



Regents Park Community College

Health & Safety Policy



Health & Safety Policy

Statement of Intent

The Headteacher and Governing Body recognise and accept that they are responsible for complying with health and safety legislation and for ensuring the health, safety and welfare of their employees and others who may be affected by the school's activities. The Headteacher seeks to provide and maintain, so far as is reasonably practicable by the implementation of this College policy: its Arrangements and Procedures, Risk Management through Information, Instruction and Training:

- A positive culture and management system to ensure health and safety at work.
- Plant and systems of work that are made safe and without risks to health, through the appropriate implementation of this Policy, Arrangements and Procedures to manage the associated risks.
- Arrangements for the safe use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision that is necessary to ensure adequate health and safety at work.
- A place of work that is safe and without risk to health, where everyone is aware of their accountabilities and responsibilities.
- Adequate resources for carrying out this policy.
- Systems for identifying and assessing all hazards and risks associated with the college's activities including putting in place adequate control measures.

Jonty Archibald
Headteacher

Signed: _____ **Dated:** _____

Chair

Signed: _____ **Dated:** _____

Review due: Spring 2016

This statement must be displayed alongside the Health and Safety at Work Act poster. A full copy of this template policy including organisation and responsibilities, arrangements and safe working procedures, can be found on the Health and Safety Intranet.

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Safety Policy

Statement Of Organisation And Arrangements For Ensuring Health And Safety (Code Of Practice)

Aims

Regents Park Community College's Governing Body and Headteacher recognises and accepts its responsibility to provide, as far as is reasonably practicable, a safe and healthy environment for students, teaching staff, assistants, training and support staff, contracted staff and visitors.

The school will take all reasonable steps to meet this responsibility within its training programme, in order that, should an incident occur, staff and students will respond in an appropriate manner. This does not replace the council's safety policy or the education department's safety policy but is in addition to them for the benefit of teaching and support staff and students.

This statement deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility; it describes how the Headteacher is discharging his responsibilities in respect of students, visitors and other employees who are present on college premises in the internal organisation, management and discipline of the college in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- a. to establish and maintain a safe and healthy environment throughout the school
- b. to establish and maintain safe working procedures among staff and students
- c. to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- d. to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and students to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided
- e. to maintain a safe and healthy place of work and safe access and egress from it
- f. to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- g. to lay down procedures to be followed in case of accident
- h. to provide and maintain adequate welfare facilities

Responsibilities and duties in matters concerned with safety

This statement should be read in conjunction with Southampton City Council's Health and Safety Policy (November 2012) and the Council's Arrangements for 'Managing Health & Safety', 'Risk Assessment' and Safe Working Procedures

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Two of the most important pieces of Health & Safety legislation affecting Trust Schools are:

the Health and Safety at Work, Act 1974

the Management of Health & Safety at Work Regulations 1999

Governing bodies of Trust Schools are required to meet certain standards as contained in The Education (Independent Schools Standards)(England) Regulations 2010 made under the Education Act 2002(as amended January 2013).

Policy

It is the policy of Southampton City Council (SCC) to make effective communication of health and safety information across the Authority, and where necessary, with its partner organisations.

The website - Young Southampton includes Southampton City Council School's Health & Safety website – <http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/> this will contain Safe Working Procedures (SWP); Bulletins; Guidance; and Policies. A chemicals database will be maintained.

Information will be channelled through Directorate Health and Safety Co-ordinators and Trade Union Health and Safety Co-ordinators.

SWPs can be viewed at Young Southampton

<http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/>

Principles

All staff have a responsibility for Health and Safety:

- * taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
- * reporting situations/arrangements which may present serious or imminent danger
- * using all equipment safely
- * teaching safety explicitly and by example

Particular responsibility lies with:

The GB and Headteacher -

to ensure policy / organisation / procedures are maintained

The GB have overall responsibility for:

- Ensuring the decisions they make take into account the council's and college's health and safety policies and any applicable statutory provisions.

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- Appointing a GB member to have responsibility for monitoring the operation of the school's health and safety policies and the council's
- Ensuring that adequate resources are made available for carrying out of this policy.
- Ensuring the Headteacher and the school management team, follow their responsibilities detailed within the school's and council's health and safety policies, its arrangements and safe working procedures, holding them to account if they do not.

The Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Headteacher, who shall:

- be the focal point for day to day references on safety both on and off site
- delegate implementation of the approved safety procedures in the school as appropriate
- ensure contact with outside agencies able to offer expert advice
- ensure all known hazards are reported immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery, etc he considers to be unsafe, until satisfied as to their safety
- make recommendations to the authority for additions or improvements to plant, tools, equipment, machinery, etc which are dangerous or potentially so
- make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations
- ensure a review is carried out annually of
 - (i) the provision of first aid in the college
 - (ii) the Fire Drill Instructions
- ensure the dissemination of safety information concerning the school
- recommend necessary changes and improvements in welfare facilities
- inform the GB where necessary of the safety procedures of the school.
- accessing competent health and safety advice accessing Occupational Health provision

The Responsible Person (Headteacher)

- Complies with the requirements set out in SWP Property Management (Schools)

The Business Manager is responsible for Health and Safety:

- to update the Health and Safety policy in line with current recommendations and monitor its implementation.
- to carry out an annual safety audit, with GB member (Health and Safety) of whole site.
- to ensure product risk assessments of all COSHH regulated substances used on site are in place
- to maintain risk assessment records and re-assess annually
- issue S.W.P. documents as necessary.

Curriculum Leaders:

- to keep departmental documentation on Health and Safety up-to-date and ensure safety procedures are observed, particularly in gymnasias, laboratories, workshops and kitchens

LT member responsible for Professional Development:

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to facilitate further training where necessary or desired

Obligation of all Employees:

The Health and Safety at Work Act 1974 states:

It shall be the duty of every employee while at work:

- a. to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- b. as regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the laws be observed and responsibilities to students and other visitors to the college are carried out all employees are expected

- a. to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- b. to observe standards of dress consistent with safety and/or hygiene
- c. to exercise good standards of housekeeping and cleanliness
- d. to know and apply the emergency procedures in respect of fire and first aid
- e. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others
- f. to co-operate with other employees in promoting improved safety measures in their college
- g. to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

Staff Representative:

This member of Staff will:

- a. have a great responsibility for the application of the school's and the Authority's safety policy to their area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work. Advice or instructions given by the Authority and the Headteacher including the relevant parts of this statement, shall be observed.
- b. shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, guillotines)
- c. shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- d. shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher
- e. shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work

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- f. shall, where appropriate, seek the advice and guidance of the Adviser, Inspector or Officer of the Authority
- g. shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Special Obligations of Class Teachers / Progress Tutors

The safety of students in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of students when they are in their charge.

If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Headteacher before allowing practical work to take place.

Class teachers are expected:

- a. to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out
- b. to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied
- c. to follow safe working procedures personally
- d. to ensure protective clothing, guards, special safe working procedures, etc, are provided and used where necessary
- e. to make recommendations to their Curriculum Leader, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

The Student

The students are expected:

- a. to exercise personal responsibility for the safety of self and all other members of the class
- b. to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- c. to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- d. to use and not wilfully misuse, neglect or interfere with things provided for their safety.

NB All students and parents should be made aware of the contents of this section.

Visitors

Regular visitors and other users of the premises, (e.g. delivery men from specific companies), should be required to observe the safety rules of the college. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. Health & Safety information is contained on the reverse of the school's visitor badges.

Supervision of Students

Staff should be aware of schools rules and arrangements for the supervision of students.

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Provision of First Aid

First Aid boxes are provided at:

1. Medical room – Located on the second shelf.
2. Technology Department – Located in B7 back work room (cupboard).
3. Science Department – Located in the Science Prep room
4. Food Room – Located on the wall near the white board.
5. Swimming Pool – Located on the wall to the changing rooms
6. Staffroom
7. School Minibus – located in the passenger door pocket
8. Room 32 – located in the store cupboard
9. Main Reception – located at front desk
10. Library – on Librarians desk or in cupboard
11. IE/Upgrade – on the shelf in Upgrade meeting room
12. IT office – on top of cabinet on right hand side
13. Reprographics – on shelf near door
14. Facilities Manager's storeroom
15. Cleaners cupboard
16. Boiler Room

Practice

For procedures on Fire Drill, Accidents, Emergency Centre, Offsite Activities and Educational Visits Abroad, Child Protection, Break/Lunchtime Supervision and individual Departments, Science, Technology, PE, Art - see the sections in the Staff Handbook.

Accident Procedures

The duties of First Aiders and Emergency First Aiders at Work (EFAW) are:

- a) to take charge of a situation in the event of any injury or illness
- b) to render first aid within the limitations of training received and as appropriate in the circumstances
- c) to arrange for calling the ambulance service if necessary
- d) to arrange for the next of kin to be contacted and if contact cannot be made, to arrange for somebody to accompany the person to hospital and to act "in loco parentis" in giving consent for emergency treatment that may be necessary for a child
- e) to maintain simple records of all first aid that is provided by a First Aider or EFAW
- f) to record all students/staff admitted to the medical room for treatments/rest
- g) to ensure first aid boxes are kept stocked with sufficient quantities of fresh prescribed requisites
- h) to ensure accident forms and the accident book are correctly administered (including reportable accidents/diseases)

In undertaking the above duties, a First Aider or EFAW is fully indemnified by the Authority in respect of any action for alleged negligence that may be brought against him or her.

If an improvement or prohibition notice is served by an enforcement officer, (e.g. Factories Inspector or Environment Health Inspector), the Headteacher should immediately advise the Director of Children's Services. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

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Any accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained by the Finance & Business Support Assistant – Welfare. Completed forms should be passed immediately to the Business Manager, who should investigate the accident and report to the Headteacher. A record of all accidents must be completed, however minor, to employees, students, members of the public. This is done by completing the following:

- A HS1 for all accidents to the public, staff and students requiring removal to hospital and any injury to a member of staff; these are kept in the Medical Room.
- For minor injuries to students use the School Minor Accident electronic forms held on the central ICT system.

Fire Procedure

It is the duty of all members of staff to carry out the procedures in accordance with the Fire Drill Instructions.

Radiation Protection

The Science Department follow the guidance in CLEAPSS L93 Managing Ionising Radiation and Radioactive Substances in Schools and Colleges dated January 2013 when working with sources of ionising radiation as part of the learning curriculum.

With ionising radiation sources being held and used there must be an appointed and named Radiation Protection Supervisor (“RPS”). The RPS at Regents Park is Mr K Graine.

It is the responsibility of the RPS to ensure suitable local procedures, safe systems of work and risk assessments are in place, remain valid and that they are regularly reviewed in connection with ionising and non- ionising radiation use, or activities. This includes emergency plans. See L93 for further advice.

Also the RPS must be overseen by an appointed and named Radiation Protection Advisor (“RPA”). The RPA is provided by CLEAPSS RPA Scheme so the Corporate Radiation Protection Officer **Kevin Cardy** Corporate Health and Safety Service should be contacted either by email: kevin.cardy@southampton.gov.uk, Tel No: 02380917771 option 2 or in emergency/out of hours: 07770 536 836 in the first instance if there is concerns over the sources.

SAFE WORKING PRACTICES

It is the responsibility of all staff to ensure they are familiar with and are following the procedures in any or all Safe Working Practices associated with their duties.

Safe Working Practices should be viewed via the SCC Intranet [access via the SCC Intranet icon on the Virtual Learning Environment (VLE) homepage] www.southampton.gov.uk or the SCC Schools’ Health and Safety Website – Young Southampton.

Then type SWP in the search box and follow the link.. The Safe Working Practices that may be relevant to work in schools are listed in the Staff Handbook.

Access can also be through the SCC Schools Health and Safety website <http://www.youngsouthampton.org/working-with-children/schools-guidance/health-and-safety/>

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Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer, (eg Factories Inspector or Environmental Health Inspector), the Head should immediately advise the Executive Director for Children's Services and Learning. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Head in Pursuance of the safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he should then report the matter to the Chair of Governing Body and the Executive Director for Children's Services and Learning. If no action is seen to be taken the Headteacher should be consulted again and if still no action is taken the member of GBofficers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

Reading this document forms part of Health and Safety training.