



IPSWICH SCHOOL

HEALTH, SAFETY AND WELFARE POLICY

Reviewed by Governors December 2023

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IPSWICH SCHOOL

Health, Safety and Welfare Policy - Statement of Intent

This Health, Safety and Welfare Policy statement and the following full policy, were approved by the Governing Body on the date below and show 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's 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 cooperate 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: Henry Staunton
Chair of Governors

Date: 8 December 2023

Signed: Nicholas Weaver
Headmaster

Date: 8 December 2023

IPSWICH SCHOOL HEALTH, SAFETY and WELFARE POLICY

1. Aims

- 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.
- 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.
- 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, Safety and Compliance Officer (SSI), Heads of Department, Head of Boarding, Support Staff line managers, through to every employee.

2. Objectives

To implement the policy the Governors' objectives are:

- To ensure that all School activities are being carried out safely, without risk to health, safety and welfare, so far as is reasonably practicable.
- 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.
- 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.
- 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.
- 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.
- To ensure that there are clear procedures and arrangements for consultation with and the involvement and commitment of employees and their representatives.
- To promote awareness of health, safety and welfare issues throughout the School.
- To provide specialist professional support to line managers on all health, safety and welfare matters.
- 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.
- 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.
- 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.
- To keep this policy under review and revise it as required but as a minimum annually.
- To monitor the implementation of the Health, Safety and Welfare Policy through audits, inspections and reports from the Headmaster, the Health, Safety and Compliance 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.

3.2 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.

3.3 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 coordinating Health and Safety.

3.4 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.

3.5 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, Safety and Compliance Officer (Senior Staff Instructor) to ensure all appropriate safety information has been made available to the Preparatory School.

3.6 The Senior Staff Instructor (Health, Safety and Compliance 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
- coordinating 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.

3.7 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, Safety and Compliance Officer (SSI), the Deputy Head (Prep), the Director of Finance and Operations, Director of Estates, Head of Science, Director of Sport and the School Matron.

3.8 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/she 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 Director of Finance and Operations 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.

3.9 The Director of Finance and Operations

The Director of Finance and Operations 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.

3.10 The Deputy Head (Academic)

Specific responsibilities include:

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

3.11 Head of Boarding

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

- liaising with the Senior Deputy Head (Pastoral)/Health, Safety and Compliance 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

3.12 The Lodge Day Nursery Manager

The Lodge Day 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, Safety and Compliance 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.

3.13 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, Safety and Compliance 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, Safety and Compliance Officer (SSI)
- 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).

3.14 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.

3.15 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.

3.16 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.

3.17 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.

3.18 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. 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, Safety and Compliance 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
 - Fire doors and Window Restrictors

Ipswich School Health Safety and Welfare arrangements

| | | |
|----|---|---|
| 1. | Name of Senior Member of staff with Responsibility for Coordinating 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, Safety and Compliance Officer (SSI) Office |
| 4. | Location of School Fire Management File: | Within the Health, Safety and Compliance Officer (SSI) Office |
| 5. | Location of Accident Book: | RIDDOR with Matron Accident and Near Miss register held by the Health, Safety and Compliance Officer (SSI) |
| 6. | Location of central file of Health, safety and welfare Information Bulletins | Health, Safety and Compliance 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) Director of Finance and Operations 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 2023

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| Blew, Rachel | School Office Administrator |
| Bryan, Moira, Mrs | Head of Communications |
| Cook, Jane Karen, Mrs | Prep Sports Coach |
| Gaffer, Susanna Catherine, Mrs | Upper Prep Secretary |
| Gills, Yvonne Ruth, Mrs | Headmaster's PA |
| Grant, Aaliyah | Digital Marketing and Outreach Officer |
| Higgins, Lynn, Mrs | Lower Prep Secretary and Finance Assistant |
| Hunt, Alex | Sports Administrator |
| Lincoln-Smith, Leanne, Mrs | SS Receptionist Team Leader |
| McGiffert, Leza, Ms | Study Support Supervisor |
| Millington, Hugh | International Admissions Admin Asst |
| Osborne, Thomas Roger, Mr | Head of Grounds , Rushmere |
| Scarlett, Debbie Frances, Mrs | Prep Head's PA |
| Stubbs, Jane, Mrs | Prep Secretary |
| Taylor, Kenix | School Office Administrator |
| Borges, Ana | Catering Assistant WW |
| Slee, Violet | Boarding Houseparent |
| Skinner, Louise | Houseparent |
| Barnes, Jane | Houseparent |
| Wright, Susan Lorraine, Mrs | Houseparent |
| Bush, Helen Iris, Mrs | Nursery Assistant |
| Harvey, Tina Marie, Ms | Development Office Administrator |
| Barker, Susan, Mrs | Cleaner /Sixth Form Steward |
| Lombardi, Marta Cecilia, Mrs | Cleaner |
| Madder, Shelley | Cleaner AH |
| Millar, Paula, Mrs | Catering Assistant |
| Petrie, Anne Joyce, Mrs | Cleaning Supervisor |
| Caley, Andrew, Mr | Estates Manager |
| Frodl, Karolina | Events Host |
| Murphy, Lewis | Duty Officer ISSC |
| Stevens, Martin | Crossing Patrol |
| Whinney, Neil | Maintenance Operative |
| Cole, Paul Andrew, Mr | Groundsman |
| Cull, Martyn, Mr | Grounds Manager /Cricket Coach |
| Dunnett, Matthew | Groundsperson |
| Graham, Richard Anthony, Mr | Groundsman Notcutts |
| Clougherty, Helen Phillippa, Mrs | Relief Matron |
| Halford-Thompson, Rebecca | Matron |
| Abbott, Carolyn, Mrs | Teaching Assistant |
| Chapman, Claire, Lorraine, Mrs | Teaching Assistant |
| Hart, Sally Diane, Mrs | Teaching Assistant |
| Rudd, Siobhan | Teaching Assistant |
| Steward, Tina Louise, Mrs | Teaching Assistant |
| Warden, Abbie, Ms | EYFS Teacher |
| Barber, Amy, Mrs | Lower Prep Phase Leader |

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| Laplough Holly Mrs | Prep Teacher |
| Stanbridge,Paula-Marie,Mrs | Prep Teacher |
| Price, Kathryn Ruth, Mrs | Prep Teacher |
| Boje, Nico | Gap Student Prep |
| Brown, Shalegne, Mrs | Teaching Assistant |
| Caley, Ryan, Matthew, Mr | Teaching Assistant |
| Curtis, Rosemary, Mrs | Late Stay Supervisor |
| Mee,Hannah Amelia,Mrs | Prep Librarian and Teaching Assistant |
| Lucas, Catherine | Teaching Assistant |
| Slomka,Josephine Mary,Mrs | Late Stay Supervisor |
| Banham, Lucy | KS2 Art & Design Teacher |
| Bryanton,Rachel Amanda,Mrs | Prep Director of Studies |
| Cadman, Fiona Judith, Mrs | PE & Games Teacher Prep |
| Childs, Martin, Mr | Supply Teacher Prep and Easter Revision Director |
| Day, Jeremy, Mr | Prep Teacher |
| Doran, Sam, Mr | Prep Teacher |
| Gardner, Joanna, Mrs | Prep Teacher |
| Goldsmith,Kevin,Mr | Prep Teacher |
| Jackson, Claire, Mrs | Prep Head |
| Mallett,Tom,Mr | Prep Teacher |
| Northcote, Fiona Louise, Miss | Prep Teacher |
| Moy Katie Louise Mrs | Prep Teacher |
| Southgate (nee Gallagher) Lucy Mrs | Deputy Head Prep |
| Swallow, Emma | Prep Teacher of Sports and PE |
| Werrey-Easterbrook, Alison Louise, Mrs | SENCo Prep |
| Williams,William James,Mr | Director of Sport Prep |
| Evans, Charlotte, Mrs | Secretary/Receptionist |
| Holdcroft, Julia | Cover Supervisor |
| Kafala, Sarah | Library Assistant |
| Planitzer, Evelyn, Ms | German Conversationalist |
| Rackham,Mark,Mr | SSI/Compliance Manager |
| Ross,Alasdair Donald,Mr | Transport Manager |
| Steward, Natasha, Mrs | Librarian |
| Carter, Nicola, Mrs | Head of English |
| Carvell, Sarah Michelle,Mrs | Head of Curriculum PE |
| Christie,Justine Bronya,Mrs | Head of Boarding |
| Cook, Ashley William, Mr | PE Teacher |
| Cooley, Charlotta, Miss | Maths Teacher/Resident Boarding Teacher |
| DENBY, Rachel | Teacher of Computer Science |
| Doshi,Hemant,Mr | English Teacher |
| Duncombe,Simon John,Mr | Director of Life Skills |
| Fredrikssen-Jones,Elizabeth Anne,Dr | Chemistry Teacher and Asst Head of Sixth Form |
| Hutton,Katherine Joanna,Miss | Head of Classics |
| Kinsman,Vanessa,Dr | Chemistry Teacher and Assistant Head of Middle School |
| Morgan, Lee | Geography Teacher and Contingent Commander CCF |
| Wilson, Edward Robert, Mr | Head of Economics and Business |
| Gall,Iain Lloyd,Mr | Rugby Coach |
| Goodwin, Sam Mr | H&S Compliance/Rugby Coach |

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| Hudson,Beverley Marie,Mrs | Netball Coach |
| Robinson, Geoff | Head of Athletic Development |
| Scrine, Neil | General Manager ISE Ltd |
| Wilkinson, Helen | Netball Coach |
| Beaumont, Fiona, Mrs | Physics Technician |
| Morehouse, Karen | Bio / Chem Technician |
| Bagdasariants, Ekaterina | Nursery Assistant (lunch cover) |
| Clarke, Bret | Nursery Assistant |
| Collins, Claire | Nursery Assistant |
| Cordle, Lydia | The Lodge - Room Leader |
| Coulson, Gillian | Nursery Assistant |
| Fyfe, Polly | Nursery Assistant |
| Garnham, Lisa, Ms | Supply Teaching Assistant |
| Shaddick , Alicia | Nursery Assistant |
| Gundry, Catherine | Cleaner - Lodge |
| Gundry, Charlotte | Deputy Room Leader |
| Dighton, Mariah | Nursery Assistant |
| Harvey, Christina | Nursery Chef |
| Filby, Lindsey, Mrs | The Lodge- Deputy Manager |
| McMahon, Lauren | Nursery Assistant |
| Parker-Hardman, Megan, Miss | The Lodge - Deputy Manager |
| Poole, Jazmine | The Lodge- Room Leader |
| List, Hayley | The Lodge - Manager |
| Richmond, Emily | Nursery Assistant |
| Rozzier, Charlene | The Lodge - Nursery Assistant |
| Singh, Polly | Nursery Assistant (lunch cover) |
| Stack, Sarah | Nursery Assistant |
| Taylor, Sophie | Nursery Assistant |
| Turner, Nicola | Nursery Administrator |
| Utting, Hannah | Nursery assistant |

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| Combined Cadet Force (CCF) arrangements |
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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 | Wg Cdr L Morgan | lzm@ipswich.school |
| Head of Army | Capt Ross (ADR) | adr@ipswich.school |
| Head of RAF | Fl Lt Fredrikssen-Jones (EFJ) | efj@ipswich.school |
| SSI | WO1 Rackham (MRR) | mrr@ipswich.school |

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 Cadet Safe System of Training (CTSP) dated 2011. (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 - Defence Movement and Transport Regulations. (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.

NB: Now an electronic Google form

[Near Miss](#)

INCIDENT/NEAR MISS REPORT FORM

Please complete this form for all incidents/near misses. The data will be held on file by the Compliance Team
You may be required to make a statement so please record as much information as soon as it is practicable.
Your email address will be recorded when you submit this form

*Required

Name of those Involved*

Your answer

Date & Time*

Your answer

Location*

Your answer

Name of person completing form*

Your answer

Names of Witnesses, if any*

Your answer

Reported to:*

H&S/Compliance

Other

Other:

Details of Incident*

Your answer

Follow up Action (Links to Statements)

Your answer

SMT/SLT Comments

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| Rules for the use of the Fitness Suite |
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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/or 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 **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.

Rules for the use of the Swimming Pool

To be used in conjunction with the Pool Normal Operating Procedures NOP

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 booked through the central booking system.
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.

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| LOCATION OF SCHOOL FIRST AID BOXES AND DEFIBRILLATORS |
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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)
 Music School (Staff Work Room)
 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

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

The Lodge Main Office
The Lodge Staff Room
The Lodge Kitchen
The Lodge Pre School Room

Anglesea Heights:
Gippeswyk Boarding Office x 1
Bourne Nursery x 1
Christchurch UP x 1
Laundry x 1

ALL CHECKED TERMLY BY MATRON
† Checked Regularly by Westwood Staff

DEFIBRILLATORS

Matrons (Senior School)
Sports Hall (Senior School)
Upper Prep (Playground Entrance)
Notcutts Pavillion
Rushmere (Stairwell)

Ipswich School Sports Centre

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

<https://www.ipswichschoolsportscentre.co.uk/>

Telephone: 01473 272525

Fax: 01473 272726

Manager: Mr N Scrine

GENERAL

1. The Manager, Mr Neil Scrine, is responsible for the day to day running and maintenance of the Ipswich School Sports Centre.
2. The Compliance 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 Compliance 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 COMPLIANCE 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 Day Nursery

The Lodge Day Nursery
38 Ivry Street
Ipswich
Suffolk IP1 3QW

Telephone: 01473 282811 | <https://www.lodgedaynursery.co.uk/>

GENERAL

1. The Manager is responsible for the day to day running and maintenance of The Lodge Day Nursery.
2. The Compliance Officer (Mark Rackham, Ipswich School SSI) is to make regular visits to The Lodge Day 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 Compliance Officer at Ipswich School.
4. The management of The Lodge Day 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 Day Nursery and report any shortfalls to the compliance 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 Day Nursery at irregular intervals.

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|----------------------------|
| Associated Policies |
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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 | | |
| School Security Policy | MRR | | |
| Manual Handling Risk Assessment | Assessment held by MRR Training conducted "In House" by qualified staff | | |
| Slips & Trips Risk Assessment | MRR In Generic RA folder on G:Drive | | |
| On site vehicle movement Policy | MRR In Generic RA folder on G:Drive | | |
| Asbestos Policy and Management of Asbestos | MRR | | |
| COSHH Policy | MRR | | |
| Selecting and managing Contractors Policy | This is controlled by the Estates manager | | CDM is managed by MRR and Estates manager |
| EYFS Policy | Prep Admin | | |
| COVID Risk Assessment | MRR | | |
| Test & Trace Policy | MRR | | |