

# HEALTH & SAFETY POLICY

## Statement

The Governing Body recognises that, in view of its unique responsibility for a vulnerable group in our community, it must endeavour to attain the highest standards of health, safety and security. Further, the Governing Body accepts its responsibility for ensuring that the School operates in a manner that is both supportive and protective of the environment. The successful implementation of this policy requires total commitment from all employees, pupils and visitors. Appropriate training and information will be provided so that all staff and pupils can perform their activities in a healthy and safe manner. This policy will be reviewed regularly and employees advised of any changes. This policy also covers Early Years Foundation Stage pupils in the school.

## Aim

The aim of the Governing Body is to provide and maintain a safe, secure and healthy working environment for all employees, pupils and visitors.

## Organisation and responsibilities

The Board of Governors has ultimate responsibility for health and safety in the School. The Headmistress is responsible to the Governing Body for the safe functioning of all school activities although she has delegated the immediate operational role to the Estates Manager/Health & Safety Officer.

The Headmistress will:

- ensure the Estates Manager/Health and Safety Officer is given sufficient time and training to undertake his/her responsibilities
- ensure that any changes in curriculum are assessed for health and safety implications
- produce a Critical Incident Plan
- facilitate appropriate staff training.

The Estates Manager/Health & Safety Officer will:

- liaise with Heads of Key Stage and the Head of Pastoral on matters relating to health and safety
- bring to the attention of the Headmistress any health and safety issues of immediate importance
- Produce and circulate the agendas for and attend regular Health and Safety meetings with Heads of Department, the Headmistress, Head of Pastoral (Chairing) and the Catering Manager.

The Head of Lower School will:

- be responsible for implementing this Health and Safety Policy at the Lower School.

The Estates Manager/Health and Safety Officer will:

- co-ordinate health and safety training for all members of staff
- co-ordinate the risk assessment process within the school
- co-ordinate fire safety arrangements within the school
- produce and implement an accident and incident reporting and investigation procedure
- provide advice and guidance on health and safety issues.

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The Estates Manager/Health & Safety Officer will:

- oversee the inspection, maintenance and repair of the fabric of the school including fixtures and fittings
- co-ordinate on-site vehicle movements
- ensure that all contracts arranged take full account of issues affecting the health, safety and welfare of staff, pupils, users of the establishment and the contractor's personnel
- ensure that relevant health and safety standards are incorporated in the design, installation and operation of new systems, buildings, plant and equipment
- be responsible for the overall arrangements for the security of the school.

Heads of Department will:

- oversee the control of hazards in their areas and check staff compliance with standards set down in this policy
- give special attention to the induction and supervision of new, temporary or associate staff and discuss health and safety formally with all staff in their department at the beginning of every department meeting
- produce risk assessments relating to hazards in their curriculum area and for any departmental visits in accordance with the School Educational Visits Handbook.

Heads of Key Stage and Heads of Year will:

- oversee the implementation of all policies associated with health and safety, such as Anti-bullying and Safeguarding: Child Protection, in their year groups, in conjunction with the Estates Manager/Health & Safety Officer and the Head of Pastoral.

All staff have a legal responsibility to:

- carry out their duties in accordance with the health and safety policy
- take reasonable care of themselves and all persons in their charge while at work
- follow the information, instruction and training provided
- use plant, equipment and substances correctly and use the appropriate safety equipment
- report any defective equipment, safety hazard or damage to school property
- report all accidents whether serious or not
- ensure that pupils are aware of the importance of health and safety.

### Health and Safety Committee

#### Members

Headmistress, Head of Pastoral (Chair), Estates Manager/Health and Safety Officer, Director of Finance and Clerk to the Governors, Audit & Risk Management Committee governor, Head of Lower School, Estates staff, Office Manager and Heads of Department whose departments are considered risky areas.

The committee will meet every term to discuss all matters relating to health and safety. The minutes of Health and Safety Committee meetings will be considered by the Audit and Risk Management Committee and, in addition, the Clerk to the Governors will distribute copies to the full Board.

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Curriculum issues relating to health and safety will be discussed at every department meeting and reported to the Estates Manager/Health & Safety Officer.

### Information

#### Asbestos

An Asbestos register is kept at the Lower and Senior Schools. All known high risk asbestos has been removed. In the event of any major refurbishment or demolition works an asbestos survey will be undertaken. All contractors or employees must read the register prior to undertaking any intrusive works.

#### Fire Safety Policy

Evacuation procedures, exits and exit routes are contained in the Fire Safety Policy. The Fire Log Book contains provision and maintenance details for fire extinguishers, blankets and fire alarms as well as evacuation records.

#### First Aid

Procedural guidelines for the provision of first aid to cover personnel, equipment and practices are contained in the school's First Aid Policy and First Aid Procedure.

#### Security

Staff & pupils are to report all/any immediate health, safety and security risks to the Estates Manager/Health & Safety Officer. Any site security concerns must be raised at the termly Health and Safety Committee meetings.

Visitors to the school, including contractors, are asked to sign in, and are provided with an identity badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in.

All visitors and contractors entering school premises are required to observe and abide by the school's Safeguarding and health & safety regulations, to ensure children in school are kept safe.

To this end they are required to read and acknowledge the school's policy in respect of this, which is displayed at reception. By signing their identity/access badge visitors and contractors are accepting their responsibilities to the schools' pupils and its staff and will be escorted or supervised while on site during school hours or in areas where pupils are expected to be after hours e.g. "after school clubs". Please see also Visitor's Policy.

Key locks are fitted to external doors, offices, kitchens, maintenance/cleaning areas and science labs. Keys are only held by members of staff that require them. Key losses are reported to the Estates Manager. Additionally, combination pads are fitted to some of the above, a staff code and pupil code restrict access to unauthorised areas. Codes are changed on a regular basis. External doors have self-closing mechanisms fitted to reduce the likelihood of unauthorised access.

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The school buildings are locked and unlocked by the Estates team, with the exception of some evenings and weekends when the school may be let to selected external organisations. Where appropriate, suitable training is provided by the estates team to enable those organisations to unlock and lock the relevant area of the school themselves.

### **Intruder Alarms**

Intruder alarms are fitted throughout the school buildings. Securitas are contracted to operate a call out system to attend the site out of hours.

### **Reception**

The school reception areas are staffed weekdays between the hours of 8.00am to 6.00pm during term time. The main entry doors to reception are controlled by the receptionist who electronically opens the door when the bell rings. Visitors are supervised in reception until by the receptionists until an escorting member of staff arrives.

### **Water Hygiene**

In addition to the weekly/monthly quality & temperature checks carried out, a water hygiene risk assessment is carried out every two years and details of actions taken are kept in the log book, which is held on a remote server accessed via a portal to Brodex.

### **Severe Weather**

In the most severe weather the Headmistress may decide that it is necessary to close the school if, in her judgement, the safety of pupils is compromised. In this case parents will be notified.

### **Slips Trips and Falls**

Any slips, trips, falls or near-misses must be reported to the Main Office and or firefly, to ensure all accidents and incidents are recorded. Risk Assessments are available for all areas of the School and will need to be reviewed if changes to layout and foot traffic occur. Measures such as anti-slip floor coverings and suitable & sufficient signage are in place to mitigate the risk of slipping, tripping or falling.

### **Staff Training**

The school will provide sufficient information, supervision and training for its employees, including specialist training where necessary.

### **Risk Assessments**

Staff must complete risk assessments for:

- Trips and outings. These are included in the Educational Visits Handbook and are the responsibility of the Head of Co-curricular.
- Practical lessons. These are included in the relevant Departmental Handbook and are the responsibility of the Head of Department.
- Departmental areas. These are the responsibility of Head of Department under the direction of the Estates Manager/Health and Safety Officer.

All risk assessments must follow the Health and Safety Executive guidelines.

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### **Educational Visits**

The Educational Visits Coordinator must be consulted when any educational visit is proposed, and the procedures (including risk assessment) laid down in the Educational Visits Handbook must be implemented.

### **Accident Reporting and Investigation**

In the event of an accident taking place to any member of staff, pupil or visitor a first aider must be contacted and the appropriate forms (located in the school office or firefly) completed.

Procedural guidelines are contained in the school's First Aid Procedure.

### **Vehicle Movement**

#### Senior School

- Car parking on the school premises is restricted and staff are allocated a space on site or on the public car park.
- Deliveries and refuse collections take place when pedestrian movement is at a minimum.
- School maintenance vehicles must not be used when they could cause a hazard to pupils.
- Entrances are kept clear for emergency vehicles at all times.
- Traffic calming measures are in place on City Walls Road.
- School buses park so that passengers do not need to step into the road.

#### Lower School

- At certain times of day, the car park becomes congested. A parking plan has been drawn up which indicates safe areas in which to park. Staff and parents have been given a copy of the plan together with safety instructions to prevent accidents occurring.
- Between the hours of 8.15 and 8.30am, a drop off system is in place. Members of staff assist girls getting out of vehicles and into school to allow parents to drop off without having to park their cars.
- Children must not walk unaccompanied wherever vehicles are parked or moving.
- Children are supervised until parents come to the front door to collect them.
- Deliveries do not occur when parents or children are moving about outside the school.
- The garden machines are only used in school when children are inside the building. A notice is displayed in the office when grass cutting is in operation.

### **Lower School Playground Equipment.**

Sand is replaced each term and is recycled into the garden. The sand tray is covered each evening to protect it from animal intrusion.

All large outdoor play equipment is inspected annually for safety and wear and tear. Reports are acted upon and any improvements that are recommended are implemented.

### **Out of Hours Use**

Procedural guidelines for the use of the school outside normal hours are contained in Appendix 2.

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### Display Screen Equipment

All reasonable steps will be taken to ensure the health and safety of employees working with display screen equipment (DSE). The school will, as far as is reasonably practicable, comply with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 (Amended 2002).

### Equipment Provision/Maintenance

Procedures will be implemented to ensure that all plant, machinery and equipment are designed, constructed, operated and maintained in a safe manner. All electrical equipment and fume cupboards will be tested on a regular basis. The school will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER), Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Electricity at Work Regulations 1989 (EAWR).

### Chemical Safety

In the teaching environment, the specific guidance, advice and training on dealing with hazardous substances outlined by the Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) will be followed.

In the cleaning environment, procedures will be implemented to deal with risks associated with hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

### Manual Handling

Where reasonably practicable, all staff should avoid hazardous manual handling operations. If unavoidable, the risk must be assessed and the task made manageable in accordance with the Manual Handling Operations Regulations 1992 & amended 2002 (MHOR). Staff training in manual handling will be given where appropriate.

### Waste Disposal

All waste will be disposed of in as appropriate a manner as possible.

In particular:

- The disposal of chemical waste will be via a licensed contractor
- Glass waste will be placed in separate containers
- Confidential documents will be shredded on site by our licensed contractor
- Garden refuse will be recycled
- "Syringes/Sharps will be disposed of under the (Sharp Instruments in Healthcare) Regulations 2013 as identified in the Queens School "Sharps Policy".

### Work Experience

Senior School Pupils in Year 11 will arrange this in conjunction with the Head of Careers. For placements taking place during the 2 weeks of school work experience in term time, at the end of Year 11 contact is made with each pupil's placement to check that appropriate insurance and health and safety measures are in place. A site visit may take place if the work environment is assessed by the Head of Careers as "high risk".

Student teachers are covered by the school's Employers' Liability Compulsory Insurance.

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### **Working at Height**

Teaching staff and technicians should avoid working at height, for example when putting up displays. If unavoidable, the risk must be assessed and suitable precautions undertaken.

Estates staff must comply with statutory requirements.

### **School minibus**

Procedural guidelines for the maintenance and use of the minibus are contained in the Minibus Policy and Procedure and the Minibus Safety Document.

### **Swimming Pool**

Procedural guidelines for the maintenance and use of the swimming pool are contained in The Swimming Pool Policy – Appendix 3.

### **Communication to employees**

A statutory health and safety poster summarising employers' and employees' legal duties are displayed at various locations in the school sites including in the staff room. The minutes of health and safety committee meetings will be displayed in the staff room.

Health and safety issues, including training, will be addressed at the first staff meeting of the new academic year. Whenever necessary, any health and safety concerns will be communicated to staff at morning briefing sessions and staff meetings.

### **Contractors**

To comply with statutory requirements, the Construction: Design and Management Regulations 2015 (CDM), the school will co-operate in supplying relevant information, control systems and assistance to outside contractors employed by the school. Equally, the school will expect that such contractors will carry out their operations in compliance with relevant statutory requirements and school procedures.

### **Catering**

Issues relating to these are contained in Palmer & Howell's Health and Safety Policy.

### **Smoking**

The Queen's School is a non-smoking environment. This is stated in the rules of the school and the staff Code of Conduct.



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## Appendix 1

### Areas of responsibility for the Health & Safety Committee

- security of school boundaries, roofs, doors and windows
- adequacy of provision and maintenance of alarms, security lights and CCTV
- maintenance of the visitors' book and supervision of visitors to the site
- identity badges
- monitoring of entrances to the school
- supervision of the school site before and after school and at break and lunchtime
- maintenance of the building and grounds, including the swimming pool
- maintenance and signage of fire doors, fire exit routes and extinguishers
- updating of the fire risk assessment
- training of Fire Marshalls
- fire evacuation practice
- electrical safety checks and portable appliance testing (PAT)
- boiler and gas supply services and inspections
- safety considerations concerning upper windows
- vehicular movement on site
- evaluation of first aid provision, training and maintenance of first aid bags
- maintenance of up-to-date contact details for parents/carers and staff next of kin
- monitoring the accident book and reporting trends to the H&S Committee
- medicine storage and administration
- strategies to minimise the spread of any infection
- monitor food hygiene and issues affecting the standards of hygiene
- review health issues covered in the PSHE curriculum
- review of educational visits
- educational visits procedure
- maintenance of records of trips
- review risk assessment of trips and evaluate trips once they have taken place
- evaluation of minibus and coach travel safety

### Areas of responsibility for Heads of Department:

Heads of Department should refer to the following at every department meeting:

- maintenance of risk assessment for department areas and equipment
- risk assessments for curricular activities and relevant extra-curricular activities
- risk assessments for relevant educational visits
- general concerns about health and safety in the school should be reported in the minutes of the meeting. Urgent issues should be raised directly with the Estates Manager/Health and Safety Officer.



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### Specific curriculum issues

#### PE

- regular inspection of equipment
- safety in PE training
- hygiene of spare PE kit items, team bibs, etc.
- first aid training
- guidance for pupils on safe usage of equipment

#### Art /Graphic products and design technology

- machine usage and servicing
- staff training in machine use
- guidance for pupils on safe machine usage
- displays/ fire hazards
- maintenance and storage of modelling tools
- safe storage and use of chemicals

#### Science

- safe storage and use of chemicals
- servicing of equipment and fume cupboards
- staff training in Health and Safety concerns
- first aid training
- risk assessments for practical lessons
- guidance for pupils on safe usage of equipment

#### IT

- guidance for pupils on safe usage of equipment
- hygiene
- maintenance of equipment
- safe internet use (as referred to in the “Acceptable Use of IT” policy)

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## Appendix 2

### Out of Hours Use

#### Daily routine Senior School

Pupils (including Sixth Form) are not allowed on site without supervision and they should not arrive before 7.45am.

Pupils are welcome on site from 8.00am when they can go to the dining room or their form room. The school office is open from 8.00am. There is no formal supervision of pupils until 8.45am although staff are on site and available should they be needed.

Any girl staying in school after 4.00pm must sign in at the school office, unless under the direct supervision of a member of staff (eg: drama, music, sport). The member of staff running the activity will take a register.

After 4.00pm unsupervised girls must go to the main hall and must sign out at the office when they leave. All girls are expected to have left the school premises by 6.00pm.

In the event of an evacuation before 7.45am after 4.00pm or during the hours of darkness, the assembly point is Stanley Place.

#### Daily routine Lower School

Girls should not be on the school premises before 7.45am or after 3.15pm or 3.30pm, unless directly supervised by a member of staff (eg: drama, music, sport). The Lower School operates a before school Sunrise Club between 7.45-8.30am and an after school Sunset Club between 3.15-6.00pm.

Sunrise/Sunset Clubs are drop in clubs; pupils must be signed in or out by a parent. Any child not collected at the end of the normal school day will automatically be taken to Sunset club to await collection.

#### Functions and activities (including lettings).

The person or organisation organising the event is to take responsibility for any emergency that arises or must delegate this to another responsible person. This will include contacting emergency services, taking a roll call in the event of an evacuation, etc.

Evacuation routes and the assembly point in the event of an emergency are to be communicated to all persons on the premises. For room-based functions this can be done verbally at the start of proceedings. At parents' evenings and Open Events, school staff will direct persons unfamiliar with the building.

In the case of access to the building being restricted (e.g. for ticket events), estates staff will ensure all exits can be used in the event of an emergency.

Students may use a phone supplied by the school office staff at both schools.

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First aid containers are located in the staff room and the medical room at the Senior School and in the office at the Lower School.

### **School functions and activities**

There must be a nominated person in charge (see above).

Written parental consent must be obtained for any girl under the age of 16 involved in school activities out of hours (parents' evenings, music/drama productions, sport, D of E, Young Enterprise etc.). All girls are to be made aware of the evacuation procedure.

All Senior School girls, including sixth formers, must sign in to indicate they are on the premises, signing out and in as necessary if they leave the premises. Girls attending out of hours' activities at the Lower School will be registered. Girls must use only the allocated rooms - other areas of the school are out of bounds.

### **Primary School Pupil Visit to Senior School**

Girls will be instructed about procedure in the event of the alarm sounding. Instructions are to be included on the invigilation sheet for the entrance examination. A list of participating girls is to be readily available for checking on Activity Day.

### **Holidays**

All staff and any visitors must sign in and out on the sheets provided in the reception area at the Senior School and in the office at the Lower School. Entry to the buildings will be restricted.

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## Appendix 3

### Swimming Pool Policy

The swimming pool is located at the Lower School site, which is on Liverpool Road in Chester. As a resource, it is shared by both the Lower and Senior Schools and any external organisations to which the pool facilities are let. Maintenance of the pool is managed by the estates team.

The Swimming pool is operated and maintained as per BS EN 15288–2 Swimming pools Part 2: Safety requirements for operation and is complimented by HSE guidance Booklet HSG 179.

### Normal Operating Procedure

#### Maintenance

1. The pool and surrounding area, changing rooms, entrance and toilets are checked daily by a member of the estates team.
2. The boiler room, which is also the storage point for the pool chemicals, is kept locked at all times and may only be entered by the estates team.
3. The pool building is kept locked when not in use.

#### Pool Safety

1. The rope, pole or lifebelt should be on the side of the pool at all times.
2. There are two red alarm buttons on the side of the pool.
3. There are two First Aid kits; one on the pool side and the other in the school office.
4. No electrical equipment may be brought into the swimming pool building.
5. No glass bottles may be brought into the swimming pool building.
6. The number of pupils should not exceed (24) RLSS (Royal Life Saving Society) recommendations.
7. Supervision only by persons qualified in life saving techniques, having attended a relevant lifesaving course such as The National Rescue Award for Swimming Teachers and Coaches.
8. No child or adult to swim on their own.
9. All users to shower before entering the pool and to wear swimming caps to help maintain pool hygiene.

#### Swimming Lessons

1. Pupils are reminded that all shoes should be removed on entering the pool building and placed in the racks provided.
2. Pupils are instructed on the use of the whistle to communicate with them.
  - 1 short blast during the lessons to instruct the pupils
  - 1 long blast to attract the pupils' attention, so that they stop immediately and listen for verbal instructions to leave the water.
3. No one is to enter the pool area from the changing rooms until told to do so by the supervisor or teacher.
4. No one is allowed into the pool without the supervisor's consent.
5. No diving allowed in the shallow end of the pool.

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6. Pupils may dive in the deep end of the pool but only under supervision, and using a shallow racing dive.
7. During “free swims” or “recreational swims”, equipment from the store may only be borrowed and used with the supervisor’s consent.

### Poolside Behaviour

1. There will be no running or chasing along the poolside.
2. No chewing or eating in the pool or the surrounding area.
3. No pushing, ducking, bombing or dangerous acrobatics on the side or in the water.
4. Any activity likely to endanger the safety of others may result in the removal of the offender/s from the pool for the remainder of the lesson.

### EMERGENCY ACTION PLAN

An emergency can be defined as any event in or out of the water that necessitates attendant action in the form of rescue or first aid outside the normal course of pool patrol or teaching duties.

On recognition of an emergency, staff will execute whatever immediate course of action is deemed necessary.

### On an alarm being raised

1. One long blast to attract pupils’ attention.
2. Verbal order to class to leave the water and wait in the changing room for further instructions.

### Emergency in the pool

1. Supervisor or pupil presses alarm button on the poolside.
2. Contact reception for extra adult help.
3. Assist casualty from the water and administer appropriate First Aid.
4. In the event of a spinal injury keep in the water until appropriate help arrives.

### Emergency in the changing area

1. Clear the pool to the poolside, to tend to the pupil in the changing area. Contact reception for help.

### Other emergencies

1. The collecting point for all emergencies is in front of Sandford House. Insulating wraps are available if evacuating from the water.
2. In the case of an emergency in the plant room, pupils should be evacuated via the changing area.
3. In the event of a fire in the pool building evacuate the pupils by the safest route, either poolside exit or via changing rooms.
4. In the event of a fire alarm raised in the main school evacuate the pupils using the poolside exit.

**All accidents and incidents must be reported to the office.  
Accident forms should be completed and logged.**