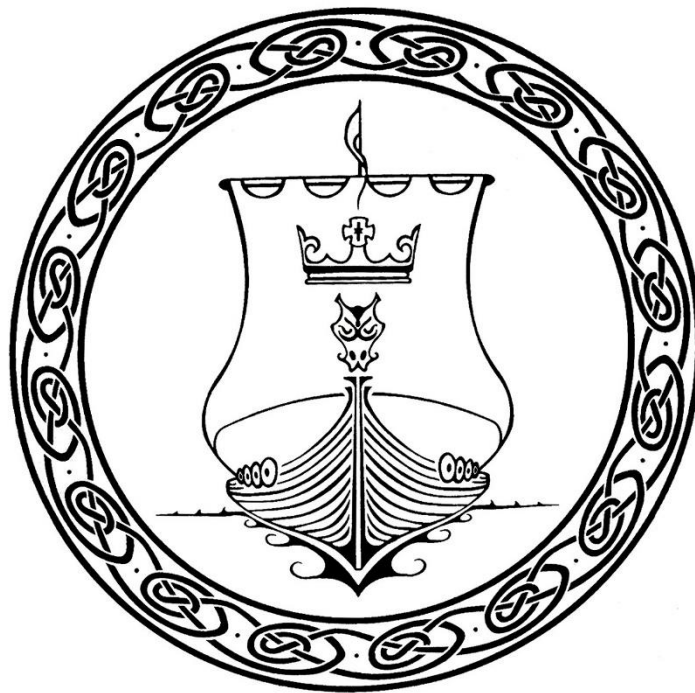




Queen Elizabeth II High School

Health and Safety Statement



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Queen Elizabeth II High School

Health and Safety Statement

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Health and Safety Work Act 1974

This is the Health & Safety Statement of

Queen Elizabeth II High School

This statement should be read in conjunction with the DESC's Health & Safety Policy.

1. Statement of intent

- Implement the requirements of the DESC Health and Safety Policy;
- To make adequate arrangements for the health, safety and welfare of staff and students;
- To provide adequate control of health and safety risks arising from work activities;
- To consult with our employees on matters affecting their health and safety;
- To co-operate with DESC in matters relating to health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks and to give adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise policy as necessary at regular intervals.

2. Responsibilities

Overall responsibility for health and safety within the establishment is that of:

Charlotte Clarke, Headteacher

To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Janet Bailey	Adviser: Health & Safety Link Governor
Julie Ozer, Business Manager	Responsibility: H&S Lead
Jo Steriopulos/Paul Carine	Responsibility: Educational Visits
Les Mourant, David Hughes, Jonny Chang	Responsibility: PAT Testing
Michael Corlett, Nicola Kelly, Kevin Oliver	
Julie Ozer, Business Manager	Responsibility: Management of risk assessments
Les Mourant, Site Manager	and emergency procedures
Heads of Subject/Catering Manager	

All employees have to:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).



3. Arrangements-Health & Safety Risks Arising from our Work Activities

Risk assessments will be undertaken by:

Julie Ozer, Business Manager
Les Mourant, Site Manager
David Hughes, Assistant Site Manager
Senior Leadership Team
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)
Helen Cave, Catering Manager

The findings of the risk assessment will be reported to:

Julie Ozer, Business Manager
Charlotte Clarke, Headteacher
Senior Leader links for departments

Action required to remove/control risks will be approved by:

Julie Ozer, Business Manager
Charlotte Clarke, Headteacher
Senior Leader links for departments

The person responsible for ensuring that action required is implemented is:

Julie Ozer, Business Manager
Les Mourant, Site Manager
David Hughes, Assistant Site Manager
Senior Leadership Team
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)
Helen, Cave, Catering Manager

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Julie Ozer, Business Manager
Les Mourant, Site Manager
David Hughes, Assistant Site Manager
Senior Leadership Team
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)
Helen Cave, Catering Manager

Assessments will be reviewed:

In the event of an accident, annually or when work activity changes, whichever is soonest.

4. Arrangements-Consultations with Employees

Consultation with employees is provided by:

- Standard agenda item on staff meetings;
- Staff briefings and notice boards;
- Induction and inset days;
- Staff representation on the Governing Body (and Health and Safety Committee).

Date of Last Review: June 2024 Mrs C Clarke

Date of Next Review: June 2025



5. Arrangements- Safe Plant and Equipment

Identifying equipment/plant, which will need maintenance is the responsibility of:

Les Maurant, Site Manager
David Hughes, Assistant Site Manager
Technicians across Curriculum Departments (Science, DT)
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)
Helen Cave, Catering Manager

Ensuring effective maintenance procedures are drawn up is the responsibility of:

Les Maurant, Site Manager
David Hughes, Assistant Site Manager
Julie Ozer, Business Manager
Catering Manager
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)

The person responsible for ensuring that all identified maintenance is implemented is:

Les Maurant, Site Manager
David Hughes, Assistant Site Manager
Julie Ozer, Business Manager
Helen Cave, Catering Manager
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)

Problems with plant/equipment should be reported to:

Les Maurant, Site Manager
David Hughes, Assistant Site Manager
Julie Ozer, Business Manager
Helen Cave, Catering Manager
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)

Checking plant and equipment health and safety standards before purchase is the responsibility of:

Les Maurant, Site Manager
David Hughes, Assistant Site Manager
Julie Ozer, Business Manager
Helen Cave, Catering Manager
Head of Department High Risk Subjects (DT, PE, Science, Music, Art, Dance and Drama)
**All budget holders must adhere to this when making purchases.*



6. Arrangements-Safe Handling and Use of Substances

Identifying substances which need a COSHH assessment is the responsibility of:

Grounds Maintenance Contractor
Science Department
Art Department
Design Technology Department
Cleaning Team
Site Team
Catering Team

The person(s) responsible for undertaking COSHH assessments is/are:

Grounds Maintenance Contractor
Site Team
Heads of Department and teaching staff within High Risk Subjects (Science, DT, Art)
Catering Team

Ensuring that all actions identified in the assessment are implemented is the responsibility of:

Les Mourant, Site Manager
David Hughes, Assistant Site Manager
Heads of Department for High Risk Subjects (Science, DT, Art)
Helen Cave, Catering Manager

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Les Mourant, Site Manager
David Hughes, Assistant Site Manager
Heads of Department for High Risk Subjects (Science, DT, Art)
Helen Cave, Catering Manager

Checking that substances can be used safely before they are purchased is the responsibility of:

Les Mourant, Site Manager
David Hughes, Assistant Site Manager
Heads of Department for High Risk Subjects (Science, DT, Art)
Helen Cave, Catering Manager

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.



7. Arrangements-Information, Instruction and Supervision

The Health and Safety Law poster is displayed at:

Staff room	Sports Hall
Site Team Office	Kitchen/Dining Room
Reception	Senior Leadership Team offices

Health and safety advice is available from:

Adrian Mooney,
Health & Safety Adviser,
Isle of Man Government
Tel: 01624 685797
Email: Adrian.mooney@gov.im

Supervision of trainee members of staff will be arranged/undertaken/monitored by:

Curriculum Leader/Teacher in Charge/Area Manager

Ensuring that our employees working at locations under the control of other employees, are given relevant health and safety information is the responsibility of:

Staff member attending

8. Arrangements-Competency for Tasks and Training

Induction training will be provided for all employees by:

Olivia Graham, Assistant Headteacher

Job specific training will be provided by relevant member of school staff or third party training provider as organised by:

Senior Leadership Team

Mandatory Health and Safety Training Requirements to be completed by school at required timescales and organised by:

Asbestos/Legionella Training	Les Mourant, Site Manager
First Aid Training	Wendy Creasey and Olivia Graham
Fire Awareness/Fire Warden Training	Julie Ozer, Business Manager
Working at Height/Safe Ladder Use	Les Mourant, Site Manager
Manual Handling	Les Mourant, Site Manager
Educational Visits Training	Helen Cave, Catering Manager
Food Safety	Jo Steriopulos, Assistant Head
	Helen Cave, Catering Manager



9. Arrangements-Accidents, Incidents, First-Aid and Work Related Ill-Health

Location of first aid boxes:

Reception
Admin Office
Data & Exams Office
Site Manager's Office
School Kitchen
PE Office
Specialist Provision Centre
Medical room (Nurse)
S4L Office
S4L Base
KS3 Office
KS4 Office
Room 29 (Art room)
Room 30 (Art room)
Room 32/33 stockroom/laundry (Home Economics rooms)
Room 22 (Technology)
Room 23/24 (combined workshop)
Room 25 (Art/Graphics room)
English Office
Performing Arts Office
Maths Office
ICT Office (room 46)
Science Preparatory Room
Sixth Form Block – kitchen area
History Department stockroom
Room 56 (Office)
Geography Office
Languages Office
School Minibus
School Greenhouse

Location of defibrillator:

Outside the PE changing rooms



The first aiders are:

Staff Member	First Aid Qualification	Expiry Date
Michael Callister	First Aid	July 2026
Paul Carine	First Aid	December 2024
Alex Cartney	First Aid	January 2026
Celine Courmont	First Aid	February 2026
Louise Franklin	First Aid	July 2026
Tom Kelly	First Aid	July 2025
Abbie Kelsey	First Aid	April 2027
Leanne Miller	First Aid	July 2025
Brendan O-Sullivan	First Aid	July 2026
Steven Slack	First Aid	July 2026
Joanna Steriopulos	First Aid	May 2026
Rachel Thompson	First Aid	July 2025
Emma Lewis	First Aid	July 2026
Angela Callister	First Aid	May 2025
Michael Corlett	First Aid	April 2027
Wendy Creasey	First Aid	July 2025
Sue Ferns	First Aid	September 2024
Alex Sansbury	First Aid	July 2026
Kerry Hill	First Aid	July 2025
Ann Hopwood	First Aid	July 2026
Chris Horton	First Aid	July 2025
Kathy Keenan	First Aid	November 2025
Helen Morgan	First Aid	October 2024
Carole Morrison	First Aid	July 2026
Heather Watson	First Aid	July 2025
Kee Jonny Chang	First Aid	July 2025
Laura Kelly	First Aid	July 2025
Les Mourant	First Aid	July 2025
Lauren Callow	First Aid	July 2026
Janet Hall	First Aid	July 2025
Michelle McElroy	First Aid	July 2025
Charlotte Clarke	First Aid	July 2026
Helen Cave	First Aid	July 2026
Lizzie Booth	First Aid	July 2026
Phil Hennessy	First Aid	July 2026
Sarah Gardner	First Aid	May 2027
Jane Bradley	First Aid	May 2027
Bernadette Dunn	First Aid	September 2024

All accidents and cases of work-related ill health are to be recorded. A record of accidents is kept:

Data & Exams Office

Date of Last Review: June 2024 Mrs C Clarke
Date of Next Review: June 2025



The person responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Adviser is:

Julie Ozer, Business Manager

10. Arrangements-Monitoring

To check our working conditions and ensure our safe working practices are being followed, we/or DOI will undertake:

Legionella testing (DOI-via Sub-Contractors)
Asbestos inspection (DOI)
Termly visual H&S inspection (Site Manager, Headteacher, Business Manager)
Annual Site Inspection by Competent Person (Health & Safety Adviser)
PAT testing (School)
Fixed appliance electrical testing (DOI)
Extraction fans/FUME cupboard maintenance (DOI, Site Manager, Heads of Department-service by contractors arranged by DOI)
Programme of risk assessment reviews
Boiler room and gas annual inspection (DOI contractors)
Gutters and gullies checked and cleaned (Site Team and DOI for areas that can't be reached)
Pest control (Site Team and Catering for minor pests. Anythi8ng significant, DOI/DEFA)
Sports and Gym equipment maintenance (Head of PE)
Weekly fire alarm testing (Site Team)
Monthly emergency lighting tests (Schools and Contractors)

The person responsible for investigating accidents is:

An appropriate relevant person depending on the seriousness of the accident.

The person responsible for investigating work related causes of sickness/absences is:

Line Manager
Jo Steriopulos (Staff Welfare)

The individuals responsible for acting on investigation findings to prevent a recurrence is:

Heads of Subject/Line Manager
Jo Steriopulos

11. Arrangements-Asbestos Risk Management

The Responsible Officer for asbestos management is:

Les Mourant, Site Manager and DESC and DOI (landlord)

The Asbestos Risk Management file is kept in:

Site Team Office

Site plans showing the location of asbestos containing materials (ACMs) are kept in:

Site Team Office



Ensuring that contractors are made aware of the location of ACMs and that they sign the relevant permit to work in the responsibility of:

Les Maurant, Site Manager, DOI

Asbestos risk assessments will be undertaken by:

Department of Infrastructure and the contractor

Visual inspections of the condition of ACMs will be undertaken by:

Les Maurant, Site Manager and David Hughes, Assistant Site Manager

Records of the inspection will be kept in:

Site Team Office

12. Arrangements-Legionellosis Minimisation

The two 'Nominated Persons' for Water Management at the premises are:

Les Maurant, Site Manager and DOI (Landlord)

Risk assessments detailing on site tasks for the minimisation of Legionellosis risk are kept in:

Site Team Office

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Les Maurant, Site Manager and David Hughes, Assistant Site Manager

Record showing that the above on-site tasks have been undertaken are kept in:

Site Team Office

13. Arrangements-Working at Height

All work at height in the establishment must be authorised by:

**Les Maurant, Site Manager
DOI for contractors
Helen Cave, Catering Manager**

Risk assessments for working at height are to be completed by:

**Les Maurant, Site Manager
DOI for contractors
Helen Cave, Catering Manager**

Equipment used for work at height is to be checked by and records kept in:

Site Team Office



14. Arrangements-Educational Visits

Off-site educational visits must be authorised by:

**Jo Steriopulos, Educational Visits Coordinator or Paul Carine, Educational Visits Coordinator
Charlotte Clarke, Headteacher
DESC Representative**

The Educational Visits Coordinators are:

Jo Steriopulos and Paul Carine

Risk assessments for offsite visits are to be completed by:

Educational Visit Group Leader (nominated)

DESC Policy, Procedures and Guidance for Educational Visits are kept on:

The Isle of Man Government Website under 'Educational Visits': [Isle of Man Government - Educational visits](#)

Details of offsite activities are to be held in a school database:

Evolve

15. Arrangements-Emergency Procedures-Fire Evacuation

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Charlotte Clarke, Headteacher and Julie Ozer, Business Manager

Escape routes are checked by/every:

Les Maurant, Site Manager Site Team	Daily
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Fire extinguishers and blankets are maintained and checked by/every:

Service and maintenance –Unique Fire Protection	Annually
Visually inspected-Les Maurant, Site Manager David Hughes, Assistant Site Manager	Termly

Alarms are tested by/every:

Weekly system checks-Site Team	Weekly
Service and Maintenance- Checked by G4S, maintained by T&M Services Ltd.	Bi-Annually

Emergency evacuation procedures will be tested:

Termly

Date of Next Review: June 2025



The security co-ordinator for the school site is:

Les Maurant, Site Manager; David Hughes Assistant Site Manager

16. Appendices

Listed here are the Health & Safety related policies and guidance adhered to by the school:

QEII High School fire plan and fire evacuation procedures
Anti-bullying Policy and Guidance
Behaviour Policy
Child Protection Policy and Procedures
Policy on restraint of pupils (DESC)
Acceptable Use Policy
Extra-Curricular and Enrichment Policy
Work Experience Policy
General Data Protection Regulations
Visitors in School Policy (DESC)
Terms and conditions of service for all staff

IOM Government People Strategy
Administration of Medication and Medical Care Guidance (DESC)
Educational Visits and Overnight Stays Policy
Lone Working Policy and Procedures
Accident Reporting including RIDDOR
Infectious Diseases Exclusions Guidance
Transportation of Pupils with Special Educational Needs

Revisions

Version	Description of change	Date