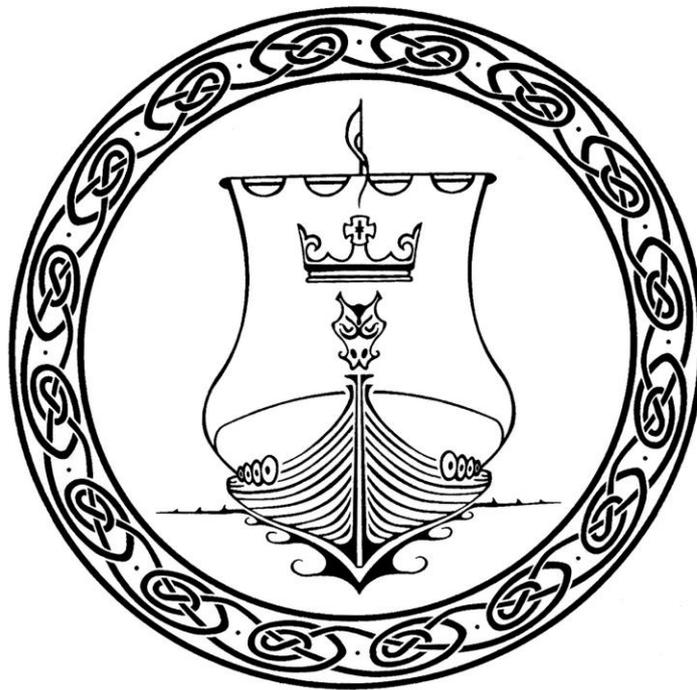




Queen Elizabeth II High School

Health and Safety Policy



gleck dty share dy kinjagh



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 risk register includes areas of risk related to the health and wellbeing of staff and students. The committee meets termly.

5. The Queen Elizabeth II High School is committed to supporting the IOM Government People Strategy which is underpinned by the four strategic themes that:

- We have a resilient and healthy workforce
- We have proportionate health and safety management
- We actively support social responsibility
- We are committed to Equality, Diversity and Inclusion

All staff are aware of the Healthy and Well pages on ItsLearning, the DESC Physical activity programme and the See, Say, Support, Signpost initiative.



6. 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, Infection Control and Infectious Diseases Exclusion Guidance must be followed by all staff.

7. 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.

8. 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.

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

10. 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. The management of these risks are detailed in the specific risk assessments held for each department area and reviewed regularly.

11. 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. Students can access the school nurse or the listening service which is currently provided by IsleListen.

First Aid assistance can be obtained through Reception. All accidents must be reported to the school office immediately and the appropriate forms completed at the earliest opportunity. There are First Aid boxes around the School and available to take on school trips. The school follows Public Health guidance on Infectious Diseases.

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.

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

Other relevant policies and procedures:

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
Acceptable Use Policy
Extra-Curricular and Enrichment Policy
Work Experience Policy
General Data Protection Regulations
Adults in School Policy including Visitor and Safeguarding Information
Terms and conditions of service for all staff

IOM Government People Strategy
Administration of Medication and Medical Care Guidance
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