Health & Safety Policy

Date	March 2026
Written By	Business Manager
Approved By	Full Governing Body
Date Approved	16/3/26
Review Date	March 2027

This policy applies to all stakeholders within Ivel Valley School & College & College

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1. Statement of Policy

The Governing Body and **Joe Creswick**, Headteacher of Ivel Valley School & College, will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Ivel Valley School & College will, so far as is reasonably practicable, take steps to meet its responsibilities through the provision and maintenance of:

- plant, equipment and systems of work that are safe and without risks to health;
- arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health;
- information, instruction, training and supervision to enable employees to avoid or manage risks and contribute positively to their own safety and health;
- where under the school's control, a place of work which is safe and without risks to health, and with safe access to and egress from it; and
- a working environment which is safe, without risks to health, and adequate as regards facilities and arrangements for welfare.
- having health and safety policies, procedures and risk assessments which are communicated and accessible, supported by frequent meetings with health and safety as an agenda item; and
- making proportionate and proactive health and safety management an integral part of the school's overall culture and decision-making process.

This policy:

- will be brought to the attention of all members of staff and a reference copy is available on the school's website
- details the school-specific position on the management of health and safety at Ivel Valley School & College, to outline how Ivel Valley School & College fulfils its responsibilities under Central Bedfordshire Council's (CBC) Corporate Health and Safety Policy; and
- will be reviewed annually, or sooner if circumstances require it.

This general health and safety policy was reviewed on **16th March 2026** and comes into operation from this date, replacing all previous versions.

Joe Creswick Head Teacher:

Signed: Dated: 16/3/26

Mark Tripp Chair of Governors:

Signed: Dated: 16/3/26

2. Organisation

As the employer, Central Bedfordshire Council (CBC) has overall accountability for health and safety at Community and Voluntary Controlled schools. At a school level, **Joe Creswick,** as Headteacher, is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

Responsibilities of the Headteacher

Responsibilities of the Headteacher**,** **Joe Creswick**, include:

- co-operating with CBC and the Governing Body to enable this health and safety policy and procedures to be implemented and complied with;
- communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- ensuring effective arrangements are in place to proactively manage health and safety, by conducting and reviewing inspections and risk assessments and implementing required actions;
- reporting to the Governing body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition;
- reporting to CBC any significant risks which cannot be rectified within the school's budget;
- ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision;
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require that a health and safety committee be set up;
- monitoring of purchasing and contracting procedures to ensure that health and safety is included in specifications and contract conditions;
- following all CBC, Ofsted and Department for Education requirements which may have an impact on health and safety; and
- engaging and working with CBC's Assets Team, as corporate landlord to the school's premises, on matters relating to premises health and safety compliance.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to other members of staff. Named responsible people are indicated in the sections in the *'Arrangements'* section of this policy.

Responsibilities of the Governing Body

The Governing Body is responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.

The Resources and Personnel Committee will receive relevant health and safety information, check the implementation of policies and procedures through site monitoring and provide feedback on health and safety matters and identified actions to the Full Governing Body.

The Governing Body will receive regular reports from the Headteacher in order to enable them to provide and prioritise resources for health and safety management.

Where required, the Governing Body will seek advice and support on health and safety matters. CBC's Corporate Health and Safety Team provide competent health and safety advice for Community and Voluntary Controlled schools.

Responsibilities of the Competent Person(s)

Staff who hold relevant health and safety qualifications (e.g. NEBOSH or IOSH) report to the headteacher and are responsible for:

- helping to identify and assess risks;
- implementing control measures;
- providing training and guidance; and
- monitoring ongoing health and safety performance.

Responsibilities of the Senior Leadership Team

Members of the Senior Leadership Team (SLT), will:

- apply the school's health and safety policy to their own area of work;
- ensure that any staff under their control are aware of and follow relevant published health and safety guidance (from school- specific policies and procedures and from relevant sources such as CLEAPSS, AfPE etc);
- ensure that health and safety risk assessments are in place for the activities for which they are responsible and that identified precautions are implemented;
- ensure that appropriate safe working procedures are brought to the attention of all staff and pupils under their control;
- take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher or SLT member of any problems that they are unable to resolve within the resources available to them;
- ensure the provision of sufficient information, instruction, training and supervision to reduce the risks from hazards and enable staff and pupils to contribute positively to their own health and safety; and
- ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported, investigated and where required and reasonably practicable, that actions are taken to prevent recurrence.

Responsibilities of the site team

Members of the site team are responsible for:

- Completing compliance checks e.g. legionella, fire safety, site walks
- Arranging contractors to undertake inspections and servicing
- Following up all remedial actions to ensure equipment, plant and machinery is safe to use and
- Developing risk assessments, procedures, safer systems of work and other H&S documentation
- Supervising cleaning teams and ensuring their adherence to policies and procedures
- Other duties as specified in this policy

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their acts or omissions.

All employees have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- comply with the school's health and safety policy, procedures and risk assessments at all times;
- report all accidents and incidents in line with the reporting procedure;
- co-operate with and support school management on all matters relating to health and safety;
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager or the site team;
- ensure that they only use equipment or machinery that they are competent / have been trained to use;
- observe standards of dress consistent with safety and / or hygiene; and
- make use of all necessary precautions and personal protective equipment provided for safety or health reasons.

Responsibilities of pupils

- Pupils, in accordance with their age and aptitude, are expected to:
- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and / or hygiene;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency; and
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

Competent Person(s)

The following staff members hold a current health and safety qualification and are responsible for managing health and safety in the school

Staff Name	Qualification held	Completed
Guy Lakin	IOSH Managing Safely	4/6/21
Hannah Doran	IOSH Managing H&S in Schools	5/12/24
Megan Brazel	IOSH Managing H&S in Schools	15/11/24

Key Health & Safety staff

The following staff have designated responsibilities in this Health and Safety policy:

Team	Name	Role
Senior Leadership Team	Joe Creswick	Headteacher
	Emily Sidhu	Deputy Headteacher
	Roger Williams	Assistant Headteacher & Deputy Safeguarding Lead
	Ruth Ellison	Assistant Headteacher
	Rachel Kruger	Assistant Headteacher
	Lynn Hawkins	Assistant Headteacher
	Tom Potts	Assistant Headteacher
	Helen Whybrow	Lead Practitioner for Curriculum
	Hannah Doran	Business Manager
Site Team	Dave Green	Site Manager
	Megan Brazel	Deputy Site Manager
	Jonathan Wass	Site Agent
Admin/finance Team	Guy Lakin	Health & Safety Manager
	Clare Neish	HR Manager
	Wendy Presland	Finance/Admin Officer
Other	Nicola Hudson	Office Manager
	Emily Snapes	Family Support Lead & Deputy Safeguarding Lead
	Melissa Critchley	Family Support Worker & Deputy Safeguarding Lead
	Tania Davidson	Teacher & Mental Health Lead

3. Arrangements

In order to fulfil the responsibilities outlined in the *'Organisation'* section of this policy, the following arrangements are defined for Ivel Valley School & College (presented in alphabetical order for ease of reference).

Accident and incident reporting

Related documents:

- *Accident, Incident and Near Miss Guidance (CBC)*

Joe Creswick, as Headteacher, is responsible for:

- The periodic review of local incident reporting arrangements for suitability and to ensure that the requirements of CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure are met;
- Ensuring that all staff are aware of their responsibilities under this policy and CBC's Accident, Incident, Near Miss & Dangerous Occurrences Reporting Policy and Procedure; and
- Liaising with the CBC Corporate Health & Safety Team (CHST) to ensure incidences are reported to the Health & Safety Executive (HSE); under the terms of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) Act 2013; and
- ensuring that all staff are aware of their responsibilities for contacting parents for all pupil injuries.

Guy Lakin, as Health & Safety Manager **or Hannah Doran,** as Business Manager, are responsible for:

- reviewing all incident reports that resulted in an injury or illness to someone (or was a near-miss);
- ensuring that incidents are reported on AssessNET where required, (i.e. one where the injured / affected person has required transportation to hospital / professional medical treatment / time away from work or on amended duties, or which had the potential to cause significant harm or loss but did not) including calling the CBC CHST immediately upon notification that a significant incident has occurred;
- ensuring that suitable and sufficient investigations are carried out following all incidents and that all reasonable actions are taken to prevent recurrence of similar incidents; and
- liaising with and providing any information as is required by the CBC CHST.

All staff are responsible for:

- ensuring that they report all incidents on CPOMS without delay and in any event on the day the incident occurred;
- assisting the investigation of incidents which occur within their area of work to provide comprehensive information on the incident form they submit and taking all reasonable immediate and longer-term actions as required to prevent recurrence of a similar incident; and
- providing to **Guy Lakin or Hannah Doran,** as soon as possible, a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed.

After-school and holiday clubs and activities

Connor Upton, as After School Club leader, (and anyone else who leads After School and Holiday Clubs) has the duty to:

- Complete relevant risk assessments for any activities where there are potential hazards;
- Comply with all the School's safeguarding and health and safety related policies mentioned in this document; and
- Ensure staffing is adequate and that they are appropriately trained and supervised.

Asbestos

Related documents:

- *Asbestos Management Surveys and Asbestos Registers*
- *Asbestos Management Plans*
- *Asbestos guidance (CBC)*

Joe Creswick and **Hannah Doran**, have the duty to:

- ensure that the school's Asbestos Management Plan is kept up to date and that the risks from asbestos present are managed;
- understand the requirements for the management of asbestos in schools, as defined by the Department for Education and by Central Bedfordshire Council (CBC);
- appoint sufficient numbers of staff to act as 'asbestos co-ordinators';
- ensure that asbestos co-ordinators:
    - attend training provided by CBC on how to manage asbestos within the school;
    - use the Asbestos Management Plan information to verify whether activities such as maintenance works may proceed safely and to set rules for staff or contractors based on the risks from asbestos;
    - ensure that a record is kept which demonstrates that those conducting activities which may disturb asbestos have been made aware of the risks (permit to work record); and
    - conduct a six-monthly (or frequency as specified in the Asbestos Management Plan) visual check of the condition of known asbestos identified within the Asbestos Management Plan and record this appropriately;
- ensure that all staff understand the risks associated with asbestos and that they do not disturb it (e.g. first ensuring it safe to pin items to walls or ceilings);
- ensure that in the event of any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors), that the area is immediately isolated and the Asbestos Management Plan checked to verify whether asbestos may have been disturbed.
- to contact CBC's Assets Team and/or the Asbestos Co-ordinator (see contact details below) immediately in the event of concerns;
- ensure that CBC's Assets Team and/or the Asbestos Co-ordinator (see contact details below) is contacted in advance of any works which may disturb asbestos (e.g. building works), where the Asbestos Management Plan does not provide absolute certainty that no asbestos is present on or within structures to be changed; and
- commission any required asbestos surveys through CBC's Assets Team (which will also ensure that the Asbestos Management Plan and other records are updated as part of the process).

The asbestos co-ordinators at Ivel Valley School & College are:

- **Joe Creswick (headteacher)**
- **Hannah Doran (business manager)**
- **Guy Lakin (H&S manager)**
- **Dave Green (site)**
- **Megan Brazel (site)**
- **Jonathan Wass (site)**

All staff are responsible for reporting without delay to an asbestos co-ordinator (shown above) any accidental damage to the building fabric (e.g. damage to ceilings, walls, floors).

All questions about asbestos or if there is any risk from disturbing asbestos should be referred to the CBC Assets Team.

The CBC asbestos team can be contacted by emailing asbestos@centralbedfordshire.gov.uk or for urgent help the Assets helpdesk should be contacted by emailing AssetsHelp@centralbedfordshire.gov.uk or phoning 0300 300 5960.

Behaviour management and bullying

Related documents:

- *Anti-bullying Policy*
- *Behaviour Principles Written Statement*
- *Behaviour Policy*
- *Positive Handling Policy*

Tom Potts, Lead Practitioner, is the lead for behaviour management.

A Positive Behaviour Support approach is used, with the following principles:

1. All behaviours happen for a reason and it is our responsibility to ensure the needs of the pupils are met.
2. The PBS approach is data led and enables us to identify potential causes or triggers of behaviours of challenge or concern.
3. The assessment, development and implementation of PBS plans are carried out in partnership with our pupils and all those involved with them.
4. The strategies developed are designed to increase quality of life for the individual and teach skills to replace behaviours of concern.
5. We have an Assistant Head with responsibility for PBS who will work in partnership to provide training, support and guidance to ensure consistent implementation.
6. We have a team of PBS staff who can support classes with specific behaviour challenges
7. PBS plans will be monitored, evaluated and where necessary changed to support the individual's needs.

All classroom-based staff are trained in Team Teach, which is an accredited provider of positive behaviour management training, equipping individuals and teams to deal with challenging situations and behaviours in ways that lead to desirable outcomes and positive relationships. A number of our staff are accredited Team Teach tutors, meaning that after initial training, there is constant ongoing support available. **Joe Creswick, Roger Williams and Tom Potts** are responsible for the Team Teach training programme.

Building works

Related documents:

- *Schools Notifiable Projects Procedure (CBC)*

When making alterations to the premises, **Joe Creswick** is responsible for ensuring that alterations are designed, arranged and carried out in compliance with the Construction, Design and Management Regulations 2015. As part of this management, **Joe Creswick** or **Hannah Doran** will ensure that:

- works requiring notification to CBC under the School Notifiable Projects process, are duly notified and approved **before** work commences;
- statutory consents are sought as required for planning and building control;
- alterations are competently designed to ensure compliance with legislation including the Building Regulations, the Workplace (Health, Safety and Welfare) Regulations, and the Regulatory Reform (Fire Safety Order); and
- relevant sections within this policy, including those on Asbestos and Contractors, are complied with.

The duties required to manage such works may be delegated to other Ivel Valley School & College staff but at all times **Joe Creswick** is responsible for monitoring and ensuring that actions taken fulfil the above requirements.

Cleaning

Cleaning is carried out by in-house staff who are supervised by **Site Managers/Agents.**

All staff are expected to immediately resolve small spills of known low-risk contamination such as spilt food or drink, to reduce the immediate risk from slips, trips and falls.

Spills of hazardous substances such as body fluids or chemicals must be cordoned off and assistance obtained from the **Site Managers/Agents**.

Risk assessments and working procedures for cleaning are in place and regularly updated.

Cleaners (and others fulfilling cleaning roles) should receive appropriate information, instruction, training and supervision to ensure that activities are carried out safely in line with the arrangements detailed in this policy.

Contractors

Related documents:

- *Managing Contractors Guidance (CBC)*
- *Contractors checklist*

Joe Creswick, Guy Lakin and/or **Hannah Doran** is responsible for managing the selection of contractors, to ensure that:

- contractors are competent to carry out the works required;
- risk assessments and method statements covering the extent of the works to be carried out are suitable and sufficient;

- checks for the presence of asbestos are made and appropriate action is taken where asbestos may be disturbed; and
- appropriate planning, update and monitoring meetings are held as required (e.g. pre-start planning meetings, updates during works and post-works review).

Joe Creswick is responsible for reviewing possible contracts and providing final authorisation to proceed for contracts between £5000 and £15000. For contracts above £15000 the **Governing Body** are required to provide approval.

Hannah Doran, Guy Lakin and the **Site Managers/Agents** are responsible for the management of contractors on site, to ensure that:

- contractors sign in and are given an induction on site arrangements (e.g. fire and evacuation, welfare, first aid, smoking, security, safeguarding etc.);
- their DBS status is checked and/or they are appropriately escorted while on the premises;
- planned works are reviewed before commencing on each working day and a Permit To Work (PTW) is issued for the specific works planned that day where appropriate;
- contractors are periodically monitored to ensure that they are working safely and abiding by the pre-agreed safe working methods; and
- unsafe working is challenged and works stopped if required.

All staff are authorised and empowered to challenge contractors and demand that works cease where they believe work is being carried out unsafely. In such circumstances, they must report this to the above responsible officers for action.

Display Screen Equipment (DSE)

Related documents:

- *Display Screen Equipment Guidance (CBC)*

'DSE users' are staff whose job role requires that they use such equipment:

- for continuous or near-continuous spells of an hour or more at a time; and
- on most working days; and
- transferring information quickly; and
- requires high levels of attention and concentration; or are highly dependent on DSE / have little choice in using it; or need special training or skills to use it.

A Risk Assessment self-assessment must be regularly undertaken by all DSE users to identify work practices that may be contributing to eye strain, musculoskeletal problems or any other issues while sitting at a workstation, such as not taking sufficient 'screen breaks', monitor settings and the working environment. These are reviewed by a competent and qualified assessor so that appropriate actions can be followed up.

Any member of staff classed as a DSE user is entitled to receive a free DSE eye test paid for by the School. The usual cycle of eye tests paid for is every two years but within the two-year period DSE users may request a DSE eye test if they experience visual fatigue or discomfort that they consider relates to their use of DSE at work.

The **Headteacher, Health & Safety Manager, HR Manager** or **Business Manager** should email hr_records@centralbedfordshire.gov.uk to request an eye care voucher confirming that the cost of the eye test will be covered.

If the test leads to a prescription for spectacles which is related solely to DSE use, then a basic pair of DSE single-vision spectacles will be provided from the Specsavers £50 range, or an equivalent value contribution made towards a more expensive pair if that is preferred. Where the optician has advised that 'special' spectacles (e.g. bifocal or varifocal) are needed for DSE work, the e-voucher will be used to pay for the eye test only and you will be required to pay for the full cost of the bifocal/varifocal spectacles.

Guy Lakin or Hannah Doran is responsible for:

- identifying employees who classify as 'DSE User';
- ensuring that DSE Users have an up to date DSE Assessment;
- providing appropriate information on DSE set up and assisting DSE Users to set up their DSE as required;
- sourcing and providing equipment; and
- providing information to staff about getting an eye test.

Dress code

Related documents:

- *Dress Code section in Staff Handbook*

Joe Creswick is responsible for the school's dress code guidance, which is incorporated into the Ivel Valley School & College Staff Handbook and includes consideration of the standards of safety and / or hygiene required for school activities.

Educational Visits and Journeys (EVJs)

Related documents:

- *Educational Visits Policy*

The school's Educational Visits Co-ordinators (EVC) are **Roger Williams** and **Nicola Hudson.**

Ivel Valley School & College directly follows the CBC procedure for the safe management of EVJs, using EVOLVE, which is monitored by CBC's Children's Services department (and which will review and approve more complex EVJs).

All EVJs submitted on EVOLVE are reviewed and approved by **Joe Creswick**.

Emergency and Business Continuity Planning

Related documents:

- *Emergency and Business Continuity Plan*
- *Lockdown Procedures*

As Headteacher, **Joe Creswick** is responsible for ensuring the Ivel Valley School & College Emergency and Business Continuity Plan (including related procedures e.g. fire evacuation and lockdown) is written and maintained and reviewed regularly for continued accuracy and sufficiency.

The lockdown procedure should be tested at each site at least annually.

Fire prevention, evacuation and other emergency arrangements

Related documents:

- *Fire Safety Policy and Procedures*
- *Fire Evacuation Procedures*
- *Fire Risk Assessments*

Ivel Valley School & College and its board of governors are committed to good fire safety management in order to maintain the safety of employees, contractors, pupils, the general public and anyone else affected by the activities of the school.

Joe Creswick, Guy Lakin and **Hannah Doran** are responsible for ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005 by acting responsibly and taking our fire safety duties seriously in order to protect pupils, school personnel and visitors to school. This includes ensuring that:

- Fire risk assessments are completed and reviewed regularly and that all actions are addressed in a timely manner;
- there are adequate number of trained fire wardens at all sites;
- all staff are given adequate induction and refresher training relating to fire safety;
- there are adequate policies and procedures for fire safety management including evacuation;
- there are termly fire drills at both sites; and
- there is regular, documented, testing and inspection in accordance with the policy and procedures.

Site Managers/Agents are responsible for all inspections and checks relating to fire safety and for the maintenance of all fire safety equipment.

Fire Wardens are responsible for managing an evacuation and dealing with the cause of the alarm activation and any further action that is required.

All staff are responsible for setting off the fire alarm if a fire is suspected, ensuring fire exits are kept clear, and following evacuation procedures.

First aid

Related documents:

- *First Aid Policy*
- *First Aid Guidance (CBC)*
- *First Aid Risk Assessment*

Both sites must have an appropriate number of first aiders, which is determined by a risk assessment. There are four levels of first aiders across the school:

- First aid at work (certificated national qualification)
- Emergency first aid at work (certificated national qualification)
- Paediatric first aid (certificated national qualification)
- First aid for schools (uncertificated course)

Guy Lakin and **Hannah Doran**, are responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits and AEDs; and
- re-stocking first aid equipment as required.

The names of first aiders and paediatric first aiders are displayed on the staff website. Whilst Ivel Valley School & College is only obliged to provide first aid assistance to employees and pupils (within the scope of Department for Education requirements), first aid will be provided to other persons present on the school site (such as parents and contractors) where possible, appropriate and in line with first aiders' training.

First aid kits are located at strategic locations around school buildings, in most classrooms and in minibuses.

The Special School Nursing Team are on site regularly and can be called upon in emergencies and to provide guidance and advice on health-related matters.

Automatic External Defibrillators (AEDs) are available in Reception areas on both the School and College Sites and in the finance room at the School Site.

Food safety

Related documents:

- *Catering Food Safety Manual*
- *Risk assessments*

Catering is provided in-house at both the school and college sites and is regularly inspected by the CBC Environmental Health Food Safety Team.

Guy Lakin and **Hannah Doran** is responsible for monitoring for quality and compliance with the School's Food Safety Manual and ensuring all catering staff receive adequate training.

All kitchen staff are responsible for complying with the Food Safety Manual at all times. The **Kitchen Managers** are responsible for the supervision of the catering team and ensuring high levels of food hygiene by staff.

Class teachers are responsible for food safety arrangements within curriculum food technology areas and completing food safety training and requesting food safety training for any other relevant staff.

Grounds maintenance

Site Managers/Agents are responsible for inspecting the grounds daily to identify any health and safety hazards and to take the necessary remedial action.

A grounds maintenance contractor (currently Riley's Grounds Maintenance) is responsible for all routine grounds management e.g. mowing, hedges, shrubs, leaf clearance, sports pitch marking.

Hannah Doran is responsible for management of the contract, including monitoring for quality and compliance with health and safety standards.

Hannah Doran is responsible for ensuring that formal tree surveys are conducted by a competent arboriculturist on a minimum 3-yearly basis (frequency may increase based on the competent arboriculturist's advice) and that any remedial actions are tracked through to completion within the recommended timescale.

Hazardous substances

Related documents:

- *Hazardous Substances (COSHH) Guidance (CBC)*

Megan Brazel is responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place, including:

- maintenance of hazardous substance inventories;
- obtaining Safety Data Sheets for purchased products;
- production and maintenance of detailed 'COSHH' Assessments for substances posing more significant risk (purchased products and those encountered naturally or because of a work process such as wood dust);
- ensuring that staff only use or handle substances where appropriate to do so and in line with assessments (including provision of appropriate information, instruction, supervision, training and protective equipment);
- ensuring that First Aid arrangements are updated in line with findings of COSHH Assessments;
- regularly checking that classrooms and other areas used by pupils only have approved substances and that these are stored appropriately; and
- arranging COSHH Assessment training for those required to assess risks.

All staff are responsible for ensuring that they do not purchase or bring in any chemicals that have not been approved for use by the school or by particular members of staff unless this has been checked with **Megan Brazel**.

Health and safety information and training

The arrangements in this policy will only be possible where relevant health and safety information is communicated and discussed, and where staff are provided with enough instruction, training and supervision for the work they do.

Joe Creswick is responsible for ensuring that meetings of SLT, the Governing Body and other staff meetings include a specific agenda item on health and safety and that relevant information is discussed on those agendas.

Emily Sidhu is responsible for maintaining the Ivel Valley School & College assessment of most training needs, for the maintenance of training records and for the content of the staff induction.

Guy Lakin and **Hannah Doran** are responsible for identifying the need for and arranging most health and safety-specific training and the availability of content on staff notice boards and other direct staff communication methods.

All staff are responsible for ensuring that they:

- act on health and safety information appropriately;
- participate in health and safety initiatives;
- work in line with their training and competency level; and
- raise without delay any health and safety concerns to their immediate manager or other member of the management team.

Health and safety monitoring and inspections

The arrangements in this policy will be monitored as follows:

- Daily, weekly and monthly site inspections, to check for hazards and condition of equipment are carried out by the **Site Managers/Agents.**
- Regular site inspections, covering a wider and more detailed look at premises-related health and safety management are carried out by **Hannah Doran** with other staff or Governors as appropriate. The inspection records are shared with the Governing Body (Resources and Personnel Committee)

Joe Creswick is responsible for:

- monitoring that inspections are being carried out consistently and issues resolved;
- ensuring that actions arising are dealt within appropriate timescales; and

Ivel Valley School & College is subject to periodic monitoring by the CBC Corporate Health and Safety Team of operational health and safety arrangements and CBC Assets Team for property-related health and safety arrangements; monitoring frequency varies according to statutory requirements and on a risk-based approach.

Health and wellbeing (staff)

Related documents:

- *Infection Control Guidance (CBC)*
- *Mental Wellbeing & Stress Guidance (CBC)*

As the Headteacher, **Joe Creswick** is responsible for staff health and wellbeing. Joe Creswick is supported by the Wellbeing Improvement Team who meet regularly to implement wellbeing initiatives across the school. Having a healthy work-life balance is essential for wellbeing and being able to undertake their role effectively.

Tania Davidson is the Mental Health Lead and there is a team of Mental Health First Aiders are also available to support staff with their mental health and signpost them to other help and information.

Clare Neish is the HR Manager and she works closely with staff to support them in improving and maintaining a good attendance record and supporting staff to return to work after long periods of absence.

An Occupational Health Service and Employee Assistance Programme are provided through Bedfordshire Borough Council. Occupational Health will be engaged where required in line with the school's health and attendance policies. **Hannah Doran**, is responsible for contract review and performance management of the Occupational Health contract.

The school has signed up to an Employee Assistance Programme with Optima Health (formerly known as Care First) that provides support for all staff. This includes a new counselling service for issues such as stress, anxiety and bereavement and there is practical support with financial issues, housing problems and other issues.

The confidential helpline for everyone is available on 0800 174 319 - 24 hours a day. There is also a website which has lots of resources and useful information. This can be accessed at www.carefirst-lifestyle.co.uk

- Username: bedfordsch01
- Password: teacher1234

Infection Control

Related documents

- *Department for Education health protection guidance*

Joe Creswick is responsible for ensuring that infection control procedures are in place across the school, in relation to matters such as administration of medicine, personal care, risk from behaviour of pupils and other such work-related activities which may pose foreseeable risk of infection.

Joe Creswick is also responsible for ensuring procedures are in place to reduce the risk of spread of naturally occurring illnesses which are not school-focused but are easily spread where there are lots of people e.g. colds, flu, Norovirus, Scarlet Fever, Chicken Pox and Coronavirus.

The Department for Education has published guidance on infection control measures. These guidelines aim to provide information for staff about managing a range of common and important childhood infections in school settings and can help and direct staff about where and when to seek further advice.

https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

When pupils are suffering from infectious diseases they should be excluded from school on medical grounds for the minimum period recommended. Formal exclusion of pupils from school on medical grounds is enforceable by the

Headteacher only, acting on behalf of the governors. There is an exclusions table that sets out the period of exclusion for each infectious disease.

Legionella management

Related documents

- *School Legionella Guidance (CBC)*

Guy Lakin and **Hannah Doran** has overall responsibility for ensuring that:

- water risk assessment(s) is/are in place for Ivel Valley School & College and that these are reviewed at least every two years and in the event of any change or incident relating to the site/sites' water systems;
- the findings of water risk assessment(s) are acted upon within the recommended timescales;
- the requirements for temperature monitoring, flushing and descaling identified within risk assessments are translated to operational monitoring schedules and maintained within a Legionella monitoring folder;
- equipment and substances required for carrying out monitoring and water hygiene activities are provided and maintained;
- staff carrying out Legionella risk management activities are provided with appropriate information, instruction, training and supervision to perform these tasks competently; and
- sufficient staff are appointed and trained to carry out monitoring and water hygiene activities, to ensure that schedules are maintained.

All **Site Managers/Agents** are the operational leads for monitoring and water hygiene activities on-site, in line with the requirements of the water risk assessment, and for maintaining the Legionella management folder.

Lettings

Ivel Valley School & College premises are sometimes used by organisations out of school hours, including holidays and weekends.

Hannah Doran is responsible for:

- management arrangements, including hirer monitoring;
- communication of health and safety arrangements, including the premises emergency arrangements (e.g. fire action and alarm handling, first aid, asbestos control, etc); and

Site Managers/Agents are responsible for day to day arrangements regarding security and unlocking/locking up and being a contact for those on site.

Lone working

Related documents:

- *Lone Working Guidance (CBC)*
- *Lone Working Policy*

- *Lone Working Risk Assessments*

A lone worker is an individual who spends some or all of their working hours working alone (or only with pupils/students) where they are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

This may occur:

- during normal working hours where staff, in the course of their duties, work alone either in the school or any other isolated location within the school grounds or buildings
- during normal working hours where staff, in the course of their duties, are supervising pupils in the school or any other isolated location where there are no other staff present
- when working outside school hours (these are deemed to be from between 08:30 to 4pm, Monday to Friday during term time) e.g. cleaners, site staff, all-year workers
- Those carrying out duties off-site – e.g. visits to pupils' homes, trips, events etc.

It is the responsibility of the **manager of the lone worker** to reduce the risk by:

- Ensuring that the staff member is suitable to be left working alone and is adequately trained;
- Ensuring that risk assessments have been completed and communicated to the individual;
- Providing safe systems of work/procedures for relevant staff/duties; and
- Arranging appropriate site security and equipment.

All staff have a duty of care for themselves and anyone else who could be affected by their actions if they are lone working. Therefore, they have a responsibility to ensure that they are aware of the risks of different activities or supervising specific pupils and how to mitigate them. They should follow all procedures in place and do not put themselves or others in unnecessary potential danger. They also have a responsibility to be aware of colleagues who may be lone working and be ready to provide support or escalate any concerns.

Manual handling

Related documents:

- *Manual Handling Policy*
- *Manual Handling Guidance (CBC)*

The term manual handling relates to the moving of loads either by lifting, lowering, carrying, pushing or pulling.

The basic principles applied to manual handling tasks are to:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Due to the school having pupils/students with limited mobility or in wheelchairs there is a need for moving and handling of people throughout the day. **Moving and Handling Co-ordinators** are responsible for the identification of

training needs and provision of specific handling training for handling of people. They are also responsible for identifying equipment required to assist with the safe moving and handling of people.

Guy Lakin and **Site Managers/Agents** are responsible for identification of training needs and provision of specific training for all other manual handling (not moving/handling people).

Site Managers/Agents are responsible for ensuring all moving and handling equipment is inspected and maintained in accordance with relevant legislation.

All staff are responsible for checking all moving and handling equipment prior to use and following all procedures and safe systems of work to reduce the risk to themselves and others.

Medication and medical conditions (including allergies)

Related documents:

- *Supporting Children with Medical Conditions Policy*
- *Allergies and Anaphylaxis Policy*

Ivel Valley School & College educates many pupils who have medical conditions. Some pupils require daily treatment and care from education or NHS staff. This can include the administration of medication. Administration of medicines by any member of staff is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided for any member of staff who has volunteered and accepted this role so that they are familiar with all administration of medication procedures. Any member of staff who administers medication must follow the policy and procedure at all times.

Ivel Valley School & College applies the management approaches outlined in the Department for Education's guidance: https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

Qualified nurses (provided through the NHS) are sometimes on site during the school day but are also available during the day by phone to advise and support the management and administration of medication and medical conditions.

First aiders are available to support staff, pupils and visitors if there is a medical incident.

Noise and vibration

Related documents:

- *Control of Noise Guidance (CBC)*

Site Managers/Agents are responsible for noise and vibration management arrangements for maintenance activities, for cleaning and generally across the site.

Class teachers are responsible for assessing any significant noise and vibration risks which may arise from general curriculum activities, and for ensuring that appropriate precautions are taken.

Guy Lakin, Hannah Doran and **Site Managers/Agents,** as the members of staff with responsibility for contractor selection and management are responsible for ensuring that contractor works, are assessed for noise and vibration risks and that appropriate precautions are taken.

No location within school premises has been found to require designation as a hearing protection area.

Personal Protective Equipment (PPE)

Related documents:

- *Dress Code in the Staff Handbook*
- *Specific risk assessments for hazardous activities*

Where identified as required by a risk assessment, PPE will be provided free-of charge to those requiring it.

All staff and **pupils** must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

Personal safety: violence and aggression

Related documents:

- *Anti-bullying Policy*
- *Behaviour Principles Written Statement*
- *School Behaviour Policy*
- *Positive Handling Policy*
- *School Emergency and Business Continuity Plan including the Lockdown Procedures*

Violence and aggression risk may come from intruders to site, angry parents / carers or pupils, as well as people out in the community when conducting off-site visits.

All staff are responsible for ensuring that they report all violence and aggression incidents in line with the *'Accident and incident reporting'* section of this policy.

Staff working with pupils who may demonstrate challenging behaviour are provided with Team Teach training. Care and support plans for such pupils identify the risks, triggers and de-escalation actions to take.

The Lockdown Procedure details the action taken where there is a risk of violence or aggression to anyone on site by anyone other than pupils.

Risk assessments

As required by the Management of Health and Safety at Work Regulations, Ivel Valley School & College will document its assessments of health and safety risk and ensure that they are implemented and reviewed. The method of documentation of risk assessment can take many forms and does not necessitate the creation of additional paperwork. As such, risk assessment will be documented in a format which is appropriate to the activity involved.

This may include, for example:

- risk assessments relating to pupils with specific care / other needs being documented as part of care and support plans;

- risk assessments relating to curriculum activities being incorporated as part of lesson plans;
- risk assessments relating to staff ill health being incorporated into return to work documentation; and
- more 'traditional' format risk assessments for general work activities.

The following list shows all statutory risk assessments that must be completed by the school:

- Asbestos
- Children being drawn into terrorism (Prevent duty)
- Display screen equipment
- Fire
- Lone working
- Manual handling
- Stress
- Substances hazardous to health
- Work at height
- Workers under 18
- Pregnancy – regularly reviewing throughout the pregnancy

In addition to the statutory risk assessments there should be risk assessments for any potentially hazardous activity. Staff in charge of activities are responsible for ensuring that the risks associated with the activities under their control are adequately assessed and the results communicated and implemented by those for whom it is relevant.

In all cases, risk assessments must be reviewed by the date specified on the risk assessment or sooner if determined necessary or if there is an incident or change in circumstances which might affect the validity of the original assessment.

Guy Lakin and **Hannah Doran** are responsible for:

- Compiling a risk assessment register so that risk assessments are completed and reviewed as required;
- Ensuring staff are aware of the need for risk assessments for any potentially hazardous activities including the completion of all actions required to mitigate the risks identified;
- Writing and reviewing risk assessments or providing advice and support to those who are writing them;
- Making sure risk assessments are readily accessible to all those who need to read them; and
- Advising on when an activity should not go ahead due to the risks not being mitigated to an acceptable level.

The **senior leadership team** is responsible for continually raising awareness to staff of their responsibilities relating to writing, reviewing or reading risk assessments for all potentially hazardous activities.

Safeguarding

Related documents:

- *Safeguarding & Child Protection Policy*
- *Keeping Children Safe in Education (published annually by Department for Education)*
- *Whistleblowing Policy*
- *Confidentiality Policy*

The specific arrangements for safeguarding and child protection are outlined within the Ivel Valley School & College Safeguarding and Child Protection Policy.

Emily Sidhu is the Designated Safeguarding Lead. **Emily Snapes, Melissa Critchley** and **Roger Williams** are the deputy safeguarding leads.

Security and visitor management

Related documents:

- *Security Policy*
- *School Emergency and Business Continuity Plan*

Perimeter fencing / borders provide access barriers to the site grounds. **Site Managers/Agents** monitor perimeter security as part of their daily site inspections and are responsible for unlocking and locking the site at the start / end of each day.

Key holders are:

- Joe Creswick
- Hannah Doran
- All Site Managers/Agents
- Roger Williams – College only
- Lynn Hawkins – College only
- Guy Lakin – School only
- Neil Bridgewater (ICT Manager)
- Specific cleaners

Access control systems are in place at main entrances to each building and are currently managed by South East Security and an out of hours response is provided by Alpha One Security.

Office staff under the supervision of **Nicola Hudson** are responsible for issuing security fobs to authorised staff and regular visitors to the site.

All visitors are required to sign in, wear a visitor badge and be accompanied. Visitors will only be permitted unsupervised access whilst pupils are on site where DBS checks have been confirmed and are considered acceptable.

The Ivel Valley School & College Emergency and Business Continuity Plan incorporates a lockdown procedure for use in the event of an intruder.

All staff are responsible for ensuring that gates and doors are appropriately locked/closed and that they are not tailgated through security doors by unauthorised persons, and for challenging (if safe and appropriate) or reporting concerns about unauthorised access.

Severe weather

Joe Creswick and **Nicola Hudson** are responsible for ensuring that a severe weather plan is in place for the school. This is created in line with CBC guidance on coping with severe weather, which is provided on the Schools Portal.

Joe Creswick, as Headteacher, is ultimately responsible for deciding whether school site(s) are closed as a result of severe weather conditions.

Shared working (where buildings are shared with other organisations)

There are currently no other occupants of Ivel Valley buildings.

Site maintenance

Guy Lakin, Hannah Doran with the **Site Managers/Agents** co-ordinate site maintenance for all sites.

Basic site maintenance activities are carried out by the **Site Managers/Agents** directly (in line with their training, qualifications and experience) and more specialist requirements are carried out by contractors, who will be commissioned by **Hannah Doran** or the **Site Managers/Agents**.

All staff:

- must not attempt any site maintenance activities on their own. All faults and alterations must be recorded on Parago/Civica and for urgent jobs, staff may contact the **Site Managers/Agents** directly; and
- may contact **Hannah Doran** or a member of the Senior Leadership Team in relation to any job requiring urgent attention when the **Site Manager/Agent** is not available.

Through the CBC Property Buy Back service, Ivel Valley School & College has access to a 24/7 helpline, providing assessment of issues requiring urgent attention by a property professional, recommended solutions and costs, sourcing an approved, competent contractor and administering the contract to deliver the work. The number to call in such circumstances is 0300 300 5960.

Smoking

Related documents:

- *Staff Handbook*
- *Smoking & Vaping Policy*

Smoking (including the use of electronic cigarettes/vapes) is not permitted anywhere within Ivel Valley School & College buildings, grounds and vehicles.

Staff using their own vehicles for business-related travel must not smoke or vape whilst doing so, to ensure safety whilst driving and to protect any passengers from the by-products of smoking or vaping.

Joe Creswick is responsible for ensuring that Ivel Valley School & College buildings clearly display appropriate smoke free signage at entrance points, and that Ivel Valley School & College vehicles clearly display signage which is visible from all seats.

Supervision

Pupil supervision ratios are determined by the Education, Health and Care Plans of the pupils.

All staff have a designated line manager or supervisor, who is responsible for supervising staff activities and performance along with learning and development (see also the *'Health and safety information and training'* section of this policy).

Swimming

Swimming activities carried out in facilities managed and maintained by other operators are managed as Educational Visits and Journeys (see the *'Educational Visits and Journeys (EVJs)'* section of this policy). As part of this, **Roger Williams**, as Educational Visits Co-ordinators (EVC), is responsible for ensuring that external providers' Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs) are obtained, verified as suitable and sufficient, and that activities are conducted in line with providers' instructions on supervision and safety.

Vehicles & Driving

Related documents:

- *Vehicles and Driving Policy*

Ivel Valley School & College staff may be required to conduct driving activities for work purposes. Work-related driving can be defined as *"any work-related journey other than the normal commute to / from your normal place of work, regardless of vehicle type or ownership, payment terms and time at which the journey takes place"*.

As such, work-related driving in as defined by this policy includes all journeys:

- made using school owned / managed vehicles; and
- made for work purposes using personally-owned / leased vehicles (except for the employee's commute between home and their *normal* school work location).

When carrying out work-related driving, the vehicle becomes the workplace. As such Ivel Valley School & College has a duty to ensure that employees and others are protected from harm which may arise from the condition of their workplace or the activities that they carry out.

All staff are also required to ensure that they consider their fitness to drive (or cycle) and that they conduct pre-use checks and on the vehicles they drive, in line with the requirements of the Highway Code.

School owned/managed vehicles

Ivel Valley School & College operates four vehicles, all of which are owned by the school.

Dave Green (site manager) is responsible for ensuring that vehicles:

- are subject to regular servicing and MOTs, with passenger tail lifts inspected 6-monthly;
- are subject to pre-use checks for roadworthiness;
- have regular safety inspections – by staff and external contractor

Nicola Hudson is responsible for:

- ensuring vehicles are taxed
- ensuring blue badges are available

Minibuses are only driven by those who possess a valid training certificate relating to the safe operation of minibuses.

All staff who drive school vehicles are required to immediately declare any driving licence changes (e.g. penalty points, restrictions placed upon them by DVLA).

Wendy Presland is responsible for:

- checking that members of staff have the appropriate full (not provisional) driving licence (including a licence which includes category D1 where the member of staff is to drive specific minibuses);
- Maintaining records of driver training
- Arranging refresher courses prior to qualification expiry dates

Non-school vehicles

The school's vehicle insurance includes occasional cover for drivers driving their own vehicle for work purposes. Anyone driving under this policy and/or claiming mileage expenses must be able to provide evidence of the following when requested:

- their competency to drive school or personally owned vehicles (through their driver's licence);
- their vehicle is taxed;
- the roadworthiness of their own vehicle(s) used for work-related journeys (through an MOT certificate (if required);
- their business level insurance cover for their personally owned vehicles(s) used for work-related journeys or be covered by the vehicle insurance arranged by the school (for occasional/unforeseen journeys where the individual does not have business cover);
- Justification for why they used their own vehicle rather than using a school vehicle when transporting pupils or other members of staff – this should only be when the journey was absolutely necessary and there was no vehicle and/or driver available or for another exceptional reason agreed with the SLT.

Volunteering

Persons volunteering in support of Ivel Valley School & College activities are subject to safer recruitment processes in line with the Ivel Valley School & College Safeguarding and Child Protection Policy.

Volunteers are managed in line with school policies and procedures for paid staff. Risk assessments may be required, depending on the individual and/or activity.

Nicola Hudson and Clare Neish are responsible for organising all checks prior to them starting and **Guy Lakin** is responsible for writing or reviewing relevant risk assessments.

Waste management

Appropriate provision is made for the disposal of waste types generated by Ivel Valley School & College activities and all staff are required to ensure that waste is disposed of in the appropriate way. In particular, containers of offensive or hazardous substances must be disposed of in line with waste management regulations.

Items awaiting disposal must at all times be stored appropriately and never in a way which may restrict or obstruct free movement, access, egress or cause a fire hazard.

Site Managers/Agents are responsible for the management of waste contracts and ensuring that:

- waste is being collected in accordance with the schedule specified in the contracts
- appropriate Duty of Care Waste Transfer Notes are completed and kept on file for a minimum of two years.

Working at height

Related documents:

- *Working at Height Guidance (based on CBC guidance)*
- *Working at Height Risk Assessments*

Falls from height are a common cause of injuries at work, often where the work at height is of short duration and from 'low' heights of less than two metres. Common causes of accidents when working at height include:

- overreaching or over balancing;
- climbing with loads;
- using inappropriate equipment to access areas / carry out work at height (e.g. desks, chairs, etc.);
- not ensuring that work at height access equipment is securely fixed in place;
- placing access equipment on unsuitable surfaces;
- falls from roofs with unprotected edges; and
- falls through fragile materials (e.g. skylights).

Ivel Valley School & College is committed to carrying out its duties under the Work at Height Regulations to ensure, so far as is reasonably practicable, the safety of staff, pupils and visitors carrying out or (being in the vicinity of those carrying out) work at height activities.

Work at height must always be avoided unless it is not reasonably practicable to do otherwise; if work from height cannot be avoided, the risks associated with it must be assessed before proceeding.

Risks from contractor work at height activities are assessed and managed in line with the *'Contractors'* section of this policy.

Joe Creswick, Hannah Doran or Guy Lakin is responsible for:

- ensuring that appropriate systems are in place to safeguard all those who might be harmed by work at height;
- ensuring that managers and staff are made aware of the arrangements and requirements for working at height;
- ensuring that all those members of staff involved in undertaking higher risk work at height **and / or** planning, organising or supervising work at height **and / or** inspecting work at height access equipment have received appropriate formal training; and
- authorising higher risk work at height activities before they may proceed.

Dave Green and **Megan Brazel** as the school's lead competent people trained in ladder use / inspection and working from height, are responsible for ensuring that:

- all work at height is properly planned, organised and supervised;
- the use of access equipment is controlled by the school's competent persons for working at height;
- all those involved in work at height are competent to do so;

- the risks from working at height are assessed and appropriate equipment is selected and purchased (this includes access equipment, equipment safety devices and personal protective equipment);
- a register of access equipment is maintained;
- all access equipment is formally visually inspected on a quarterly basis;
- all access equipment is, as required, repaired and subject to periodic maintenance and inspection in line with the manufacturer's guidance; and
- the risks from fragile surfaces or unauthorised access to places at height is properly controlled.
- assisting in the review, creation and implementation of task-specific method statements for all higher risk work at height they may carry out;
- assisting with the quarterly access equipment inspection process;
- carrying out higher risk activities at height, in line with training received and associated task-specific risk assessment(s) and method statement(s);
- assessing whether low level, low risk and short duration work at height tasks, which require the use of a low-level stepladder or short leaning ladder, may proceed under the school's general low risk work at height risk assessment and providing access to suitable equipment and support if so;
- supervising work at height activities being carried out by school staff or contractors; and
- ensuring the appropriate storage of access equipment.

All staff are responsible for:

- undertaking work at height only where they are competent to complete the planned task **and** have received the appropriate level of information, instruction and training to do so;
- planning and carrying out any work at height in line with the requirements of this policy and associated risk assessment(s) and method statement(s);
- ensuring that they carry out pre-use visual safety checks on equipment to be used and take out of use any equipment found to be defective, reporting it to a **Site Manager/Agent** and
- ensuring that kick-stools, where stored in their classroom or area (or otherwise under their control), are appropriately stored so that they cannot be accessed by pupils and unauthorised persons.

Work equipment

Related documents:

- *Statutory inspection and maintenance schedules*
- *Portable Appliances Testing Policy*

Hannah Doran and Guy Lakin, with the **Site Managers/Agents,** are responsible for statutory testing and planned, preventative maintenance requirements for plant and equipment.

Plant and equipment in scope for planned, preventative maintenance includes:

- gas systems (such as boilers, cookers and gas distribution pipework);
- electrical systems (including fixed wiring and portable appliances);
- water hygiene (Legionella);
- fire preventative and protective systems;
- lifting equipment (including passenger lifts and hoists);
- extraction systems;
- electric-powered doors;
- air-conditioning systems;

- kitchen equipment;
- security systems; and
- general site plant and equipment including play equipment.

Jonathan Wass (site agent) is trained to test portable appliances for safety.

The CBC Assets Team monitors compliance for plant and equipment associated with property health and safety and may request all Community and Voluntary Controlled schools not using the Property Buy Back Scheme to submit confirmation of compliance.

All staff must ensure that they visually check work equipment for defects before use and that they only use work equipment that they are authorised and competent to use, in line with risk assessments and agreed procedures.

Work experience

The **Preparing for Adulthood team** are responsible for ensuring all work experience arranged for students has had the relevant health and safety checks and documentation completed, either by an external organisation or by the team (once relevant training has been completed).

The Senior Leadership team is responsible for considering requests from anyone who wants to gain work experience by having a placement at Ivel Valley School & College. If agreed, a member of the Senior Leadership Team will be responsible for:

- Undertaking necessary risk assessments
- Agreeing what activities they can be involved in
- Organising appropriate supervision (they should not be left in sole responsibility for a pupil)
- Completing appropriate induction

Further information

The Ivel Valley School & College health and safety policies and procedures are stored on Google Drive (Estates and H&S shared drive).

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Ivel Valley School & College has a private health and safety consultant who provides regular and ad hoc help and guidance. The **CONNECT** from Cousins Safety service includes:

- 4 hours telephone/email advice
- Monthly Safety e-Bulletin (H&S, Food Safety issues affecting schools)
- 6th monthly e-Newsletter

Cousins Safety Ltd | Bellingham House| 2 Huntingdon Street | St Neots | Cambs | PE19 1BG

Tel: 01480 718007 | Mobile : 07543 106 695 | E-mail: sherryl@cousinssafety.co.uk | Website: www.cousinssafety.co.uk

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For advice on health and safety management arrangements or to inform CBC about a H&S incident contact the CBC Corporate Health and Safety Team:

corporatehealth&safety@centralbedfordshire.gov.uk

0300 300 6793 / 5839

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For property-related health and safety support and services under the buy-back scheme, contact the CBC Assets Team:

assetshelp@centralbedfordshire.gov.uk

0300 300 5960