



# **Health & Safety Policy**

## **Policy, Organisation and Arrangements**

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## Health & safety policy statement

We recognise the importance of ensuring the health, safety and welfare of our staff and students and fully accept our obligations both to students, employees and others who may be affected by our activities.

To meet these obligations we will:-

- ensure that health & safety is embedded into all our activities and that effective health & safety management systems, are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- ensure that staff and students are made aware and reminded of their responsibility for their own health and safety and for the health and safety of others;
- consult our employees on matters affecting their health & safety;
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely;
- provide an environment in which staff can work without fear of violence, intimidation or threats; and
- regularly review our health & safety performance by monitoring and auditing to ensure that personnel responsibilities are effective and current.

We are committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:-

- effective leadership by Governors, the Head Teacher and senior staff;
- participation of all employees and students as appropriate;
- open and responsive communication.

.....  
Miss Rebecca Hearsey

**Chair of Governors**

.....  
Dr Alison Bruton

**Head Teacher**

**Review date: October/November 2017**

## **Responsibilities**

### **Governing Body**

The Governing Body will:-

- show a commitment to health & safety within the school by signing the Health & Safety Policy Statement
- carry out health & safety self audits (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school
- require termly reports from the Head Teacher with regard to health & safety matters
- appoint a link governor with specific responsibility for health and safety

### **Link Governor**

The link governor will have the specific responsibility of overseeing health and safety on behalf of the members of the governing body.

They will liaise with the Head Teacher and/or Finance Principal as appropriate, in order to undertake the responsibilities listed above for the Governing Body.

### **Head Teacher**

The Head Teacher will ensure that the duties detailed within the Health & Safety Policy are carried out and will ensure that relevant staff are made aware of their responsibilities as appropriate.

Additionally the Head Teacher will:-

- ensure that appropriate resources are available to meet health & safety objectives;
- ensure that arrangements and procedures to protect the health & safety of staff, pupils and others are in place and made available for reference by staff via the K drive.
- ensure that staff are made aware of specific policy and practice relevant to their post
- ensure that suitable risk assessments and controls are in place;
- promote a positive health & safety culture and lead by example;
- ensure that there is effective health & safety communication and consultation with staff;
- monitor and review health & safety performance;
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents;
- seek professional advice as necessary
- authorise any revision to procedures and practice and inform the governing body of the changes.

### **Finance Principal**

The Finance Principal will support the Head Teacher and carry out duties detailed above, as delegated by the Head Teacher.

Additionally the Finance Principal will:-

- refer to 'The Key', on on-line advice and model policy tool for competent advice as appropriate
- develop and implement arrangements and procedures to protect the health & safety of staff, pupils and others;
- undertake risk assessments, or delegate as appropriate, and ensure that suitable controls are in place;
- put forward suggestions to improve health & safety controls to the Head Teacher;
- ensure that funds are available to carry out any actions identified in the school's improvement plan which are related to health safety;
- ensure that the fire risk assessment is kept up to date;

- ensure that emergency evacuations (planned and un-planned) are properly carried out and documented;
- liaise with the link governor for health and safety;
- provide health and safety reports for the Head Teacher to include in her reports to Governors (to include any serious incidents). In addition to report on health and safety issues, as necessary, at the Resources Committee;
- act as lead for Health and Safety on a day to day basis.

### **Educational Visits Coordinator (EVC)**

The Head Teacher fulfills the statutory duties of an Educational Visits Coordinator (EVC), and will ensure that we follow statutory off-site activities requirements. The Head Teacher is supported in this, by a member of the support staff team, with specific administration duties regarding the administration and co-ordination of educational and extracurricular visits. These responsibilities include:-

- supporting the Head Teacher and governing body by ensuring all information is compiled and collated to enable approval decisions for offsite visits, including all risk assessments;
- advising the Finance Principal of planned visits overseas, and any “dangerous”/high risk activities which need to be notified to the School’s insurer;
- informing the Head Teacher of all visits.

The Head Teacher will:-

- ensure that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it;
- ensure the competence of staff and volunteers to lead or otherwise supervise a visit;
- ensure that emergency arrangements are in place and emergency contacts are known for each visit;
- ensure the review of all information and supporting documentation before authorising a trip to go ahead. This may also include the review of the financial feasibility of a trip, in particular overseas visits. The latter may be delegated to the Finance Principal.

### **Radiation Protection Supervisor<sup>1</sup>**

Our Radiation Protection Supervisor (RPS) supports science technicians who handle radioactive materials. The RPS will:-

- ensure that the school follows the good practice guidance available from CLEAPSS;
- liaise with the council’s Radiation Protection Officer (RPO), who acts as a link to CLEAPSS Radiation Protection Adviser (RPA) service;
- inform the Governors before acquiring new ionising radiation sources;
- be directly involved with work using ionising radiations, including practical teaching;
- have and exercise suitable authority to ensure that all such work is carried out in accordance with the school’s Standard Operating Procedures (“Local Rules”);
- exercise supervision, though need not be present all the time;
- ensure all teachers and technicians (especially new ones) who need to handle or use sources are appropriately trained;
- ensure that the radioactive sources are all accounted for and kept secure;
- ensure that equipment is maintained in good working order;
- ensure regular monitoring is carried out on radioactive sources, their containers and stores;
- ensure that all records required are accurate, up-to-date and kept secure;
- know what to do in an emergency;
- make them self available to the Health and Safety Link Governor if required.

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<sup>1</sup> Mr C Hinks – Subject Leader Physics

## Site Manager<sup>2</sup>

The Site Manager will:-

- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons;
- ensure that the fire logbook for maintenance of fire safety equipment is completed and kept up to date;
- carry out regular water temperature checks and other measures to control water safety\*
- carry out regular visual checks of any asbestos containing materials;
- carry out daily site inspections;
- deal with contractors on a day to day basis, including ensuring that all risk assessments, method statements etc are completed, and site health and safety procedures are properly followed by contractors;
- liaise with external building professionals as required e.g. architect/project leader re health and safety;
- ensure the building is secured at night;
- undertake room specific risk assessments for centrally used areas (e.g. classrooms with no individual classroom teacher allocated to it, communal areas, etc).

\* This work is currently outsourced to a contractor. Whilst this is the case the Site Manager should liaise with the contractor to ensure regular checks are carried out and data recorded

## Employees

All employees will ensure that they:-

- take reasonable care of themselves - this includes having a tidy and safe working area;
- do not put their colleagues at risk;
- co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role;
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
- follow all verbal and written instructions they are given regarding safe working;
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- inform their manager about any health & safety problems or loss/damage to safety equipment;
- inform/remind students as to the school's expectations of them with regard to health and safety in all school based activities.

In addition they should:-

- report any accident, incident, or near miss to their manager immediately;
- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals;
- take reasonable care to ensure the health and safety of students.

## Students

The school's expectation of students is that they will:-

- take reasonable care of themselves, including having tidy working areas free from coats and bags etc;
- not engage in activities which put others at risk;
- co-operate with their teachers, or other adults on health and safety matters;
- follow all written and verbal instructions they are given regarding health and safety issues, both in lessons (e.g. science and technology) in the wider school environment (e.g. out of bounds areas, slippery surfaces etc) and during off-site activities;

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<sup>2</sup> Mr K Whitehead

- not interfere with or misuse anything provided for health and safety purposes (e.g. fire extinguishers, guards on machines, notices or signs on walls, barriers around areas where people are working etc);
- notify an adult immediately about any accident, health and safety issue or hazard they observe.

### **Measuring health & safety performance**

We will undertake a range of activities to monitor our health & safety performance:-

- Governors and Senior Leaders will inspect/self audit the school to ensure the premises and systems of work are safe.
- Senior leaders will regularly review any accidents, near misses, aggressive incidents and hazard reports to ensure appropriate remedial action is taken to help prevent recurrence.
- External audits of our health & safety management systems will also be carried out by a competent external advisor every two years (or as agreed with the auditor). Any inspection by HSE which covers general health and safety may take the place of an audit.

### **Local Arrangements**

#### **Accidents and aggressive incidents**

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction.
- Any incident subject to RIDDOR<sup>3</sup> (i.e. fatality, major injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The Finance Principal is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded in school.
- All incidents will receive an appropriate level of investigation by the Finance Principal.
- Serious incidents will be co-investigated by the Head Teacher.
- Accident and aggressive incidents will be monitored and reported to the Governing Body via the Head Teacher's report each term in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Where a breach in the Health and Safety Policy leads to a serious incident, this may lead to misconduct proceedings against employees.

#### **Asbestos management** (for premises built before 2000<sup>4</sup>)

- An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed when appropriate to ensure that it has been kept up to date (i.e. when ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by the Site Manager. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos register is updated and evidence of air testing is kept to show that the area was safe for reoccupation.
- The Site Manager has been nominated to manage any ACMs on site and has attended asbestos awareness training. The Finance Principal has also attended asbestos awareness training.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Site Manager.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.

<sup>3</sup> The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995

<sup>4</sup> Much of the school was built before 2000

- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

#### **Control of contractors – buildings/site**

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where we commission larger scale work we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500 person days of construction work, we will ensure that a CDM co-ordinator is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.
- Contractors must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

#### **Control of contractors – catering and cleaning services**

In addition to the requirements for all users of the site, whether employed by Queen Mary's High School or not;

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our students, staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Contractors are responsible for ensuring all requirements as pertaining to the work they carry out on our premises adheres to the industry specific requirements under health and safety (e.g. COSHH, Manual Handling, Risk Assessments, Environmental Health etc), and are required to maintain training records to prove their staff are competent to undertake their roles safely.

#### **Control of Substances Hazardous to Health (COSHH)**

- Wherever possible, we will use non-hazardous products.
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.
- An audit will be carried out and an inventory kept to ensure that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Hazardous substances used in science and design & technology are covered by assessments and model procedures provided by CLEAPSS
- Hazardous substances used by any external contractor will have assessments undertaken by their employer, who will make the assessments available to the school

#### **Display screen equipment (DSE)**

- Any problems with the use of DSE should be brought to the attention of the user's line manager so that suitable control measures can be put in place.

## **Fire & evacuation procedures**

- The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use Walsall Council's Fire Safety Advisers.
- The assessment will be formally reviewed by a competent person every two years.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health, as required.<sup>5</sup>
- Fire fighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Log Book. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place usually at least once per term.
- New staff receive a fire evacuation briefing as part of their induction process.
- Pupils will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

## **First Aid and supporting pupils' medical needs**

- The Head Teacher's PA monitors the First Aid requirements. She will undertake to ensure that the correct number of first aid qualified staff is available, and that the training and assessment of these are kept up to date. First Aid provision is kept under review.
- Sufficient funds will be allocated to fund first aid training and any equipment required.
- First aiders will attend initial and refresher first aid training as required.
- First aiders will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- The school receptionist will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.

## **Legionella (water safety)**

- A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- We have a written scheme to manage the risk from Legionella which includes the following controls:
  - Weekly flushing of little used outlets by site staff.
  - Monthly temperature checks by Clearwater Limited.
  - Quarterly de-scaling of shower heads by Clearwater Limited.
  - Annual water sampling by Clearwater Limited.
  - Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
- Appropriate staff, e.g. Site Manager, will receive awareness training.

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<sup>5</sup> At the time of this version, there are no such individuals in school. Review in conjunction with SENCo.

### **Manual handling**

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- Handling equipment, such as trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training.
- Staff involved in moving and handling of pupils will receive specialist training.

### **Occupational health and work related stress**

- Staff may have access to the school's Occupational Health Assessor upon request, after discussing this with the Head Teacher. The Head Teacher will refer members of staff to the Occupational Health Assessor as necessary.
- All staff have confidential access to counselling services, at WPH. Details of how to contact them and make an appointment are on the staff notice board.
- A confidential survey of staff will be carried out regularly to identify any work related stress or well being issues.
- A number of initiatives are in place to ensure that staff are able to manage their workload effectively; the Head Teacher and Senior Leadership Team have an open door policy. In addition there is a half termly 'Staff Listen Up' day when issues of concern can be raised. These are discussed by the Senior Leadership Team and responses are communicated to the individuals concerned.

### **Premises, plant and equipment – maintenance, servicing and inspection**

- All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Any statutory or other testing required during the year is included in the Site Manager's action plan, on TES, the online monitoring software used by the school for all maintenance and site actions.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded and inspection certificates are retained and kept in the Site Manager's office.
- We use TES software as a checklist/aide memoire to ensure that all necessary maintenance and formal inspections are taking place and that accurate records are being kept and are readily available. This is maintained by the Site Manager. The Head Teacher checks at regular intervals to ensure that appropriate testing is carried out.
- We have a formal defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the Site Manager via the TES software or email. The Site Manager will ensure that the fault is rectified, using approved contractors if necessary.

### **Risk assessment**

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.
- Copies of (general/site) risk assessments are kept within the Site Manager's office.
- Risk assessments pertaining to practical subjects are kept by the Head of Department e.g. Design & Technology, PE etc.
- Trip risk assessments are kept by the trips co-ordinator.

### **School security**

- The school has palisade fencing, CCTV and aggressive planting around the perimeter to deter trespassers and unwanted visitors. The Site Manager will ensure regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.
- All external doors are electronically controlled.
- All visitors arriving at the school must sign the visitors' book and are issued with a visitors' badge.
- Enhanced CRB/DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.
- The school uses the services of a professional key holder for out of hours alarm activations.

### **Slips & trips**

- Reasonable measures have been undertaken to help prevent slips and trips in the school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include consideration of floor surfacing in high risk areas.
- Such areas are where possible fitted with safety "Altro" flooring, to help minimise the risk of slips.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- Good housekeeping is practised by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

### **Training**

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety information so that they can undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- All staff will receive a health & safety induction when they first start working at the school.
- The Finance Principal has been trained in IOSH, and Asbestos Awareness, and the Site Manager has received Asbestos Awareness and Risk Assessment training.

### **Vehicle movements on site**

- Whilst it is impracticable, to create separate pedestrian and vehicle access on to site given its compact nature, main exit points will be supervised at the end of the school day and staff will be cautious of pedestrians when entering the site in a vehicle. There is no speed limit signage required, since there are only car parks on site, and no access roads, therefore it is impossible to access the site at any speed higher than a crawl.
- Designated parking bays will be established on site wherever possible.
- Due to the compact nature of the site, there is no separate delivery entrance. All drivers must park on the road and report to reception on arrival. Vehicles delivering to the canteen will usually access the site via the main entrance and park on the main car park.

### **Violence and aggression/lone working**

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- New employees will be made aware of the school's lone working arrangements during their induction.
- We have a separate Physical Restraint Policy on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.
- All incidents of violence and aggression to staff will be reported and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

### **Work at heights**

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.
- Specifically, staff must not stand on desks or chairs or any other items of furniture or equipment, other than those specifically designed for safe working at height (e.g. kick stool, step up, step ladder etc) for any purpose – for example putting up display work. Working at height for the purposes of health and safety at QMHS involves anything where you may fall from one level to another, irrespective of the distance.

### **Student safety and well being**

Consideration is given to the protection of our students both physically within the school environment and as part of their wider health and well being, for example, in relation to child protection, internet use, and when away from the school when undertaking school trips and visits are covered in the following policies / statements:

- Anti-Bullying Policy
- Behaviour Policy
- School Visits Policy
- Safeguarding Policy

(Found on the K drive/Policy and Procedures)