



# Ingfield Manor School

## Health & Safety Policy

Policy implemented: January 2021  
Last reviewed: May 2024  
Next review due: May 2025

**This policy should be read in conjunction with Salitem's Health and Safety Policy**



## Statement and Vision

Ambito Care and Education affirms its commitment to fulfil legal requirements and other requirements to ensure the Health and Safety of all its employees whilst they are at work and the students whilst under their care. This also includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health. The Board of Directors regard the promotion of Health and Safety (H&S) measures as a mutual objective of management and employees at all levels and will ensure that employees are at all times mindful of our collective 'duty of care'.

Ingfield Manor School is committed to maintaining a healthy and safe environment for our students, staff and other interested parties (Parents, non-teaching staff, neighbours, outside contractors, Ofsted inspectors, Social workers and other local authorities), taking all reasonable steps to ensure that all individuals are exposed to the lowest practicable level of risk.

This Policy should be read in conjunction with the Company's H&S policy.

All staff at Ingfield Manor School have a clear responsibility for the health and safety of themselves and others within the workplace.

A fully comprehensive induction course is provided for all new employees, job specific training is delivered as required and all training is recorded on the employees training record.

Those responsible for Health and Safety Risk Management (see line of delegation, fig. 1) will ensure that all staff at Ingfield Manor School:

- a) Familiarise themselves with the requirements of the Health and Safety at Work Etc Act 1974 and all other relevant H&S legislation, Codes of Practices and guidance notes issued. Particular reference will be made to 'The Management of Health and Safety at Work' Regulations, 1999.
- b) Ensure that the H&S Policy adopted is both effective and enforceable.
- c) Periodically assess the H&S Policy to ensure that any necessary changes are made.
- d) Ensure that those charged within the H&S Policy identify all hazards and therefore evaluate the levels of risk relating to:
  - i) Accidents / Fire
  - ii) Health and Safety
  - iii) Environment
  - iv) Sponsored activities on and off-site.
  - v) Safeguarding Policy

There are control measures in place which provide for the most appropriate means of minimising the level of risk to staff, students and others.



In particular Ingfield Manor School has a responsibility, so far as is reasonably practicable to:

- a) Provide equipment and systems of work which are safe and without risks to health;
- b) Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
- c) Provide suitable and sufficient information, instruction, training and supervision to enable all employees, students and others affected by the activities of Ingfield Manor School to perform their activities and duties safely and efficiently;
- d) Promote the development and maintenance of sound H&S practices ensuring that any actions taken are inclusive and non-discriminatory;
- e) Maintain the premises in a condition that is safe and without risk to health and ensure the maintenance of safe access to and exit from the premises
- f) Such arrangements for all staff including temporary and voluntary staff / helpers to receive information and training on:
  - i) The Group's H&S Policy
  - ii) Safety matters relevant to their place of work
  - iii) Welfare facilities including first aid requirements

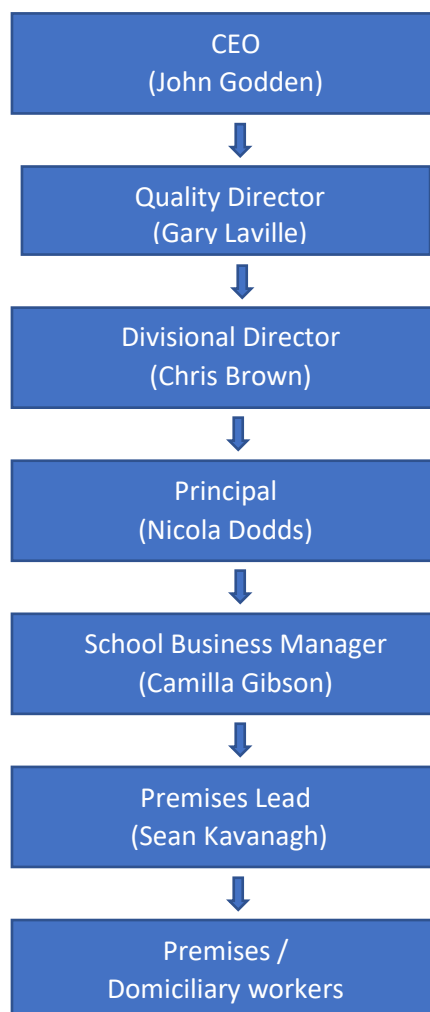


## Health and Safety Responsibilities

### Organisation

Although the Board of Directors and in particular, the C.E.O. have the ultimate responsibility for ensuring that Ambito Care and Education Ltd achieves and maintains a satisfactory performance in Health and Safety matters, they will devolve many of the responsibilities for ensuring that this is achieved to the Divisional Director and the Ingfield Manor School team.

Ambito Care and Education Ltd's objectives on Health and Safety will be communicated to all staff with instructions on how they are to be achieved via establishment safety officers, regular updates on staff notice boards (and /or via Blink) and the issue of staff handbooks.





## Responsibilities

### **Chief Executive Officer (CEO)**

has ultimate responsibility for all matters relating to Health and Safety and welfare of every person employed within Ambito Care and Education including young people placed in Ambito Care and Education's care and also ensuring that members of the general public who may be affected by any of the Ambito Care and Education's activities are not thereby exposed to risks to their health and safety.

### **Group Director of QA & Governance**

Is directly responsible to the Chief Executive Officer for ensuring the effectiveness, implementation and update of the Health and Safety Policy and to oversee the highest possible standards of Safety, Health and Environmental practice throughout Ambito Care and Education Ltd.

### **Divisional Directors**

Responsible to CEO and Director of QA and Governance to implement the strategic direction of the Group with particular responsibility for developing and implementing 'Best Practices' relating to current and future Safety, Health and Environmental statutory requirements.

In turn, the following appointed persons indicated below are responsible for all matters relating to Safety, Health, Environment and welfare within their respective operations:

### **Principal**

Is responsible for all local matters relating to Health and Safety and welfare of every person employed within Ingfield Manor School including young people placed in Ingfield Manor School's care and for ensuring that members of the general public who may be affected by any of Ingfield Manor School's activities are not thereby exposed to risks to their health and safety.

## **Arrangements for Safety & Welfare**

### **Accident Reporting**

All incidents whether involving injury or not must be **recorded** on an Incident Log form and if required reported on Nourish (the Quality Team is automatically notified). A member of the Senior Leadership Team (SLT) is to be made aware of this entry at the soonest opportunity. The Principal will receive automatic notification by email of any incidents reported on Nourish.

The Principal will be responsible for ensuring the notification of the accident to the Health and Safety Executive (and/or if Riddor is applicable) when necessary and will ensure records of these notifications are maintained. Any incidents of significance will be referred up to the Board of Directors.

### **Reporting of 'Near Misses'**

At Ingfield Manor School we encourage reporting of Near Misses to aid Lessons for Learning and pro-active risk management.



## **Fire**

The Principal and delegated staff will ensure that:

1. designated fire exits are correctly marked, adequately maintained and free from obstruction at all times;
2. the fire alarm system is tested on a weekly basis;
3. fire drills are conducted at least once a term for the whole school and for residential;
4. firefighting equipment is checked regularly and maintained in good working order, readily accessible at all times and any used equipment is replaced or replenished immediately;
5. fire procedures are reviewed at least annually and staff working on the premises know the procedures that have to be followed in case of fire;
6. there are sufficient suitably trained fire marshals on duty at all times.

## **Personal Emergency Evacuation Plans (“PEEPs”)**

A bespoke ‘escape plan’ will be raised for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of an emergency.

### **PEEPs may be required for individuals with:**

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

### **A temporary PEEP may be required for:**

- Short term injuries (i.e. Broken leg)
- Temporary medical condition
- Those in the later stages of pregnancy

## **Smoking**

The site has a strict ‘no smoking’ within premises rule, but there is a designated outside smoking area on the parameter of the premises away from the main school.

## **Gas safety**

1. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
2. Gas pipework, appliances and flues are regularly maintained
3. All rooms with gas appliances are checked to ensure they have adequate ventilation

## **COSHH**

Schools are required to control substances hazardous to health (COSHH). Ingfield Manor School maintains a separate Statement of Intent for COSHH items on site.



## **Legionella**

A formal water risk assessment is undertaken periodically in line with British Standards. The Premises team is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.

The risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following:

- Weekly flushing through of infrequently used outlets
- Monthly temperature monitoring of hot and cold water outlets, and blended taps
- Quarterly clean and descale of shower and water outlets

## **Asbestos**

1. A record is kept of the location of asbestos that has been found on the school site
2. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
3. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

## **Equipment**

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

All equipment should be used in line with PUWER regulations and must be handled with care. No attempt should be made at maintenance or repair unless you have adequate knowledge to carry this out. Specialist equipment that constitutes medical devices should only be prescribed by suitably trained staff (i.e. therapists, nurses).

Staff should report all faulty equipment to the Premises team and immediately mark the item as out of use (stickers can be found within the Post Room)

Any lifting equipment and compressors used within Ingfield Manor School premises will be examined and tested within the statutory periods under LOLER regulations by appointed contractors.

## **Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any potential hazards will be reported to the Premises Lead immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- To comply with the Electricity at Work Regulations 1989 all portable appliances will be tested for safe operation every 12 months.
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Inspecting and testing of fixed wiring installations is carried out every five years.



### **Display screen equipment (VDU/DSE)**

All staff who use computers daily as a significant part of their normal work should carry out a display screen equipment (DSE) self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs.

Workstations should be arranged by the individual to their own requirements.

### **Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Premises team retains ladders for working at height and maintains a register of all ladders, steps and hop-ups
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained person
- Contractors are expected to provide their own ladders for working at height
- Any scaffolding, ladders, crawling boards and other equipment used for access must be properly maintained and all scaffolding erected must be to relevant British Standards

### **Company vehicles**

All Ingfield Manor School vehicles have been declassified with the DVLA to permit DL licence drivers. All vehicles must carry breakdown details and prior to travelling with students, a full risk assessment and vehicle layout plan should be recorded, and a vehicle check list completed.

All staff who drive school vehicles must have a driving licence check and complete a familiarisation activity prior to use. Any staff responsible for transporting students and/or clamping within vehicles receive enhanced training from a suitably qualified (MIDAS) individual

A formal check of driving licences is carried out by the Business Manager annually and recorded on the Driving License Check Form in accordance with the company's Transporting People Safely Procedure.

The Premises team are responsible for carrying out regular routine checks on all vehicles and maintains the servicing and MOT logs.

### **Security**

All contractors and volunteers working at Ingfield Manor School where there is a risk of direct contact with students and/or sensitive data should hold a DBS (Disclosure and Barring Service) certificate, or a risk assessment will be put in place if relevant.

All staff are responsible for maintaining site security and where safe to do so challenging an unknown visitors/trespassers on site premises.





## Arrangements for Health

### **Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

#### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

#### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

#### **Personal protective equipment**

- Ingfield Manor School will provide personal protective equipment for all employees as/when needed for safe working.
- Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons will be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

#### **Cleaning of the environment**

- Classrooms, bathrooms, toilets and communal areas are cleaned daily during term time
- Offices and staffroom are cleaned at least once a week
- Waste bins are emptied daily

#### **Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Spillage kits are used for cleaning up blood and body fluid spillages.

#### **Laundry**

- Laundry is washed in a separate dedicated facility
- Soiled linen is washed separately (in "red bag") and at the hottest wash the fabric will tolerate.

#### **Clinical waste**

- Domestic and clinical waste are segregated and disposed of responsibly
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins



- Clinical waste is removed by a registered waste contractor
- Clinical waste bins are emptied daily, and the bags stored in a dedicated, secure area while awaiting collection.

### **New and expectant mothers**

- Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.
- Appropriate measures will be put in place to control risks identified.

### **Occupational Health & Stress**

**All employees** starting employment must complete a health questionnaire.

Any employee who is known to be suffering from any health problem that is impacting their work will be referred to the company Occupational Health services who will advise whether the problem is work related. Discussions will be held with the company's insurers and a decision made on a course of action.

We are committed to promoting and supporting positive mental health and wellbeing for our whole school community. Staff are screened prior to appointment and have access to an Employee Assistance Programme.

### **Noise**

Surveys will be carried out by Group Estates Management to comply with the Control of Noise at Work Regulations, 2005. There are no mandatory noise areas within Ingfield Manor School.

### **First Aid**

The Nursing Team and Senior Leadership Team are the responsible persons for First Aid at Ingfield Manor School. See the First Aid Policy for details.

### **Alcohol and drugs**

Anyone found under the influence of either alcohol or drugs during working hours is liable to disciplinary action. Anyone driving a company vehicle whilst under the influence of either will be subject to disciplinary procedures.

## **Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting students with medical conditions
- Accessibility plan
- Mental Health and Wellbeing
- Remote learning
- Lone Working
- Emergency or critical incident plan



## In response to

### **Health and Safety legislation:**

The Health and Safety at Work etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)  
Control of Substances Hazardous to Health COSHH 2002  
Control of noise at Work Regulations 2005  
The Regulatory Reform (Fire Safety) Order 2005  
Manual Handling of Loads Regulations 1992  
Health and Safety (Display Screen Equipment) Regulations 1992  
Personal Protective Equipment at Work Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
Workplace (Health, Safety and Welfare) Regulations 1992  
Electricity at Work regulations 1989  
Food Safety Act 1990  
Health and Safety (First-Aid) Regulations 1981 (As amended)  
Control of Asbestos at Work Regulations 2012

### **Education Legislation:**

The Adventure Activities Licensing Regulations 2004  
Education (School Premises) Regulations 1999 (SI 1999 No.2)  
Establishment Standards and Framework Act 1998  
Education and Inspections Act 2006  
School Inspections Act 1996  
Education Act 2002  
Health and Safety: Advice on legal duties and powers (For local authorities, School leaders, School staff and Governing bodies F00191759, June 2013)  
The Education (Independent School Standards) (England) (Amendment) Regulations January 2015



# Ingfield Manor School

## Environmental Policy

Policy implemented: January 2021  
Last reviewed: May 2024  
Next review due: May 2025

### Statement and Vision

Ingfield Manor School recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage our stakeholders to do the same.

### Responsibility

The Principal and Senior Leadership Team are responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Policy Aims

We will endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training



## **Paper**

- We will minimise the use of paper throughout the Group.
- We will ensure all packaging is recycled.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

## **Energy and Water**

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

## **Office Supplies**

- We will continually evaluate if the need can be met in an alternative way.
- We will evaluate if hiring/sharing is an option before committing to purchasing.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

## **Transportation**

- We will reduce the need to travel where plausible, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or phone/video conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour green vehicles and maintain them rigorously to ensure ongoing efficiency.
- We will monitor driving habits and behaviour of our employees through a vehicle tracker system thus reducing the environmental impact.

## **Maintenance and Cleaning**

- Cleaning materials used will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

## **Monitoring and Improvement**

- We will comply with all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at management meetings.



## **Culture**

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training when a need is identified.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.