

HEALTH AND SAFETY POLICY Summary

Part 1 - General Statement of Policy

It is the policy of the International Community School to comply with the terms of The Health and Safety at Work etc. Act 1974 (The Act) and Regulations made under The Act to provide and maintain a healthy and safe working environment for Students, Staff and anyone else affected by our operations and activities. The health and safety objective of the school is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All staff and students will, so far as is reasonably practicable, be provided with such information, instruction, training, supervision and resources as is necessary to implement the policy and achieve the above stated objectives. Staff, students and others have a responsibility to care for their own and others health and safety and must report any shortfalls in standards or failings immediately to school management.

The International Community School consults with staff, students and others on health and safety matters through formal and informal meetings, discussions and briefing sessions where health and safety is either a standing agenda item or there is an opportunity to raise or discuss concerns.

All incidents that either result in an injury or could have resulted in an injury will be reported on the appropriate forms and passed to the relevant School Leadership Team where they will be investigated to identify the immediate, underlying and root causes in order to prevent recurrence. Incident records are one of many indicators of the effectiveness of our Health and Safety management and Policy and will be monitored by ICS LTD through regular reporting from the Health and Safety Representative and Head of School at the Whole School Health and Safety meetings.

The School's Health and Safety Policy is managed through the International Community School management organisation at all levels and will be reviewed at least annually or following changes in circumstances of the school or the law.

The application of this Policy is made through specific Arrangements, setting minimum standards that must be applied throughout the School, at all school sites and is available to staff at all times and others on request.

Policy Signed by: Mr Sergio González Andión, Director, ICS LTD

Date Signed: 06/11/2018

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Part 2 - Organisation

Health and Safety will be managed by using The International Community Schools' (The School) existing management systems where practicable. Details of The Schools' organisational arrangements for health and safety, including the responsibilities of particular posts, are given below.

1. Corporate Leadership

1.1 ICS LTD

ICS LTD is defined in law as the employer and therefore is the corporate body that has overall responsibility for the health and safety policy and its implementation. The responsibility is discharged through the following organisational arrangements.

ICS LTD will:

- Provide a named member to champion health and safety throughout The School
- Approve and sign The Schools' Health and Safety Policy Statement to demonstrate that commitment to it starts at the highest level
- Promote a positive health and safety culture throughout The School
- Receive an annual review of health and safety performance and agree The School health and safety action plan
- Receive any exceptional reports on urgent or critical health and safety issues requiring a corporate executive decision
- Support and attend relevant health and safety training.

1.2 The Head of School will:

- Have overall responsibility for the implementation of The Schools' policy
- Promote a positive health and safety culture throughout The School
- Ensure that adequate and competent health and safety advice and assistance is available to all managers and employees
- Ensure ICS LTD is appraised of significant developments in health and safety management
- Support and attend relevant health and safety training.

1.3 The School Principals will:

- Exercise overall control within their area of responsibility to ensure compliance with health and safety legislation and that of The Schools' Policy
- Approve and regularly review a statement of health and safety organisation and arrangements for their school
- Organise the management of their school site to ensure their health and safety responsibilities are maintained
- Provide sufficient resources to fulfil The Schools' health and safety responsibilities

- Ensure that all employees under their control are given adequate information, instruction, training and supervision to carry out their duties safely and competently, paying particular attention to new / inexperienced employees and trainees
- Ensure that training needs are met and maintain records of the training undertaken by their direct reports
- Arrange for a suitable and sufficient assessment to be made of the risks to the health and safety of employees, students and others who may be affected by the work of The School and is recorded
- Arrange for systems of work to be developed which are safe and which include a description of the task, safe working procedures, maintenance procedures, information on hazards and emergency procedures
- Ensure new installations, workstations, equipment and substances are assessed for health and safety compliance before they are purchased, installed or brought into use
- Approve a school health and safety action plan that maintains a requirement for improving health and safety performance
- Ensure employees are consulted in good time on matters regarding their health and safety
- Promote the participation of employees and managers in improving our control of health and safety risks e.g. by establishing and supporting an effective health and safety consultation process and feedback to the Head of School
- Support and attend relevant health and safety training.

1.4 CFO/Bursar

- Be responsible for staff and activities under their Leadership and will ensure that the requirements of The Schools' health and safety policy are complied with. In particular, they will, where appropriate, undertake suitable and sufficient risk assessments and ensure that adequate measures are taken to minimise the health and safety risks to the employees and students under their control and to any other persons who may be affected by curriculum activities and work carried out by these employees and students
- Develop safe systems of work and ensure that they are implemented
- Ensure action is taken to resolve any situations that may adversely affect the health and safety of employees, students or other persons. They will rectify any problem within their own resources or see it is raised with the School Principal without delay
- Ensure that activities under their leadership control are undertaken safely
Ensure that training needs are met and maintain records of the training undertaken by their direct reports
- Ensure that all plant and work equipment provided is suitable, properly maintained and necessary tests and examinations have been carried out
- Ensure accident / incident reports are completed, investigated and acted on without delay
- Support and attend relevant health and safety training.

1.5 Teachers, Co-Teachers and Learning Support Assistants will:

- Take reasonable care for the health and safety of themselves, their students and for those other persons who may be affected by their acts or omissions
- Report accidents, incidents and near misses with the potential for injury or damage to their line manager without undue delay
- Report to their immediate supervisor, hazardous situations and defects found in work places, plant and equipment
- Report loss of, or damage to, their personal protective equipment
- Exercise reasonable standards of housekeeping and hygiene
- Co-operate with their managers and colleagues in matters relating to The Schools' Health and Safety policy and procedures
- Attend relevant health and safety training.

1.6 Health and Safety Representative will:

- Formulate independent advice and competent assistance and develop health and safety policies for existing activities and new or proposed activities or processes and review periodically
 - Promotion of a positive health and safety culture and effective implementation of the policy
 - Planning for health and safety including the setting of objectives, and priorities and establishing adequate systems and performance standards
 - Implementation and monitoring of plans e.g. accident/incident investigation, reporting and analysis
 - Identification of training needs and the planning and delivery of health and safety training
 - Risk assessment to ensure that assessments are suitable and sufficient
 - Audits of the whole health and safety management system
 - Investigation of accidents and incidents where specialist assistance is needed
 - Ensure contractors are assessed for health and safety competence before being employed by The School and once employed, are made aware of their health and safety responsibilities, duties and liabilities
 - Monitoring of contractors working in and for the School
 - Any other matters as requested by ICS LTD, Senior Leadership Team.
- In addition, the Health and Safety Representative has authority to act on behalf of the Head of School and ICS LTD to stop work if it contravenes agreed standards and presents a serious and imminent risk of injury
- Ensure that suitable and sufficient health and safety arrangements (e.g. control of asbestos, common notices, maintenance of means of escape etc.) are in place in respect of school sites
 - Ensure and arrange for all building statutory inspections and testing is carried out by competent contractors, as they fall due
 - Liaise with enforcement authorities as required
 - Ensure significant changes to statutes and guidance that may impact on The School or its operations are communicated to ICS LTD, Head of School and School Principals in a timely manner.

1.7 Other Staff with Specific Responsibilities:

The implementation of The Schools' health and safety policy depends on the contribution of many staff, managers and volunteers with various responsibilities that it would not be appropriate to attempt to list in this policy, for example:

- Staff appointed by ICS LTD, Head of School and School Principals to advise and assist with implementation of the policy
- First-aiders
- Fire Wardens
- Designers of buildings, plant etc.

The responsibilities of these post holders will be specified in specific School statements of organisation, job descriptions, etc.

2. Consultative Arrangements

Arrangements for consultation on health and safety matters will be established by informal and formal meetings, toolbox talks, online trainings and briefing sessions. All meetings at all levels will have health and safety as a standing agenda item, allowing staff, managers, Principals the opportunity to raise concerns and discuss related matters.

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Part 3 - Arrangements

The delivery of The Schools' policies is primarily through its Head of School and School Principals.

Each school will draw up its own arrangements for the management of health and safety risks based on its risk assessment and assisted by The Schools' health and safety policy. The policy is made available to all employees on Google Drive. A summary of our Policy and Arrangements will be made available on our public website

Implementation Strategy:

The School has adopted the Health and Safety Executive's 'Managing for Health and Safety' (<http://www.hse.gov.uk/managing/index.htm>) approach to developing and implementing a robust health and safety system that controls risks and protects its employees and others from harm. The School will strive to:

- Integrate the management of health and safety into all of its management systems
- Gain increased participation of employees in raising workplace health and safety standards
- Improve the quality of information on health and safety to facilitate benchmarking and other performance measurement systems
- Improve the rigour of The Schools' health and safety performance

OVERVIEW

This is a key policy arrangement of the International Community School (ICS) and forms part of the Health and Safety policy. It applies to all members of the School community. The arrangement is available to all parents, prospective parents and the Advisory Board and is published on the School's web site.

ICS seeks to implement this document through adherence to the procedures set out in the rest of this document.

ICS is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

1.0 BACKGROUND TO THIS POLICY ARRANGEMENT

[The Education \(School Premises\) Regulations 1999](#) stipulate minimum standards for school premises. Schools and colleges are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire and emergency evacuations, security, contractors, control of hazardous substances, RIDDOR, accommodations, kitchen hygiene, environmental health, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

2.0 WHAT LEGISLATION APPLIES TO SCHOOLS?

The Education (School Premises) Regulations 1999 apply to all maintained schools in England and Wales, including nursery, community, foundation and voluntary schools, as well as pupil referral units. The premises of non-maintained special schools and independent schools approved by the Secretary of State for children with special educational needs are also subject to these regulations. It is important that all independent schools adhere to these provisions as outlined in the [Education \(Independent School Standards\) Regulations, 2014](#).

[The Workplace \(Health, Safety and Welfare\) Regulations 1992](#) apply to all types of educational establishments in the UK. These regulations overlap with some of the provisions of the Education (School Premises) Regulations, which have specific requirements for facilities relating to staff, medical rooms and toilet/washrooms, as well as conditions relating to boarding schools.

In addition, ICS complies with the [Statutory Framework for Early Years Foundation Stage \(2018\)](#).

ICS gives due regard to the Regulations listed above.

3.0 POLICY STATEMENT

The premises of ICS are constantly monitored by the SLT and by the School's Health & Safety Committee, and by a range of teams/individuals who report their observations/concerns to the Facilities Operative or the Health and Safety Representative.

4.0 PARTICULAR ATTENTION IS PAID TO THE FOLLOWING AREAS:

4.1 Water supply

The Health and Safety Representative ensures that the School's water supply meets the requirements of the *Education (School Premises) Regulations 1999* by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

- the School has a wholesome supply of water for domestic purposes including a supply of drinking water
- distribution temperatures and legionella controls comply with HSE guidance on managing legionella in hot and cold water systems
- WCs and urinals have an adequate supply of cold water and washbasins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water
- the temperature of hot water supplies to showers shall not exceed 43°C.

4.2 Drainage

The Health and Safety Representative ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

4.3 Load bearing structures

The Health and Safety Representative has ensured that each load bearing structure complies with the Education (School Premises) Regulations 1999 in that it is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected, by referring to construction professionals when necessary.

4.4 Security arrangements

The Health and Safety Representative ensures the School has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate; that the School's perimeters are secure.

4.5 Lettings

The Health and Safety Representative ensures that those of the School's premises which are used for a purpose other than conducting the School activities are organised to ensure that the health, safety and welfare of students are safeguarded and their education is not interrupted by other users. This is done by referring all new lettings to the Head of School so that arrangements may be discussed and necessary arrangements implemented.

4.6 Resistance to the weather

The Health and Safety Representative ensures that the School's buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

4.7 Emergency Evacuations

The Health and Safety Representative ensures there is sufficient access so that emergency evacuations can be accomplished safely for all students, including those with special needs and our EYFS students, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

4.8 Exits and Entry

The Health and Safety Representative ensures that access to the Schools allows all students, to enter and leave the Schools in safety and comfort by ensuring that entrances are well maintained, well lit and unencumbered.

4.9 Environmental Health

The Health and Safety Representative can give reasonable assurances that the premises have not been condemned by the Environmental Health Authority through reference to appropriate documentation.

4.10 Classroom size and capacity

In consultation with the Head of School, the Health and Safety Representative ensures that classrooms are appropriate in size to allow effective teaching, having regard to the number, age and needs of students by carefully monitoring the number, age and needs of student who will be using the classrooms and making any necessary adjustments in provision and arrangements. Particular regard will be given to ensuring that the teacher is able to reach each student in a classroom in order to provide individual help and guidance. Additional attention is paid to our EYFS classroom and outside area.

4.11 Design and Structure of Accommodation

The Health and Safety Representative ensures that, in terms of the design and structure of the accommodation, no areas of the Schools compromise health or safety. Upstairs windows are fitted with stops or bars, as appropriate; there are high level hand rails on stairs above an open stair well; an asbestos management programme is in place.

4.12 Washroom Facilities

The Health and Safety Representative has ensured that there are sufficient washrooms for staff and students, taking account of the Education (School Premises) Regulations 1999 in that:

- The number of washbasins at least equals the number of WCs/urinals
- All single and double sanitary fittings contain one or two washbasins respectively
- The number of washbasins is at least two-thirds that of the WCs/urinals
- Staff washrooms are 'adequate' for the number of staff at the School
- Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible
- There is appropriate toileting facilities for our EYFS students

4.13 Medical Room

The Health and Safety Representative has ensured that there are appropriate facilities for students who are ill in accordance with the Education (School Premises) Regulations 1999 in that:

- There is a room for medical or dental examination
- The room contains a washbasin
- The room is reasonably near a WC

4.14 Kitchen Hygiene

In consultation with the Catering Manager's contractual obligations, the Health and Safety Representative ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption by requiring the Catering Manager to make regular reports on the kitchen facilities.

4.15 Housekeeping

The Health and Safety Representative ensures that classrooms and other parts of the Schools are maintained in a tidy, clean and hygienic state by overseeing the work of the contracted Company (a team of Cleaners) and monitoring standards of cleaning.

4.16 Sound Insulation and Acoustics

The Health and Safety Representative ensures that the sound insulation and acoustics allow effective teaching and communication by inviting teachers to inform him if problems arise as a result of deficiencies in this area.

4.17 Light, heating and Ventilation

The Health and Safety Representative ensures that the lighting, heating and ventilation in classrooms and other parts of the Schools are satisfactory in accordance with the Education (School Premises) Regulations 1999 in that:

- Each room or other space in the Schools has lighting appropriate to its normal use as follows: in teaching accommodation: not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on) and a glare index limited to no more than 19.
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at a height of 0.5 metres above floor level when the external air temperature is - 1°C:
 - in medical/sick rooms: 21°C
 - in teaching, private study and examination areas: 18°C
 - in areas for physical education, washing, sleeping or circulation: 15°C
 - the surface temperature of any radiator or exposed pipework does not exceed 43°C.

Controllable ventilation shall be at the following rates:

- in all occupied areas: at least three litres of fresh air per second for each of the maximum number of persons the area will accommodate;
 - in teaching accommodation, medical/sick rooms, sleeping and living accommodation: eight litres for each of the usual number of people present when the areas are occupied;
 - in washrooms: at least six air changes an hour.
 - adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms.
- This is done through a programme of monitoring and through systematic

feedback from staff.

4.18 Decor

The Health and Safety Representative ensures that there is a satisfactory standard and adequate maintenance of decoration by implementing a planned programme of redecoration. Most of this work takes place during the school holiday periods, but smaller tasks may be completed during term time.

4.19 Furniture and Fittings

In consultation with the Head of School, the Health and Safety Representative ensures that the furniture and fittings are appropriately designed for the age and needs of all students registered at the School by responding to specific requests for appropriate furniture and fittings which are generated as a result of the annual Departmental review of furniture and fittings. Additional attention is given to our EYFS furniture and fittings.

4.20 Flooring

The Health and Safety Representative ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

4.21 Outside Space

In consultation with the Head of School, the Health and Safety Representative ensures that there are appropriate arrangements for providing outside space for students to play safely through regular consultation. The condition of all playground areas and play equipment is monitored and deficiencies addressed.

5.0 Training arrangements

5.1 New technology, legislation, regulations and standards are all factors which determine a fresh approach to training or retraining requirements.

5.2 Induction training: This will apply to all new employees. They will have a tour of the School, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.

5.3 Information/awareness training: in house training will show staff what they can and cannot do. Written procedures and arrangements must be provided.

5.4 Specific training: this is a hands on approach which is recognised by the Advisory Board that employees will require an accepted level of competence for example: First Aid. All staff dealing with dangerous machinery or equipment must have the relevant qualification to do so.

5.5 All staff can access a Health and Safety Course and Fire Safety Course through the Citation platform, an online training provider. The HR Officer will register staff when they commence employment.

6.0 Security

Security Officers are on duty during school hours Monday to Friday at both school sites. The Security Officers are in mobile telephone contact with the Head and/or Principals whilst on duty.

7.0 Visitors

All visitors to the School, including contractors, must sign in at Reception, where they will be issued with a visitor's lanyard. They will be escorted around the school by the person they are here to see. There is also a signing in book located at each reception desk.

8.0 Use of premises outside school hours

The Head and the CFO must be informed if the school is to be used outside school hours or by another organisation.

9.0 Testing of fire equipment and evacuations

- 9.1 The testing of fire alarms will take place once a week and recorded by the Facilities Operative;
- 9.2 The fire alarms will be tested twice a year under contract;
- 9.3 The emergency lighting systems will be tested termly and recorded by the Facilities Operative;
- 9.4 The emergency lighting system will be tested every twelve months under contract;
- 9.5. Fire-fighting equipment will be checked every twelve months under contract.
- 9.6 Regular fire drills will be carried out concerning all personnel on each site, and will be recorded.
- 9.7 Means of escape and fire doors will be checked every day
- 9.8 Both schools carry out fire drills at least termly.

10.0 Management of Hot and Cold Water Systems

- 10.1 The Facilities Operative checks and records the temperature of the hot and cold water systems monthly to ensure temperatures are within recommended limits, monthly under contract.
- 10.2 The Facilities Operative undertakes annual tank/cistern visual inspections. In accordance with ACoP L8 legislation (The Control of Legionella in Water Systems), the school commissions a monthly audit of tanks/cisterns by an external contractor, and undertakes a programme of upgrades and maintenance following the resulting recommendations.

11 Risk assessments

- 11.1 The Head and Principals will ensure that all Heads of Department and Phase Leaders will carry out a risk assessment for their areas of responsibility.

12. Emergency Plans

- 12.1 The Head and CFO will ensure that the Security Incident Plan will cover all

foreseeable major incidents which could put at risk the occupants or users of the school. The plan will indicate actions to be taken in the event of a major incident by individual members of staff to ensure that everything possible is done to:

- * save life
- * prevent injury
- * minimise loss

12.2. The plan will be agreed by the Advisory Board and be rehearsed by staff and pupils.

13 First Aid

13.1 Each School site has a Lead First Aider. A First Aid Policy has been produced And is updated biennially.

13.2. All necessary equipment and facilities will be provided in every department of The School. Members of staff will be trained with various degrees of qualification.

13.3 The First Aid Leads are responsible for stocking and checking first aid boxes on a regular basis. All sporting events and school trips require the member of staff in charge to take a First Aid kit.

13.4 Any pupil with specific medical/dietary needs, will be identified during and upon admission to the school. Parents are required to complete a medical form upon entry to the School and to keep the School informed of any changes to the health of their child.

This information is uploaded into our School Management System, iSams where necessary for health and welfare reasons necessary. The Principal will inform the catering team of any relevant medical information.

13.5 All teaching staff will make themselves aware of pupils' medical conditions the responsibility for this information lies with the Principals.

13.6. There will be first aid cover whenever pupils are on the school site.

13.7 Hygienic procedures for dealing with spillage of bodily fluids: Equipment for bodily fluids are kept on site at all times. Any bodily fluids must be disposed of in the appropriate yellow medical receptacle located at each site.

14 Selecting and controlling contractors

14.1 All contractors who work on the school premises are required to ensure safe working practises by their own employees under the provision of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 the Health and Safety at Work etc. Act 1974. Contractors, where appropriate, must provide documentary evidence of their professional credentials before commencing work on the school site (for example, when carrying out electrical, gas installation or repairs necessitating trade qualifications.

14.2. The Head and CFO have the right to stop any work carried out by contractors That creates hazardous conditions which cause risk of injury to persons in his or her care.

15 Management of asbestos

15.1. The Advisory Board recognise that asbestos is a hazardous material and that where present need to be treated in a safe and appropriate manner.

15.2. A site survey has been carried out by a qualified outside contractor for all buildings constructed before 2000. The survey is kept by the Facilities Operative and shown to any outside contractor that carries out work on the school premises.

15.3 An Asbestos Register is kept by the Facilities Operative noting any works undertaken to items identified on the asbestos survey.

16 Manual handling

Advisory Board recognise that members of staff will be trained in manual handling. If a risk assessment requires staff to move items around the school site, manual handling training will be given. This will include maintenance, school staff and any other school staff.

17 Slips and trips

All accidents caused by slips and trips will be recorded in the accident book and investigated by the Health and Safety Representative. Remedial work will be carried out immediately on the specific area, which will be cordoned off if necessary. The Facilities Operative will be informed of any changes to the surface to prevent further accidents.

18. Control of hazardous substances

18.1 The Advisory Board recognise that all substances hazardous to health must be controlled under the Control of Substances Hazardous to Health Regulations 2002. A full assessment must be made of any work that is liable to expose through inhalation, ingestion or consumption, any member of staff or pupil to hazardous liquids, dust, fumes or gases. The assessment must be completed in order to determine the health risks and to decide on actions to eliminate or reduce these risks.

18.2. Employees will be provided with all the necessary information and training to ensure that they understand fully the use of hazardous substances in their work, the risks involved and the control measures to be used at all times.

19. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012)

The Health and Safety Representative will report any accidents that are listed in these Regulations to the Health and Safety Executive, these reports are audited for the Health and Safety Committee and form part of the report that the Health and Safety Officer presents to the Advisory Board.

20. On Site Supervision and First Aid

Appropriate supervision levels will be determined for classroom based and break/lunchtime activities based on risk assessments to determine appropriate levels of supervision for each class size at the beginning of each academic year. The National Union of Teachers (NUT) provides guidance on class sizes and advises

schools to take children with special educational needs and emotional and behavioural into account when determining staff to child ratios.

21. Off site visits including school led adventure activities

Off site visits are subject to the approval by the Principals and/or the Head of School, completion of relevant documentation and following procedures laid out in the ICS Day Trips and Visits policy and the ICS Global Classroom policy, which are reviewed annually. Appropriate supervision ratios and first aid provision (including qualified paediatric first aider for children 8 and under) will be put in place on the basis of the trip risk assessment, taking into account the activities to be undertaken and the age/maturity/needs of the students. [Guidance from the NSPCC](#) on supervision levels provides useful guidance.

22. Occupational health services and work related stress

21.1 Details are available in the Staff Handbook; this document lays out procedures to follow for staff and management.

21.2 Occupational health services are available, by arrangement, after consultation with the employee's doctor/GP.

23. EYFS Policy

The Early Years Policy must be read in conjunction with ICS Health and Safety Policy.

24 Health and Safety Checks

The School's premises are subject to a termly Health and Safety check by the Health and Safety Representative. Any matters of concern are discussed at termly Health and Safety Meetings. This group consists of the Head of School, CFO, Secondary & Primary Principals, Head of HR and the Health and Safety Representative.

25. Monitoring of ICS Health and Safety procedures

25.1. The Advisory Board will receive a copy of the minutes from every Health and Safety Committee meeting, held every term.

25.2. The Advisory Board will require in an annual report an audit of all Health and Safety matters from the Health and Safety Adviser, providing objective assessments.

25.3. The Advisory Board, Head and CFO will identify from the reports and minutes the strengths and weaknesses in the ICS Health and Safety Policy, planning successfully for future objectives regarding Health and Safety matters.

26. Consultation arrangements with employees

The Health and Safety Committee that meets once a term consists of the Head of School, CFO, Head of HR and Health and Safety Representative, Primary and Secondary Principals which includes all areas of the School. The Head of School Chairs the meetings. The Health and Safety Advisor presents an audit report to the Advisory Board annually.

27. Professional Advice

The School retains the services of [Citation](#), as our external professional services partner. The company provides Fire Risk Assessments and Health and Safety Audits on an annual basis, as well as access to its online training modules for use by all staff.