham	Administration Officer	<ul style="list-style-type: none"> ■ Accident Reporting ■ Maintaining Medical Supplies
Lucy Oxley	Administration Assistant	<ul style="list-style-type: none"> ■ Maintaining Medical Supplies
Jo Clarke	Deputy Headteacher	<ul style="list-style-type: none"> ■ Educational Visits Coordinator
All Teachers	QTS/HLTA Staff	<ul style="list-style-type: none"> ■ Curriculum Risk Assessments ■ Classroom Risk Assessments ■ Educational Visit Risk Assessments
Krista Keeble	Administration of Medication Appointed Person	<ul style="list-style-type: none"> ■ Administering Medication
Krista Keeble Vicki Craig Anji Wraxton	First Aid at Work Appointed Person	<ul style="list-style-type: none"> ■ Administering First Aid

<p>Jack Austin Ali Cass Georgia Cotton Justine Crumplin Casey Diviney (Pre-School) Coral Dodd Tracy Driscoll Nikki Hayles Jodie Law Theresa Lee Emily-Jane Moore (Pre-School) Lucy Oxley Emma Roberts (Pre-School) Billy Shepherd Tia Spencer (Pre-School) Hannah Ward (Pre-School)</p>	<p>Paediatric First Aid Appointed Person</p> <p>Paediatric First Aid Appointed Person (cont.)</p>	<ul style="list-style-type: none"> ■ Administering First Aid
<p>Fire Marshals</p>	<p>Jo Clarke Coral Dodd Louise Homes Lucy Oxley Jason Thomas</p>	<ul style="list-style-type: none"> ■ Responsible for conducting sweeps on building on activation of fire alarm
<p>Diabetic Trained</p>	<p>Abigail Cotton Vicki Craig Krista Keeble Lesley Taylor</p>	<ul style="list-style-type: none"> ■ Monitor and Record Insulin Levels ■ Administer Routine Insulin ■ Contact Parent(s) if Corrective Insulin Required
<p>All Staff</p>	<p>Basic First Aid Appointed Person</p>	<ul style="list-style-type: none"> ■ Administering First Aid
<p>All Staff</p>	<p>All</p>	<ul style="list-style-type: none"> ■ Duty of Care for Self and Others
<p>To be confirmed</p>	<p>School Governor</p>	<ul style="list-style-type: none"> ■ H&S Governor

Appendix B – Lone Worker Procedure

The school has adopted the IWC Lone Worker Policy September 2014. A lone working hazard assessment for staff undertaking report writing, research or planning, preparation and assessment (PPA) activities at home has generated a score of 2 (may result in a minor injury but is unlikely). It is not necessary for separate risk assessment to be carried out for these activities and use of the automated call back system is not indicated for them.

The school discourages lone working on the school site. The few employees that may on occasion undertake lone working on the school site are the Headteacher, the deputy Headteacher, the school business manager, the site manager and the IT technician. The line manager of these employees (chair or vice chair of governors in the case of the Headteacher) is responsible for carrying out an individual lone working hazard assessment for any lone working activity on the school site. This assessment will determine if use of the automated call back system is mandatory or if the lone working activity should not go ahead.

APPENDIX C - Fire Safety

1.1. Fire Instructions

- 1.1.1. These are placed where staff can easily read them.
- 1.1.2. Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

1.2. Fire Alarm

- 1.2.1. In case of fire dial 999
- 1.2.2. The fire alarms are tested regularly, at least every half term.
- 1.2.3. A Fire Test Record Book is maintained and held on 'I am Compliant'

1.3. Fire Drills

- 1.3.1. Are carried out at least once per term.
- 1.3.2. Assembly point is the main playground.
- 1.3.3. Records are maintained of drills and are held on 'I am Compliant'

1.4. Fire Fighting

- 1.4.1. Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- 1.4.2. Staff should only attempt to extinguish a fire if the fire is blocking their only escape route.

1.5. Fire Hazards and Fire Risk Assessments

- 1.5.1. Storage cleaning substances are kept in locked cupboards.

1.6. Maintenance of Fire safety equipment is carried out by competent contractor;

- 1.6.1. Emergency lighting – maintained by: TL Electrical
- 1.6.2. Fire extinguishers – maintained by: Wight Fire
- 1.6.3. Fire alarms – maintained by: Lifeline

Staff with specific responsibilities for Fire Safety Procedures:

Job Title	Responsibility
Headteacher	Fire Evacuation Coordinator. Calls 999.
Deputy Head / School Business Manager	Deputy Fire Evacuation Coordinator in case of absence of Fire Evacuation Coordinator
Class Teacher or HLTA responsible for class	Taking class register at the Assembly Point
Krista Keeble / Yasmin Newnham	Central point of contact during Evacuation procedure for register, missing children, etc.
Krista Keeble / Yasmin Newnham / Lucy Oxley	Takes lunch registers/visitors/InVentry iPad to the Assembly Point.

APPENDIX D – CONTACTS and INFORMATION

Health and Safety Support & Advice

Health and Safety Team, Corporate Services, IWC

Tel: 01983 823451

Nick Wright - Health and Safety Advisor

Email: hsassistance@iow.gov.uk

Insurance Advice

Insurance Officer, Legal Services, IWC

Tel: 01983 821000 Ext: 6211

Fire & Arson Advice

Business Fire Safety, IW Fire & Rescue

Tel: 01983 823184

Outdoor Education Advice

Hampshire Outdoor Education Team,

Tel: 01962 876218

Mob: 07961 147165

Insurance Services

Insurance Dept - Isle of Wight Council

Insurance Services Tel: 01983 823625 / 826234

Moving Children

Medina House School

Tel: 01983 522917

St Georges Special School

Tel: 01983 524634

Training

Learning & Development Service, IWC

Email: learning.development@iow.gov.uk

Tel: 01983 817280

IWC Health and Safety Manual

Web: <https://www.iow.gov.uk/documentlibrary/letter/h>

DfE Support –

Web address: www.education.gov.uk Search Health and Safety Advice for latest updates

Employee Assistance Programme

Confidential helpline 24 hours a day, 7 days a week

Tel: 0800 028 0199

Web: <https://healthassuredeap.co.uk/>

Username: Isle

Password: Wight