



# Queen Elizabeth High School Policy

## Health and Safety

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Policy and Document Links:

Accessibility Plan  
Conduct for Learning Policy  
Keeping Children Safe in Education  
Safeguarding and Child Protection Policy  
School Premises Management Policy  
Supporting Students with Medical Conditions Policy

Policy Type: Statutory

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Amendments: See Policy Amendment Record

(1) 01.09.17

## **Rationale**

The Governors of Queen Elizabeth High School recognise their responsibility under the Health and Safety at Work Act (1974), so far as is reasonably practicable to:

- Provide safe systems of work, plant and equipment
- Provide for the safe use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely
- Provide a safe place of work with safe means of access and egress for all persons using the premises
- Provide a safe and healthy working environment with adequate welfare arrangements
- Provide for the health and safety of persons not employed by the school, but who may be affected by its activities
- Encourage all staff to take reasonable care of their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty
- Require all staff to report through the appropriate channels any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others

## **Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. school Safety Officer) without having first been consulted.

## **Academy Status**

The Governors recognise the need to ensure that sufficient funds are reserved for the maintenance of those items of premises and equipment where financial responsibility has been delegated to them under the Academy Funding Agreement.

## **Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities are assessed (as required under the Management of Health and Safety at Work Regulations 1992, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, and the Manual Handling Regulations 1992 and the Display Screen Equipment Regulations 1992). In addition all provisions of The Regulatory Reform (Fire Safety) Order 2005 will be adhered to.

## **The Organisation**

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within Queen Elizabeth High School. Individuals or groups who have links to health and safety at Queen Elizabeth High School include:

- The Governors
- The Headteacher

- The school Health and Safety Co-ordinator
- Heads of Faculty (in areas of particular risk e.g. Art, Design and Technology (including Food and Textiles), Drama, Physical Education and Science)
- Other Teaching and Technician Staff
- The Caretaker
- First Aiders
- Persons who have specific responsibilities for any aspects of Health and Safety e.g. Administrator responsible for the minibuses

### **Governors Responsibilities (through the Headteacher):**

- Ensuring that the school's Health and Safety Policy is implemented, monitored and regularly reviewed and revised as necessary
- Ensuring that sufficient funds are reserved for meeting their responsibilities for health and safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the arrangements for the Academies Funding Agreement
- Monitoring the health and safety need for non-structural maintenance in the school and informing the contracted Health and Safety Consultant as necessary
- The safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- Ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health
- Ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced
- The adoption of safe working practices by staff and students, and by contractors when on site

### **Headteacher Responsibilities**

The following areas are the responsibility of the Headteacher who can delegate to authorised persons at his/her discretion:

- The implementation of the school Health and Safety Policy
- Advising the Governing body of the need to review the school Health and Safety Policy
- The day to day responsibility for health and safety in the school
- Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1992, in all areas of significant risk
- Ensuring that staff receive appropriate health and safety training
- Carrying out a regular safety audit each term, all results to be recorded. This duty is carried out by the school Health and Safety Officer
- Ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with
- Emergency procedures, including evacuation in case of fire or bomb threats
- Ensuring that adequate provision is made for the administration of First Aid
- Notifying the contracted Health and Safety Consultant of any serious accident to students or **any** accidents to staff or other persons and any "near miss" (dangerous occurrence) situations, in accordance with the procedures laid down
- Notifying the Health and Safety Consultant of any hazards or problems affecting the health, safety or welfare of staff students or others that cannot be resolved by appropriate local action

- Ensuring that all new materials on health and safety matters, supplied by the Health and Safety Executive, are brought to the attention of any relevant persons promptly
- Facilitating the meeting of a school Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings
- Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information)

### **Faculty Leaders/Middle Leaders Responsibilities:**

- All matters of health and safety in their department or subject area
- Bringing to the notice of the Headteacher (or the school Health and Safety Officer) any problems or defects affecting the health, safety or welfare of staff, students or other persons in their department or subject area
- Having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- Producing a departmental/subject safety policy and revising it as necessary
- Ensuring that staff have received adequate training on health and safety aspects of their specialist areas (notably where use of potentially hazardous equipment or substances is undertaken)
- Ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained
- Ensuring that any risks specific to their area of work are adequately assessed (e.g. COSHH assessment for use of hazardous substances)
- Ensuring that relevant safety signs and, where required by law, regulations or notices are displayed (e.g. signs requiring use of eye protection or restricting use of teacher only machines to named individuals, abrasive wheel regulations, positions of gas, water or electrical isolators etc.)

### **Other Teaching and Technician Staff Responsibilities:**

- Ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject Health and Safety Policy
- Staff working in Art, Ceramics, Design and Technology (including Food and Textiles), Physical Education or Science should be familiar with the school's policies in these areas
- Reporting any defects or problems affecting the health and safety of themselves, their students, other staff or any other person, through their Department or Middle Leader to the Headteacher (or school Health and Safety Officer)
- Co-operating with their employer to enable him to comply with the requirements of the Health and Safety at Work etc. Act 1974

### **The Caretaker/Cleaners and Health and Safety Officer Responsibilities:**

- Ensuring that he/she is familiar with and complies with the school Health and Safety Policy
- Bringing to the attention of the Headteacher (or school Health and Safety Officer) any problems or defects affecting the health and safety of any person on the school premises
- Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or ground staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)

- Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- Ensuring that all equipment and materials received have adequate health and safety information (e.g. manufacturer's data sheets for COSHH assessments to be carried out)
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work)
- Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to others users of the premises (e.g. signs to warn of slippery floors, uncleared ice or snow etc.)
- Informing the Headteacher (or school Health and Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor)
- Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that equipment

#### **Health and Safety Coordinator Responsibilities:**

- Maintaining the First Aid box(es)
- To carry out health and safety audits every six months
- To report the main findings of the audits to the Headteacher
- To liaise with the Sites and Buildings Consultant if specific faults need attention

#### **Safety Representatives (Appointed by Trade Unions / Professional Associations)**

The Health and Safety at Work Act 1974 provides for the appointment of safety representatives by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LEA should be informed of their appointment by the appropriate union, not the school.

Union appointed safety representatives may not act as school Safety Officers, though their expertise can be very useful, giving the training that the unions provide.

Whilst safety representatives do not have **responsibilities** within the school, they do form a useful part of the overall organisation for safety and this should be acknowledged in the organisation section of the Health and Safety Policy.

Safety representatives have the right to:

- Carry out termly inspections of the premises and submit a written report to the Headteacher
- Receive any reports of inspections or accident investigations made by the Health and Safety Executive
- Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff
- Represent the staff/union membership on school safety committees
- Receive such training as may be necessary for them to perform their duties

Provided they have been properly appointed and their appointment notified to the governing body by the appropriate trade union, safety representatives should receive time off with pay to perform their duties.

### **The Arrangements**

These cover a variety of day to day situations which may occur at Queen Elizabeth High School.

### **Access and Egress**

All doorways are kept clear to allow the safe movement of students and staff. In severe weather paths are kept clear by the Caretaker. Reserve supplies of salt are kept on site.

### **Accident Reporting**

All accidents involving students or staff are recorded.

### **Blood-borne Diseases**

Protective gloves MUST be worn whenever blood or other body fluids are involved.

### **Building Repairs and Contractors**

Major building work is normally carried out in school holidays. If building work is carried out during term time students are advised and parts of the school may be restricted on a day to day basis.

Communication between school contractors is carried out by the Academy Business Manager with reference to the Headteacher.

### **Cleaning**

Most of the cleaning takes place after hours when few students are on the premises.

### **Communications**

Records are kept of the six monthly audits. Requests for minor repairs are passed to the Academy Business Manager.

### **Consultation**

The Headteacher would have meetings with Trade Union Safety Representatives if meetings were requested.

### **Display Screen Equipment (V.D.U.'s)**

No person should use a V.D.U. for more than twenty minutes without a break. All rooms with V.D.U.'s should have adequate ventilation.

### **Fire Alarm System**

The fire alarm system is tested every week and a record of each test is maintained by the Health and Safety Coordinator. Tests should be made at different call points each time. The system is further checked and serviced on an annual basis by external contractors, Tann Synchronome Ltd Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP26 5PW.

### **Fire Appliances (Extinguishers and Blankets)**

Fire appliances are serviced and checked on an annual basis by external contractors, Hereford Fire Protection Services Ltd (01432) 269094

### **Fire Evacuation and Fire Drills**

There should be two fire drills a term. A copy of the Fire Drill is displayed in every teaching room. A register of all classes is taken at the Fire Drill. All escape routes, fire doors etc. must be kept clear.

### **Fire Prevention**

Rubbish and waste material should not be allowed to accumulate. Combustible materials must be stored away from sources of heat.

### **First Aid**

First Aid is carried out by trained staff. Lists of staff holding current First Aid qualifications are posted in school. If treatment is needed at a surgery or hospital and parents cannot be contacted a member of staff would stay with the student.

### **Flammable Substances**

Flammable substances must be kept in fireproof storage. Chemical storage will be covered in handbooks relating to specific departments.

### **Good Housekeeping**

Surplus furniture, equipment etc. are kept in storage areas.

### **Hazardous Chemicals**

A list of all hazardous substances will be kept (not science departments where separate instructions are issued). A risk assessment will be carried out.

### **Information/Publications**

Staff should be informed where the Handbook of Safety Information is kept.

## **Journeys and Visits**

Information about school visits and journeys including Headteacher's permission; what to do leading up to the trip and what to take on the trip are included in the Staff Handbook. The staff/student ratio should be appropriate to the nature of the visit.

## **Lettings**

Applications for hire of the school premises are submitted to the Headteacher and Governors for consideration.

## **Machinery and Plant**

Use of machinery will be covered in the handbooks of relevant departments. A list of users will be kept.

## **Medicines**

The issue of tablets /capsules is only done by qualified first aid staff. Records of all medicines issued are kept.

## **Monitoring**

An annual review will be made of accident reports. This should show trends and indicate significant danger areas.

## **Near Misses**

Systematic consideration of near misses can help reduce the number of actual accidents.

## **Protective Clothing**

Gloves, goggles and overalls are worn for some work in Design and Technology. Safety goggles should be BS2092 C/D EN166.

## **Playground Safety and Supervision**

The Caretaker makes daily inspections of the school premises. At breaks during the school day students are supervised by duty staff.

## **Portable Electrical Appliance Testing**

There is a rolling programme of testing all electrical equipment.

## **Public Performances**

Before a public performance fire alarms and emergency lighting should be checked. All exit doors should be clear of obstructions. A competent person should be in charge of all electrical apparatus. Electrical cables should be kept as short as possible and away from public circulation areas.

## **Record Keeping**

Records are kept of the six monthly Health and Safety Audit. Records of the testing of equipment are kept by the Health and Safety Coordinator.

## **Annual Reporting Headteacher**

The Headteacher should make an annual health and safety report to the Governing Body. It should include reference to any serious accidents that have happened during the year.

## **Annual Reporting Governing Body**

The Governing Body should make an annual report on health and safety. Health and Safety is a standing item on the agenda of every Full Governing Body (FGB) meeting.

## **Risk Assessment**

For details see Risk Assessment Section. All Faculty Leaders will be asked to complete a Risk Assessment analysis for their department area. Results of the Risk Assessment analysis will be studied to check on significant danger areas.

## **Safety Inspections**

Six-monthly audits are carried out by the school Health and Safety Co-ordinator.

## **School Safety Committee**

This is made up of the Headteacher, Governors, Academy Business Manager, Health and Safety Coordinator and Staff representatives.

## **Security**

All visitors to the school are asked to report to the reception desk and sign in electronically if they have a key card or via reception. The reception desk is supervised from 8.00am to 4.30pm each school day.

In a situation where Lock Down has been triggered by alarm, staff should pay special care to health and safety implications whilst seeking to ensure students and staff are in a designated safe area or area of their rooms.

## **Stage Lighting**

Also see Public Performances. The stage lighting should be tested annually by competent electricians.

## **Training – Specific**

This would be done on a departmental basis. Special reference would be made to new staff in areas where chemicals or machinery are used.

## **Training – Induction**

All staff are given a Staff Handbook where the broad outlines of Health and Safety at Queen Elizabeth High School are described.

## **Vehicles**

The loading of coaches is supervised by duty staff. The school minibuses are maintained on a regular basis and records are kept.

Car parking is on and around the school drive, areas away from playgrounds. Playgrounds may be used for parking for functions out of school hours.

## **Risk Assessment**

It is now a legal duty to carry out risk assessments and to record the results (Management of Health and Safety at Work Regulations 1992).

Two terms are important in risk assessment:

- A **Hazard** is something with the potential to do harm. It could be a substance, a machine, a method of work or a defect in the school premises
- A **Risk** is the likelihood that a hazard will cause harm. It includes the frequency with which the harm is caused, to how many people at one time and what the extent of the harm is

Risk Assessment seeks to identify **significant** risks.

- All Faculty Leaders will have to carry out a risk assessment
- There will be other areas of school where risks occur and these will have to be assessed

A small working party including Governors, Senior Staff and the Sites and Building Manager will do this assessment.

They will:

- Walk around and identify hazards, record findings
- Address significant hazards
- Transfer to a school risk form - see sample, use numerical method (see below)
- Identify precautions to reduce risk potential. List any training needed
- Involve other people as required

OCCURRENCE

**(probable likelihood) rating estimated as:**

- 1. = Impossible (close to zero)
- 2. = Possible (remote chance)
- 3. = Occasional (has been known)
- 4. = Frequent (annual/bi-annual)
- 5. = Regular (3-6 month occurrence)
- 6. = Common (1-3 month occurrence)
- 7. = Continuous (daily/weekly event)

HARM

**(hazard severity) rating estimated as:**

- 1. = Trivial
- 2. = Minor
- 3. = Lasting more than 3 days
- 4. = Major injury to one person
- 5. = Major injury to several persons
- 6. = Death of one person
- 7. = Multiple deaths

RISK RATING = OCCURRENCE X HARM

Risk Rating	Risk Potential
1 - 14	Low
15 - 24	Medium
25 - 49	High

The nominated Health and Safety Consultant is:

Mr N O’Sullivan  
 Fire and Risk Management Services  
 01432 357772

This policy will be reviewed annually to take account of legal and/or other developments or sooner if it contravenes in any way legal compliance.

**Policy Amendment Record**

Number:	Date:	Amended by:	Details and Location:
1	01.09.17	M Farmer	Checked against The Key Compliance Tracker, adjustments to some terminology to ensure compliance and clarification of interpretation. Style change to incorporate change to school name. References to old name changed to reflect new name. Checked for accuracy with school Safety Officer G Hurlow. Shelf ready from September 1 <sup>st</sup> 2017.