



Castle Rushen High School

Health and Safety Policy

This policy has links to the following key school and DESC policies and should be read in conjunction with them:

- DESC Health and Safety at Work Policy
- CRHS Safeguarding Policy
- CRHS Adults in School Policy
- CRHS Fire Safety Policy
- CRHS Critical Incident Protocol
- CRHS Behaviour Policy
- CRHS Individual Student Risk Assessment Policy
- CRHS Risk Register

Latest Policy update:	September 2025
Staff Responsible for review:	Headteacher & School Business Manager
Policy communicated to staff via:	Email, Staff Briefing, INSET
Policy communicated to stakeholders via:	School Website, Governor Meetings

Contents

1. Introduction	3
2. Aim.....	3
3. Roles and Responsibilities	3
4. Key Procedures and Arrangements	5
5. Monitoring and Review.....	6

1. Introduction

This policy outlines the commitment of Castle Rushen High School (CRHS) to ensuring the health, safety, and welfare of all individuals who use our premises, including students, staff, visitors, and contractors. We are dedicated to complying with the Health and Safety at Work Act 1974 and all associated regulations.

The ultimate responsibility for health and safety rests with the employer, the Isle of Man Government. This policy details how these responsibilities are delegated and managed at a school level to ensure a safe and secure environment for all.

2. Aim

The aim of this policy is to establish a framework that actively promotes a positive health and safety culture throughout the school. We seek to minimise risks and prevent accidents, injury, and ill-health by identifying, assessing, and controlling hazards.

This policy forms an integral part of our commitment to the good education and wellbeing of our students and is underpinned by our core values of Opportunity, Care, and Quality.

3. Roles and Responsibilities

A clear structure of responsibility is essential for the effective management of health and safety.

3.1 The Employer

The Isle of Man Government is the overall employer. The Department of Education, Sport and Culture (DESC) employs teaching and support staff, while other government departments employ site and technology staff. The employer cannot delegate its ultimate responsibility but delegates the tasks necessary to discharge it.

3.2 The Headteacher

The Headteacher holds the delegated responsibility for the day-to-day management of health and safety within the school. This includes ensuring that policies are implemented, staff are trained, and resources are allocated to maintain a safe environment.

3.3 The Governing Body

The Governing Body plays a crucial strategic role in overseeing health and safety. The Governors' Health and Safety Sub-Committee meets termly to:

- Review reports on accidents, incidents, and near misses.
- Monitor the school's risk register and the implementation of control measures.
- Receive updates on high-risk subject areas and site work.

- Ensure the school is compliant with all relevant legislation and policies.

3.4 Assistant Headteacher (Safeguarding & Student Support)

One of the Assistant Headteacher holds a designated strategic responsibility for risk management in specific, high-risk areas of the school. This includes:

- H&S Risk Management (Higher Risk Subjects): Providing senior leadership oversight and strategic direction for health and safety in curriculum areas such as Science, PE, Design & Technology, Art, and Drama. This involves working with Subject Team Leaders to ensure risk assessments are robust and procedures are effective.
- Emergency Risk Management: Playing a key leadership role in the development, implementation, and review of the school's Critical Incident Protocol and associated emergency procedures.

3.5 The School Business Manager (SBM)

The School Business Manager has a designated operational responsibility for coordinating, monitoring, and supporting health and safety procedures. This includes:

- Line management of the Site Manager and the school office team.
- Overseeing the safe operation of the school site, catering, and office functions.
- Undertaking and maintaining risk assessments for staff, functions, and activities.
- Acting as a central point of contact for the reporting of health and safety concerns.
- Supporting the implementation and maintenance of H&S procedures across the school.

3.6 The Site Manager

The Site Manager, reporting to the SBM, is responsible for the day-to-day maintenance of a safe school site. This includes managing site staff, conducting routine safety checks, maintaining security systems, and ensuring the building is compliant with statutory requirements.

3.7 Subject Team Leaders (STLs) and Technicians

STLs are responsible for ensuring health and safety within their curriculum areas, particularly in high-risk subjects like Science, Design & Technology, and PE. This includes:

- Producing and annually reviewing subject-specific risk assessments, in consultation with the Assistant Headteacher (Safeguarding & Student Support).
- Ensuring equipment is safe and used correctly.
- Adhering to specific regulations (e.g., COSHH, CLEAPSS).
- Ensuring staff and technicians have the appropriate training.

3.8 All Staff

All members of staff, regardless of their role, have a duty to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperate fully with the Headteacher and other staff on all health and safety matters.
- Follow school policies and safe working practices.
- Report any hazards, accidents, or unsafe conditions immediately.

3.9 Students

Students are expected to take personal responsibility for their own safety and the safety of others. This includes following school rules, listening to staff instructions, and reporting any safety concerns they may have.

4. Key Procedures and Arrangements

4.1 Risk Assessment

The school maintains a comprehensive Risk Register, which is reviewed regularly by the SLT and the Governor H&S Sub-Committee. Risk assessments are conducted for:

- General school activities and premises.
- Specific high-risk curriculum areas.
- Individual students and staff with specific needs.
- Off-site activities and school trips.

4.2 Reporting Accidents, Incidents and Hazards

- **Hazards and Near Misses:** Any health and safety concern or hazard must be reported to the School Business Manager or Site Manager as soon as practicable. Non-urgent concerns can be reported by email.
- **Accidents:** All accidents must be reported to the school office immediately. The appropriate forms will be completed, and first aid will be administered if required. The SBM will review accident reports to identify trends and implement preventative measures.
- **RIDDOR:** The School Business Manager is responsible for ensuring that any incidents falling under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are reported to the relevant authorities.

4.3 Fire Safety and Emergency Evacuation

The school has a detailed **Fire Safety Policy** and **Critical Incident Protocol** which outline all procedures for emergency situations.

- Fire drills are conducted at least once per term.
- The 'Invacuation' (lockdown) procedure is practiced by staff and students as required.
- All staff receive training on these procedures as part of their induction and ongoing CPD.

4.4 Staff Training

The school is committed to providing appropriate health and safety training for all staff. This includes:

- Mandatory induction training for all new staff.
- First Aid at Work and Paediatric First Aid training for designated staff.
- Specialist training for staff in high-risk areas (e.g., CLEAPSS for science technicians, Team Teach de-escalation training).
- Refresher training is scheduled in line with statutory requirements.

5. Monitoring and Review

The Headteacher and the Governor Health and Safety Sub-Committee are responsible for the ongoing monitoring of this policy's implementation. This policy will be formally reviewed annually, or more frequently if there are changes to legislation, school procedures, or following a significant incident.