**ICE Health & Safety Policy**

**Designated persons:**Jenny Shoben, Tim Shoben

**Qualified First Aiders:**Tim Shoben (Proprietor), Kerry Dorling (Director of Studies)

**General Guidelines**

It is the policy of ICE, so far as is reasonably practicable, to:

* Establish and maintain a safe and healthy environment throughout the school; Establish and maintain safe working procedures among staff and pupils; Make arrangements for ensuring safety and absence of risks to health in

connection with the use, handling, storage and transport of articles and substances;

* Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
* Maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work and study that are safe and without risk;
* Formulate effective procedures for use in case of fire and for evacuating the school premises;
	+ Lay down procedures to be followed in case of accident;

**Responsibility of the Proprietors and Director of Studies**

The Proprietors and Directors of the Schools are responsible for implementing this

policy within the school. In particular they will:

* Monitor the effectiveness of the safety policy and the safe working practicesdescribed within it and shall revise and amend it, as necessary, on a regular basis;
* Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
* Make arrangements to draw the attention of all staff employed at the school to the school and Health & Safety policies and procedures.
* Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
* Ensure that regular safety inspections are undertaken.
* Arrange for the withdrawal, repair or replacement of any item of furniture, fittingor equipment identified as being unsafe.
* The Director of Studies will report to the Proprietor any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. Staff will

* deal with all aspects of maintenance which are under their

control and report to the Proprietor any other situation identified as being unsafe

or hazardous and which cannot be remedied within the financial resources

available to them;

* Monitor, within the limits of their expertise, the activities of contractors, hirers and

other organisations present on site, as far as is reasonably practicable;

* Identify any member of staff having direct responsibility for particular safety

matters.

**Duties of the Persons Delegated to Assist in the Management of Health and Safety**

The delegated persons, shall:

1.      Implement, monitor and develop the safety policy within the school;

2.      Monitor general advice on safety matters given by the Local Authority and other

relevant bodies and advise on its application to the school;

3.      Co-ordinate arrangements for the design and implementation of safe working

practices within the school;

4.      Investigate any specific health and safety problem identified within the school

and take or recommend (as appropriate) remedial action;

5.      When required, order that a method of working ceases on health and safety grounds on a temporary basis.

6.      Assist in carrying out regular safety inspections of the school and its activities

and make recommendations on methods of resolving any problems identified;

7.      Ensure that staff with control of resources (both financial and other) give due

regard to safety;

8.      Co-ordinate arrangements for the dissemination of information and for the

instruction of employees, students, pupils and visitors on safety matters and to

make recommendations on the extent to which staff are trained.

**Responsibilities of Staff Towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff and

students under their supervision. In particular, they will monitor their own work activities

and take all reasonable steps to:

1.      Exercise effective supervision over all those for whom they are responsible,

including students;

2.      Be aware of and implement safe working practices and to set a good example

personally. Identify actual and potential hazards and introduce procedures to

minimise the possibility of mishap;

3.      Ensure that any equipment or tools used are appropriate to that use and meet

accepted safety standards;

4.      Provide appropriate protective clothing and safety equipment as necessary and

ensure that these are used as required;

5.      Minimise the occasions when an individual is required to work in isolation,

particularly in a hazardous situation or on a hazardous process;

6.      Evaluate promptly and, where appropriate, take action on criticism of health and

safety arrangements;

7.      Provide the opportunity for discussion of health and safety arrangements;

8.      Investigate any accident (or incident where personal injury could have arisen)

and take appropriate corrective action;

9.      Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

**Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1.      Take reasonable care for the health and safety of themselves and of any person

who might be affected by their acts or omissions at work;

2.      Co-operate with the Director and others in meeting statutory requirements. Not

interfere with or misuse anything provided in the interests of health, safety and

welfare;

3. Make themselves aware of all safety rules, procedures and safe working

practices applicable to their posts; where in doubt they must seek immediate

clarification from the Director;

4.      Ensure that tools and equipment are in good condition and report any defects to

the Director;

5.      Use protective clothing and safety equipment provided and ensure that these are

kept in good condition;

6.      Ensure that offices and classrooms are kept tidy;

7.      Ensure that any accidents, whether or not an injury occurs, and potential hazards

are reported to the Director.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN***

***HEALTH AND SAFETY ARRANGEMENTS THEY MUST DRAW THESE TO THE***

***ATTENTION OF THE DIRECTOR.***

Please note the following: -

1. It must be realised that newly appointed employees could be particularly

vulnerable to any risk and it must be ensured that all relevant health and safety

matters are drawn to their attention at an early stage.

**Responsibilities of Students**

All students are expected, within their expertise and ability, to:

1.      Exercise personal responsibility for the safety of themselves and their fellow

students;

2.      Observe standards of dress consistent with safety and/or hygiene (this would

preclude unsuitable footwear, knives and other items considered dangerous;

3.      Observe all the safety rules of the school and in particular the instructions of the

teaching staff in the event of an emergency;

4.      Use and not willfully misuse, neglect or interfere with things provided for safety

purposes.

N.B. The Director will make students (and where appropriate their Group Leader) aware

of these responsibilities through direct instruction, notices, student handbooks and

Student and Group Leader information packs.

**Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are

expected, as far as reasonably possible, to observe the safety rules of the school.

**Fire and Emergency Evacuation Procedures**

1.      The school's procedures for fire and emergency evacuation are posted on school

notice boards.

2.      These procedures will be updated as appropriate.

3.      The logbook for the recording and evaluation of practice and evacuation drills is

available.

**Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention

equipment. This would include the regular visual inspection of fire extinguishers and the

fire alarm system.

**First Aid and Accident Reporting Procedures**

Please see First Aid Policy document for full details

1.      The name and photograph of the first aid person/people is prominently displayed

on noticeboards

2.      The person responsible for administering the accident reporting procedure, the

notification of serious accidents causing death or major injury and dangerous

occurrences are the First aiders. The accident book will be filled out by First

Aiders with a statement (where appropriate) from the person injured.

3.      The arrangements for first aid for sports, outdoor pursuits and field trips are the

responsibility of the supervising staff.