



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth  
*Together for a Brighter Future*

# HEALTH AND SAFETY A STATEMENT OF POLICY

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Signed *ES. Grainger.*

Date FGB

Autumn 2024

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# HEALTH AND SAFETY POLICY STATEMENT

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## 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 is committed to establishing and implementing arrangements which will ensure that staff and visitors are safeguarded when on the school premises or engaged in offsite activities (e.g. visits to other areas), and that the premises for which they are responsible for 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 that all staff are 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 Good Skills Training (Barry@goodskillstraining.co.uk). 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.

### Public Health Incidents

The management and governors will respond appropriately and work within guidance for any Public Health incident.

Signed: Headteacher – Mrs Elizabeth Grainger

Date:

## **SECTION B – ORGANISATION**

### **Organisation**

Shalfleet and Freshwater & Yarmouth C.E. Primary Schools are a Federation over two sites. The Federation also includes two preschools, Little Explorers at Shalfleet and Little Stars at Freshwater & Yarmouth. This policy covers both schools and preschools.

### **Accountability**

The Isle of Wight Council has overall accountability for health and safety as employer for Shalfleet C.E. Primary School & Little Explorers Preschool. At Freshwater & Yarmouth C.E. Primary School & Little Stars Preschool, the school governors are the employer and therefore has overall accountability for health & safety. School leaders have responsibility for ensuring that the school is a safe environment for pupils, employees and visitors on a day to day basis.

### **Headteacher**

The headteacher has primary responsibility for Health & Safety matters within the establishment. In the headteachers absence the deputy or whoever is nominated, will assume this responsibility.

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 injure themselves or others.

### **The Headteacher's Responsibilities**

- 1 To ensure the Health and Safety Policy is reviewed annually.
- 2 To ensure that the Health and Safety requirements are implemented, e.g. risk assessments, and keeping a record of the periodic monitoring which is undertaken.
- 3 To ensure that all staff have read and understood the H&S Policy and any supporting documents.
- 4 To ensure the undertaking and recording of relevant Risk Assessments.
- 5 To ensure regular health and safety inspections are carried out and any safety addressing any safety issues as necessary.
- 6 To receive and deal promptly with complaints about safety issues.
- 7 To ensure that emergency evacuation/fire drill procedures are in place and that records are maintained.
- 8 To ensure that requirements of any enforcing authorities (Fire Prevention Officer, HSE and Environmental Health Officer) are properly addressed.
- 9 To ensure that adequate first aid provision is made.
- 10 Is responsible for seeing that they themselves are adequately trained and that staff receive any necessary training determined by their 'training needs analysis'.
- 11 Is 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.

### **The School Governors**

The governors have a responsibility to ensure that the school & preschool health and safety management complies with statutory requirements and the school 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 Governing Body will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk: imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

## **Appointed Person**

The School Business Manager has responsibility for managing the arrangements for health & safety in the school & preschool. These are 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 assistance of competent persons to help with specific H&S issues.

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

## **Teaching Staff/Class Supervisors/Preschool Supervisors**

Teachers & Preschool Supervisors 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 and or any emergency/major incident their role is to lead their class to the designated assembly point or other agreed place of safety.

## **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 Named First Aider will ensure an Accident Record is completed and where a pupil is concerned the school first aid log is also completed.

First Aid incidents will be assessed and reported online to the schools Health & Safety Providers (Good Skills) via their Every online system. Good Skills will review the incident and advice accordingly, this includes whether the incident requires a RIDDOR submission and any health & safety issues to be addressed

## **Caretaking staff**

The caretaking 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.

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

Recognised unions:

National Association of Head Teachers  
NASUWT  
Unison  
National Education Union

## **SECTION C – ARRANGEMENTS**

General Practices Applying to All Staff

### **1. Visitors**

Whilst children or young persons are on site visitors shall be accompanied by a member of school staff (School Business Manager, or a member of the Admin Team in her absence) unless they have been given a H&S induction, have been DBS checked and have been authorised by the Headteacher to be on site unaccompanied. Visitors are directed to the H&S policy by the Volunteer handbook supplied by the school.

- 1.1. Arrangements for the signing in and out of all visitors and contractors are used at this school.

### **2. Contractors**

The Headteacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on site.

Only contractors who 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.

### **3. Emergency & School Continuity Planning**

- 3.1. The school has plans in place to ensure the safety of staff, pupils and visitors to the site at times of emergency.
- 3.2. To ensure any impact of school & preschool emergency or closure is kept to a minimum a school continuity plan is available which details arrangements to;
  - 3.2.1. Ensure continuance of pupil safety on site.
  - 3.2.2. Address continuance of pupil education.
  - 3.2.3. Consider things that are required to support swift recovery.

## **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 A.
- 4.3. Fire marshals, which 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 buildings are clear of persons who may have been inadvertently left behind. 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 yearly.
  - 4.4.2. Emergency lighting systems (where in place) will be tested monthly and maintenance carried out six monthly.
  - 4.4.3. Firefighting equipment will be visually inspected monthly and maintenance carried out yearly.
  - 4.4.4. Fire risk assessments are carried out and reviewed annually. 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.

## **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 main office area and high-risk areas:

- One for in school and one to be taken outside.
- First Aid supplies are kept in the cupboard by the Headteacher's office at Shalfleet and in the main central corridor. At Freshwater & Yarmouth the supplies are held in the First Aid room, also along the central corridor.
- Several portable ones to take out on trips
- The Defib at Shalfleet is situated outside the school building on the wall by the main entrance
- The Defib at Freshwater & Yarmouth is situated in the foyer
- Kitchen

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. All 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.

7.2.4. Parents will be informed of any injury or illness to their child by their teacher or appointed person.

## 8. Accident Reporting and Recording

All employee accidents will be recorded on the BI50 Accident Form, and the online portal supplied by Good Skills Training on line accident reporting system. Non-employee accidents will be reported on the Good Skills Portal system only.

A Responsible Person has been appointed to identify an incident as being reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Responsible Person will submit the RIDDOR report to the HSE using the online reporting tool. Accident and incident records will be retained by the main office.



## **9. Housekeeping**

- 9.1. The buildings will be cleaned by an employed cleaner at least once per week. 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
- 9.4. 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.
- 9.5. Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).
- 9.6. Main reception area
  - 9.6.1. 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 people is of particular concern and specialist advice is available from Medina House School or St Georges Special School (see section C). The DHT is fully trained by Team Teach in the moving and handling of people. The DHT will deliver training to all staff.
- 10.4. Only competent appointed persons may carry out these risk assessments. (See appointed persons list appendix A).
- 10.5. All staff should complete the manual handling online training

## **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 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 (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. 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. Where necessary water system pipe work improvements have been undertaken and regular treatment of the water system is 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 site managers 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 School Business Manager will ensure arrangements are made to address the hazard.

## **14. Electrical Plant and Equipment**

All portable electrical equipment is checked on a regular basis and a record is kept. A schedule/checklist of inspection timescales will be maintained in the record book located in the upstairs office. The competent person or organisation responsible for the testing of portable appliances is included in Appendix A.

The electrical installation is tested and certificated as safe every 5 years.

## **15. Risk Assessments**

- 15.1. Risk assessments will 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 authorised to do so by the Headteacher, these persons are listed in Appendix A.
- 15.4. Areas where risk assessment will 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 Inc. 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

## **16. Working at Height**

- 16.1.1. All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary.
- 16.1.2. 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.
- 16.1.3. 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.
- 16.1.4. Risk assessment will be carried out by a competent person (see Appendix A) 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.
- 16.1.5. 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.
- 16.1.6. 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.
- 16.1.7. The person appointed to oversee and advise on all WAH 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 should 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 will be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

## **18. Well Being**

- 18.1. Stress is acknowledged by the school as a potential cause of staff ill health 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. Additionally, a Wellbeing program supported by the Teacher Support Network, which is based on the HSE management standards to address stress in the workplace, is utilised to identify the sources of stress and address any 'stressors'.
- 18.2. The Headteacher is responsible for supporting the Wellbeing Program. A school employee (see Appendix A) who is trained as a facilitator will lead arrangements and support staff in engaging with the program to ensure its effectiveness and ensure records of progress are maintained as evidence.
- 18.3. Guidance on stress can be sought via our HR providers, The Isle of Wight Council or via our current insurance providers, please speak to the School Business Manager for contact information. Education Support also offer confidential free advice and guidance on 08000 562561
- 18.4. Additionally, a counselling service, through PPC, is available for all staff (see contact details in Section C)

## **19. 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 including the use of e-cigarettes 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. Employees have a duty to report all incidents of this type to their line manager and record the incident. 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.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

## **Display Screen Equipment (DSE)**

Workers who regularly use DSE as a significant part of their normal work (daily, for continuous periods) will be risk assessed annually for individual employee use. It is recommended that a maximum of 40 minutes of DSE use should take place then a break should be taken.

## **21. Safe Systems of Work (SSW)**

- 21.1. 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.
- 21.2. 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.

## **22. Training**

- 22.1. The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- 22.2. The responsibility for safety training and/or refresher training rests with the Headteacher and the governing body.
- 22.3. 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.
- 22.4. Information on Health & Safety courses can be obtained from Good Skills and the LA Workforce Development Team.

## **23. Lone Working**

- 23.1. It is recognised that staff may at some point be required to work outside normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must ensure that a person is aware that they are working alone and they should agree with that person that they will call, email or message them when they leave.

## **24. Educational Visits**

- 24.1. 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.
- 24.2. 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 of the Leadership Offsite Guide are met.
- 24.3. A person appointed as the Educational Visit Coordinator (EVC), will oversee the arrangements and advice on the documentation required for the particular type of visit.
- 24.4. 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.
- 24.5. The school will comply with all guidance and compliance for any Public Health incidents.

## **25. New and Expectant Mothers**

- 25.1. 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.
- 25.2. To ensure the safety of the NEM the management of potential risks is required. This is done by a risk assessment carried out by a competent person and the implementation of controls to eliminate or reduce risk.

- 25.3. The NEM will be allowed to take appropriate rest breaks and to have a safe place to rest.
- 25.4. The school will comply with the latest guidance regarding any Public Health incident which will be addressed in the New and Expectant Mothers risk assessment

## APPENDIX A – Persons with specific H&S responsibility

### SHALFLEET

Name	Job Title	Responsibility
Elizabeth Grainger Debbie Downer	Headteacher H&S designated school governor	Policy, implementation & monitoring of H&S.
Sarah Woodburn Terry Coburn	SBM Caretaker	Monitors that the requirements of the H&S policy are operated.
Sarah Woodburn Terry Coburn	SBM Caretaker	Contractors on site
Callum McCarty Sarah Woodburn Terry Coburn Vikki Plumley Nancy Taylor Ellie May Gamble Bella Phillips Heather Eggleton Sadie Gooding	Teaching Assistant SBM Caretaker Finance Manager Preschool Room Lead Preschool Room Lead Preschool Administrator Inclusion Officer Preschool Manager	Fire Marshal
Terry Coburn	Caretaker	Ensure fire arrangements are operational.
Georg Westhorpe Liam Roberts Paula Blackley Terry Coburn Jennie Thompson	Deputy Headteacher Teacher Teacher Caretaker School Lead Teacher	Appointed First Aiders – oversee serious accidents and injury. Application of first aid
Georg Westhorpe Claire Swift Diana Gates Lucie Thurman Helen Gibbins Molly Whittle Megan Knight  Karen Ingram Nancy Taylor Molly Churchward Sadie Gooding Jenny Clarke Martha Obbard Ellie May Gamble Harley Gamble Charlotte Holt Bella Phillips	Teachers/TAs/SNAs        Preschool	Paediatric First Aiders Application of first aid
Tanya Heimour	Teaching Assistant	Monitor First Aid Supplies
TL Electrical	Contractor	Testing of electrical appliances
Elizabeth Grainger	Headteacher	Facilitating the wellbeing program
Mark Flanders	Wight Support	Assessing suitability of computer display screen equipment

Elizabeth Grainger	Headteacher	EVC (Educational Visits coordinator)
Terry Coburn	Caretaker	Responsible for COSHH compliance
Barry Grant – Good Skills Training	Health, Safety and Welfare Consultant	Advice on H&S related issues
Elizabeth Grainger Georg Westhorpe Jennie Thompson Sarah Woodburn	Wellbeing Officers	Ensure ongoing staff wellbeing



## APPENDIX A – Persons with specific H&S responsibility

### FRESHWATER & YARMOUTH

Name	Job Title	Responsibility
Elizabeth Grainger Debbie Downer	Headteacher H&S designated school governor	Policy, implementation & monitoring of H&S.
Sarah Woodburn Terry Coburn	SBM Caretaker	Monitors that the requirements of the H&S policy are operated.
Sarah Woodburn Terry Coburn	SBM Caretaker	Contractors on site
Terry Coburn	Caretaker	Ensure fire arrangements are operational.
Callum McCarty Sarah Woodburn Terry Coburn Vikki Plumley Heather Eggleton	Teaching Assistant SBM Caretaker Finance Manager Inclusion Officer	Fire Marshal
Georg Westhorpe Stuart Cook Neil Westhorpe Terry Coburn	Deputy Headteacher School Lead Sports Coach Caretaker	Appointed First Aider – oversee serious accident/injury. Administer first aid
Emma Haisell Claire Sampson Georg Westhorpe Diana Gates  Luisa Lobato Sadie Gooding Sarah-Jane Pacey	Teachers/TAs/SNAs     Preschool	Paediatric First Aiders Application of first aid
Tammy George	Teaching Assistant	Monitor First Aid Supplies
TL Electrical	Contractor	Testing of electrical appliances
Elizabeth Grainger	Headteacher	Facilitating the wellbeing program
Mark Flanders	Wight Support	Assessing suitability of computer display screen equipment
Elizabeth Grainger Sarah Woodburn	Headteacher	EVC (Educational Visits coordinator)
Terry Coburn	Caretaker	Responsible for COSHH compliance
Barry Grant – Good Skills Training	Health, Safety and Welfare Consultant	Advice on H&S related issues
Elizabeth Grainger Georg Westhorpe Stuart Cook Sarah Woodburn	Wellbeing Officers	Ensure ongoing staff wellbeing

## **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 are clearly identified

### 1.2. Fire Alarm

- 1.2.1. In case of fire dial 999
- 1.2.2. The fire alarms are tested weekly.
- 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 the large playground at both schools
- 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 are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

### 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 – TL Electrical
- 1.6.2. Fire extinguishers maintained – Wight Fire
- 1.6.3. Fire alarms Maintained – TL Electrical
- 1.6.4. Fire Safety Signs and identification of escape routes – TL Electrical

## **SECTION C – CONTACTS and INFORMATION**

### **Health and Safety Advice and Support**

**Barry Grant**  
**Good Skills Training**

Franchise Owner  
01983 640142  
07519 729311  
[Barry@goodskillstraining.co.uk](mailto:Barry@goodskillstraining.co.uk)

### **Insurance Queries**

Insurance Services Tel: 01983 823625

### **Fire & Arson advice**

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

### **Moving Children**

Medina House School on 522917  
St Georges Special School on 524634

### **Training**

Schools & Learning Workforce Development  
Isle of Wight Council  
Community Learning Centre  
Westridge  
Brading Road  
Ryde  
Isle of Wight  
PO33 1QS  
Tel: 01983 817280  
Email: [learning.development@iow.gov.uk](mailto:learning.development@iow.gov.uk)

### **[www.iwight.com/trainingcourses/](http://www.iwight.com/trainingcourses/)**

Information source for IOW schools

### **Counselling services**

Call Education Support anytime on 08000 562561

***This policy should be read in conjunction with the school's Child Protection Policy, Data Protection and GDPR regulations.***