



HEALTH AND SAFETY POLICY

St. George's School

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HEALTH AND SAFETY POLICY STATEMENT

SECTION A - STATEMENT OF INTENT

We recognise our duty and responsibility to comply with all relevant health and safety legislation. We will ensure the health, safety and welfare at work of all our employees and others who may be affected by our actions. The school management therefore are committed to establishing and implementing arrangements which will ensure that staff and visitors will be safeguarded when on the premises or engaged on offsite activities (e.g. visits to other area's), and that the premises for which they are responsible is safe for visitors including young persons.

It is understood that good health and safety management encourages safe practices and improves morale.

The Headteacher will ensure all staff is aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

Management have arranged health and safety support through Local Authority Health, Safety and Welfare Team. Additional information is sourced from the HSE Website: <http://www.hse.gov.uk/index.htm> to ensure the most up to date information is used.

SECTION B - ORGANISATION

The Isle of Wight Council has overall accountability for health and safety as employer (see IWCC Health & Safety Policy Statement Appendix C). School leaders have responsibility for ensuring that the school is a safe environment for pupils, employees and visitors on a day-to-day basis. In so doing, they may delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Local Authority Health, Safety and Welfare Team.

The Headteacher is responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

Responsibilities

Local Authority

The Local Authority has overall accountability for Health and Safety as employer.

Guidance and support to help ensure the Headteacher meets the H&S obligations will be sought from Local Authority Health, Safety and Welfare team.

The School Governors

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

The Headteacher

The Head Teacher is responsible for ensuring that staff, pupils and other visitors (including contractors) adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

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.
- Ensuring 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 are carried out and any safety issues are addressed as necessary.
- Receiving and dealing promptly with complaints about safety issues.
- Ensure 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 'training needs analyses.
- Responsible for ensuring records of the training are kept and a system is in place to for the scheduling of updating training needs and refresher courses.

Appointed Person

The Headteacher has appointed a person responsible for managing the health and safety arrangements for the school (See Health & Safety Officer - Appendix B).

The role of the appointed person is to ensure that H&S statutory duties are acted on and that any necessary records are maintained. Where appropriate the appointed person may request the assistance of a competent persons to help with specific H&S issues.

Accident reporting is made via the Local Authority online reporting system.

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

All Staff

Teachers and support staff are responsible for the safety of pupils under their supervision and where provided, controls indicated by the 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.

All staff has a responsibility for the health and safety of themselves, their colleagues and visitors. They also have a duty under the Management of Health and Safety Regulations 1999 to report, to their line manager, any shortcomings in the employer's health and safety arrangements.

First Aid Personnel

The school has a registered nurse who takes responsibility for all first aid administration and medicine distribution. In her absence, there are qualified First Aiders available (See Appendix B).

The role of the First Aider 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 completed.

Site Management Team

The site management team 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.

Hazardous substances and the activities for which they are used have been COSHH assessed and suitable Personal Protective Equipment is used.

Safety Representatives

The school will allow the appointment of a union appointed safety representative if requested by two or more union members.

Recognised unions:

Unison

National Union of Teachers

National Association of School Masters and Union of Women Teachers

Association of Teachers and Lecturers

Secondary Heads Association

Professional Association of Teachers

Safety representatives are responsible for deciding whether they wish to have a Safety Committee if one does not exist already, in which case, the Headteacher will facilitate this.

Property Services

The school will ensure that periodic safety testing takes place on plant such as fixed wiring, gas and plumbing systems, and drainage.

The staff are however, responsible for reporting unsafe conditions or events that may lead to an unsafe environment.

SECTION C - ARRANGEMENTS

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

General Practices Applying To All Staff

1. Young Persons

- 1.1. There is no legal requirement for an employer to complete a separate risk assessment specifically for a young person, however, due to the complex needs at St George's, some students will have individual risk assessments and behaviour support plans.
- 1.2. The school manages risk in the workplace and for activities off site.
- 1.3. Those risk assessments are stored on our Evolve system for offsite, in the Health and Safety Advisors office for workplace and with the Deputy Head for individual young people.

2. Visitors

- 2.1. A member of the school staff will accompany all external visitors unless they have been given an H&S induction and they have been authorised by the Headteacher to be on site unaccompanied. Visitors need to be fully police checked if left unaccompanied.
- 2.2. Electronic arrangements for the signing in/out of visitors and contractors is used at this school. On signing in, visitors receive information on safeguarding, health and safety including the fire procedure, the requirement to work under supervision unless given permission otherwise, loss of property and the no smoking policy.

3. Contractors

- 3.1. The Headteacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site.
- 3.2. Only contractors who are able to demonstrate competence will be deemed suitable to work within the school environment.
- 3.3. 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.

- 3.4. If the contractors appear to be working unsafely, the school will stop the work and liaise with the provider company.

4. Fire Safety

- 4.1. All employees gain knowledge of the Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- 4.2. A fire officer has been appointed to manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance. (The appointed fire officer is identified in appendix B).
- 4.3. Fire marshals' have been appointed to assist the fire officer during drills and actual fire events. The role of the fire marshals' is to ensure that the site buildings are clear of persons who may have been inadvertently left behind.
- 4.4. 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.
 - 4.4.1. The fire alarms are tested weekly. Maintenance of the alarm system is six monthly.
 - 4.4.2. Emergency lighting systems will be tested regularly and maintenance carried out on a monthly basis.
 - 4.4.3. Firefighting equipment will be visually inspected monthly and maintenance carried out yearly.
- 4.5. An annual fire risk assessments is carried out at the school and reviewed by the school's governing body. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

5. Arson

- 5.1. Regular external inspection of the premises is necessary to check for arson activities.
- 5.2. All playground dustbins will be made immovable and not positioned against the main school building.
- 5.3. Build up of rubbish including leaves etc. will be regularly removed to prevent use as fuel.

- 5.4. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.

6. Anti-Terrorism / Bomb Alerts

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 6.2. At present, the general fire procedure will be followed and as with the fire procedure, the location of the hazard or device will be avoided.
- 6.3. All staff, pupils and visitors to the school will assemble at the designated assembly point which will be on the top part of the field towards the double gated area.
- 6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.
- 6.5. Regarding incidents relating to Terrorism by an individual intruder on site the school will follow procedures set out in the Anti-terrorism policy referring to either 'Invacuation / Lockdown guidelines.
- 6.6. The school has produced a separate policy with regard to guidance from NaCTSO (National Counter Terrorism Security Office) which relates to schools and other educational establishments for Reviewing Protective Security.
- 6.7. The school has established a Public Address system for the whole premises. The system is installed to all areas of the school and is linked back to a centrally operated switchboard in the main reception office.

7. First Aid / illness

- 7.1. First Aid boxes are stocked per HSE guidance and are located in main office area and high risk areas:
- Technology/Art rooms
 - Science
 - Physical Education
 - Design Tech Kitchens
 - School minibuses
- 7.2. Contents are checked and maintained by an appointed person (The school nurse).
- 7.3. First aid instructions and named First Aiders (see Appendix B) are posted next to the

First Aid box.

7.4. 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.
- Ensure any accidents are reported to an appointed person (see Appendix B).
- Records of all first aid treatments shall be recorded in the Accident and illness books which are held in the Nurse's room and in the main admin office.
- Parents will be informed of any injury or illness to their child by their teacher or appointed person.

8. Accident Reporting and Recording

- 8.1. Accidents, injuries, near misses, reportable disease or work related illness is recorded using the Local Authority online reporting system.
- 8.2. All employee accidents will be recorded in the Accident Book (B1510).
- 8.3. A 'Responsible Person' has been appointed to identify any incident as being reportable to the HSE under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool.
- 8.4. Accident and incident records will be retained in the main admin office.

9. Housekeeping

- 9.1. The buildings will be cleaned daily during term time by a team of employed cleaners, though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 9.2. 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 cleaners to the designated storage area prior to removal by a Refuse Service Contractor. One bin is allocated as a recycling bin.
- 9.3. Stacking and Storage
 - 9.3.1. 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.

9.4. Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).

9.5. Main reception area:

9.5.1. All staff requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

10. Lifting and Handling

10.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore, any operation where lifting or handling is involved will be avoided where possible.

10.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.

10.3. St Georges School has trained trainers in student Lifting and Handling as the moving of young people is of particular concern;

10.4. Only competent appointed persons may carry out these risk assessments. (See appointed persons list appendix B).

11. Control of Substances Hazardous to Health (COSHH)

11.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.

11.2. 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 a) at point of use, b) at point of storage and c) in a master record file located in the Health and Safety Advisors office in case of fire.

11.3. Assessed hazardous substances will be stored safely in appropriate locked storage areas.

12. Asbestos and Legionella

12.1. A survey has been carried out for the presence of asbestos containing materials

(ACMs), and where necessary identification labels placed.

- 12.2. Any areas where ACMs have been identified have been addressed to determine the risk to person who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.
- 12.3. The survey report is available for reference to all persons who may potentially disturb ACM's during their work i.e. electrical contractors.
- 12.4. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Work to remove redundant system pipe work which had the potential to provide optimum bacterium growth has been carried out.
- 12.5. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

13. Premises and Equipment

- 13.1. The Site Management team will periodically arrange for a visual inspection of the premises and equipment with the Health and Safety Governors. 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 the Headteacher will ensure arrangements are made to address the hazard.

14. Electrical Plant and Equipment

- 14.1. The Site Management team will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained in the statutory record book located in the main office. The competent person or organisation responsible for testing of portable appliances is included.
- 14.2. The school maintenance team are responsible for ensuring the electrical installation has been tested and certificated as safe.
- 14.3. All staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 14.4. Staff must, under no circumstances, attempt any repairs unless the site management team is satisfied that they are competent to do so. Personal mains-powered electrical

equipment must not be brought onto the premises, unless it has been subjected to a PAT test.

15. Risk Assessments

- 15.1. Risk assessment shall be undertaken for all activities, which present a significant potential to cause harm.
- 15.2. 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/ill health.
- 15.3. Only persons deemed competent to carry out risk assessments have been authorised to do so by the Headteacher.
- 15.4. Area's where risk assessment shall be carried out include:
 - Premises (slips & trips).
 - Areas on the site with specific hazards present.
 - Fire & Arson.
 - Technology equipment.
 - Control of Substances Hazardous to Health (COSHH).
 - Site Management activities including working at height.
 - PE activities (from BAALPE guidance).
 - Educational visits.
 - Stress.
 - Manual Handling.
 - Display Screen Equipment (DSE).
 - New and expectant mothers.

16. Working at Height

- 16.1. All staff have been asked not to carry out working at height (WAH) unless it is agreed by their line manager that it is necessary.
- 16.2. WAH does pose 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.
- 16.3. 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.

- 16.4. Risk assessment will be carried out by a competent person (see Appendix B) for all WAH activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- 16.5. Employees who carry out any WAH will have 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.
- 16.6. 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.
- 16.7. The person appointed to oversee and advise on all WAH activities is shown in Appendix B.

17. Slips and Trips

- 17.1. The school site internally and externally shall be assessed 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 B) and others such as the Headteacher and Governors with minutes recorded, and then reported back to the Full Governing Board.
- 17.2. The risk assessment shall include areas such as:
 - Internal and external steps and stairways.
 - Carpets and floor coverings.
 - Dining hall cleanliness and spillages.
 - Site Management and cleaning activities.
 - Outside paving, walkways and other hard surfaces.
 - Grounds including pitches.
 - External lighting effectiveness.
- 17.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

18. Wellbeing

- 18.1. Stress is acknowledged by the school as a potential cause of staff illness and all efforts are made to reduce it. This is, in part, achieved by management openness in

supporting staff with work related problems and an annual employee survey which is designed to identify the sources of stress and where possible and reasonably practicable address work related 'stressors'. The Head Teacher is responsible for ensuring arrangements are in place for regular wellbeing staff survey and implementation of the resulting action plan.

- 18.2. The school has its own well-being scheme on the school VLE with resulting focus groups and action plan.

19. Alcohol, Drugs and Smoking

- 19.1. 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.
- 19.2. Smoking within the school site or any school vehicles is prohibited.

20. Violence and Aggression

- 20.1. 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.
- 20.2. Employees shall report all incidents of this type to their line manager and record the incident using the Local Authority online reporting system. Appropriate action will in the first instance be taken by the school.
- 20.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 20.4. The Local Authority may be requested to provide advice on the best course of action.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in (appendix B).

21. Display Screen Equipment (DSE)

- 21.1. All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person. (See Appendix B).
- 21.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 21.3. Records of all assessments will be maintained and held in the System Network

Managers Office.

21.4. Eyesight testing is offered to persons identified as habitual users.

22. Safe Systems of Work (SSW)

22.1. To ensure some types of work, such as working at height, is done safely, it is necessary for us to prepare a SSW, a procedure which details how the work shall be carried out.

22.2. This will be used along with the risk assessment to ensure known potential hazards are minimized so far as is reasonable practicable.

23. Training

23.1. The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.

23.2. 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.

23.3. Information on Health & Safety courses can be obtained from L.A Health, Safety and Welfare Team.

24. Lone Working

24.1. 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 inform the Health & Safety Officer on 07961 829159 on arrival and departure. A lone worker onsite **must not** use the platform lift or work at height. Lone workers at home must follow the guidelines in the Homeworking Policy.

25. Educational Visits

25.1. 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.

25.2. For all educational visits, the Headteacher will appoint a competent Group Leader. The Group Leader will ensure all arrangements are made and that all appropriate requirements are met.

25.3. A person appointed as the Educational Visit Coordinator (EVC), will oversee the arrangements and advise of documentation required for the particular type of visit.

- 25.4. 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.

26. New and Expectant Mothers

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

SECTION D – CONTACTS and INFORMATION

Health and Safety Support & Advice

Health, Safety and Welfare Team.

Tel: 01983 821000

Email: hsassistance@iow.gov.uk

LOCAL AUTHORITY CONTACT DETAILS:

Health, Safety and Welfare Team.

County Hall, Newport, Isle of Wight.

Tel: 01983 812000 Fax: 01983 823122

Nick Wright H&S Advisor. Email: nick.wright@iow.gov.uk

Ross Burroughs H&S Advisor. Email: ross.burroughs@iow.gov.uk

Judy Mason Strategic Manager for HR. Email: Judy.mason@iow.gov.uk

Insurance Queries

Isle of Wight Council Insurance Department. Tel: 01983 821000

Fire & Arson advice - Community Safety – Newport Fire Station, Tel: 01983 533834

Moving Children -

Medina House School. Tel: 01983 522917

St Georges Special School. Tel: 01983 524634

www.iwight.com

Information source for IOW Schools –

Counselling services

Call HELP Employee Assistance Program anytime 24 hours a day, 7 days a week on 0800276100

Online at; www.isleofwightc.helpeap.com

APPENDIX A - Fire Safety

1. Fire Instructions:

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

2. Fire Alarm:

- In case of fire dial 999
- The fire alarms are tested regularly
- A Fire Test Record Book is maintained and held in the Health And Safety Advisors office.

3. Fire Drills:

- Are carried out at least once per term.
- Assembly point 'A' is in the main playground. Assembly point 'B' Upper Play area /Field.
- Records are maintained of drills and are held in the Health and Safety Advisors office.

4. Fire Fighting:

- Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- Untrained staff are not expected to "have a go", but only to tackle small fires only if there is no risk to life and limb and there is always a clear escape path available.

5. Fire Hazards and Fire Risk Assessments:

- Whole school fire risk assessment available for inspection.
- Storage cleaning substances only in a locked cupboard.

6. Maintenance of Fire safety equipment is carried out by competent contractor:

- Emergency lighting – Tested regularly (Site Team) 6 Monthly (Contractor)
- Fire extinguishers maintained – Yearly (Contractor)
- Fire alarms Maintained – 6 Monthly (Contractor)
- Fire Safety Signs and identification of escape routes - Checked by Site Team

Appendix B - Appointed Persons

Name	Job Title	Responsibility
Sue Holman	Head teacher	Overall Fire Marshal Health and Safety Safer Recruitment Deputy Designated Safeguarding Lead
Steff Gleeson	Deputy Head teacher	Child Protection Injuries and Accidents EVC Violence and Aggression Fire Marshal First Aid – staff only SCIP Instructor Designated Safeguarding Lead Safer Recruitment
Richard Martin	Health and Safety Officer	Health and Safety Fire Officer/Marshal COSHH
Steve May	Site Manager	Fire Marshal Site Operations
Mairi Robinson	Support	First Aid Lifting & Handling Training MIDAS Trainer
Sue John	School Nurse	Qualified Trained Nurse Lifting & Handling Training
Beverley Martinez	Office	Fire: Group Registration Safer Recruitment RIDDOR / Accident Reporting Disclosure & Barring Service
Leon Backshall	School Business Manager	Safer Recruitment HR Officer
Sue Wheeler	Chair of Governors	Safer Recruitment
Dave Piggott	Vice – Chair of Governors	Safeguarding – L3
	Safeguarding L3	Sue John Juliet Bell
	Safeguarding L5	Steff Gleeson
	Lifting and Handling Trainer	Sue John Mairi Robinson
	First Aid	Mairi Robinson Steff Gleeson Victoria Mackie Bekky Mann Adele Bailey Ella Greenslade Kat Montagu Michelle Quinn Julia Mustchin

		Lorna Battista David Stephens Emma Davison Claire Cobb
	MiDAS Driver Trained Staff	Hannah Buckingham Marie Hunter Sue Holman Steff Gleeson Heather Evans Sarah Buckingham Julie-Anne Biggs Ella Greenslade Steve May Kirsty Sedgwick Marie Wells Stella Kennerley Bekky Mann Kat Montagu Victoria Mackie Eloise Harris Mairi Robinson Robert Baisley Teresa Hastie Lorna Battista Steve Weir Katie Harris Leanna Cotton Mark Allen Jo Eccleston-Todd Ros McMorrin Lorna Unsworth Mark Allen Michelle Gladdis
	Fire Marshals	Richard Martin Steve May Steff Gleeson Leon Blackshall Robert Baisley Zoe Whiteman Juliet Bell Victoria Mackie Sue Holman Marie Hunter Bill Nally Jo Neill Ellysha Downer Sarah Drake Michelle Gladdis
	SCIP Instructors	Steff Gleeson Bekky Mann
	MIDAS Trainers	Mairi Robinson Stella Kennerley

Appendix C – Health & Safety Statement (IWCC)



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 'J. M. ...'.

Signed:

Date:25 January 2021.....

Position:Chief Executive.....