

QUEEN ELIZABETH'S HOSPITAL - HEALTH AND SAFETY MANUAL - SECTION 1.1

HEALTH AND SAFETY POLICY – STATEMENT

1. The Governors of Queen Elizabeth's Hospital School (the School) recognise their responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of their employees, pupils, members of the public, and any others who may be affected by the activities of the School.
2. To this end the Governors will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:
 - a. develop and maintain safe systems of work;
 - b. give sufficient information, instruction, training and supervision to ensure the health and safety of all its staff, pupils and others working within its premises, and during sporting activities and visits away from the School;
 - c. protect the health, safety and welfare of visitors to the School;
 - d. provide competent technical information and professional guidance as required via the appointment of a competent person (joint appointment across three schools)
 - e. provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
 - f. ensure the safe use, handling, storage, transportation and disposal of articles and substances;
 - g. maintain a safe and healthy place of work, with safe access to/egress from that place of work;
 - h. formally consult with employees on all matters having effect on their health, safety and welfare at work.
3. Without detracting from the responsibility of the Governors, day-to-day management of Health and Safety within the School rests with the Head, the Bursar, Heads of Department and others as detailed in the 'Organisation' pages of this Policy. Arrangements for the implementation of the Policy are outlined in the 'Arrangements' pages, with further details in the relevant sections of the School's Health and Safety Manual.
4. The three parts of this Policy (Statement, Organisation and Arrangements) form Section 1 of the Health and Safety Manual, which also contains School-wide procedural documentation and Departmental Health and Safety Policies and procedures. The Health and Safety Manual is available for reference via the School intranet; a printed 'master copy' will be held in the Bursar's office.
5. The Governors will monitor the Health and Safety performance of the School via the School Health & Safety Committee and regular reports from the Bursar.
6. The Governors recognise that risk is inherent in most human activities and that it is impossible to avoid them completely. However, by the use of formal Risk Assessment processes the School will identify any significant risks associated with the work/workplace and put in place any necessary control measures to reduce those risks to an acceptable level.
7. Staff are reminded of their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with their employer in the implementation of this Health and Safety Policy.
8. This Health and Safety Policy, and the various sections of the Health and Safety Manual, will be reviewed at least annually; any amendments will be brought to the notice of all staff that may be affected by them.

Date Policy Updated	September 2024
Date of Next Review	September 2025
Policy Owner	DFO / Health and Safety Officer

QUEEN ELIZABETH'S HOSPITAL

HEALTH AND SAFETY MANUAL – SECTION 1.2

HEALTH AND SAFETY POLICY – ORGANISATION

1. The Board of Governors

The ultimate responsibility for health and safety rests with the Board of Governors. The Governors will, so far as is reasonably practicable, provide sufficient resources to enable this Health & Safety Policy (the Policy) to be implemented effectively.

A Governor will Chair meetings of the School's Health and Safety Committee.

2. The Head

The Head is responsible to the Governors for the implementation of the Policy within the school.

The Head will ensure that:

- They are familiar with the Policy;
- the H&S Policy Statement is included in the Staff Handbook for the attention of all staff;
- all staff are aware of the objectives of the Policy and of the responsibilities the Policy places upon them;
- all requirements of the Policy are implemented effectively; and,
- the health and safety performance of the school is effectively monitored including periodic safety tours of the school premises.

Responsibility for Junior School health and safety matters are discharged to the Junior School Head who will report to the Head as necessary.

3. The Health and Safety Co-ordinators

The Health and Safety Co-ordinator is the Director of Finance & Operations (DFO). The DFO is responsible to the Head for the day-to-day operation of the School's H&S Policy.

The DFO will:

- ensure that the arrangements for implementing the Policy are effective in operation;
- liaise with the Health and Safety Officer to review and update the Policy in the light of new legislation, changes in organisation, etc.;
- ensure that the Health and Safety Manual (the Manual) is accessible to all staff;
- where appropriate, direct matters concerning health and safety to the H&S Officer;
- ensure monitoring of the health and safety performance of the school takes place via observation, safety audits, hazard spotting and risk assessment;
- ensure that all staff receive suitable and sufficient training to enable them carry out their work without risk to their health, safety or welfare; and,
- ensure that registers and records of all safety checks are maintained;

In addition to the above, the DFO will:

- ensure adequate insurance cover is in place to mitigate any unforeseen consequences of the activities of contractors; and,

- arrange and attend Health and Safety Committee meetings at least once per term.

4. Heads of Teaching Departments

Heads of Teaching Departments are responsible to the Deputy Head for all matters relating to Health and Safety in their department.

Heads of Department will:

- where applicable, issue detailed departmental safety policy instructions and guidelines to staff relating to their activities, and ensure staff are conversant with them;
- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards;
- direct any matters concerning health & safety to the Deputy Head;
- monitor the health and safety performance of their department via observations, safety audits, safety sampling, etc.;
- ensure that suitable and sufficient Risk Assessments have been carried out for the activities within their departments; and,
- ensure that assessments for all hazardous substances within their departments are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.

5. Teachers

Teachers are responsible to their Head of Department for all matters relating to health and safety in their classes.

Teachers will:

- instruct pupils in safety procedures in operations or processes involving known hazards;
- ensure proper use of personal protective equipment (PPE) where provided;
- ensure that tools and equipment are in good condition and have been tested as appropriate for safe operation;
- initiate first aid in the event of an accident, and ensure that the accident is recorded via School Base and, where appropriate, reported to the Head of Department; and,
- ensure that any hazards identified, or concerns about the implementation of the Policy are reported to the Head of Department

6. Classroom Assistants/Support Staff

Assistant teachers and support staff are responsible to their Head of Department and are required to assist the Head of Department and the DFO in the discharge of their duties with regard to health, safety and welfare.

7. School Nurse

The School Nurse is responsible to the DFO for the organisation and supervision of the School's health care arrangements.

8. Head of Estates

The Head of Estates is responsible to the DFO for all matters:

- relating to the maintenance and regulatory compliance of the structure, fabric and equipment of the School Buildings across the two main school sites (Clifton and Failand)
- regarding the cleaning and portering across the two main school sites (Clifton and Failand).
- relating to health and safety concerning both the maintenance and cleaning/portering staff.
- will act as the School's Contractor Liaison Manager and ensure that all contractors working on School premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of the relevant sections of the Manual.
- issue detailed Departmental Safety Policy Instructions and guidelines to staff relating to any safety aspect of their activities and ensure staff are conversant with them;
- maintain the Fire Precautions Log Book
- maintain the legionella log book, policy and written scheme
- maintain the asbestos policy and register
- ensure the thorough inspection and testing of the fire alarm system (twice a year) and other fire compliance items such as fire extinguishers and emergency lighting by specialist contractors.
- carry out checks and audits of weekly and monthly inspection routines and identify areas of concern

9. The Contract Catering Manager

The Catering Services are managed by Contract Caterers who have in place a Manager who is responsible to his company management for all matters relating to health and safety concerning the catering staff. The Catering Manager liaises with, and reports on contractual compliance to, the DFO.

The Catering Manager will have in place company procedures that:

- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- Issue detailed departmental safety policy, instructions and guidelines to staff relating to any safety aspect of their activities, and ensure staff are conversant with them;
- direct any matters concerning wider health & safety issues to the DFO;
- monitor the health and safety performance via observations, safety audits, safety sampling etc.; and,
- ensure that assessments for all hazardous substances within the department (catering and cleaning) are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations.
- Ensure catering staff receive appropriate health and safety training on a regular basis.

10. The Maintenance Supervisor

The Maintenance Supervisor is responsible to the Estates DFO and for contractors on site working to his instructions. He is also responsible to the Estates DFO for organising routine maintenance and testing of the fire alarm system.

The Maintenance Supervisor will:

- ensure that equipment necessary for the work of the department is maintained in compliance with current regulations and/or policy and that appropriate notices are displayed adjacent to specific hazards. Particular attention will be given to the guarding of dangerous machines;
- direct any matters concerning health & safety to the Estates DFO;
- monitor the health and safety of the maintenance department via observations, safety audits, safety sampling etc.; and,
- carry out risk assessment to relating to specific work within the department and update regularly
- ensure that assessments for all hazardous substances within the department are undertaken as specified by the current Control of Substances Hazardous to Health (COSHH) Regulations and update regularly
- carry out weekly and monthly testing relating to legionella regulatory compliance

With regard to fire precautions, the Maintenance Supervisor will also:

- carry out weekly tests of the fire alarm from different break glass alarm points in rotation at a fixed time and day each week. Each alarm point should be tested at least once over a 13 week period;
- carry out monthly inspections of fire equipment, such as fire extinguisher and emergency lighting etc.

11. Maintenance Staff

Maintenance staff are responsible to the Maintenance Supervisor, and are required to assist him and the Estates DFO in the discharge of their duties with regard to health, safety and welfare.

12. Health and Safety Officer

The Health and Safety Officer, reporting to the DFO, is responsible to the Board of Governors for advising on all matters relating to health, safety and welfare with regard to the School.

The Health and Safety Officer will:

- undertake Health and Safety Audits and assist in the undertaking of Risk Assessments in conjunction with, and as required by, the Head and/or the DFO;
- produce written reports and records to assist in providing an effective safety monitoring system;
- assist the Head and DFO in maintaining the Policy;
- update staff on latest developments in health and safety;
- assist in the investigation of accidents (particularly 'reportable' accidents) as required; and,
- attend meetings of the School Health and Safety Committee.
- Ensure staff receive regular training on relevant health and safety matters.

13. Radiation Protection Adviser

The School has appointed Mr Tony Butterworth, Safety and Health Services, University of Bristol to provide suitable Radiation Protection Adviser (RPA) advice to the school. The school has entered a 4 year contract until 17-06-2025.

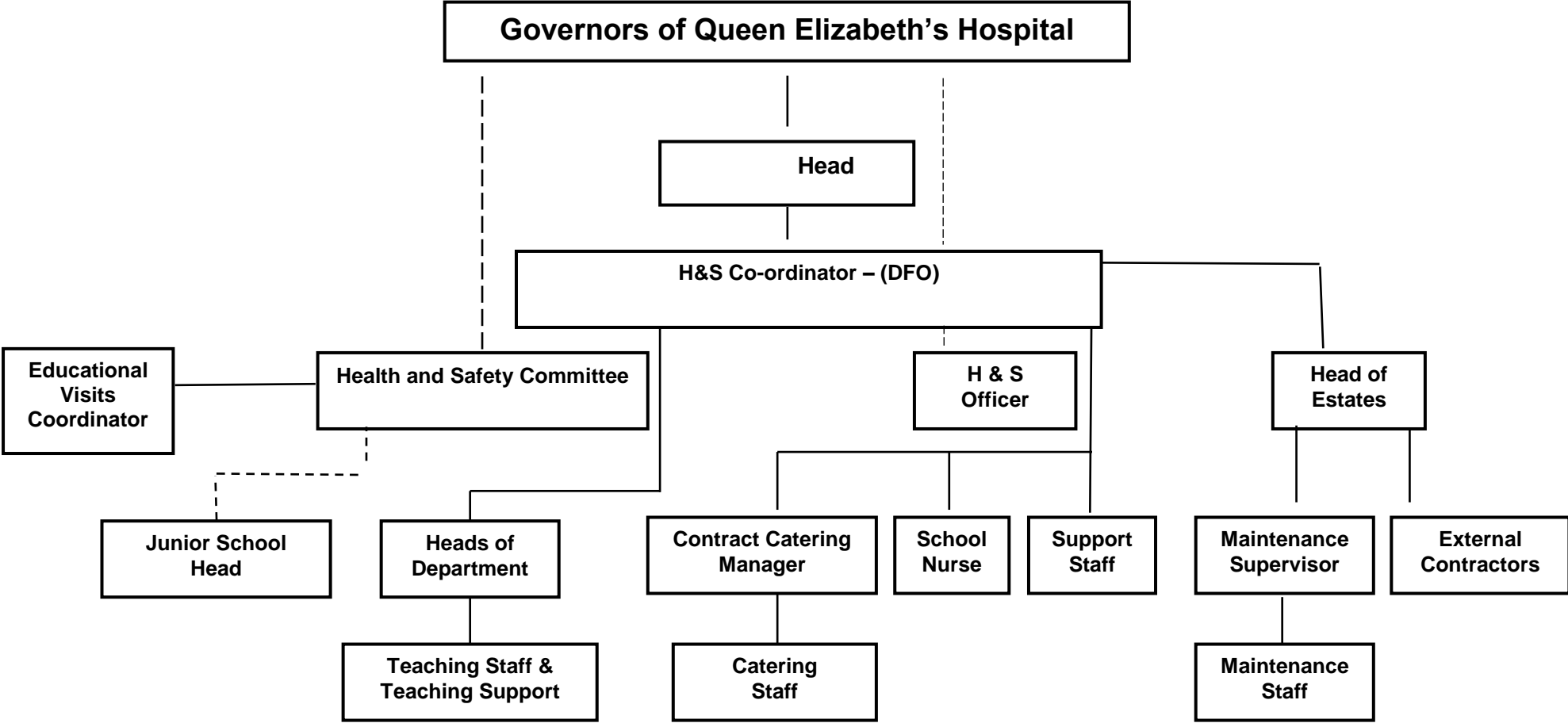
14. Radiation Protection Supervisor.

The School has appointed Mr Moray Sloan, Head of Physics as the Radiation Protection Supervisor. The RPS has a formal letter of appointment dated 03-12-2019 which outlines the RPS responsibilities in line with CLEAPSS guidance L93.

15. In Addition

It is the duty of all members of staff, contractors, pupils and visitors to take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and/or hazards to the DFO or Head as soon as possible.

**QUEEN ELIZABETH'S HOSPITAL SCHOOL
HEALTH AND SAFETY MANAGEMENT STRUCTURE**



QUEEN ELIZABETH'S HOSPITAL

HEALTH AND SAFETY MANUAL – SECTION 1.3

HEALTH AND SAFETY POLICY – ARRANGEMENTS

1. Training

Suitable and sufficient training will be provided to all staff to enable them to meet their obligations under the Health and Safety Policy (the Policy):

- On appointment, new staff will be given induction training to include the Policy, First Aid arrangements and Fire Precautions/Procedures.
- Appropriate additional training will be provided where staff are exposed to new or increased risks due to a change of responsibilities, the introduction of new work equipment or technology or a change in working practices.
- Appropriate refresher training will be provided as and when necessary.

The person responsible for the co-ordination of safety training is the DFO

The School will maintain records of all health and safety training given to staff.

2. Enforcing Authorities

Officers of the Enforcing Authorities (HSE, EHO, Fire Service, etc.) have the right to visit the School and have sight of all relevant School documentation, etc. The school will cooperate fully with the enforcing authorities.

3. Employee Consultation

The School Health & Safety Committee fulfils an essential role in the effective implementation of the Policy and School health and safety procedures. The Committee will normally meet once per term, but members may call for an emergency meeting where circumstances dictate.

The Committee will consider the School's Health and Safety Policy and Procedures, accident/near miss trends, reports from the Health and Safety Officer, and the School's future health and safety strategy. Day-to-day management of health and safety is the responsibility of Heads of Department, et al, and thus the Committee will not normally consider general health and safety issues that have not been raised through the usual channels.

Committee personnel will comprise:

- A Governor - Chair
- The Director of Finance and Operations
- Teacher Representatives
- A Junior School Representative
- Head of Estates
- The Maintenance Supervisor
- The School Nurse
- The Health and Safety Officer
- Other parties, as may be agreed by the Committee, including Student Representatives

Particular people may be co-opted onto the Committee when their presence will assist in the discussion of specific agenda items.

4. Departmental Safety Policies and Procedures

Because of the potential hazards associated with their activities, the following departments will develop and maintain their own safety policies and procedures: Art, Design & Technology, Catering Services, Grounds Maintenance (Failand), Maintenance, Physical Education, QEH Theatre and Science.

To assist in the monitoring of Departmental health and safety performance, Department documentation will include, as necessary:-

- Daily and weekly assessments by staff.
- Termly and annual assessments by staff using departmental check lists. Results to be recorded and held on file.
- Health and safety audits by the Health and Safety Officer. Results to be recorded and held on file.
- Specific risk assessments of hazards identified during any of the above activities will be undertaken, as appropriate.

5. The Health and Safety Manual

The School's Health and Safety Manual (the Manual) will contain full details of the School and Departmental Health and Safety Policies and procedural documentation.

The Manual will be available via the School intranet, and a printed 'master copy' will be held by the DFO; the availability of the Manual should be brought to the attention of all staff. Additional copies of relevant sections will be made available to those staff requiring them.

The DFO will be responsible for issuing amendments to the Manual; Heads of Department will be responsible for amendments to their own policies and procedures and for advising the DFO of any such amendments.