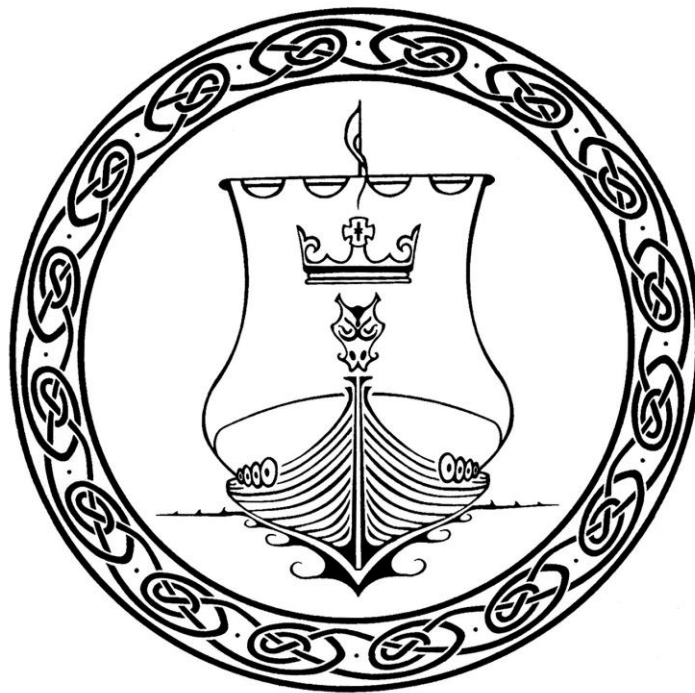




Queen Elizabeth II High School

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, Nicola Kelly, Kevin Oliver | Responsibility: PAT Testing |
| Julie Ozer, Business Manager | Responsibility: Management of risk assessments |
| Les Mourant, Site Manager | and emergency procedures |

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
Head of Department for High Risk Subjects (DT, PE, Science, Music, Dance and Drama)
Catering Teams



Julie Ozer, Business Manager
Charlotte Clarke, Headteacher
Janet Bailey, Advisory Health & Safety Link Governor

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

Julie Ozer, Business Manager
Charlotte Clarke, Headteacher
Les Mourant, Site Manager

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

Julie Ozer, Business Manager
Charlotte Clarke, Headteacher
Les Mourant, Site Manager
Heads of Departments

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

Charlotte Clarke, Headteacher
Julie Ozer, Business Manager
Les Mourant, Site Manager
Heads of Departments

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).

5. Arrangements- Safe Plant and Equipment

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

Les Mourant, Site Manager
Technicians across Curriculum Departments (Science, DT)
Catering Team

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

Les Mourant, Site Manager
Julie Ozer, Business Manager

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

Les Mourant, Site Manager
Julie Ozer, Business Manager



Problems with plant/equipment should be reported to:

Les Mourant, Site Manager
Julie Ozer, Business Manager

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

Les Mourant, Site Manager

6. Arrangements-Safe Handling and Use of Substances

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

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

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

Les Mourant, Site Manager
Julie Ozer, Business Manager
Heads of Department for High Risk Subjects (Science, DT)
Catering Team

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

Charlotte Clarke, Headteacher
Les Mourant, Site Manager
Julie Ozer, Business Manager
Heads of Department for Curriculum Subjects
Catering Manager

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

Les Mourant, Site Manager
Julie Ozer, Business Manager

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

Les Mourant, Site Manager
Heads of Departments for Curriculum Subjects
Technicians across curriculum subjects (DT, Science)

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 | |

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 young workers and trainees will be arranged/undertaken/monitored by:

Curriculum Leader/Teacher in Charge

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 | Jo Steriopulos |



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 2025 |
| Paul Carine | First Aid | December 2024 |
| Alex Cartney | First Aid | January 2026 |
| Celine Courmont | First Aid | February 2026 |
| Olivia Edwards | First Aid | July 2025 |
| Louise Franklin | First Aid | July 2025 |
| Tom Kelly | First Aid | July 2025 |
| Abbie Kelsey | First Aid | September 2023 |
| Leanne Miller | First Aid | July 2025 |
| Brendan O-Sullivan | First Aid | July 2025 |
| Hannah Riley | First Aid | July 2025 |
| Steven Slack | First Aid | July 2025 |
| Joanna Steriopulos | First Aid | July 2025 |
| Rachel Thompson | First Aid | July 2025 |
| Emma Wainwright | First Aid | July 2025 |
| Eloise White | First Aid | September 2023 |
| Sara Ayres | First Aid | May 2024 |
| Angela Callister | First Aid | May 2025 |
| Jenny Christie | First Aid | September 2023 |
| Michael Corlett | First Aid | September 2023 |
| Wendy Creasey | First Aid | July 2025 |
| Sue Ferns | First Aid | September 2024 |
| Alex Hardman | First Aid | July 2025 |
| Kerry Hill | First Aid | July 2025 |
| Ann Hopwood | First Aid | July 2025 |
| Chris Horton | First Aid | July 2025 |
| Kathy Keenan | First Aid | November 2025 |
| Helen Morgan | First Aid | October 2024 |
| Carole Morrison | First Aid | July 2025 |
| Heather Watson | First Aid | July 2025 |
| Kee Jonny Chang | First Aid | July 2025 |
| Laura Kelly | First Aid | July 2025 |
| Les Maurant | First Aid | July 2025 |
| Lauren Callow | First Aid | July 2025 |
| Janet Hall | First Aid | July 2025 |
| Michelle McElroy | First Aid | July 2025 |
| Charlotte Clarke | First Aid | July 2025 |
| Helen Cave | First Aid | July 2025 |
| Lizzie Booth | First Aid | July 2025 |
| Phil Hennessy | First Aid | July 2025 |
| Harry Horbury | First Aid | July 2025 |

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

Date of Last Review: June 2023 Mrs C Clarke

Date of Next Review: June 2024



Data & Exams Office

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 will undertake:

Legionella testing
Asbestos inspection
Termly visual H&S inspection
Annual Site Inspection by Competent Person e.g. Health & Safety Adviser
PAT testing
Fixed appliance electrical testing
Extraction fans/FUME cupboard maintenance
Programme of risk assessment reviews
Boiler room and gas annual inspection
Gutters and gullies checked and cleaned
Pest control
Sports and Gym equipment maintenance
Weekly fire alarm testing
Monthly emergency lighting tests
Five yearly test of fixed wiring

The person responsible for investigating accidents is:

Julie Ozer, Business Manager

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

SLT link (return to work interviews)
Julie Ozer, Business Manager
Charlotte Clarke, Headteacher
DESC HR

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

Charlotte Clarke, Headteacher
SLT link

11. Arrangements-Asbestos Risk Management

The Responsible Officer for asbestos management is:

Les Mourant, Site Manager and DESC (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

Asbestos risk assessments will be undertaken by:

Department for Infrastructure

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

Les Maurant, 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 DESC (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

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
Julie Ozer, Business Manager**

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

**Les Maurant, Site Manager
Julie Ozer, Business 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

Escape routes are checked by/every:

| | |
|--|--------------|
| Les Mourant, Site Manager Site Team | Daily |
|--|--------------|

Fire extinguishers and blankets are maintained and checked by/every:

| | |
|--|-----------------|
| Service and maintenance –Unique Fire Protection | Annually |
| Visually inspected-Les Mourant, 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



Les Maurant, Site Manager

16. Appendices

Listed here are the Health & Safety related policies and risk assessments in place for 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
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

Revisions

| Version | Description of change | Date |
|---------|-----------------------|------|
| | | |
| | | |