



Ivy House School

Health and Safety Plan

Primary person responsible for this policy: Donal Brennan

Job title: Headteacher

Last review date: September 2024

Next review date: July 2025

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.



Health and Safety Plan for Ivy House

1. Introduction

The School Health and Safety Plan supports the Inspired Education Health and Safety Policy and Arrangements. The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Head/Principal to ensure compliance with health and safety law.

The health and safety plan will be agreed by the senior leadership team and staff representatives and subject review annually or in the event of any significant change.

2. School Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and implementation of the health and safety plan within the school as follows:-

2.1 Head/Principal

The responsibilities of the Head/Principal are outlined in the Inspired Education Health and Safety Policy. To ensure the effective management of health and safety within the school specific health and safety responsibilities have been delegated as follows:-

- **Donal Brennan** (*in addition to role as Headteacher*), Health and Safety Officer - Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Raffaella Merolla**, Deputy Head - Health and safety issues as they relate to the welfare and protection of children
- **Chris Galvin**, Premises Manager - Day-to-day safety, cleanliness, and tidiness of the premises. Identifying risks and repairs and resolving/escalating as appropriate. Liaison with APG Director of Property and outside contractors as required.

3. H&S Communication and Consultation

3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows:-

- As part of their induction at commencement of employment. This will include the Inspired Education Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
- Through ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management



- Display of relevant health and safety information on staff noticeboards
- Access to a Inspired Education Portal
- Through training identified as and when needed i.e., manual handling, working at height.

3.2 Consultation

The Head/Principal has established a Health and Safety Committee in line with the requirements of the Inspired Education Health and Safety Policy and Safety Arrangement on Communication and Consultation.

Membership of the Health and Safety Committee for the School is as follows:-

- Donal Brennan – Head (Chair)
- Raffaella Merolla – Head of Pastoral Care and Pupil Welfare
- Chris Galvin – Premises Manager

The arrangements for meetings and record keeping are as follows:

- Health and safety is an agenda item for weekly staff meetings
- Health and safety committee will meet once per term to discuss actioned items and any outstanding issues i.e., Progress towards actions on Law at Work report.
- Minutes kept by the Premises Manager

4. First Aid Arrangements

The following arrangements have been established for the provision of first aid within the school:

4.1 Assessment of First Aid Requirements

First aid arrangements are detailed in the *Ivy House School's* First Aid Policy.

4.2 First Aiders

5. Name	Paediatric First Aid (expires on)	First Aid at Work (completed)
Donal Brennan		September 2023
Raffaella Merolla	November 2025	
Aideen Carmody		September 2023
Jack Lewis		September 2023



Catriona O'Neill	November 2025	
Joanne Lynch	November 2025	
Nadia Bodiu	November 2025	
Josephine Goddard	November 2025	
Inayah Hussain	November 2025	
Sara O'Donnell	August 2026	
Vicki Green	January 2028	

5.1 Head Injuries

- If a child has a bump on the head staff must make contact with the parent/guardian. If the head injury is severe parents will be asked to collect their child to seek medical advice.
- Parents are informed of a head injury by telephone on the day of the incident. If they cannot be contacted on the day then a letter is written. The letter outlines the injury, how it happened and symptoms.
- The accident reports are filed in the Accident Folder in the School Office.
- If a child is sent home for any medical condition this must be recorded in the accident book in the School Office and the time of leaving recorded in the Pupil Sign Out Book.

5.2 Administration of Medicines

In certain circumstances when it is necessary for a child to take medication during the school day, staff will undertake to administer the medicine only if the following procedure is followed:

- Parents must complete the Administration of Medicines Request Form. These forms are kept in the school office and must be completed on the day the medicine is brought to school.
- All prescription medicines must be in the original container and labelled by the pharmacy or physician.
- Non-prescription (over the counter) medication is never administered by school staff. Should the child require non-prescription medication, a parent or carer must come to the school to administer the dosage.
- If a child has to be administered a medicine it must be recorded on The Administration of Medicines Record Sheet.

6. Accident/Incident Reporting and Recording Arrangements



All accidents, incidents, near misses and dangerous occurrences will be reported to **Vicki Green** and recorded in the Accident Book/Incident Log in the School Office.

All accidents/incidents will be subject to review and investigation by **Raffaella Merolla** to ensure that, where appropriate, action is taken to prevent a recurrence.

All accidents must be recorded in the correct book/form. All details need to be filled in, including any treatment given (appendix 1).

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

In the case of a serious accident an Internal Accident Investigation Report Form (A2) must be completed. Copies of these are kept in the Accident Folder in the School Office.

Any accident that requires a RIDDOR report will be completed correctly and in the required time.

Copies of all reported accidents and near misses will be kept in the Accident Folder in the School Office.

All incidents, injuries, head injuries, ailments and treatment are reported in the appropriate accident book, kept in the Medical Room.

If the accident is more than a minor one for child or adult, it is reported immediately to the Headteacher or School Administrator who sends for an ambulance if needed and contacts the parents.

Parents are informed of a head injury by telephone on the day of the incident. If they cannot be contacted on the day then a letter is written. The letter outlines the injury, how it happened and symptoms.

First Aiders/office staff contact parents by phone if they have concerns about the injury.

If the accident happens off-site the group leader will send for an ambulance if necessary and then report it immediately to the Headteacher or School Administrator who will contact the parents.

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Certain accidents arising out of, or in connection with work are reportable to the Health and Safety Executive and Alpha Plus Head Office under the requirements.

7. Fire Safety



The following arrangements have been established for fire safety within the school

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Ivy House School's Fire Policy and Procedures.

7.1 Fire Marshall

Fire Marshals Donal Brennan/Chris Galvin (Premises Manager)

7.2 Fire Wardens

Vicki Green, Raffaella Merolla and Jack Lewis

6.3 Fire Evacuation Procedures

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Ivy House School's Fire Policy and Procedures.

8. Security and Lock Down Procedures

Arrangements for lockdown are detailed in the Ivy House School Lockdown Procedure, which is an appendix to the Business Continuity Plan. Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal.

The Headteacher, Premises Manager, Deputy Headteacher and Atalian Servest (Cleaners) are the designated key holders and are responsible for the security of the building. Custodian are the key holding company responsible for security of the building out of hours.

Closed circuit television is installed on the site and buildings are protected by intruder alarms. The School is secured at all times during the day by fob access gates and doors and is locked and alarmed at night.

The School has taken all reasonable steps to prevent unauthorised entry to its premises. Visitors are required to contact reception via intercom to identify themselves before being permitted to gain access to the school. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. All visitors are required to sign in on entering the building and sign out on leaving. The visitors' book can be found in the School Office.

9. Asbestos Survey and Management Plan

Ivy House School maintains an Asbestos Register which is subject to Annual review.

10. Driving and Vehicles

The school owns and operates the following vehicles:-



16-seater minibus

10.1 Maintenance of School Vehicles

Premises Manager and Minibus Driver, Chris Galvin, is responsible for the maintenance of the school minibus and for organising annual servicing and MOT.

10.2 Vehicle Checks

School vehicles will be subject to a weekly check using the checklist provided in the Safety Arrangement on Driving at Work. All defects will be reported to the Head.

All vehicles will be subject to a visual inspection prior to use with any defects reported to the Head.

10.3 Authorised Drivers

Members of staff who are authorised to drive for work are as follows:

(a) School Vehicles: the following drivers have been authorised to drive the school vehicle:-

- Chris Galvin – Premises Manager & Minibus Driver

All authorised drivers will be required to submit their driving licence for inspection at least annually. Business drivers will also require to submit evidence of vehicle insurance including use for business purposes for inspection annually.

Staff will be responsible for the maintenance of their own vehicles.

10.4 Transportation of Children

Ivy House School uses coaches to transport pupils to and from fixtures and educational visits. These coaches wait and park down the street, in a designated safe area and pupils walk to the coaches. Coaches will also drop off at the same point.

Pupils are also transported using the school minibus (maximum 14 pupils), accompanied by the driver and another adult.

11. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school and are listed below.

Head and Premises Manager responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.

Risk assessments are made available to staff via <S:\Administrative\HEALTH AND SAFETY>



Appendix 1 – Accident Book

<input type="text"/>	Book Number	<input type="text"/>	Page Number	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	Date Completed	<input type="text"/>	Person completed sheet handed to.
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A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or Department noted on the front cover of the book for safekeeping.

ACCIDENT REPORT FORM

1. Details of person involved in accident. (For assistance see note 1 on page 3.)

Name:

Address:

Postcode:

Occupation:

Department:

2. Details about person filing this report. (For assistance see note 2 on page 3.)

If you did not have the accident but are filing the report, place your details below.

Name:

Address:

Postcode:

Occupation:

Department:

3. Description of incident. (Use the back of this form if more room required.) (For assistance see note 3 on page 3.)

- A) Give time and date when accident occurred Date: / / Time:
- B) Give place of accident (Room/Dept./Area):
- C) Give details of how the accident occurred with cause if known:
- D) Give details of any injury suffered by person involved:
- E) Sign and date this record before handing to nominated record keeper, whose name is on the front of book. Please also write the date and the name of the person you handed this record to in the 2 boxes at the top of the sheet. You may take a copy of this record for your own records.
Signed: Date: / /

4. To be completed by employer only. (For assistance see note 4 on page 3.)

Only complete this section if you need to report under RIDDOR. After satisfying yourself about the facts, you should decide whether a further risk assessment is necessary and whether the accident should be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). (See note 4 on page 3.)
How was the report notified to the HSE?
Date notified: / / Name (Capitals): Signature:



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