

Health & Safety Policy

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Signed: (Director)	
Signed: (Head)	<i>R. J. Jones</i>

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1.0 Health & Safety Policy Statement

The following is a statement of the School's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of ICS Ltd t/a International Community School to ensure so far as is reasonably practicable, the health, safety and welfare of all staff working for the School and other persons who may be affected by our undertakings.

ICS Ltd t/a International Community School acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Owner, Head of School, Senior Management Team along with other members of staff will implement the School's health and safety policy and recommend any changes to meet new circumstances. ICS Ltd t/a International Community School recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of ICS Ltd t/a International Community School looks upon the promotion of health and safety measures as a mutual objective for themselves and staff. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the School aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Staff are also informed that they must co-operate with the School in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. ICS Ltd t/a International Community School will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The School will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature:



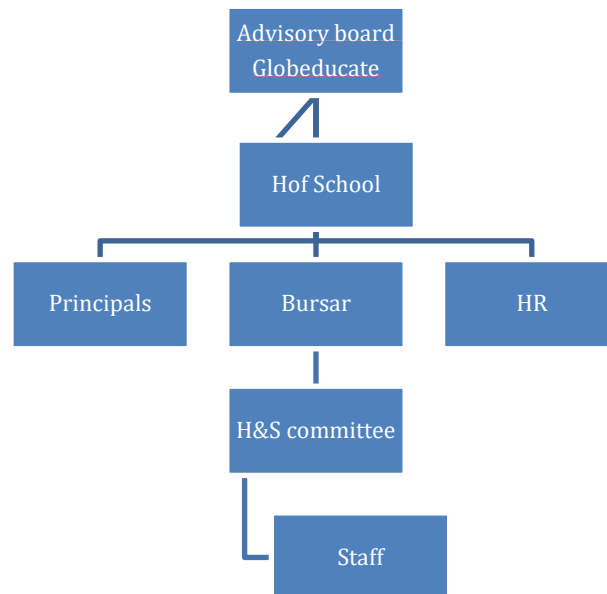
Date:

07/12/20

Position: - : Head

Review July 2020

2.0 Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees.

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

2.1 Tier 1 The Owner/Managing Partner

Will ensure that :

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- The organisational structure is appropriate in order to manage health and safety.
- Health and safety is a key topic on the agenda of each board meeting

2.2 Tier 2 The Head of School will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- The organisational structure is appropriate in order to manage health and safety.

- Responsible and accountable to the Directors for implementing the School Health and Safety policy and for all matters relating to health, safety and welfare within the establishment.
- The same management standards are applied to health and safety as to other management functions across both sites
- Qualified first aid personnel and facilities are provided.
- Health and safety is integrated into the company's management systems.
- Health and safety is a key topic on the agenda of each board meeting
- Sufficient knowledge is developed in order to fulfil the role of "competent person" as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately

Specific HR responsibilities

- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
 - The training needs of all employees are identified arranged, monitored and recorded

Tier 3 The Senior Management (principals /Bursar) team will ensure

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
 - All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
 - The same management standards are applied to health and safety as to other management functions.
 - Health and safety is integrated into the company's management systems.
 - Sufficient knowledge is developed in order to fulfil the role of "competent person" as required under Regulation 7 of the Management of Health and Safety at Work Regulations.

Approve a school health and safety action plan that maintains a requirement for improving health and safety performance

2.3 Principals:

- Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Safe access and egress are provided and maintained in all areas within the organisation.
 - Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
 - All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence

- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for
- Risk assessments are compiled within the workplace.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.

2.4 Bursar:

Lead the H&S committee

- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.

Manage subcontractors

Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.

- Catering /Transport/Cleaning
- Food safety analysis is undertaken and documented and all relevant employees made aware of the procedure where applicable.
- Health and safety and food safety issues raised by employees are recorded and investigated.

Management of Site Matters (with Facilities Manager)

- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
 - Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for
 - Safe access and egress are provided and maintained in all areas within the organisation.
 - Relevant statutory signs and notices are provided and displayed in prominent positions.
 - Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
 - Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Risk assessments are compiled within the workplace.

2.5 Health and Safety Committee 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.

2.6 All Staff 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.

3.0 Procedures & Arrangements

ICS gives due regard to the The Education (School Premises) Regulations 1999 ,the [Education \(Independent School Standards\) Regulations, 2014](#), and the [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
In addition, ICS complies with the [Statutory Framework for Early Years Foundation Stage \(2018\)](#).

Students

3.1 School Trips

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.

3.2 Physical Education

Physical Education (PE) includes a wide variety of indoor and outdoor activities, each having an inherent element of risk. Experienced in a safe and supportive environment, PE contributes to a pupil's physical development and well-being. Teachers, and others in positions of responsibility should ensure that planning and implementation of PE activities includes recognition of safety as an important element. This applies to all activities within the School curriculum, to extra-curricular activities during or outside normal School hours and whether undertaken on or away from School premises.

3.3 Child Protection

Child abuse is a global phenomenon. It occurs in all countries and within all societies and involves the physical, sexual, emotional abuse and neglect of children. It is nearly always preventable.

All staff will:

- Report any suspicions or conversations that indicate abuse has taken place
- Alert the School if they think that someone is acting in an unsafe manner, or in ways that may be misconstrued
- Do not question or approach parents, guardians or other children in the family

3.4 Craft Design & Science & Technology

The purpose of Craft Design & Science & Technology teaching is to encourage pupils to apply their knowledge and understanding to develop ideas, plan, produce products and evaluate them. Pupils design and make products using a range of materials including electronics, graphics and resistant materials (wood, metal, plastics, etc.).

Teachers Will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility

- Carry out, at least on a weekly basis, inspection of the equipment including guarding, attachments, stability of equipment etc. Keep records of all inspections and any resulting action necessary
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
 - Provide adequate supervision in class, proportionate to the age and ability of individual pupils and the task being undertaken
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use Copyright Citation Ltd Version 5.0 38
- Wear, and ensure that pupils wear, any personal protective equipment (PPE) provided
 - Maintain the working area immediately around machines in a good condition and free from obstruction or build-up of waste materials including shard, wood shavings, dust etc.
- Remove from use, and report any faulty equipment
- Isolate machinery prior to accessing any moving parts or blades
- Isolate machinery at end of use

Note: Teachers are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must:

- Stop the work safely
- Isolate the equipment
- Report the defect.

Equipment that has been identified as “Unsafe to use” should be labelled as such and taken out of service.

Staff

4.1 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) based work can have potentially serious effects on health. DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD). Problems are caused by a combination of badly designed tasks, equipment and work environment. However, most of the conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

All staff have a responsibility

- To inform the School in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the School
- To familiarise themselves with the contents of the relevant risk assessments.

4.2 PPE

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

All staff must:-

Ensure all pupils are trained to use any necessary PPE correctly

- Make full and proper use of all PPE that has been provided

- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Ensure all PPE is sterilised when worn by multiple individuals
- Report any defective PPE to the School management team
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any activities or work unless the correct equipment is being worn
- Store PPE securely at all times.

4.3 Working at Height

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work.

All Staff Will:-

- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided by the School
- Follow safe systems of work devised by the School
- Report any accidents, incidents and near misses to the School.

4.4 Lone Working

Lone workers can be anyone who works by his/herself without direct contact or supervision. Example include a caretaker working on his/her own in a School.

Staff who are recognised as lone workers, must:-

- Co-operate with the School by following rules and procedures designed to protect their safety as a lone worker
- Attend personal safety training programmes as necessary
- Provide information on their whereabouts during working hours to the School management team
- Report all incidents relating to lone working using ICS Ltd t/a International Community School's reporting procedure

4.5 Training arrangements

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

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.

Information/awareness training: in house training will show staff what they can and cannot do.

Written procedures and arrangements must be provided.

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.

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

4.6 Occupational health services and work related stress

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

Occupational health services are available, by arrangement, after consultation with the employees doctor/GP.

4.7 Manual handling

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

All staff involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the School and should not deviate from this without good reason
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be reported immediately
- Assist and co-operate with the process of the assessment of risk
- Assist the School with the implementation of training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the School if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work.

4.8 Consultation arrangements with employees

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.

Procedures

5.1 Accident reporting

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.

5.2 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.

5.3 Alcohol and Drug misuse

In all jobs safety is paramount, and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence.

Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal

Members of staff should:

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related problem
- Inform the Head teacher if they are aware that any staff have an alcohol or drug related problem that is affecting their work. This will ensure that staff receive the necessary support and assistance.

5.4 Bomb Threats

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises. The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises

Staff Responsibilities

- All staff must know what to do in the event of a bomb threat and take appropriate action
- All staff must participate in bomb alert training and evacuation
- All staff must never compromise the security of the building in any way.

5.5 Blood Borne Virus (BBV)

We recognise that there is a potential risk of staff coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

Staff Responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training
- Report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.

5.6 Epilepsy

Epilepsy is defined as having repeated seizures, which start in the brain. A brief disturbance to the brain's normal electrical activity causes the nerve cells to fire off random signals. The result is like an electrical storm that causes a temporary overload in the brain. There are many different kinds of seizure. Some end in seconds while

others may last several minutes. People affected might lose awareness of what is happening or where they are during a seizure and they may lose consciousness altogether. Each person's experience of epilepsy is unique.

Recognition of Minor Epilepsy

- Sudden 'switching off'; the casualty may be staring blankly ahead
- Slight and localised twitching or jerking of the lips, eyelids, head or limbs
- Odd 'automatic' movements such as lip smacking, chewing, or making noises.

Staff Responsibilities

- Co-operate with the School in relation to health and safety arrangements
- Follow any training, guidance and instruction
- Report any accident or incident.

Individuals Suffering From Epilepsy Have An Additional Duty To:

- Alert the School if his/her epilepsy is having an adverse effect on his/her tasks
- Inform the School if the condition could increase the risk of an accident
- Notify the School and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement
- Follow any training, guidance and instruction provided by the School.

5.7 Risk Assessments

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.

All staff Must:-

- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the School
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the School management team immediately
- Make full and proper use of any PPE provided.

5.8 Emergency Plan

The Head and SLT 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

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

Staff Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if you have been trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

5.9 Fire Safety

It is the policy of ICS Ltd t/a International Community School to ensure that all staff, pupils, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards.

All staff are required to:

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire
- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

The facilities operative will be responsible:

Weekly testing of fire alarms and recorded

The fire alarms will be serviced twice a year under contract;

The emergency lighting systems will be tested termly and recorded

The emergency lighting system will be serviced every twelve months under contract;

Fire-fighting equipment will be checked every twelve months under contract.

Regular fire drills will be carried out concerning all personnel on each site, and will be recorded.

Means of escape and fire doors will be checked every day

Both schools carry out fire drills at least termly.

5.10 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.

5.11 Selecting and controlling contractors

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.

The Head and any member of SLT 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.

5.12 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 Committee, these reports are audited for form part of the report that the Health and Safety Officer presents to the Advisory Board.

5.13 Control of hazardous substances

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.

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.

5.14 EYFS Policy

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

5.15 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 Committee Meetings. This group consists of the Bursar, Premises manager, HR and a representative from both sites. Findings are reported to SLT as needed

5.16 Monitoring of ICS Health and Safety procedures

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

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.

The Advisory Board, Head and Bursar 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.

5.17 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.

5.18 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.

5.19 Lettings

The Head and the Bursar must be informed if the school is to be used outside school hours or by another organisation. All lettings must follow the Lettings Policy

5.20 Security Arrangements/visitors

The Facilities Manager as part of H&S committee 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. All visitors to the School, including contractors, must sign in at Reception, where they will be issued with a visitor's badge. They will be escorted around the school by the person they are here to see.

5.21 First Aid

Staff and pupils can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:

- Co-operate with the School arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situation

5.22 Missing Pupils

Pupils may go missing when in School or when on School trips. This could be for a number of reasons and it is essential that appropriate action is undertaken that identifies and minimises the risks to the pupils. All incidents will be monitored to help address any causes and potential problems. It is essential that each incident is fully investigated to establish cause, and that issues are addressed in such a way as to minimise the likelihood of recurrence

Staff Responsibilities:

- Registers of pupils attendance are maintained for both School and School outings
- All staff are familiar with the arrangements in the event of any missing pupils
- The class teacher or visit leader will enact the School policy in the event pupils going missing
- All staff will comply with the policy arrangements for missing pupils.

5.23 COVID 19

A separate Covid file has been set up for ICS which includes: Covid Policy, Risk Assessment for opening schools, Risk assessment for testing in schools, Transport/cleaning catering Risk assessments, Covid planning for students on site

Premises

6.1 Access/Egress

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the School.

All staff and pupils should

- Follow advice and information given by the School in relation to safe access and egress
- Regularly check that there is sufficient space to move around classrooms and corridors freely and where necessary report any problems
- Report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

6.2 Management of Asbestos

Numerous School and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials. Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Staff members will: -

- Report any damage to the building or building materials to ICS Ltd t/a International Community School immediately
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by ICS Ltd t/a International Community School and are suitably trained
- Follow all information, instruction and training given to prevent injury or ill health.

6.3 Construction Design & Management

For All Projects, H&S committee will

- Ensure that designers and contractors are competent and adequately resourced
- Provide information ('Pre-Construction Information') including site rules and details of site hazards, to those planning or bidding for the work
- Where important information is not available, take reasonable steps to acquire such information including construction drawings, plans, manuals, survey reports and location of utilities
- Ensure that the project is planned and managed suitably for its duration
- Facilitate good communications, cooperation and co-ordination between project members
- Allow sufficient time and resources for the design, planning and construction work to be done properly
- Ensure that adequate welfare facilities are arranged
- Ensure that structures constructed for use as a workplace conform to the requirements of the Workplace (Health and Safety and Welfare) Regulations.

6.4 Doors

All doors within the School will be designed, installed and maintained, so that members of staff, pupils and visitors can utilise them without risk of injury.

Staff will

- Not to chock or wedge fire doors open
- Report any damage to doors, fixings or signs to the maintenance department
- Report any accidents or near misses.

6.5 Light, heating and Ventilation

Facilities H&S 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, 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: 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.

6.6 Work Equipment

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as mini-buses, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc. are also considered to be work equipment.

All staff and pupil's will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the school
- Only use, clean or maintain the equipment that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with the school in the management arrangements for the provision and use of work equipment
- Seek the permission of the school before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities
- Make full and proper use of any personal protective equipment provided by the school

- Inform the employer if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

6.7 Management of Hot and Cold Water Systems

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
- Legionella assessments and monitoring is done regularly and documented
- 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.

6.8 Drainage

Facilities H&S 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.

6.9 Load bearing structures

Facilities H&S 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.

6.10 Resistance to the weather

Facilities H&S 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.

6.11 Washroom Facilities

Facilities H&S 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 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 staff and are accessible
- There is appropriate toileting facilities for our EYFS students

6.12 Medical Room

Facilities H&S ensures 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

6.13 Sound Insulation and Acoustics

Facilities H&S 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.

6.14 Decor

Facilities H&S 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.

6.15 Furniture and Fittings

Facilities H&S 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.

6.16 Flooring

Facilities H&S ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

6.17 Outside Space

Staff H&S 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.

6.18 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.

6.19 Housekeeping

In consultation with the Cleaning Manager's contractual obligations 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

6.20 Transport

In consultation with the Bus transport Manager's contractual obligations The Health and Safety Representative ensures that Buses and transport service provided is reliable, safe and efficiently run by overseeing the work of the contracted Company and monitoring standards of service.