



Health & Safety Policy

School Details :	<p>The Island Project School DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588</p>
Designated Safeguarding Lead :	<p>Sarah Gallagher – School Principal Mobile : 07971 543 832 Email : s.gallagher@ipschool.co.uk</p>
Deputy Designated Safeguarding Lead :	<p>Nicole Sheehan – SLT (Head of School) mobile: 07971 543 755 email : n.sheehan@ipschool.co.uk Melanie Collett – SLT (Head of Further Education) Mobile : 07971 543 753 Email : m.collett@ipschool.co.uk Nial Al-Zanki – Head of Post 16 email : n.al-zanki@ipschool.co.uk telephone : 01675 466 682</p>
Designated Trustees For Child Protection:	<p>Jacqui Walters-Hutton Email : jwaltershutton.trustee@ipschool.co.uk</p>
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Contents

Introduction.....	3
1 RESPONSIBILITIES OF THE SCHOOL PRINCIPAL AND TRUSTEES.....	3
2 RESPONSIBILITIES OF THE COMMERCIAL DIRECTOR.....	3
3 RESPONSIBILITIES OF ALL MEMBERS OF STAFF ON A DAILY BASIS	4
4 RESPONSIBILITIES OF ALL MEMBERS OF STAFF WHEN TRANSPORTING A PUPIL5	
5 RESPONSIBILITIES OF THE COMMERCIAL DIRECTOR - PROCUREMENT	5

Introduction

The Island Project School is committed to meeting the responsibilities laid out in the Health & Safety at Work Act 1974 and associated regulations to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people at the School.

The use of the word “School” includes the School site at Diddington Hall and the College site at Birmingham Road.

The School Principal and Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

The School Principal and Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The School Principal and Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in all the School’s activities.

This policy applies to everyone working at the School at Diddington Hall and the College at Birmingham Road (“the School”).

1 RESPONSIBILITIES OF THE SCHOOL PRINCIPAL AND TRUSTEES

- To ensure that the School is adhering to the regulations regarding health and safety.
- Formulating and ratifying the School’s Health and Safety Policy.
- Ensuring an annual review of School’s health and safety arrangements and implementing new arrangements where necessary.
- Ensuring that the School is maintained in a safe condition and that appropriate funding is allocated to this end from the School’s delegated budget.
- Ensuring that risk assessments are made and recorded of all the School’s work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that this Policy and other relevant health and safety documentation are drawn to the attention of all members of staff.
- Prioritising action on health and safety matters where resources are required from the School’s budget.
- Seeking specialist advice on health and safety which the School may not feel competent to deal with and ensuring that action is taken.
- Promoting high standards of health and safety within the School.
- Active and reactive monitoring health and safety matters within the School including health and safety inspection reports and accident reports.

2 RESPONSIBILITIES OF THE COMMERCIAL DIRECTOR

- Ensuring the requirements of the Occupier’s Liability 1957/1984 is complied with.
- Drawing up the School’s Health and Safety Policy and ensuring all members of staff have read the policy.

- The day to day management of health and safety matters within the School in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Ensuring that risk assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that regular health and safety inspections are carried out and a copy of the report is held and accessible by the School Principal and Trustees.
- Ensuring that remedial action is taken following health and safety inspections.
- Ensuring that information received on health and safety matters is passed to the appropriate people.
- Identifying staff health and safety training needs and arranging for them to be provided, with the realms of the School's budget.
- Ensure that all School's electrical appliances have been PAT tested.
- Ensure all Fire Extinguishers are correctly placed around the School.
- Ensure Fire Blankets are in the kitchens.
- Ensure a weekly Fire Bell test is carried out weekly and records have been updated.
- Ensure that Fire Drills are carried out annually and records have been updated.
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

3 RESPONSIBILITIES OF ALL MEMBERS OF STAFF ON A DAILY BASIS

- All staff employed at the School have a responsibility to take reasonable care for the health and safety of themselves and others whilst at work.
- Check the teaching spaces and work areas are safe
- Whilst all electrical appliances that are over 12 months old should be PAT tested, all staff should do a basic check of equipment to ensure that it is safe before use. Staff should not bring in electrical appliances from home unless with prior agreement and only then if the item can be PAT tested before use in School.
- Staff to ensure that electrical sockets are not overloaded. Any member of staff requiring an extension cable should contact the office to arrange.
- Ensure safe working procedures are followed.
- Participating in health and safety inspections where appropriate.
- Staff must not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Staff to report immediately any serious or immediate danger to the Commercial Director or other designated member of staff. A designated email address has been set up for reporting : maintenance@ipschool.co.uk
- Staff to report to the Commercial Director or other member of the senior leadership team any shortcomings in the arrangements for health and safety.

- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- Food is not to be eaten in teaching areas, teaching staff to use staff rooms or other approved areas
- Hot drinks are not permitted in any of our teaching areas; these are to be drunk in the staff rooms. Drinks are to be kept away from computers.
- All teaching staff must adhere to the School Dress Code which is set out in the Uniform Policy.

4 RESPONSIBILITIES OF ALL MEMBERS OF STAFF WHEN TRANSPORTING A PUPIL

- Any member of staff who is transporting pupils to or from various trips or activities needs to be aware of their obligations.
- They have given photocopies of their Car Insurance documents, MOT certificate (if vehicle qualifies) and Driving License to the School office.
- All vehicle occupants must wear suitable seatbelts at all times.
- Where a child refuses to wear a seat belt, then under no circumstance must that child be transported.
- Under no circumstances must a child be allowed to gain access to the vehicles keys.
- Under no circumstances must a member of staff ever smoke in the vehicle whilst transporting a pupil.
- Pupils must be seated in the rear of the vehicle and not behind the driver or be allowed to distract the driver.
- For further guidance please refer to each pupils individual Risk Assessment for travel.

5 RESPONSIBILITIES OF THE COMMERCIAL DIRECTOR - PROCUREMENT

- Health and safety implications must be considered when making a purchase to avoid any risks to members of staff, pupils, parents or visitors of the School.
- The following guidelines must be followed;
 - Health and safety checks have been secured;
 - A Risk Assessment is carried out.
- All relevant health and safety information is given to the contractor/supplier (e.g. the site hazard register, asbestos register)
- All goods are suitable for their intended use (e.g. adequate ventilation for photocopiers, acceptable noise levels).
- The contractor/supplier vetted for health and safety before any contract is awarded or order is signed.
- Health and safety requirements are written into all contracts (including requirements relating to the period after the work/supply of goods).

- Contractor/supplier notifies School of hazards they will be bringing onto the premises, carry out an appropriate risk assessment and agree control measures to be in place before any work starts.
- Work carried out by contractor/supplier is adequately monitored.
- Sufficient information is provided by the supplier to allow safe servicing and maintenance of equipment.
- All goods purchased are maintained in a safe condition, regularly inspected and serviced.
- The level of vetting involved should be proportionate to the risks involved — the higher the risk, the more detail the supplier should be asked to provide. All electronic items over 12 months old will be PAT tested. There is no requirement to PAT test new electrical items brought direct from a reputable source.
- To ensure that the School is adhering to the regulations regarding health and safety.
- Formulating and ratifying the School's Health and Safety Policy.
- Ensuring an annual review of School's health and safety arrangements and implementing new arrangements where necessary.
- Ensuring that the School is maintained in a safe condition and that appropriate funding is allocated to this end from the School's delegated budget.
- Ensuring that risk assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring that this Policy and other relevant health and safety documentation are drawn to the attention of all members of staff.
- Prioritising action on health and safety matters where resources are required from the School's budget.
- Seeking specialist advice on health and safety which the School may not feel competent to deal with and ensuring that action is taken.
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