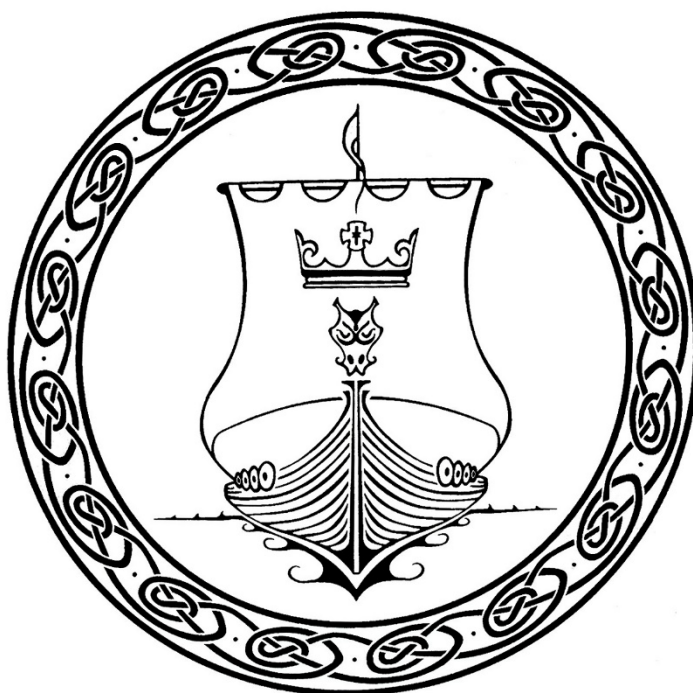




## Queen Elizabeth II High School

### 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:

|                                                |                                                       |
|------------------------------------------------|-------------------------------------------------------|
| <b>TBC</b>                                     | <b>Adviser: Health &amp; Safety Link Governor</b>     |
| <b>Julie Ozer, Business Manager</b>            | <b>Responsibility: H&amp;S Lead</b>                   |
| <b>Jo Steriopulos/Paul Carine</b>              | <b>Responsibility: Educational Visits</b>             |
| <b>Kevin Butler, Paul Kennish, Jonny Chang</b> | <b>Responsibility: PAT Testing</b>                    |
| <b>Michael Corlett, Nicola Kelly,</b>          |                                                       |
| <b>Julie Ozer, Business Manager</b>            | <b>Responsibility: Management of risk assessments</b> |
| <b>Kevin Butler, Site Manager</b>              | <b>and emergency procedures</b>                       |
| <b>Heads of Subject/Catering Manager</b>       |                                                       |
| <b>Thomas Crosbie, Student H&amp;A EO</b>      | <b>Student Medical and Healthcare Plans</b>           |

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**  
**Kevin Butler, Site Manager**  
**Paul Kennish, 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**  
**Kevin Butler, Site Manager**  
**Paul Kennish, 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**  
**Kevin Butler, Site Manager**  
**Paul Kennish, 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: September 2025 Mr T Crosbie

Date of Next Review: September 2026



## 5. Arrangements- Safe Plant and Equipment

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

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, Assistant Site Manager**  
**Julie Ozer, Business Manager**  
**Helen Cave, Catering Manager**  
**Heads 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Kevin Butler, Site Manager**  
**Paul Kennish, 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:

**Andrew Williams,**  
**Head of Health, Safety and Welfare**  
**Isle of Man Government**  
**Tel: 01624 686999**  
**Email: ohr@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:

|                                            |                                        |
|--------------------------------------------|----------------------------------------|
| <b>Asbestos/Legionella Training</b>        | <b>Kevin Butler, Site Manager</b>      |
| <b>First Aid Training</b>                  | <b>Wendy Creasey and Olivia Graham</b> |
| <b>Fire Awareness/Fire Warden Training</b> | <b>Julie Ozer, Business Manager</b>    |
| <b>Working at Height/Safe Ladder Use</b>   | <b>Kevin Butler, Site Manager</b>      |
| <b>Manual Handling</b>                     | <b>Kevin Butler, Site Manager</b>      |
|                                            | <b>Helen Cave, Catering Manager</b>    |
| <b>Educational Visits Training</b>         | <b>Jo Steriopulos and Paul Carine</b>  |
| <b>Food Safety</b>                         | <b>Helen Cave, Catering Manager</b>    |



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

Location of first aid boxes:

Reception  
SLT Office  
Data & Exams Office  
Site Manager's Office  
School Kitchen  
PE Office  
Specialist Provision Centre  
Admin Office Near Exams  
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  
Main Office  
Wellbeing Room  
Mobile

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               | Pending Renewal |
| Alex Cartney       | First Aid               | January 2026    |
| Celine Courmont    | First Aid               | February 2026   |
| Louise Franklin    | First Aid               | July 2026       |
| Tom Kelly          | First Aid               | Pending Renewal |
| Abbie Kelsey       | First Aid               | April 2027      |
| Leanne Miller      | First Aid               | Pending Renewal |
| Thomas Crosbie     | First Aid               | September 2028  |
| Steven Slack       | First Aid               | July 2026       |
| Joanna Steriopulos | First Aid               | May 2026        |
| Rachel Edmunds     | First Aid               | Pending Renewal |
| Emma Lewis         | First Aid               | July 2026       |
| Michael Corlett    | First Aid               | April 2027      |
| Wendy Creasey      | First Aid               | June 2028       |
| Alex Sansbury      | First Aid               | July 2026       |
| Kerry Hill         | First Aid               | Pending Renewal |
| Ann Hopwood        | First Aid               | July 2026       |
| Chris Horton       | First Aid               | June 2028       |
| Kathy Keenan       | First Aid               | November 2025   |
| Carole Morrison    | First Aid               | July 2026       |
| Heather Watson     | First Aid               | Pending Renewal |
| Kee Jonny Chang    | First Aid               | Pending Renewal |
| Laura Kelly        | First Aid               | Pending Renewal |
| Angela Callister   | First Aid               | June 2028       |
| Lauren Callow      | First Aid               | July 2026       |
| Janet Hall         | First Aid               | Pending Renewal |
| Michelle McElroy   | First Aid               | Pending Renewal |
| Charlotte Clarke   | First Aid               | July 2026       |
| Helen Cave         | First Aid               | July 2026       |
| Lizzie Booth       | First Aid               | July 2026       |
| Sarah Gardner      | First Aid               | May 2027        |
| Jane Bradley       | First Aid               | May 2027        |
| Lee Alexander      | First Aid               | October 2028    |
| Heather Bradbury   | First Aid               | October 2028    |
| Alexandra Hardman  | First Aid               | July 2026       |
| Harry Horbury      | First Aid               | July 2026       |
| Steven Jelly       | First Aid               | July 2028       |
| Nicola Kelly       | First Aid               | February 2026   |
| Anna Lightfoot     | First Aid               | May 2028        |
| Samantha Lund      | First Aid               | May 2028        |
| George Melvin      | First Aid               | May 2028        |
| Marie Nixon        | First Aid               | July 2028       |
| Alexander Sinclair | First Aid               | July 2028       |
| Emma Wainright     | First Aid               | July 2026       |
| Pauline Walters    | First Aid               | July 2028       |



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

**Data & Exams Office**

The person responsible for oversight of 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:

**Kevin Butler, 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:

**Kevin Butler, Site Manager and 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:

**Kevin Butler, Site Manager and Paul Kennish, 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:

**Kevin Butler, 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:

**Kevin Butler, Site Manager and Paul Kennish, 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:

**Kevin Butler, Site Manager  
DOI for contractors  
Helen Cave, Catering Manager**

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

**Kevin Butler, 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**

Date of Next Review: September 2026



## 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:

**Kevin Butler, Site Manager**  
**Site Team**

**Daily**

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

**Service and maintenance –Unique Fire Protection**

**Annually**

**Visually inspected- Kevin Butler, Site Manager**  
**Paul Kennish, 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**

Date of Last Review: September 2025 Mr P Crossley

Date of Next Review: September 2026



Emergency evacuation procedures will be tested:

**Termly**

The security co-ordinator for the school site is:

**Kevin Butler, Site Manager; Paul Kennish, 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