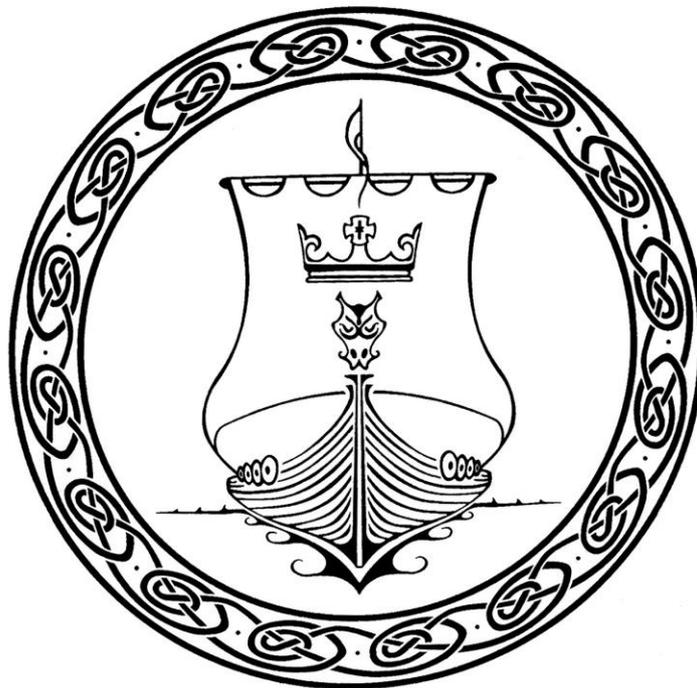




## Queen Elizabeth II High School

### Health and Safety Policy



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## Preamble

The Health and Safety at Work Act 1974 places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by the work activities, such as pupils and visitors. The employer can delegate the tasks necessary to discharge the responsibility but cannot delegate the responsibility itself. The employer is the Isle of Man Government. The Isle of Man enacted Management of H&S at Work Regulations in 2004.

## Aim

This policy is intended to set out the School's approach to ensuring the health and safety of all persons using the premises and engaged in activities run by the school. The aim of the policy is to provide a safe, healthy and secure environment for all students, staff and visitors to the School at all times. It sets out responsibilities and related procedures and policies which should be followed. The prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

## Responsibilities

1. The Isle of Man Government is the overall employer and therefore responsibility for health and safety rests with the government. The Department of Education, Sport and Culture (DESC) employs teaching staff, technicians, ESOs and catering staff. The DOI employs site staff and the Cabinet Office employs GTS staff.

**2. All staff in the school, whether employed by DESC, GTS or DOI are responsible for the health and safety of themselves and those in their charge. All staff must follow the IOM Government policies and procedures and those of the School.** Staff are encouraged to take up opportunities to gain training on H&S issues. Requests should be made through the usual CPD channels.

3. The Headteacher holds delegated responsibility for managing health and safety at the Queen Elizabeth II High School.

4. The Health and Safety Committee comprises a member of the Governing Body, the Headteacher, the Site Manager and the School Business Manager. The H&S Committee is responsible for development, oversight and monitoring of the School's Health and Safety policies and procedures. As part of this remit, the committee will produce the risk register for the school, the Emergency Plan, review risk assessments and analyse the accident report log. The committee meets termly.

5. The Site manager is responsible for training and managing site staff and for routine maintenance of the building, fire alarm systems etc to ensure a safe workplace. Control of Substances Hazardous to Health (COSHH) rules must be followed.

6. The Catering manager is responsible for ensuring that hygiene regulations are followed and that catering staff have the necessary training and implement safe procedures in the preparation and serving of food. The kitchen is managed under the Safer Food; Better Business Guidelines and COSHH rules must be followed. Information on healthy eating and allergens is displayed.

7. Heads of Department and technicians are responsible for making safety checks on equipment and adopting safe working practices for use of equipment and practical work. COSHH rules must be



followed. Heads of Subject are responsible for producing their own safety procedures and risk assessments for their area and monitoring their implementation.

8. Teachers of specialist subjects such as DT, Science, Art, PE are responsible for making sure that the necessary risk assessments are made and safe practices are followed, especially in practical work.

9. Class teachers are responsible for H&S in their own lessons, including checking the environment for hazards and managing the behaviour of students. Rooms and corridors should be kept clear of clutter and trip hazards.

10. Visitors to the School are required to sign in at Reception and to follow safe practices whilst on School premises.

## **Reporting health and safety concerns**

Any health and safety issues must be reported to one of the H&S Committee as soon as possible. If the situation poses an immediate risk, eg spillage, broken glass, the member of staff must obtain immediate help to address the risk. The site manager should be informed if there is a problem with any aspect of the building. Non-urgent reporting of concerns can be done by email to the Site manager or the School Business Manager.

All accidents must be reported to the school office immediately and the appropriate forms completed. First Aid assistance can be obtained through Reception. There are First Aid boxes around the School and available to take on school trips.

## **Emergency situations and security**

Any member of staff may call the Police or an ambulance in an extreme emergency and then inform reception. The ambulance crew prefers to speak directly to the person with the patient, whereas it may be preferable to alert Reception before calling the Police. It is important to alert Reception immediately and request that the person on Reception contacts the relevant member of the senior leadership team.

If a member of staff sees an unaccompanied stranger on site, the member of staff should check that the stranger has signed in at Reception. If the member of staff has any concerns, he should report them immediately to Reception.

Other relevant policies and procedures:

The staff planner contains important information on duties, fire evacuation, child protection, accidents and illness.

Fire plan and fire evacuation procedures

Anti-bullying policy

Behaviour policy

Child Protection policy and procedures

Extra-curricular and school visits policy

Policy on restraint of pupils

Administration of medicines and First Aid

Acceptable Use Policy and data protection

Adults in School Policy, Visitor and Safeguarding Information

Terms and conditions of service