



## 11 HEALTH AND SAFETY AT WORK

### 1. POLICY STATEMENT

Queen Mary's School places the greatest importance on Health and Safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its Pupils, Employees, Visitors and the General Public.

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of Health and Safety and which encourages all employees to participate in developing and practicing safe working methods and to have regard for the welfare of themselves and others.

A comprehensive policy document covering the organisation and arrangements for meeting the specific needs of the School, both generally and for individual departments, is available on S drive, Policies, Health & Safety, Health & Safety Manual, or alternatively from the Health & Safety Officer.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of Health, Safety and Welfare.

### 2. RESPONSIBILITY FOR HEALTH AND SAFETY

The individual responsible for Health and Safety at Work in the School is the Head. She will ensure so far as is reasonably practicable, that the school's policy on Health and Safety at Work is effectively implemented.

The Head's Health and Safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections. They will familiarise themselves with all relevant health and safety legislation and take expert advice if required.

In the absence of the Head the responsibilities for Health and Safety at work will be assumed by the Health & Safety Officer.

### 3. MANAGEMENT AND SUPERVISION

All those with responsibility for the management or supervision of staff will promote positive attitudes towards Health and Safety. They must ensure that the tasks carried out by their team are performed with the utmost regard for the health and safety of all involved.

Those with a management or supervisory role will:

- Ensure that on joining the School all new employees are fully familiar with Health and Safety matters appropriate to their duties including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes
- Provide adequate information, instruction, training and supervision to ensure the Health and Safety of employees and pupils
- Ensure that all staff are familiar with the School's Health and Safety at Work Policy
- Co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections
- Ensure the maintenance of good housekeeping standards
- Review the safe operation of all work equipment
- Within their area of authority, regularly inspect the workplace with regard to the suitability of equipment provided for the Health and Safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances
- Carry out Risk Assessments within their departments and maintain a record of their outcomes and inform the Health and Safety Officer.

#### 4. ALL STAFF

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of Health, Safety and Welfare. They must familiarise themselves with, and conform to, the Health and Safety at Work Policy, School Procedures and Rules.

#### 5. HEALTH & SAFETY OFFICER

The function of the Health & Safety Officer is to represent employees on Health, Safety and Welfare Matters. To this end, Management will consult with the Health & Safety Officer to enable them to be fully effective.

The Health & Safety Officer will:

- Investigate potential hazards and dangerous occurrences, examine the causes of accidents and investigate complaints from employees relating to Health, Safety and Welfare and make representation to the School on these matters
- Make representations to the School on general matters affecting Health, Safety and Welfare
- Carry out periodic inspections of the workplace, and follow up notifiable Accidents, Dangerous Occurrences and Diseases
- Attend Health and Safety committee meetings
- Be permitted reasonable time off during working hours to perform the functions of a safety representative and to undergo training with regard to safety representative duties

#### 6. HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee will be responsible for co-ordinating the implementation of the Health and Safety at work policy and will keep under review measures taken to ensure the Health and Safety of Employees with the objective of promoting co-operation between all who work in the school.

The Health and Safety Committee will:

- Review statistics with a view to recommending corrective action
- Examine safety audits, inspections and assessments
- Consider legislation, reports and information in order to determine necessary action
- Keep a watch on the effectiveness of rules, systems of work, training and communication

The membership of the committee comprises of:

- The Head (To chair the meeting)
- A Governor representative
- Estates
- Boarding
- Health & Safety Officer
- School Nurse
- Catering Manager
- Stables Manager

Other specialists will be co-opted as necessary and the committee will meet termly and the minutes will be available on school S:Drive, Policies, Health & Safety current, Minutes.

## 7. FIRST AID AND ACCIDENT REPORTING

### First Aid

First Aid boxes are available and are looked after by the School Nurse who is a qualified first aider and is also responsible for taking control in the event of an accident or injury.

### Accident Reporting

- All accidents, however minor, must be reported to the School Nurse who will complete an accident report form, near misses, potential hazards and the reporting to R.I.D.D.O.R
- All accidents, near misses, potential hazards and damage will be investigated by the Health & Safety Officer who will be responsible for ensuring that corrective action is taken where appropriate to prevent a recurrence.

The School Nurse will inform the Health and Safety Officer of the accident and notify the appropriate authorities when necessary.

## 8. EMERGENCY PROCEDURES

### Discovering a Fire or Other Emergency

- THE PRIORITY IN THE EVENT OF A FIRE IS THE SAFE AND RAPID EVACUATION OF PUPILS AND STAFF
- If you see signs of a fire or other emergency which could place employees or pupils in danger, SOUND THE ALARM by smashing a red fire break glass
- Never put yourself at risk even with the smallest fire (or other emergency). Never attempt to move burning objects. Use the fire extinguisher only if trained to do so and the fire is minor e.g. waste paper bin fire.

The Head's aim is to work closely with all Staff to develop and maintain logical and effective procedures and to assist with fire and emergency related issues.

The Estate Manager will conduct and record the following procedures:

- Fire Safety Risk Assessment (jointly with the Head)
- Fire Evacuation Drills (date and time specified by the Head / Deputy Head)
- Fire Equipment Checks – Weekly
- Fire Evacuation Tests – Termly

The safety of pupils, teaching staff and school visitors when on school premises or undertaking school activities is ultimately the responsibility of the Head. Consequently, all procedures must be approved by the Head.

**All relative paperwork on fire safety can be found within the Fire Log Book kept within the School Office**

### Fire Safety

- The North Yorkshire Fire Service inspect the building routinely.
- The fire alarm is a continuous oscillating siren
- Fire exits are clearly marked and should be kept clear at all times
- All fire-doors must be kept closed or open on active magnets connected directly to the alarm system, fire-doors into cupboards must be kept locked when not in use
- No pupil should use any fire-fighting equipment. Staff should take note of the different types of portable fire-fighting appliances and the types of fires they are used for.
- It is an offence to tamper with any equipment provided for the purposes of fire detection or firefighting. It is the duty of all staff to report any damage or used fire safety equipment immediately to the Estate Manager.
- A Fire Log Book is kept in the School Office, in it are recorded details of all fire practices, incidents and false alarms on the fire alarm system.
- All staff should make themselves familiar with fire exits, escape routes, positions of alarm points and fire extinguishers. They should also ensure children are familiar with fire escape routes, evacuation procedures and the position of alarm call points.

At each exit point, in dorms and at links between buildings are positioned "Fire Action" signs. These detail the emergency procedure - actions to be taken on discovering a fire, and on hearing the fire alarm.

#### Procedure for evacuating the buildings in case of emergency

It may be necessary to evacuate the buildings at any time of day or night in case of fire, bomb alert, gas leak, flood or other emergency. In such circumstances, the fire alarm can be sounded. Green signs around the buildings indicate emergency escape routes to the Muster Point on the FRONT LAWN. Emergency lighting will automatically illuminate in the event of power failure.

### 9. FIRE PRECAUTIONS

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- If trained to do so, familiarise yourself with the position of Fire Fighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the Fire Equipment.
- Keep Fire Exits, routes and access to Fire Fighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste products and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- There is a NO SMOKING policy on the premises.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately to the Estate Manager.

### 10. CODE OF SAFE CONDUCT

- Conform to the Health and Safety at Work Policy, all Health and Safety rules and signs, fire precautions and emergency procedures.
- Ensure that you understand and follow the safe operation of your duties; ask if you do not understand any aspect of these.  
Report all accidents, near misses, potential hazards and damage immediately.
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after.
- Do not interfere with or misuse anything provided for the Health and Safety of Employees.
- Do not act in a way that could endanger yourself or others; do not play practical jokes or horseplay.
- Do not run, especially on stairs or steps. Use handrails; never read while walking.
- Keep your work area tidy and clear of obstructions; do not leave things lying around.
- Clean up any spilt liquids immediately.
- In the event of you being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. Ask for assistance or split the load to make it manageable. Do not overreach; do not climb on anything not meant for the purpose; use a ladder if trained to do so, ensuring that it is good condition.

- Electrical equipment is regularly checked and is normally safe when properly used, BUT:
- Never touch electrical equipment with wet hands unless designed to do so
- Always disconnect electrical equipment before moving it
- Never attempt electrical repairs unless authorised
- Always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
- Always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise
- Information on any specific hazards and precautions (e.g. COSHH, DSE) will be issued as appropriate and is available from the Health & Safety Officer / I.T department. Training in dealing with hazards will be conducted as appropriate.

## 11. DISPLAY SCREEN EQUIPMENT

- Adapt the furniture to fit your body. The lower back needs support; adjust the backrest if necessary. Place feet flat on the floor or use a footrest and use a document holder if necessary.
- Adjust the VDU to increase your comfort. The top should be just below eye level. Contrast and brightness may be adjusted for your individual preference.
- Dim the lights or adjust blinds/curtains if necessary but do not make the room too dark.
- Look into the distance periodically at least 20 feet away.
- Vary your routine. Take a few minutes away at regular intervals to organise materials or files or to deliver completed work.
- Do some stretching exercises during the day (neck, shoulder, back, wrists, hands and fingers)

## 12. INFORMATION AND TRAINING

### New Employees

On joining the school, all employees will be informed of the general Health and Safety aspects of their employment and of any specific information appropriate to them.

### All Employees

All employees will be informed about, and trained in, Health and Safety matters including exposure to any identified risks. Such information and training will be given in the event of there being a change in circumstances affecting Health and Safety, and otherwise will be adapted and repeated periodically where appropriate. Training will be conducted during working hours.

## 13. RISK ASSESSMENT

Regular and systematic inspections of Departmental Risk Assessments for all potential hazardous substances and work activities will be made by the Health & Safety Officer and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the Risk Assessment will be reviewed periodically. The significant findings must be recorded and appropriate preventative and / or protective measures taken as necessary.

#### 14. TEMPORARY STAFF, CONTRACTORS AND VISITORS

Temporary staff, contractors and visitors will be required to conform to all Health and Safety requirements whilst on the school's premises. They will be accompanied by a responsible permanent employee at all times because of Safeguarding Requirements.

#### 15. OCCUPATIONAL HEALTH

It is the School's policy to protect its employees as far as reasonably practicable from any Health Risk which may arise from work or the working environment by:

- Developing occupational health procedures and ensuring that policies are current and relate to the School's needs.
- Providing pre-employment screening and regular health supervision of all employees.
- Establishing and maintaining appropriate standards for health and hygiene relevant to each employee.
- Identifying possible health hazards within the working environment.
- Advising on the prevention of occupational induced health problems with a view to improving employee health and performance.
- Providing an efficient first aid service.
- Ensuring that occupational health provisions are provided and assist in the school health and safety policies and they comply with all relevant legal and statutory obligations.

It should be noted that the occupational health service, including health supervision of individual employees at work, is complementary to, and not a substitute for, the relationship between the employee and the National Health Service / General Practitioner.

#### 16. SMOKING

THIS IS A NON SMOKING SITE.

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues.

Smoking on the premises is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk may be liable to dismissal without notice.

Mrs C Cameron  
Head

Mr Clint Smith  
Estates Manager / Health and Safety Officer

Reviewed on: November 2019  
Next Review Date: November 2020