



HEALTH AND SAFETY POLICY

Medina House School

&

Medina Cottage

Revised October 2018

Approved by Governors: _____

Signed by: _____ Matt Atkins
Chair of Governors

Review Date: October 2019

CONTENTS

SECTION A - STATEMENT OF INTENT	3
SECTION B - ORGANISATION.....	4
Responsibilities	4
Local Authority.....	4
The Head Teacher is responsible for:	5
Appointed Person.....	5
Teaching Staff	5
First Aid Personnel.....	6
Caretaking and Cleaning staff	6
All Staff.....	6
Safety Representatives	6
Property Services	7
SECTION C - ARRANGEMENTS.....	8
General Practices Applying To All Staff	8
1. Pupils.....	8
2. Visitors.....	8
3. Contractors.....	8
4. Fire Safety	8
5. Arson.....	9
6. Bomb Alerts.....	9
7. First Aid/Illness.....	9
8. Accident Reporting and Recording	9
9. Housekeeping	10
10. Lifting and Handling.....	10
11. Control of Substances Hazardous to Health (COSHH).....	10
12. Asbestos and Legionella	10
13. Premises and Equipment.....	11
14. Electrical Plant and Equipment	11
15. Risk Assessments.....	11
16. Working at Height	12
17. Slips and Trips	12
18. Stress	12
19. Alcohol, Drugs and Smoking.....	13
20. Violence and Aggression.....	13
21. Display Screen Equipment (DSE)	13
22. Safe Systems of Work (SSW).....	13
23. Training	13
24. Lone Working.....	14
25. Educational Visits	14
26. New and Expectant Mothers	14
27. Transport/Vehicles.....	15
SECTION D – CONTACTS and INFORMATION.....	15
APPENDIX A- Persons with specific H&S responsibility.....	16
APPENDIX B - Fire Safety	17
APPENDIX C – Lone Working Procedure	18

HEALTH AND SAFETY POLICY STATEMENT

SECTION A - STATEMENT OF INTENT

The Governors and staff of Medina House School and Medina Cottage recognise their 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, pupils 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 staff are aware of their responsibilities towards health and safety by ensuring that training and good communications throughout the organisational structure are maintained.

The Governing Board has retained the services of the Isle of Wight Council's Health & Safety Team to advise on all matters relating to Health & Safety.

Signed

Signed

Head Teacher

Chair of Governors

Date:

Date

SECTION B - ORGANISATION

The Isle of Wight Council as the employer of staff at Medina House Special community school and Medina Cottage, has overall responsibility for health and safety, but has delegated responsibility to the Headteacher for ensuring that the school is safe for use by employees and visitors on a day to day basis. (In so doing, the Headteacher may delegate certain tasks and responsibilities to other members of staff).

The Headteacher is also 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 cause a hazard or injure themselves or others.

Responsibilities

Local Authority

Has overall responsibility for Health and Safety, but since April 2013 the LA delegated its responsibility to schools. Medina House School has procured the services of the Isle of Wight Councils Health & Safety Team to provide advice, direction and guidance regarding legislation and all aspects of Health and Safety.

The Governors

The Governors have a responsibility to ensure that the school staff and premises comply with the health and safety policy and practices.

The Governing Board and Headteacher will comply as far as reasonably practicable with any advice/direction given to them by the Isle of Wight Council concerning the health and safety of persons on the school premises or when taking part in any external school activities.

The Headteacher is responsible for:

- 1 Production & review of the Health and Safety Policy and review it annually.
- 2 Checking that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- 3 Ensuring that all staff have read and understood the Health and Safety Policy and any supporting documents.
- 4 Undertaking and recording Risk Assessments.
- 5 Carrying out regular health and safety inspections and addressing any safety issues as necessary.
- 6 Receiving and dealing promptly with complaints and comments about safety issues.
- 7 Seeing that emergency evacuation procedures are in place and that records are maintained.
- 8 Ensuring that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer etc) are properly addressed.
- 9 Ensuring that adequate first aid provision is made.
- 10 Responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis'.
- 11 Responsible for 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.

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 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 to assistance of competent persons to help with specific H&S issues.

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

The 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 the risk assessments will be used to reduce the risk of harm.

In the event of fire, or other emergency evacuation, their role is to lead their class to the designated assembly point or other agreed place of safety and take a register.

First Aid Personnel

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 also completed.

A defibrillator is located in the main school office at Medina House School.

Caretaking and Cleaning staff

The Site Manager and cleaning staff 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. Since 1st January 2016, the school has a contract with N-Viro to provide 4 cleaners to clean the school daily. Since 1st September 2017, the school extended the contract with N-Viro to provide 1 cleaner to clean Medina Cottage (located in Green Street, Newport) daily. This is a two year contract with the option to extend for a further two years.

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.

All Staff

All Staff have 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.

Safety Representatives

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

Recognised unions:

Unison

National Union of Teachers

NAHT (National Association of Head Teachers)

National Association of School Masters and Union of Women Teachers

Association of Teachers and Lecturers

Secondary Heads Association

Professional Association of Teachers

G M B

PAT

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.

Functions of the Safety representative:

- Investigation of hazards and dangerous occurrences in the workplace
- Examine the causes of accidents and report results to the Head Teacher
- 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.

Property Services

The Property Services responsibilities to Medina House School are detailed in Section D. The school has purchased a Service Level Agreement with Hampshire County Council, to provide advice and support on property matters, which covers all the statutory maintenance tests.

Medina House School will ensure that periodic safety testing takes place on plant such as fixed wiring, plumbing systems and drainage using competent contractors i.e. gas safe registered. The school is 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, pupils, contractors and visitors are conducted in a way which is as safe as possible.

General Practices Applying To All Staff

1. Pupils

- 1.1. All class teams write individual risk assessment for ALL pupils outlining risks and control measures to cover every aspect of the school day- including personal care, behaviour and level of supervision needed at break times.
- 1.2. Evolve forms and in house off site forms are completed for every off site activity. Risk assessments for that group of children and to cover the hazards to which pupils may be exposed e.g road walking, are also attached. Copies of these are kept in the main school office on both sites.

2. Visitors

- 2.1. All visitors (including Governors) to Medina House School sign in using an electronic system. Part of the signing in process includes reading school information including Health & Safety.
- 2.2. Arrangements for the signing in and out of visitors and contractors are used at this school.
- 2.3. All visitors and staff sign in using the 'signing in' book at Medina Cottage.

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 such as locations of asbestos and made aware of the schools Hot Working Policy.
- 3.2. Only contractors who have been approved by the Governing Board or have been 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. Contractors are not permitted to lone work.

4. Fire Safety

- 4.1. All employees gain knowledge of the Emergency Evacuation 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 A.
- 4.3. Fire marshals, who will have had training in this role, 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 and buildings are clear of persons and report to the Headteacher accordingly. Appointed fire marshals are listed in Appendix A.
- 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. 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 carried out six monthly.
 - 4.4.2. Emergency lighting systems will be tested monthly and maintenance carried out annually, or as required.
 - 4.4.3. Smoke detectors are tested weekly on both sites.

- 4.4.4. Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly/ or as required.
- 4.5. Fire risk assessments are carried out as a result of an annual workplace inspection by the members of the governing board. 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 and potential arson risk. This check will be carried out by the caretaker.
- 5.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 5.3. Wheelie bins are to be lid locked and chained away from main school walls.
- 5.4. Build up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- 5.5. Trespassers will be dissuaded from visiting the site by appropriate signage, outside illumination and a CCTV system.
- 5.6. The external letter box, located at Medina House School, is checked and emptied regularly.

6. Bomb Alerts

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 6.2. 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 secondary assembly point as shown on the fire plan.
- 6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

7. First Aid/Illness

- 7.1 First Aid boxes are stocked as per HSE guidance and are located in every classroom
 - 7.1.1. Contents are checked and maintained by an appointed person (see Appendix A).
 - 7.1.2. First aid instructions and named First Aiders (see Appendix A) are posted next to the First Aid box.
- 7.2. First Aiders
 - 7.2.1. 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.
 - 7.2.2. Ensure any accidents are reported to an appointed person (see Appendix A)
 - 7.2.3. Recording of all first aid treatments shall be maintained and held in the main admin office.
- 7.3. Parents will be informed of any injury or illness to their child by their teacher, Headteacher, Nurse or appointed person as appropriate.

8. Accident Reporting and Recording

- 8.1. Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the IWC Health and Safety department by the schools appointed person (see appendix A). The Headteacher **MUST** be informed in all cases
- 8.2. All accidents/incidents for pupils, employees and non-employees that occur in the school or in connection with work, will be recorded on the Accident and Incident Reporting form MHS HS Form A. This will then be reported by the appointed person to the Health and Safety Assistance Section using the IWC workrite system within 48hours.
- 8.3. Where injury may be particularly serious i.e. person is taken to hospital, then the Health and Safety Assistance section shall be contacted by telephone as soon as possible and a written investigation

report submitted within 48hours using the Accident Report form HS2.01C. The school will report any RIDDOR reportable accidents/incidents.

- 8.4. Additionally a witness statement form HS2.01D is used to record statements relating to a specific accident/incident.
- 8.5. Accident and incident records will be retained on the workrite system

9. Housekeeping

- 9.1. The buildings will be cleaned in accordance with the cleaning schedule. 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.
- 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. 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 are 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 should 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. The moving of pupils is of particular concern see MHS moving and handling policy- All relevant children have a manual handling risk assessment.
- 10.4. Only competent appointed persons may carry out these risk assessments. (see appointed persons list appendix A).

11. Control of Substances Hazardous to Health (COSHH)

- 11.1. Any hazardous substances on the school sites 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, pupils and others who may be affected by them. The IWC assessment form is used for this. 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 main office in case of fire.
- 11.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.
- 11.4. Persons trained to carry out these assessments are listed in Appendix A.

12. Asbestos and Legionella

- 12.1. A survey has been carried out for the presence of asbestos containing materials (ACM), and where necessary identification labels placed.

- 12.2. Any areas where ACM 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 during their work i.e. electrical contractors.
- 12.4. The asbestos survey report is available to view in reception area and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.
- 12.5. 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.
- 12.6. 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 Headteacher 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 the Head Teacher will ensure arrangements are made to address the hazard.

14. Electrical Plant and Equipment

- 14.1. The Headteacher 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.
- 14.2. The competent person or organisation responsible for the testing of portable appliances is included in Appendix A.
- 14.3. SSE are responsible for ensuring the electrical installation has been tested and certificated as safe.
- 14.4. All electrical equipment and wiring must be visually inspected before use and all staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 14.5. They must, under no circumstances, attempt any repairs unless the Head Teacher is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the site, unless it has been subjected to the same tests as school equipment.

15. Risk Assessments

- 15.1. Risk assessment shall be undertaken for all activities which present a 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, these persons are listed in Appendix A.
- 15.4. Area's where risk assessment shall be carried out include:
 - 15.4.1. Premises (slips & trips)
 - 15.4.2. Areas on the site with specific hazards present.
 - 15.4.3. Fire & Arson
 - 15.4.4. Technology equipment
 - 15.4.5. Control of Substances Hazardous to Health (COSHH)
 - 15.4.6. Caretaking activities including working at height
 - 15.4.7. PE activities (from BAALPE guidance)

- 15.4.8. Educational visits
- 15.4.9. Stress
- 15.4.10 Manual Handling
- 15.4.11 Display Screen equipment (DSE)
- 15.4.12 New and expectant mothers
- 15.4.13 Young persons working (16-18 yrs) i.e. on work experience

16. Working at Height

- 16.1.1. All staff are asked not to carry out work at height unless it is agreed by their line manager that it is necessary.
- 16.1.2. Working at height 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.
- 16.1.3. The Working at Height Regulations requires all work required 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.
- 16.1.4. Risk assessment will be carried out by a competent person (identified in Appendix A) for all working at height 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.
- 16.1.5. All employees who carry out any work at height will have some training, appropriate to the task, which will be recorded within the school safety training records this training will include the use of any risk assessments that may be available for the task.
- 16.1.6. Employees who are unhappy with carrying out any form of work at height are not expected to do so unless it explicitly forms a part of their terms of employment.
- 16.1.7. The person appointed to oversee and advise on all working at height activities is shown in Appendix A.

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 A) and others such as Headteacher and Governors etc.
- 17.2. The risk assessment shall include areas such as:
 - 17.2.1. Internal and external steps and stairways
 - 17.2.2. Carpets and floor coverings
 - 17.2.3. Dining hall cleanliness and spillages
 - 17.2.4. Caretaking and cleaning activities
 - 17.2.5. Outside paving, walkways and other hard surfaces
 - 17.2.6. Grounds including pitches
 - 17.2.7. 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. Stress

- 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 done by management openness in counselling and supporting staff with work related problems and yearly employee survey which is designed to identify the sources of stress and address any 'stressors'. The Headteacher is responsible for ensuring arrangements are in place for the stress survey.

- 18.2. This school utilises a stress a filter tool procedure, based on the HSE model, to survey staff and to provide analysis data. To identify the main stressors an external facilitator is appointed to lead a focus group, made up of a small number of staff, towards making improvement recommendations.
- 18.3. Guidance on stress can be sought from Children's Services HR, the Council Health and Safety Assistance section and the appointed service provider for the stress survey.
- 18.4. Additionally a counselling service (HELP), through ATOS, is available for all staff (see contact details in Section D)

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, this must be reported to the Headteacher who will take the appropriate disciplinary action.
- 19.2. Smoking within the school site is prohibited and signs are posted at entrances.

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. Any incidents of harassment or violence to staff will be recorded on the Harassment and Violence to Staff Reporting Form MHS HS Form B. This will then be reported by the appointed person to the Health and Safety Assistance Section using the IWC workrite system within 48hours. 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. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action. Governors will take the strongest possible action against anyone harassing or threatening employees of the school.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

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 A).
- 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 main admin 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 all potential hazards are known about and how to conduct the work as safely as possible.

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. The responsibility for safety training and/or refresher training rests with the appointed SLT member.
- 23.3. 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.
- 23.4. Information on Health & Safety courses can be obtained from the Learning & Development 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 they must use the 'Lone Working' procedure.
- 24.2. The lone working procedure is located in Appendix C.
- 24.3. See also Medina House Lone Working 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. Therefore special arrangements are required which are found in the Isle of Wight Councils Leadership Offsite Guide.
- 25.2. For all educational visits a competent Group Leader is appointed by the Head Teacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Leadership Offsite Guide are met.
- 25.3. A person appointed as the Educational Visit Coordinator (EVC), who has received LA training for this role, will oversee the arrangements and advise of documentation required for the particular type of visit. Basically these fall into four categories.
 - 25.3.1. Residential (R)
 - 25.3.2. Adventurous (A)
 - 25.3.3. Off Island (O)
 - 25.3.4. Local (L) – these are lower risk
- 25.4. Visits which fall into categories R, A & O require approval by the LA prior to commencement. Category L visits require parental consent and risk assessments to be carried out.
- 25.5. 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 so that the Local Authority requirements for accident reporting are met within specified timescales.

26. New and Expectant Mothers

- 26.1. The school recognise the fact that new and expectant mothers (NEM) 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.

27. Transport and Vehicles

27.1 All employees who drive their own vehicles for work purposes including employees who attend the occasional day away from their workplace on a course, should have the following documents checked and evidence recorded of this check on an annual basis.

- Driving License
- Insurance (with Business Use stated)
- MOT (if applicable)

When staff transport children the following controls are necessary:

- A risk assessment must be carried out
- If a child has any special needs than an additional adult must accompany
- Male employees will not transport female pupils alone.
- MIDAS trained and have a current CVDA

27.2 Vehicles - Access to the school must be kept clear for emergency vehicles

SECTION D – CONTACTS and INFORMATION

Health and Safety Advice & Support

Health Safety and Welfare Assistance Team

County Hall, High Street, Newport, Isle of Wight.

Tel: 01983 821000 Extension 6425 or 8910

Fax: 01983 823122

Insurance Services - Rod Warne

01983 821000

Fire & Arson advice -

Community Safety – Newport Fire Station, Tel: 01983 533 834

Property Service Advice & Support

Hants CC via SSE Contracting Tel 0800 294 8404

Moving Children -

Medina House School on 522917

Information source for IOW schools -

www.iwight.com www.iwight.com/Business/Health-and-Safety/Health-and-Safety-At-Work1

Counselling services

Call HELP anytime 24 hours a day, 7 days a week on 0800 276 1003

Web address: www.isleofwightc.helpeap.com

APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
Julie Stewart	Headteacher	Policy, implementation & monitoring of H&S.
Rob Clarke (Site Manager)	Appointed person	Monitors that the requirements of the H&S policy are operated. Liaises with LA on H&S issues.
Rob Clarke Sue Watson outside of Rob's working hours	Contract officer	Contractors on site
Julie Stewart/ Rob Clarke	Fire officer	Ensure fire arrangements are operational.
James Pearce Sue Shepherd Rob Clarke Elly Leal Sharon Burch Nick Jones Cheryl Beale Marsha Kalaker	Fire Marshalls	To 'sweep' their designated areas during an evacuation for a fire/fire drill
<u>First Aid at work</u> Anna Huby Jane Peachey Rachel Dawkins James Pearce Rachel Hayden Marcia Symonds Shaz Humby Jo Walls <u>Paediatric</u> <u>De Fib</u> Cheryl Beale Jo Walls Angie Bonner James Pearce Holly Bulpitt Janet Hinds Nancy Clarke Cheryl Beale Robert Clarke Rachel Dawkins Cheryl Doyle Jamie Page Cara Eldridge Rob Clarke Antonia Fry Amanda Kaye Shellee Isted Amanda Kaye Cheryl Knight Keeley Lovejoy Emma NcGee Lynne Moulard Sarah Tuck <u>School Nurse</u> Anna Huby	First Aiders	Application of first aid
Rob Clarke IWC H&S team	Risk Assessor	Carry out /oversee risk assessments
TL Electrical	PAT Testing	Carry out statutory electrical testing across the school
Sue Watson/Amanda Kaye @ MHS Sue Shepherd @ Medina Cottage		First aid boxes

APPENDIX B - 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 a member of the admin team will call the Fire Brigade
- 1.2.2. The fire alarms are tested weekly every Monday morning.
- 1.2.3. A Fire Test Record Book is maintained and held in the main admin office

1.3. Fire Drills

- 1.3.1. Are carried out at least once per term.
- 1.3.2. Assembly point is upper playground and car park
- 1.3.3. Records are maintained of drills and are held in the main admin office.

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. Untrained staff may only use an extinguisher if needed to effect an escape

1.5. Fire Hazards and Fire Risk Assessments

- 1.5.1. Storage cleaning substances only in a locked cupboard.

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

- 1.6.1. Emergency lighting – Hants CC Property SLA.
- 1.6.2. Fire extinguishers maintained – Wight Fire
- 1.6.3. Fire alarms Maintained – Hants CC Property SLA
- 1.6.4. Fire Safety Signs and identification of escape routes – Wight Fire

Appendix C – Lone Working Procedure

Lone Worker Instructions for Use

1. Dial Lone Worker free phone telephone number **0800 3586667**
2. Key in your personal PIN number (6 digits) _ _ _ _ _ _
3. Select one of the following options:
 - 4 Press 1 to complete a previous job or task
 - 4 Press 2 to extend a previous job or task
 - 4 Press 3 to start a new job or task
4. Follow the instructions, in the case of [Starting a New Job or Task](#)
5. Record the location you are going to be attending. Be specific whenever possible - there is no need to rush as you will have up to 30 seconds in which to speak.
6. Press the * key.
7. Key in the time you expect to finish the job or task (using the 24 hour clock). This will be played back for you to confirm the details.
8. Select one of the following:
 - 4 Press 0 to activate the job or task
 - 4 Press 1 to review the information you have given
 - 4 Press 2 to cancel the job or task and information you have given
9. Hang up.

REMEMBER to prevent an **ALARM** being raised, **ALWAYS** ring in to extend or complete your job or task.
