



# IPSWICH SCHOOL

CO-EDUCATIONAL DAY AND BOARDING SCHOOL

## **Health, Safety and Welfare Policy**

**Amended April 2018**

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# IPSWICH SCHOOL

CO-EDUCATIONAL DAY AND BOARDING SCHOOL

## Health, Safety and Welfare Policy

### Statement of Intent

This Health, Safety and Welfare Policy statement and the following full policy was approved by the Governing Body on the date below and shows the expected standards and commitment to health, safety and welfare required throughout the whole of Ipswich School.

The Governors of the School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare. They will comply fully with the terms and requirements of the Health and Safety at Work etc Act 1974. Regulations made under the Act and approved codes of practice, showing regard to the DfE Guidance *Health and Safety: Responsibilities and Powers*. It is considered by the Governors of the School that health and safety is a responsibility at least equal in importance to that of any other function of the School.

Whilst a statutory duty exists to comply with the Health and Safety at Work etc Act 1974 and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

The Headmaster and Head of the Preparatory School have ultimate responsibility for ensuring the implementation of this policy within their respective areas. However, health, safety and welfare are the responsibility of all employees and as such all Ipswich School employees have an important part to play in the successful implementation of this policy.

Every line manager is responsible for implementing the policy in his or her area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Responsibilities of employees are outlined in the main policy document.

This Policy is required under the Health and Safety at Work etc Act 1974. Employees are reminded that they have duties under the act, and regulations made under it and a breach of these duties could lead to prosecution of the Governors as the employers or of individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

**Signed:**

**Chair of Governors** *Henry Staunton*

**Date:** 21 March 2017

**Signed:**

**Headmaster** *Nicholas Weaver*

**Date:** 21 March 2017

# IPSWICH SCHOOL HEALTH, SAFETY and WELFARE POLICY

## 1. Aims

- 1.1 The Governors of Ipswich School will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees.
- 1.2 The Governing Body will ensure, so far as is reasonably practicable, that the health, safety and welfare of pupils and other non-employees who may be affected by its work activities is not endangered.
- 1.3 The responsibility for implementing this policy lies directly and personally with line management from the Headmaster and Head of the Preparatory School, Senior Deputy Head (Pastoral), Health and Safety Officer (SSI), Heads of Department, Boarding Housemaster, Support Staff line managers, through to every employee.

## 2. Objectives

To implement the policy the Governors' objectives are:

- 2.1 To ensure that all School activities are being carried out safely, without risk to health, safety and welfare, so far as is reasonably practicable.
- 2.2 To ensure there are policies and arrangements with regard to health, safety and welfare covering all activities and work carried out within Ipswich School and its estate.
- 2.3 To ensure all employees are aware of and actively support the responsibilities of the Governors and accept their own personal responsibilities regarding health, safety and welfare.
- 2.4 To ensure that all new employees are aware of the School's Health, Safety and Welfare Policy and the required health, safety and welfare procedures and arrangements through induction training.
- 2.5 To ensure all visitors, contractors and suppliers of goods and services are informed of and comply with the relevant health, safety and welfare requirements of the School.
- 2.6 To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- 2.7 To promote awareness of health, safety and welfare issues throughout the School.
- 2.8 To provide specialist professional support to line managers on all health, safety and welfare matters.
- 2.9 To provide access to detailed health, safety and welfare information, which may be required about or result from UK legislation, Approved Codes of Practice, British Standards or other authoritative sources.
- 2.10 To provide access to detailed health, safety and welfare information, as may be required about substances, materials, articles, processes, plant and equipment used by or within Ipswich School.
- 2.11 To ensure suitable and sufficient assessments are carried out of the risks to the health, safety and welfare of employees, pupils and others and that appropriate control measures have been put in place to reduce those risks as far as reasonably practicable to an acceptable level.
- 2.12 To keep this policy under review and revise it as required but as a minimum annually.
- 2.13 To monitor the implementation of the Health, Safety and Welfare Policy through audits, inspections and reports from the Headmaster, the Health and Safety Officer, external consultants as required and the School's Health and Safety Committee.

### **3. Organisation and Responsibilities**

#### **3.1 The Governing Body**

The Governing Body will ensure that appropriate resources and time are allocated through the Headmaster, the Senior Deputy Head (Pastoral) and the SSI.

The Governing Body will monitor the implementation of the policy by requiring an annual report based on the monitoring checklist and reports and inspections as detailed in section 5.4.

#### **3.1 The Headmaster**

The Headmaster of the School is accountable to the Governors for the implementation of this Health, Safety and Welfare Policy. He will also discharge the Governors' overall duty as the employer. The discharge of these duties will be through line managers. The Headmaster will be responsible, in particular, for ensuring that:

- this Policy Statement and its arrangements are brought to the attention of all employees
- appropriate policy standards and arrangements are available for each work activity carried out in the School and that a copy of each is kept in the Headmaster's PA's office, that other copies are distributed to relevant departments and employees as required and a record of distribution is maintained, updated and reviewed annually
- other health, safety and welfare information is communicated to relevant employees as required
- adequate first aid procedures exist (including the provision of a qualified matron, the sufficient numbers of trained first aiders and appointed persons) and that all employees are aware of those procedures and arrangements. This will also include educational visits, CCF activities and occasions on which pupils are present outside normal School hours
- accidents are reported using the established School procedures including where necessary reporting to the Health and Safety Executive (HSE) under the RIDDOR regulations
- employee Safety Representatives can carry out their functions; and, where appropriate, that consultation takes place with those representatives. Where they require additional information about, for example, procedures, arrangements will be made for communicating such additional information. The existence of School policies, standards and other health, safety and welfare information will be drawn to the attention of representatives and access provided on request
- reports from external consultants are dealt with in a suitable manner and within suitable time scales
- a fire risk assessment has been completed, fire drills are carried out termly including a night time boarding evacuation drill and a fire register is maintained
- Health and Safety training needs for all employees are identified and appropriate arrangements made for the provision thereof
- risk assessments are undertaken of all risks to health, safety and welfare as required by the Management of Health, Safety and Welfare at Work Regulations and other legislation and that those with significant findings are recorded and appropriate control measures put in place to reduce the risk to an acceptable level
- new employees receive appropriate Induction in health, safety and welfare information including details of the safety policy, School standards, fire drill procedures, first aid arrangements and other safety related procedures
- the overall procedures for security and safety are monitored and reported annually to the governing body
- A copy of Appendix I to this policy is completed and updated at regular intervals.
- Health, safety and welfare matters that cannot be resolved appropriately are raised with the Governing Body within a suitable time frame.

### **3.2 Senior Deputy Head (Pastoral)**

The Senior Deputy Head (Pastoral) chairs the Health and Safety Committee, and is the senior member of staff with the responsibility for co-ordinating Health and Safety.

### **3.3 Preparatory School Head**

The Head of the Preparatory School is accountable to the Governors and Senior School Headmaster for the implementation of this Health, Safety and Welfare Policy within the Preparatory School. The Head will be responsible, in particular, for establishing arrangements for dealing with health, safety and welfare matters in the Preparatory School including:

- the dissemination of health, safety and welfare information to all Preparatory School employees
- ensuring appropriate first aid arrangements are in place within the Preparatory School
- ensuring that all accidents are reported following Ipswich School procedures
- ensuring that all accidents and incidents are investigated
- ensuring appropriate emergency procedures for the Preparatory School are in place
- ensuring that all health, safety and welfare concerns raised by Preparatory School employees are dealt with in an appropriate time scale
- ensuring that a central file for Health, Safety and Welfare is maintained within the Preparatory School
- ensuring premises defects which may affect health, safety and welfare are raised with the Director of Estates
- ensuring that the implementation of this policy is carried out and monitored.

### **3.4 Deputy Head, Preparatory School**

On a day to day basis the duties of the Head of the Preparatory School are devolved to the Deputy Head. In addition the Deputy Head is responsible for:

- attending School Health and Safety Committee meetings as required
- the Deputy Head of the Preparatory School liaises with the School Health and Safety Officer (Senior Staff Instructor) to ensure all appropriate safety information has been made available to the Preparatory School.

### **3.5 The Senior Staff Instructor (Health and Safety Officer)**

The Senior Staff Instructor will act as the School Health, Safety and Welfare Officer. Specific duties include:

- Act as Fire Officer
- the dissemination of health, safety and welfare information to all School employees
- ensuring the school has appropriate first aid arrangements in place with the support of the Senior Deputy Head (Pastoral)
- ensuring that accident reporting is carried out using the school accident report form
- ensuring that appropriate emergency evacuation procedures are in place for the School
- ensuring accidents and incidents are properly investigated with the support of the Senior Deputy Head (Pastoral)
- ensuring health, safety and welfare matters raised by employees are dealt with in an appropriate time scale
- co-ordinating all aspects of the Health, Safety and Welfare Policy
- ensuring premises defects (which affect health, safety and welfare) and other health, safety and welfare matters are dealt with or, if this is not possible, for ensuring they are raised with the Director of Estates
- ensuring that the implementation of this policy is carried out and monitored with the support of the Senior Deputy Head (Pastoral) and Heads of Department
- liaison with the Deputy Head of the Preparatory School to ensure all appropriate safety information has been made available
- Liaise with the EVC reference the administration of school trips and visits.

### **3.6 Health and Safety Committee**

The purpose of the Health and Safety Committee is to achieve and maintain a safe and healthy workplace for staff, pupils and those not in the employ of the school. In addition the committee has the following responsibilities:

- to meet on a regular basis to identify any concerns regarding health and safety
- to discuss safety inspection reports
- to monitor the implementation of policy
- the committee will consist of the Senior Deputy Head (Pastoral), who will chair the meetings, The Health and Safety Officer (SSI), the Deputy Head (Prep), the Bursar, Director of Estates, Head of Science, Director of Sport and the School Matron.

### **3.7 Director of Estates**

The Director of Estates reports to the Headmaster and is directly responsible for supervising the following areas and activities:

- Caretaking
- Gardening Staff
- Maintenance Team
- Grounds maintenance.

In addition he is responsible for:

- providing liaison with contractors and in particular for:
- ensuring that all reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation with the School
- ensuring that contractors are aware of any special risks to pupils, which might arise out of their work
- drawing the Headmaster's, the SSI's and/or the Bursar's attention to premises defects, which may present a health and safety hazard or risk
- carrying out the necessary repairs as designated
- carrying out Premises Risk Assessments, as necessary, or as designated by the SSI
- carrying out routine testing of the fire alarm system and keeping a record of the results of the test (The record should be available for inspection by the Health and Safety Committee)
- maintenance of the asbestos register and ensuring this is brought to the attention of any contractors or staff that may disturb the fabric of the building during the course of their work
- ensuring appropriate measures are in place for the control of Legionella.

The Director of Estates is responsible for ensuring the School's health, safety and welfare procedures are implemented within the Estates Team and that appropriate standards of health and safety are maintained. Specific areas within the maintenance department include:

- supervising maintenance staff and monitoring health and safety standards in their area of activity, including the workshop area
- ensuring adequate arrangements are in place with regards to fire management
- ensuring adequate arrangements are in place with regards to First Aid
- liaising with contractors and monitoring their compliance with appropriate standards and that they follow the School health, safety and welfare arrangements
- identifying premises defects and dealing with them as appropriate (where they cannot be dealt with, ensuring the area is made safe and the defect is reported to the Director of Estates immediately)
- supervising the Maintenance Team working area and ensuring it is maintained in a suitable manner.

### **3.8 The Bursar**

The Bursar is responsible for the implementation of the policy in his area of remit. Specific responsibilities include:

- ensuring the dissemination of health, safety and welfare information to admin staff
- ensuring that all health, safety and welfare concerns raised by admin staff are dealt with in appropriate time scale.

### **3.9 The Deputy Head (Academic)**

Specific responsibilities include:

- liaising with the Senior Deputy Head (Pastoral)/Health and Safety Officer in order to ensure compliance with statutory regulations
- liaising with the Director of Teaching Staff Development/Health and Safety Officer regarding arrangements for INSET of staff in Health and Safety.

### **3.10 Boarding Housemaster**

The Boarding Housemaster is responsible for maintaining the health, safety and welfare of pupils boarding in Westwood. Specific responsibilities include:

- liaising with the Senior Deputy Head (Pastoral)/Health and Safety Officer in order to ensure compliance with statutory regulations
- liaising with the Fire Officer to ensure compliance with current Fire Policy.
- Ensuring a suitable Fire Evacuation drill in both day and night time is carried out each term

### **3.11 The Lodge Nursery Manager**

The Lodge Nursery Manager is responsible for maintaining the health, safety and welfare of staff and Children in The Lodge. Specific responsibilities include:

- liaising with the Deputy Head (Preparatory School)/Health and Safety Officer in order to ensure compliance with statutory regulations
- liaising with the Fire Officer to ensure compliance with current Fire Policy.
- Ensuring a suitable Fire Evacuation drill is carried out each term
- the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- the implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility by carrying out inspections of the workplace and equipment
- individual employees within their department are made aware of their responsibilities for health, safety and welfare
- suitable arrangements are made for consultation with the Health and Safety Committee
- employees under their control are adequately trained, informed, instructed and supervised
- School policies and arrangements appropriate to their areas of responsibility are brought to the attention of all employees within that area
- School policies and arrangements are complied with and where required appropriate safety signs or notices are displayed.
- relevant health, safety and welfare information is communicated to employees
- School First Aid procedures and arrangements are complied with
- all accidents occurring in the department are reported and an accident report form is completed

### **3.12 Heads of Department**

Heads of Department are responsible, so far as is reasonably practicable, for the implementation of the Health, Safety and Welfare policy within their areas of responsibility.

Heads of Department can, if they so wish, produce department specific Health and Safety arrangements and procedures in order to clarify departmental matters derived from the School policy. Although this is not mandatory, the Health and Safety Officer may require particular departments to produce departmental arrangements and procedures.



In particular they are responsible for ensuring that:

- the activities under their control are carried out, so far as is reasonably practical, safely and without risk to health
- the implementation of the Health, Safety and Welfare Policy is properly monitored in their area of responsibility by carrying out inspections of the workplace and equipment
- individual employees within their department are made aware of their responsibilities for health, safety and welfare
- suitable arrangements are made for consultation with the Health and Safety Committee
- employees under their control are adequately trained, informed, instructed and supervised
- School policies and arrangements appropriate to their areas of responsibility are brought to the attention of all employees within that area
- School policies and arrangements are complied with and where required appropriate safety signs or notices are displayed.
- relevant health, safety and welfare information is communicated to employees
- School First Aid procedures and arrangements are complied with
- all accidents occurring in the department are reported and an accident report form is completed
- training needs of employees within the department are identified and prioritised appropriately in consultation with the Assistant Head
- employees are aware of fire procedures and where required have received appropriate training from the Health and Safety Officer (SSO)
- as part of the School's induction process all new employees receive appropriate health, safety and welfare information and training including departmental safety procedures and arrangements.
- assessments are undertaken of risks and hazards to health, safety and welfare as required by the Management of Health and Safety at Work Regulations and other legislation and that the significant findings are recorded and appropriate control measures put in place to reduce those risks to an acceptable level
- departmental policies and arrangements take account of health, safety and welfare issues within their departments and that all reasonable steps are taken to reduce any residual risks to an acceptable level
- that teaching staff are adequately assessing risks and hazards where there are no existing risk assessments and, if required, adapting generic risk assessments to take into account local circumstances (e.g. pupil behaviour)
- where technician staff work within the department they follow CLEAPSS procedures and arrangements where appropriate (this will only apply to DT, science and Art).

### **3.13 Teaching Staff**

The first priority of all teachers is the safety and well-being of all pupils in their charge. This also applies to student teachers who must be made aware of their responsibilities by their School mentor.

Teaching Staff must:

- know the School emergency procedures for both fire and first-aid and the special safety measures to be adopted in their own teaching areas and ensure that they are applied as required by the School
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area
- give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not considered enough)
- ensure that pupils' coats, bags, cases etc. do not obstruct exits/gangways etc.
- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety
- follow the School's safe working procedures personally
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments
- make recommendations on health and safety matters to the head of department
- be familiar with the Ipswich School policies and arrangements appropriate to the work area
- be familiar with Risk Assessments appropriate to the work activity.

### **3.14. Catering Manager**

The Catering Manager is responsible for ensuring the School's health, safety and welfare procedures are implemented by catering staff and that appropriate standards of health and safety are maintained. Specific responsibilities include:

- supervising catering staff and monitoring health and safety standards in their area of activity
- ensuring adequate arrangements are in place with regards to fire management
- ensuring adequate arrangements are in place with regards to First Aid
- all food hygiene issues within the catering area
- ensuring that suitable risk assessments are carried out for the catering department.

### **3.15 Duty Staff**

Staff who are responsible for the supervision of pupils during the morning and lunch breaks must exercise effective supervision of pupils and know the procedures and arrangements in respect of fire evacuation and first aid.

### **3.16 All Employees and pupils**

Although responsibility for health, safety and welfare within the School rests with the Governing Body, all employees and pupils have responsibilities, including:

- taking reasonable care of their own health and safety and that of all persons who may be affected by their acts
- using work equipment provided correctly in accordance with instructions and training
- informing staff or line managers of any situations which present a serious and immediate danger to health and safety
- ensure that personal protective clothing, guards, special safe working procedures etc are used when necessary and or required by risk assessments.

All employees and pupils are reminded of the need to report all accidents and incidents including near misses.

Employees who fail to do so may experience difficulties when claiming industrial injury benefit.

Employees who, during the course of their duties are required to visit premises other than their normal place of work, must comply with those health, safety and welfare instructions in force at individual establishments.

### **3.16 Physical and Emotional wellbeing**

The governing body of Ipswich School has a duty to protect the health and safety of its staff and a duty of care in relation to their physical and emotional well-being. Ipswich School believes that violence, threatening behaviour and abuse against school staff is unacceptable and should not be tolerated. All school staff have a right to expect that their school is a safe place in which to work and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats or violence by parents and other adults on the school premises. High Ipswich School will take all reasonable and appropriate action in support of the school and its staff.

#### **4. External Consultants (Health, Safety and Welfare advice)**

The Governors will provide for effective joint consultation on health, safety and welfare matters. This function will be provided through the Health and Safety Officer. A number of external consultants have been appointed to provide assistance as required, and will be used to conduct audits in relation to this Policy and its arrangements.

#### **5. General Arrangements for Health, Safety and Welfare**

##### **5.1 Accident Reporting: (Matron)**

Employees are reminded that all accidents and incidents, within Ipswich school and its estate must be recorded on an accident form so that accidents and incidents can be monitored and action taken to prevent reoccurrence. If an accident occurs at a weekend, Matron must be informed on return to work.

##### **5.2 General Arrangements:**

The Appendix I to this policy indicates general arrangements for implementing this Health, Safety and Welfare Policy.

##### **5.3 Risk Assessment:**

Under the Management of Health, Safety and Welfare at Work Regulations 1999 there is a requirement for all risks to health, safety and welfare to be assessed and for significant findings to be recorded. For most existing activities Ipswich policies and arrangements indicate the 'preventive and protective' measures required. Where present arrangements do not cover the specific issue it will be necessary for individual risk assessments to be completed.

##### **5.4 Health and Safety Monitoring:**

On-going monitoring of health, safety and welfare matters will take place through the following procedures:

- Inspections for health, safety and welfare defects will be carried out as required but at least on a termly basis by the Director of Estates with the Health and Safety Officer. Inspections may be of departmental areas, or of the whole School as directed by the Health and Safety Officer. This will provide an overview of the how the School is managing health, safety and welfare
- An internal review of health, safety and welfare arrangements and procedures will be carried out annually by the health and safety officer. A report will be made to the Governing Body.
- All accidents will be investigated as appropriate to identify any failures in the management of health, safety and welfare. Where necessary reports will be submitted to the Governing Body through the Health and Safety Committee.
- Accident and incident records will be presented to the Health and Safety Committee at each meeting. All accidents which are not explained to the satisfaction of the Committee will be investigated further. Where necessary a report will be submitted to the full Governing Body.
- An annual first aid box audit will be conducted and reported to the Health and Safety Committee.
- Routine inspections are to be carried out by a specialist on the following equipment:
  - PE equipment
  - fire extinguishers
  - portable electrical equipment
  - fire alarms
  - emergency lighting
  - lightning conductors
  - heating appliances
  - science and technology equipment
  - external play equipment
  - hot and cold water systems
  - kiln

**Ipswich School Health Safety and Welfare arrangements**

1.	Name of Senior Member of staff with Responsibility for Co-ordinating Health and Safety	Senior Deputy Head (Pastoral)
2.	Location of Files on Health and Safety Guidance and policies for staff:	Headmaster's PA Staff Handbook IS Online / School Website
3.	Location of Fire Register:	Within the Health and Safety Officer (SSI) Office
4.	Location of School Fire Management File:	Within the Health and Safety Officer (SSI) Office
5.	Location of Accident Book:	RIDDOR with Matron Accident and Near Miss register held by the Health and Safety Officer (SSI)
6.	Location of central file of Health, safety and welfare Information Bulletins	Health and Safety Officer (SSI) All Health and Safety Notice Boards
7.	Designated member of staff responsible for recording accidents and contacting HSE (RIDDOR):	Matron
8.	School's Health and Safety Committee	Senior Deputy Head (Pastoral) – Chair Deputy Head (Prep) Bursar Director of Estates Health & Safety Officer (SSI) Matron Head of Science Director of Sport

(Copies are displayed on notice boards throughout the School)

## Ipswich School – First Aiders February 2016

Abbitt Hannah	Religious Studies
Adcroft Philippa	Physics Teacher
Allen Tom	Deputy Head Academic
Arthur Simon	Head of Physics
Austin Zos	Psychology Teacher
Bartrum Nick	Art teacher
Beasant David	RS Teacher
Beddus Tracey	Chemistry
Blunden Emily	English Teacher
Blunden Steven	History
Bolton Kate	Business Studies
Boyle Sean	Business Studies Teacher
Boyle Tracy	Modern Languages Teacher
Bradshaw Andrew	Head of Middle School
Brown Susan	Biology Teacher
Cascon-Soriano Maria	Modern Languages Teacher
Catchpole Imogen	English Teacher
Chapman Carla	PE Teacher
Christie Justine	Science Teacher
Clare David	Modern Languages Teacher
Clarke Joanna	English Teacher
Cliff Ben	Hof LS
Core Matthew	Head of Maths
Cura Audrey	Dep Head Pastoral
Duncombe Simon	Head of DT
Field Stuart	Head of Hockey
Fredikssen-Jones Beth	Chemistry Teacher
Fowles Keith	Head of Rugby
Golding Andrew	Geography Teacher
Gray Peter	History Teacher
Halford-Thompson Daniel	Head of Science/Chemistry
Hawkridge Anthony	Physics Teacher
Hoskins Karen	Maths Teacher
Kinsman Vanessa	Chemistry Teacher
Robinson Fiona	Maths Teacher
Lockyer Amanda	Asst Director of Music
D'Arcy Louis	Head of 6th Form
Moldram Rebecca	ICT Teacher
Orbell Jonathan	Biology teacher
Parry Sion	Director of Music
Pugh Shiela	Economics
Remirez de Ganuza Alicia	MFL
Rivington Julia	English Teacher
Ronan Amanda	Learning Support Teacher
Smith Anna	Geography Teacher

Smith Belinda	DT Teacher
Smith Jonathan M	DT Teacher
Smith Niicola	Psychology teacher
Strange Anthony	Physics
Taraskin Paulina	Classics Teacher
Thistelwaite Sui-Zen	mandarin teacher
Tollemache Olivia	History Teacher
Walker Tracey	Head of RS
Walsh David	Maths Teacher
Ward Lindsey	Head of Drama
Warnes Martin	Biology
<b>Weaver Nick</b>	<b>HEADMASTER</b>
Welbourne Richard	Head of Geography
Wells Katherine	Russian Teacher
Williams Paula	Music Teacher
Wilson Edward	Head of Economics
Algar Linda	Accounts Supervisor
Boughton Paula	Librarian
Boughton Peter	Eton Fives Coach
Caley Alison	Financial Controller
Collinson Lucy	Music Admin
Connor Ruth	Headmaster's PA
Deverson Pam	Secretary/Receptionist
Everson Janine	Senior Examinations Officer
Fisher Simon	ICT Manager
Gayfer Sue	Art Technician
Henrichs Marjoke	Wardrobe Supervisor
Hogan Nicky	PA to the Bursar
Hollingworth Ellen	Assistant to the Bursar
Hughes Freddie	Assistant Librarian
Jones Clare	Payroll Manager
Levick Stephanie	Careers liaison and UCAS administrator
Meudec Sophie	French Conversationalist
Morton Yvette	Director of Admissions
Nicol Cath	ICT Trainer and Database Manager
Palmer Philippa	Admissions Officer
Ranson Robert	Assistant Librarian
Stringer Janis	Fees Ledger Manager
Uren Mary	Administrator/Receptionist
Beesley Cherry	Invigilator

Catling June	Invigilator
Glasse Pam	Invigilator
Ingham Roger	Invigilator
Smith Sarah	Invigilator
Sutton Brenda	Invigilator
Wilson Jill	Invigilator
Wright David	Invigilator
Blake Kathryn	Year 3 Teacher
Cook Jane	Prep Games Teacher
Goldsmith Kevin	Maths, PE & Games
Moy Katie	Year 1 Teacher
Bonsall Maureen	Nursery Nurse
Callow-Jones Gwen	Teaching Assistant
Claxton Lorna	Teaching Assistant
Gaffer Susie	Upper Prep Secretary
Hall Hazel	Late Stay Supervisor
Hart Sally	Teaching Assistant
Higgins Lynn	Teaching Assistant
Kaur Surinder	Late Stay Supervisor
Slomka Joanne	Late Stay Supervisor
Steward Tina	Teaching Assistant
Driver Belinda	Netball Instructor
Hudson Beverley	Netball instructor
Stowe Jenny	Netball instructor
Sturmey Mandy	Netball instructor
Wright Maureen	Swimming Instructor
Godfrey Deborah	On Call Matron (Boarding)
Jessup Sally	Boarding House Parent
O'Connor Jenny	Boarding House Cleaner
Ranson Susan	Boarding House Cleaner
Smith Susan	Boarding House Cleaner
Wright Sue	Boarding House Cleaner
Clougherty Helen	Relief Matron
Driver Peter	General Maintenance
Graham Richard	Groundsman Notcutts
Slee Phil	General Maintenance

Pooley Gavin	Assistant Caretaker
Bailey Michala	Catering Assistant
Benn Lisa	<b>Catering Manager</b>
Benn Toby	Westwood Chef
Brace Justin	Head Chef
Brace Samantha	Casual Catering Assistant
Button Parveedar	Catering Assistant
Clayton Maureen	Assistant Chef
Donnelly Lisa	Catering Assistant
Fountain Dean	Assistant Chef
Fullam Fiona	Trainee Catering Manager
Lestrangle Bonnie	Catering Assistant & Cleaner
Ling Lorraine	Catering Assistant
Love Carol	Catering Assistant
Miller Helen	Catering Assistant
Pulham Catherine	Catering Assistant
Sewell Debbie	Catering Assistant
Adams Avril	Office Manager - Rushmere
Last Timothy	Sports Officer - Rushmere
Osborne Tom	Sports Officer - Rushmere
Davis Angela	Casual Assistant - Rushmere
<b>To Be amended on completion of all First Aid Courses by MRR</b>	



<b>Combined Cadet Force (CCF) arrangements</b>
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**IPSWICH SCHOOL CCF**

Telephone Number (Direct Dial)

01473 298977

Responsibilities and Contact Details:

<u>Appointment</u>	<u>Name</u>	<u>School email</u>
Contingent Commander	Sqn Leader Welbourne	rgw@ipswich.suffolk.sch.uk
Head of Army	<u>Capt</u> Ross (ADR)	
Head of RAF	Fl Lt Fredrikssen-Jones (EFJ)	
SSI	WO1 Rackham (MRR)	mrr@ipswich.suffolk.sch.uk

**GENERAL**

1. The Contingent Commander is responsible for the CCF but has further delegated the management of Health and Safety to the SSI. The SSI is to ensure that the "SAFE SYSTEM OF TRAINING" as described in Joint Service Publication 375 Vol 2, is adhered to and in place.
2. The "Safe System of Training", requires that Cadets are trained in a Safe environment, using safe equipment, maintain safe practice and trained by safe (Qualified & Current) instructors.
3. The Management of Cadet Safety is to be maintained as per the Army Safety Manual for Cadets dated Feb 2010. (A copy of which is held by the SSI).
4. The transportation of weapons is to be strictly controlled by the SSI; he is to adhere to the current Military Rules and Regulations as laid down in JSP 800. (A copy of which is held by the SSI).
5. The SSI is responsible to the school for all Explosive Safety of Military Ammunition stored on site and used by the CCF. The SSI is the Nominated Explosive Safety Officer for H&S purposes.
6. A separate instruction for the control of the Armoury is held by the SSI.
7. All CCF Field Days and Expeditions are controlled by the School and follow the School EVC system.

**Incident and “Near Miss” Report Form**

Date, location and time of incident/near miss
Names of those involved
Details of incident, and where appropriate, nature and severity of injuries or trauma incurred
Action (s) taken
Details of Witnesses and involvement of other parties and agencies e.g. emergency services

## Rules for the use of the Fitness Suite

### Nicholson Fitness Suite Rules

The following rules govern the operation of the Nicholson Fitness Suite. All members will be expected to abide by them; failure to do so may result in the user being restricted from using the facility.

All members must attend an induction session in the safe use and operation of the equipment and the action to be taken in an emergency before they will be allowed to use the facility. Only registered members are allowed to use the suite.

Those authorised to conduct inductions are listed below:

PE and Games Staff.

Membership is open to the following people:

Full time and part time teaching staff

Ancillary Staff

Members of the Governing Body

Immediate family members of the above mentioned persons. (This includes wife/husband/partner, children and grandchildren.) Children must be over 13 years of age and be **MUST** be accompanied by an adult member.

NB. All Children need to be inducted prior to use.

When Training out of hours it is strongly recommended that you train with a partner. Ipswich School does not accept either responsibility or liability for injury or loss resulting from the Rules being broken by Members.

Accidents can be avoided if members follow certain basic rules:-

1. Always respect the apparatus being used; never play around in the gym.
2. Always warm up and stretch muscles before and after a training session.
3. Allow a sensible time after meals before exercising.
4. **Always wear PE kit and trainers - there is a danger that feet might slip if incorrect footwear is worn.**
5. Make sure that the **locating pins** are inserted in the holes of the weight stacks.
6. Ensure that the body is kept **well away** from the weight stacks.
7. Do not lift too heavy weights too soon.
8. Always breathe out on exertion.
9. Before starting a training programme members are strongly advised to seek guidance from your GP.
10. Members must never exercise if they have any form of viral illness.
11. Members who notice any damage to the equipment then report it to the PE staff immediately.

**Names of registered members will be posted on the notice board in the suite.**

## Rules for the use of the Swimming Pool

The following rules govern the operation of the Ipswich School Swimming Club. All members will be expected to abide by them and any member not obeying them may be subject to disciplinary action that can include being banned from the club.

Only registered members are allowed to use the pool. All members will be expected to follow safe procedures when swimming.

All members must attend a training session in the safe use and operation of the rescue equipment and the action to be taken in an emergency before they will be allowed to use the pool.

Membership is open to the following persons.

- Full time and part time teaching staff
- Full time and part time support staff
- Members of the Governing Body
- Immediate family members of the above mentioned persons. This includes wife/husband/partner, children and grandchildren.

All members will be expected to sign a copy of these rules agreeing to abide by them. A copy of the rules will be displayed in a clear position by the entrance to the pool.

Ipswich School and the Governing Body accept full responsibility for maintaining the pool and its facilities in a safe and healthy condition, so far as is reasonably practicable. It does not accept either responsibility or liability for injury or loss resulting from the Rules being broken by Members.

### Rules

1. The pool may only be used at the times specified and displayed on notice board outside the pool.
2. No member is allowed to swim alone or as the only adult present. If a lone swimmer gets into difficulties there is no way of raising the alarm or summoning help.
3. When more than one person is swimming and others go from the pool area leaving only one person in the pool area, that person should immediately leave the water and not return until another swimmer/spectator is present.
4. All members will be required to attend a safety training session at the pool before they can swim. The training will include safe swimming practices, the use of the emergency rescue equipment and the action that must be taken to summon the emergency services.
5. All members must bring their membership card with them to the pool when swimming and show it if asked to do so.
6. Eating, drinking and smoking in the pool area and changing rooms is not allowed. Members are reminded that it is extremely dangerous to swim immediately after eating and drinking and smoking is banned on the premises.
7. No children are allowed in the pool unless at least two adults over the age of 18 are present.
8. No more than 20 persons are allowed in the pool at any one time. Overcrowded pools are very dangerous and it is the responsibility of members to self-regulate themselves in this matter.
9. The only diving permitted is shallow diving at the deep end. Great care must be taken to ensure that there are no swimmers in the vicinity. The depth of the pool is 1 metre at the shallow end and 2 metres at the deep end. It is important that all pool users stay within their depth if they are non-swimmers.
10. Parents must not leave their children in the care of other adults using the pool.

<b>LOCATION OF SCHOOL FIRST AID BOXES</b>
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School fields – Groundsman's Shed  
 Notcutts Pavilion x 2  
 Notcutts Groundsman's shed  
 School Pavilion – Cricket (& Burns Box)  
 Cricket Pavilion – Kitchen  
 Sports Hall – Office  
 Fitness Suite  
 Swimming Pool  
 Squash Courts  
 Sixth Form Centre x 2  
 Chapel  
 Chemistry Depts x 2  
 Biology Depts x 3  
 Physics Depts x 2  
 D.T. (+ eye station)  
 Art  
 Art Workshop  
 Library  
 Caretakers' Office  
 Reception x 2  
 Surgery  
 Great School  
 Maintenance  
 School Kitchen/Dining Room (+ Burns Box)  
 Donachers (+ Burns Box)  
 Minibuses x 7

Upper Prep School Science Room  
 Upper Prep School Technology Room  
 Upper Prep School Staff Room  
 Upper Prep School Travel (Staff Room)  
 Upper Prep School Office  
 Upper Prep School Play Deck (by door)  
 Upper Prep School Playground (by door)  
 Upper Prep School Caretakers' Office  
 Upper Prep School Kitchen  
 Upper Prep School Sports Hall  
 Upper Prep School "Late Stay" area

Lower Prep School Office  
 Lower Prep School "End of Main Corridor"  
 Lower Prep School Travel  
 Nursery

†Westwood All-Weather Pitch  
 †Westwood Kitchen (+ Burns Box)  
 †Westwood Surgery  
 †Westwood Groundsman's Shed

ALL CHECKED TERMLY BY MATRON  
 † Checked Regularly by Westwood Staff

**Ipswich School Sports Centre**

Ipswich School Sports Centre  
The Street  
Rushmere St Andrew  
Ipswich  
Suffolk  
IP5 1DE

Telephone: 01473 272525

Fax: 01473 272726

Manager: Mr Roger Osborne

**GENERAL**

1. The Manager, Mr Roger Osborne, is responsible for the day to day running and maintenance of the Ipswich School Sports Centre.
2. The H&S Officer (Mark Rackham, Ipswich School SSI) is to make regular visits to the Sports Centre to ensure that all current School policies and UK Legislative Health and Safety requirements are being adhered to.
3. All accidents and near misses are to be recorded, and reported to the H&S Officer at Ipswich School.
4. The management of the Sports Centre and the safety of its users are School responsibilities.
5. Separate instructions and Risk Assessments have been issued to the Centre Manager to ensure that all School policies and Statutory Inspections are carried out.
6. The Ipswich School Director of Estates is also to make regular visits to the Sports Centre and report any shortfalls to the H&S Officer who will collate and produce a list of tasks etc to remedy the shortfalls.
7. The School's external H&S and/or Fire consultants will be requested to visit the Sports Centre at irregular intervals.

**The Lodge Nursery**

The Lodge Nursery  
Ivry Street  
Rushmere St Andrew  
Ipswich  
Suffolk  
IP5 1DE

Manager: Miss H Pilbro

**GENERAL**

1. The Manager, is responsible for the day to day running and maintenance of The Lodge Nursery.
2. The H&S Officer (Mark Rackham, Ipswich School SSI) is to make regular visits to The Lodge Nursery to ensure that all current School policies and UK Legislative Health and Safety requirements are being adhered to.
3. All accidents and near misses are to be recorded, and reported to Matron and the H&S Officer at Ipswich School.
4. The management of The Lodge Nursery and the safety of its users are School responsibilities.
5. Separate instructions and Risk Assessments have been issued to the Lodge Nursery Manager to ensure that all School policies and Statutory Inspections are carried out.
6. The Ipswich School Director of Estates is also to make regular visits to The Lodge Nursery and report any shortfalls to the H&S Officer who will collate and produce a list of tasks etc to remedy the shortfalls.
7. The School's external H&S and/or Fire consultants will be requested to visit The Lodge Nursery at irregular intervals.

<b>Associated Policies</b>
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The following policies are to be used in conjunction with the main Health, Safety and Welfare Policy:

Policy	Author (Held by)	Dated	Date of Review
Stress Policy	MRR and HR Held by MRR and Admin	Sep 17	Sept 18
School Security Policy	MRR	May 17	May 18
Manual Handling Risk Assessment	Assessment held by MRR Training conducted "In House" by qualified staff	May 17	May 18
Slips & Trips Risk Assessment	MRR In Generic RA folder on G:Drive	May 17	May 18
On site vehicle movement Policy	MRR In Generic RA folder on G:Drive	May 17	May 18
Asbestos Policy and Management of Asbestos	MRR	May 17	May 18
COSHH Policy	MRR	May 17	May 18
Selecting and managing Contractors Policy	This is controlled by the Estates manager		CDM is managed by MRR and Estates manager (Example attached)
EYFS Policy	Prep Admin	April 18	Apr 19