
Queen Elizabeth's School

HEALTH AND SAFETY POLICY

1. Introduction and aims

Queen Elizabeth's School is committed to offering a safe, secure and healthy environment for its staff, pupils and any visitors to its site including Governors, parents and contractors.

The Governing Body and Headmaster are aware of their responsibilities under the Health and Safety at Work etc. Act 1974 and other health and safety legislation and guidance relevant to the School's operation. Matters of health and safety are considered to be of paramount importance.

In particular, the School aims to:

- Provide and maintain a safe and healthy environment;
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site;
- Have robust procedures in place in case of emergencies; and
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept;
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test;
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register;
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff; and
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The School follows national guidance published by Public Health England when responding to infection control issues.

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

3. Roles and responsibilities

3.1 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the School, but will delegate day-to-day responsibility to the Headmaster.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the School premises.

The Governing Body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by School activities in order to identify and introduce the health and safety measures necessary to manage those risks;
- Inform employees about risks and the measures in place to manage them; and
- Ensure that adequate health and safety training is provided.

Health and Safety will be a standing item at each regular meeting of the full Governing Body.

3.2 The Headmaster

The Headmaster is responsible for health and safety on a day-to-day basis. This involves:

- Implementing the Health and Safety Policy;
- Ensuring there are enough staff to safely supervise pupils;
- Ensuring that the School buildings and premises are safe and regularly inspected;
- Providing adequate training for School staff;
- Ensuring that the Governing Body receive a regular report on health and safety matters;
- Reporting incidents to the HSE where legally required to do so;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring that, in their absence, health and safety responsibilities are delegated to another member of staff;
- Ensuring all risk assessments are completed and reviewed;
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary; and
- Enacting the School's Emergency Procedures should an incident require them.

In the Headmaster's absence, the Second Master and the Assistant Head (Business Management) assume the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The nominated health and safety lead is the Facilities Manager. His responsibilities include:

- Monitoring risk assessment procedures, carrying out regular risk assessments of any risks to health and safety, identifying ways to minimise such risks, arranging for hazard inspections to be carried out with appropriate follow-up action, and reporting to the Health and Safety Committee and Headmaster;
- Where any new activity within his area of responsibility is undertaken, carrying out a specific risk assessment of significant risks;

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

- Recording the significant findings of any risk assessment;
- Maintaining a log of all incidents and injuries as required by law;
- Co-ordinating all maintenance work carried out on site;
- Ensuring the security of all School buildings and the setting of alarms;
- Compiling and maintaining details of all defects and arranging for their rectification or repair;
- Identifying known hazardous materials (e.g. asbestos, flammable materials, etc.) and where these are controlled by regulations arranging for the necessary assessments to be carried out; ensuring that all contractors are aware of the location of hazardous materials within the School;
- Ensuring good communications within the School with regard to health and safety matters;
- Liaison with outside agencies, as appropriate;
- Ensuring that the School's Site Team and regular contractors (e.g. for cleaning and grounds maintenance) are aware of the School's Health and Safety Policy and how it affects their work (e.g. storage of chemicals, use of equipment, etc.) and monitoring this;
- Ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace;
- Keeping himself briefed on health and safety legislation;
- Arranging for the grounds to be cleaned and the minimum statutory requirements met with regard to the removal of litter and refuse;
- Arranging for the interior of the School buildings to be cleaned to an appropriately high standard;
- Ensuring that adequate fire control appliances are available throughout the School and that these are inspected at least annually;
- Ensuring that the required first aid equipment is available in the School and that first aid boxes are regularly checked.

In addition, with regard to the Swimming Pool, the Facilities Manager will:

- Ensure that at least one member of the School's premises staff has received adequate swimming pool maintenance training and holds recognised certification;
- Maintain the Swimming Pool to include plant and water hygiene and keep records of all such maintenance; and
- Arrange for water quality testing be carried out as necessary and any remedial action appropriate to be taken.

3.4 Line Managers

Line Managers, in particular Heads of Department, are responsible for:

- Ensuring that all staff under their control receive appropriate instruction in their duties regarding health and safety and are adequately trained in the use of equipment;
- Where appropriate, being aware of regulations, codes of practice and guidance notes relating to their specialist areas;
- In the case of Art, Physical Education, Science, and Technology producing departmental health and safety guidelines based on risk assessments defining safe

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

working arrangements and bringing it to the attention of new staff and supply teachers;

- Ensuring that due regard is given to the advice and safe practice guidelines set out in departmental specialist resources such as CLEAPSS (for Science) and BAALPE (Physical Education);
- Ensuring that health and safety procedures are detailed in schemes of work, where appropriate;
- Ensuring that everything received from suppliers – including equipment, machinery, substances etc. – is accompanied by adequate information and instruction prior to use;
- Informing the Facilities Manager of all problems, defects and hazards discovered associated with either the buildings, facilities or equipment;
- Checking that a copy of the School's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.

3.5 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will, therefore:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- Co-operate with the School on health and safety matters, including in any investigations into a potential health and safety breach;
- Work in accordance with training and instructions, ensuring that training is completed within the agreed timescales;
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken;
- Model safe and hygienic practice for pupils; and
- Understand emergency evacuation procedures and feel confident in implementing them.

3.6 Pupils and parents

Pupils and parents are responsible for following the School's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. Pupils found to be endangering, or to have endangered, the health and safety of their peers, staff or visitors will be dealt with under the Pupil Discipline Policy.

3.7 Contractors

Contractors will comply with the health and safety procedures of the Facilities Management department when on School premises. Contractors may also be required to provide evidence that they are suitably qualified or certified for specialist work.

4. Site security

Under the guidance of the Headmaster, the Facilities Manager and the Site Team are responsible for the security of the School site in and out of School hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

The resident caretaker, security contractors, Facilities Manager and Headmaster are key holders and will respond to an emergency out of hours subject to an agreed escalation pyramid and contingency arrangements.

Security personnel are on site from 7am to 10pm Monday – Friday to enhance safety and security for pupils, staff and visitors.

In addition, CCTV is in operation around the site.

An electronic sign-in system is operated for visitors during normal working hours, but staff should be vigilant and willing to challenge unidentified persons (not wearing a visitor's pass) or report their presence to a senior member of staff.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly and emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous buzzer.

Fire alarm testing will take place on a weekly basis.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff know how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly point on Stapylton Field, having been led calmly by the adult supervising them at the time of the alarm.
- Form tutors will take a register of pupils, which will then be checked against the attendance register of that day. This will be overseen by Heads of Year.
- A similar register will be taken for all staff, including kitchen staff and contract staff, and checks will be made to verify the location of visitors.
- Designated fire marshals will complete a checklist for their respective areas and these will be collected centrally. Any issues highlighted will subsequently be investigated by the Facilities Manager.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The School will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by under the instruction of the Facilities Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Hazardous products are stored away from pupil access, for example in Science Prep Rooms, with strictly controlled access.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

6.2 Legionella

- The Facilities Manager is responsible for ensuring that a suitable water risk assessment has been conducted and that findings are recorded.
- This risk assessment will be reviewed regularly and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by measures including water temperature checks, heating of water, and the disinfection of showers.

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the School and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the School site as part of the Asbestos Management Plan.

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment should be stored in the appropriate storage containers and areas. All containers should be labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Any potential hazards will be reported to the Facilities Manager immediately.
- Permanently installed major electrical equipment is connected through a dedicated isolator switch and adequately earthed and all isolators switches are clearly marked to identify their machine.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE equipment

- Pupils are taught how to carry and set up PE equipment safely and efficiently. Staff check that equipment is set up safely prior to use.
- Any concerns about the condition of the pitches, gym floor or other apparatus will be reported to the Director of Sport and the Facilities Manager.

7.3 Display screen equipment

- Information about Display Screen Equipment (DSE) is supplied to all staff as part of health and safety training.
- Reasonable adjustments to DSE, and associated desk furniture, can be made where required to support staff members with medical conditions.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

8. Lone working

Lone working may include:

- Late working;
- Home or site visits;
- Weekend working, or working on site out of term time;
- Site management duties;
- Site cleaning duties; or
- Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

9. Working at height

Any work to be performed at height should be properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Facilities Manager is responsible for securely storing and managing access to ladders for working at height.
- Pupils are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors will usually be expected to provide their own ladders or other equipment for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection of the ladder and the surrounding area to ensure it is safe.
- Access to high levels, such as roofs, is restricted.

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The School will ensure that proper mechanical aids and lifting equipment are available in School, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. Off-site visits

When taking pupils off the School premises, the relevant staff will ensure that:

- Risk assessments have been completed where off-site visits and activities require them, with all residential trips in the UK and abroad requiring a written risk assessment.
- Visits are appropriately and sufficiently staffed.

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

- Providers of adventure activities (including skiing, climbing and water sports) hold a licence as required by the Adventure Activities Licensing Regulations 2004.
- Appropriate first aid equipment is taken, along with information about the specific medical needs of pupils along with the parents' contact details and a means of contacting the School.
- Should the School minibuses be used for transportation, that only authorised and qualified members of staff drive the vehicle and that the requirements stipulated in the School's Minibus Procedures are followed.

Health and Safety risk assessments are a significant part of the trips and visits approval procedure and have to be agreed by senior members of staff.

12. Lettings

Lettings will be required to have their own health and safety procedures and risk assessments, but will be expected to comply with the relevant sections of this policy.

13. Violence at work

Staff should not be in any danger at work, and the School will not tolerate violent or threatening behaviour towards members of staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager or to the Headmaster without delay. This applies to violence from pupils, visitors or other staff.

14. Smoking and drugs

Smoking is not permitted anywhere on the school premises. The possession, consumption or distribution of prohibited drugs is strictly proscribed and, along with attending School under the influence or impairment of drugs, constitutes a disciplinary matter under the provisions of the School's Drugs Policy.

15. First Aid

If a pupil or member of staff is unwell or an accident occurs, the School's primary first aider or, in his or her absence, an authorised first aider, should be informed immediately. If it is appropriate for treatment or recuperation to occur at School, the person injured or feeling unwell should go to the School's Medical Room.

In the case of a medical emergency a member of staff at the scene should call the emergency services in order that they can provide the requisite information for the call to be triaged and to support immediate and ongoing first aid. The Front Office should also be notified, if possible simultaneously by another person, so that the primary (or another suitably qualified) first-aider can be summoned and so that arrangements can be put in place to manage the situation; such as enabling access for the emergency services to the site, or notifying the patient's emergency contacts.

Any accident at work involving personal injury should be reported to the Headmaster, however trivial.

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

Full details of the provision of care for those with ongoing medical conditions, including measures concerning the safe administration and storage of medicines, can be found in the School's Special Educational Needs and Disability Policy.

16. Infection prevention and control

The School follows national guidance published by Public Health England when responding to infection control issues. Staff and pupils are encouraged to follow good hygiene practice at all times.

The School will give due regard to the recommended exclusion periods outlined by Public Health England for infectious diseases and will take their advice with regards to the appropriate course of action in the event of an epidemic/pandemic.

The School supports pupils to access immunisations in line with national advice and guidelines.

Those involved in the regular preparation or serving of food will undertake appropriate training, organised by their employer, to comply with the requirements of the Food Safety Act and other food hygiene regulations.

17. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the School that they are pregnant to ensure that the environment is safe and that any necessary adjustments are made to their duties at the relevant stage.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

Staff should remain vigilant to any such cases which may have particular implications for pregnant colleagues.

18. Mental health and occupational stress

The School is committed to promoting high levels of health and wellbeing in its pupils and staff. The Mental Health and Wellbeing Policy sets out how pupils are supported to achieve good mental wellbeing and what steps are taken should there be a concern.

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

The School also recognises the importance of identifying and reducing workplace stress through risk assessment. Systems are in place within the School for responding to individual concerns and monitoring staff workloads.

19. Accident reporting

19.1 Accident record

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found on eQE.
- As much detail as possible should be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and longer if required by the School's insurance policy. Records will be securely stored and will be disposed of, once no longer required.
- A report of accidents will be tabled at each regular meeting of the Health and Safety Committee, so that any patterns can be identified.

19.2 Reporting to the Health and Safety Executive

The Headmaster will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headmaster will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes;
 - Amputations;
 - Any injury likely to lead to permanent loss of sight or reduction in sight;
 - Any crush injury to the head or torso causing damage to the brain or internal organs;
 - Serious burns (including scalding);
 - Any scalping requiring hospital treatment;
 - Any loss of consciousness caused by head injury or asphyxia;
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours;
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;

Queen Elizabeth's School

HEALTH AND SAFETY POLICY

- Where an accident, arising from a work activity, leads to someone being taken directly to hospital for treatment;
- Near-miss events that do not result in serious injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment;
 - The accidental release of a biological agent likely to cause severe human illness;
 - The accidental release or escape of any substance that may cause a serious injury or damage to health;
 - An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available at:
<http://www.hse.gov.uk/riddor/report.htm>

20. Training

Staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, are given additional health and safety training as appropriate. Physical Education staff are required to undergo first aid training and specialist pool safety/lifeguard training if they may be supervising pool users.

21. Monitoring

This Policy will be reviewed regularly and at such time that any event, or legislation or guidance, may require revision of, or addition to, the Policy. This will be the task of the Health and Safety Committee, and any changes will be reported to the Governing Body.

Queen Elizabeth's School HEALTH AND SAFETY POLICY

LINKED
POLICIES

- Emergency Procedures Policy*
- Drugs Policy*
- Home-School Agreement*
- Mental Health and Wellbeing Policy*
- Minibus Procedures*
- Pupil Discipline Policy*
- Pupil Supervision Policy*
- Safeguarding Policy*
- School Visits Procedure*
- Special Educational Needs and Disability Policy*
- Staff Discipline Policy*
- Whistleblowing Policy*

LINKED
LEGISLATION
AND
REFERENCE
MATERIALS

- Health and Safety at Work etc. Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- Electricity at Work Regulations 1989
- Adventure Activities Licensing Regulations 2004
- Management of Health and Safety at Work Regulations 1999 (1999/3242)
- Food Safety Act 1990
- Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, Department for Education 2014*
- HSE Guidance: Incident reporting in schools (accidents, diseases and dangerous occurrences)*
- HSE Guidance: School trips and outdoor learning activities*

Approved by the Governing Body on 28 February 2019

Signed

B.R. Martin, Chairman of the Governing Body