

IVANHOE COLLEGE
SPECIALIST TECHNOLOGY COLLEGE

Health & Safety Visit

Name	Adrian Baker
Date of Visit	27/11/17
Focus of Visit	To review current Health and Safety practice.
Purpose of Visit	To see how Health and Safety is being managed.
Links with College Improvement	To ensure the continued quality of Healthy and Safety at Ivanhoe College in providing a safe working and learning environment.
Classes/staff visited	Jeanette Harris.

Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources, had lunch etc.

The overall quality of Health and Safety reviewed was impressive. The Health and Safety structure currently in place is a transparent and robust arrangement which is able to monitor, react, and improve safety measures across the whole Ivanhoe site.

1. All areas of ongoing works on site are being well monitored and planned for, e.g. damp in finance department, fixed electrical survey and subsequent work needed, water risk assessment, asbestos survey and action plan to undertake work in boiler house.
2. Accidents of small burns in Science lessons have resulted in an action plan whereby pupils are inducted in the correct health and safety practice to ensure safe learning during practical activities. These safety inductions will be recorded on SIMS by teaching staff, giving the school an accurate and permanent report of all safety instruction. Department heads are to organise and lead the implementation.
3. Fire risk assessment is in hand, with a copy emailed to County Hall as requested, and all relevant training on schedule – see action plan item 7.
4. Medical Procedure Policy has been approved, and is being communicated via staff newsletter – see action plan item 3.
5. Health and Safety Action Plan for 17/18 has been put in place detailing staff training and development.
6. C2 and C3 improvements due to the fixed electrical survey will take place February to Easter half term. One quote already received for this.

Description of activity e.g Discussion with literacy co-ordinator	
Questions Asked	Comments:
<p>1. How are the accidents in Science lessons being dealt with?</p> <p>2. When will the data on SIMS be available to analyse?</p> <p>3. Can you tell me about the fire risk assessment?</p> <p>4. How frequently are fire drills practiced?</p> <p>5. How did the water risk assessment go?</p> <p>6. Concerning the boiler house, what is the significance of the asbestos risk?</p>	<p>1. Health and Safety instruction is to be given to students before undertaking any practical activity that may have identified hazards and risks attached. This safety induction procedure will be then recorded on SIMS to create an accurate and permanent report of what pupil has received safety training, when, and by what teacher.</p> <p>2. The data on SIMS should be available for end of autumn term. The idea is to analyse the data, i.e. to compare the safety induction given to any accidents that may occur, on a month to month basis – December, January, February – so I am able to report the findings back to the FGB on the next meeting.</p> <p>3. Inavacuation (lock down procedure – 3 bells) has been reviewed and revised, and was used in a real-life situation on 10/11/17, when a road accident outside the school gates prevented school buses getting to Ivanhoe College due to a build-up of traffic. To ensure pupils' safety and not add to the congestion or further hinder the access of emergency services, pupils were kept inside the school for approximately 30 minutes. This allowed for the emergency services to come and go, and for the traffic build-up to disperse, and the buses to arrive. This simple but highly effective measure ensured the safety of every pupil on that day.</p> <p>EVAC chair training is on schedule with 6/7 staff completed their training, including LSA and ICT staff, with a review ongoing to ascertain if others are required.</p> <p>Initiative - ICT team drafted in to support zone checking and sweep checking, due to them not being allocated to lessons. Good utilisation of staff. Smarter working.</p>

	<p>4. Once every term.</p> <p>5. Nothing out of the ordinary to report. Certain tanks are to be clean/flushed out more often, but due to the school's low water usage it will still prove to be cost efficient, as well as ensuring the safety and quality of our water.</p> <p>6. The asbestos risk is 'low' as only the premises team have access to this area.</p>
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<p>Discussion with pupils or visit a lesson</p>	
<p>It might also be possible/ relevant for the governor to visit a lesson/s to watch some of the initiatives in action.</p>	<p>Comments</p> <p>No classroom activities were observed, but two classrooms were visited, as these have just been made bigger by knocking through into adjoining cupboard storage space. Part of a summer project to improve classroom facilities, and a finished example of construction work inside the school.</p> <p>Finance department – an area undergoing remedial work due to extreme damp conditions.</p> <p>Walking tour of different facilities – sports gym (newly decorated), first floor corridors (painted and carpet tiles laid), new insulated roofing.</p>

<p>Comments and Recommendations:</p> <p>Ongoing throughout the 17/18 year the SIMS data should help to identify behavioural patterns that might be critical in improving lesson safety across all high risk activities.</p> <p>Plus incorporating health and safety into the syllabus, like activity specific inductions to increase safety awareness, is giving pupils employability skills that they can take away and practice in the wider community.</p> <p>The SIMS data to be analysed on a monthly basis by Jeanette Harris and SLT members to assess the impact of health and safety training on pupils.</p>
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Points requiring further discussion at full governors:

1. A proactive action plan of training for 17/18 has been drawn up and put in place, identifying the type of training, who requires it, and when by. It also states who is providing the training, its cost, and numbers of personnel booked up to go on it.

2. Pupil safety training for high risk learning activities is happening in Science and PE, and will be recorded on SIMS.

3. The College has been successful in gaining funding from the government CIF funding. Karen Westwood who is leading this, working with Jeanette Harris are creating, with the help of an external company, the specification to go out to tender with local contractors. We are hopeful the work will begin in the new year, enabling the school to effectively plan ahead an according health and safety strategy.

Signed _____

Signed _____

Adrian Baker

(Governor)

(Principal / Subject Leader/SLT Link)