



MATHS & COMPUTING COLLEGE

HEALTH, SAFETY & WELFARE

Summer Term 2010

Every Child Matters

Policy Dated: 12th May 2010

Review Date: 12th May 2012

Ratified by Policies Committee of the Governing Body: May 2010

Signed by:

Headteacher: R. Evans

Chair of Policies Committee: H. Inskip

HEALTH, SAFETY & WELFARE

Part 1 - Statement of General Policy

Within the provisions of the Southampton City Council Health & Safety Policy and associated Southampton City Council Directorate of Education Services Health & Safety Schools Policy – the Headteacher and Governors of Cantell Community School recognise and accept their individual and Corporate responsibilities to provide Cantell, as far as is reasonably practicable, a safe and healthy school environment for students, employees, contractors, parents, visitors and other client/users of the campus.

Cantell Community School will take all reasonable steps to meet these responsibilities and expects appropriate support from students, employees, contractors, parents, visitors and other clients/users of the campus.

Aims

- to ensure the safety of our school environment, its grounds and buildings for all users of the Cantell Campus and our close neighbours.
- to ensure safe working practices amongst all students, staff, contractors, parents, visitors and all other users of the Cantell Campus.
- to teach and demonstrate safety as part of the student learning process and encourage safety awareness and care amongst all students, employees, contractors, parents, visitors and other clients/users.
- to ensure all new employees are briefed about safety arrangements and have a structured induction to Cantell and specifically to their work area.
- to provide Campus safety guidance and information to contractors, parents, visitors and other clients/users upon arrival.
- to ensure that the Fire Drill/Emergency Evacuation Procedure is practiced termly and understood by students, staff, contractors, parents, visitors and all other client/users - and that the buildings can be effectively evacuated during any period of use – school day/evening or weekend etc.
- to ensure that injuries and accidents are reported to the PA's office and recorded in line with Southampton City Council Safe Working Practice Document - 51: Reporting/Recording of Accidents.
- to ensure that all buildings work and maintenance is carried out by (LA) approved contractors.
- to provide and maintain adequate records of buildings, plant and machinery maintenance, storage and disposal of hazardous materials.
- to provide and maintain adequate welfare facilities.

- to review safety matters and procedures at least annually, secure up-to-date information and, where relevant, training to address issues of health and safety (including Outdoor Pursuits Certificates) and make necessary changes to practice.

A Site Operations/Services Handbook is located in the Site Managers office. It will provide immediate and accurate detail of ground plans, all site utilities/isolation points/hazard areas/caretakers' duties and methods of operation etc – to be made available to the Incident Control Officer (Fire/Police/Civil Emergency) in the event of emergency.

Part 2 - Organisation

The Headteacher is responsible for all matters of health, safety and welfare on the Cantell Campus. Designated responsibility is given to the School Health and Safety Officer (School Business Manager).

All employees have responsibilities under health and safety legislation.

These include:

- taking reasonable care of their own health and safety and that of others who may be affected by their act/s or omission/s.
- co-operating with their employer in the introduction and/or implementation of policies, procedures etc intended to promote the health, safety or welfare of themselves or others.
- not interfering with or misusing any equipment provided in the interests of health, safety and welfare in a safe and proper manner.
- reporting situations which may present a serious and imminent danger.
- reporting shortcomings in health and safety arrangements to immediate supervisor.
- to report injuries and accidents in line with Southampton City Council Safe Working Practice Document - 51: Reporting/Recording of Accidents.

Employees at Cantell Community School are expected to carry out these responsibilities, as appropriate, at all times. In their department/area of work they should:

- know the special safety measures and arrangements to be adopted and to ensure they are applied.
- observe standards of dress consistent with safety and/or hygiene - including the wearing of personal protective equipment if required/supplied.
- exercise good standards of housekeeping and cleanliness in their work.
- know and apply the emergency procedures in respect of fire and first aid.

- co-operate with other employees, appointed safety representative or any enforcement office of the HSE in promoting improved safety measures in the school.

The following posts have been delegated particular duties/responsibilities for Health, Safety & Welfare within the management structure of Cantell.

- **The Designated Governor**

TBA

- **Management Team**

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|------------------------------------|--|
| ▪ Headteacher | Ms R Evans |
| ▪ Health and Safety Officer | Mr T Baudains |
| ▪ Health & Safety Support Officers | Ms S Skitterell/Mr R Humby
Mr P Jankowski/Ms V Ward |

- **Teaching Staff having special responsibility for the safety of students in their charge.**

Year Leaders
Welfare Assistant
All lead staff for visits and journeys

- **All Subject Leaders and especially in the areas of:**

- | | | |
|-----------------|---|----------------|
| Science | - | Mr C Whorwood |
| Technology | - | Mr I Tyas |
| Food Technology | - | Ms E bennett |
| Arts | - | Ms Y Bull |
| PE | - | Mr A Patterson |

Part 3 - Responsibilities for Health, Safety and Welfare

Ms R Evans Headteacher

In consultation with the Governors is ultimately responsible, upon appointment, for all matters of Safety, Health and Welfare at the Cantell School Campus.

The Headteacher is required to draw up the necessary arrangements to secure compliance with all Health, Safety and Welfare Regulations, to write down and circulate this information to the Governors and all employees; and subsequently manage, control, monitor and review the implementation of the arrangements, at least annually.

TBA

Nominated Governor

On behalf of the Governors, overseeing all matters of Safety, Health and Welfare.

Mr T Baudains
School Health and Safety Officer

Is responsible to the Head for ensuring that certain aspects of the Safety Policy is carried out and together they will ensure that responsibilities for Safety, Health and Welfare are properly assigned, accepted and fulfilled at all levels. In particular they will:

- ensure that suitable and sufficient risk assessments have been produced by the school under all of the relevant statutory provisions and that these are kept up to date. This policy addresses the regulations of 'Common Provisions in Health & Safety Law' HSE 5/96: Management of manual handling, personal protective equipment, display screen equipment, noise, Control of Substances Hazardous to Health (COSHH) and asbestos.
- ensure that preventative and protective measures are planned, organised, controlled, monitored and reviewed to ensure the health and safety at work of employees, students and others at risk from work activities.
- ensure that competent health and safety assistance is sought where necessary from the Authority Health and Safety Adviser. All new employees will be informed about safety arrangements as part of a structured induction to Cantell and their work area.
- ensure that activities within the school are conducted in line with the relevant statutory provisions and precautions highlighted in the risk assessments, make or arrange inspections of premises, places of work and working practices on a regular basis and ensure that the Headteacher is kept informed of accidents and hazardous situations.
- ensure adherence to Authority guidelines for Outdoor and Hazardous Pursuits, including foreign visits.
- implement the general health and safety policy throughout the school; report all known hazards immediately to the Authority and stop any practices or the use of any plant, tools, equipment, machinery etc considered to be unsafe, until satisfied as to their safety.
- ensure the avoidance, prevention and reduction of risk is accepted as part of the school culture by stimulating interest, discussions and action at school management team and school meetings.
- ensure health and safety is taken into account when installing new items of equipment or changes take place in plant and equipment, the workplace, or systems of work.
- review at least annually:
 - the provision of first-aid/reporting requirements/proper investigation of accidents in the school.
 - the emergency/evacuation procedures and make recommendations for improving the procedures laid down/preventing re-occurrences etc.

- ensure recommendations made in annual reviews, investigations and safety audits are documented, considered for implementation and a list maintained of actions taken and /or planned.

Teaching and Non-teaching employees holding posts/positions of Special Responsibility:

These employees:

- have a great responsibility for the application of 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 relevant parts of this school safety statement, shall be observed.
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances – (chemicals, boiling water, hot plastics, equipment etc).
- shall resolve any health and safety problem any other employee 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.
- shall carry out a regular safety inspection of activities for which they are responsible and where necessary, submit a report to the Headteacher.
- shall ensure, as far as 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.
- shall, where appropriate, seek the advice and guidance of the advisor or Officer of the Authority.
- 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

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

Class teachers are expected 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.
- know the special safety measures to be adopted in their specific teaching areas and to ensure that they are applied.
- personally follow and demonstrate safe working principles.
- call for protective clothing, guards, special safe working procedures etc where necessary.
- make recommendations to the Head of Department on safety equipment and on additions or improvements to plant, tools or machinery which are dangerous or potentially so.

Students, visitors, client-users, workmen and other persons attending the Cantell Community School campus are expected to:

- exercise personal responsibility for their safety (and the safety of persons in their charge) and the safety of others who may be affected by their act/s or omission/s.
- observe standards of dress consistent with safety, particularly when participating in specialist activities – unsuitable footwear, jewellery, offensive weapons and other items considered dangerous.
- observe all safety rules of the school and in particular reasonable instructions by authorised persons in an emergency.
- use and not wilfully misuse, neglect or interfere with equipment provided in the interests of safety.

Reporting Hazards:

- all employees are responsible for reporting defects and/or hazards both in the buildings and grounds directly to the Headteacher and Health and Safety Co-ordinator.
- the Headteacher should discuss temporary arrangements to deal with hazards with the School Business Manager and Interserve staff, who are responsible for arranging remedial works.

Information:

- a file of relevant documents is held in the School Business Manager's office or from the Corporate Internet Site for employee reference.
- Curriculum Co-ordinators hold all documents relating to Health and Safety Regulations specific to the Curriculum area.

- information contained in the Staff Handbook is issued to all employees at Cantell re Fire Drill, Accidents, Off-site Activities and School Visits Abroad, Child Protection, Break and Lunch-time Supervision.

Off-site Activities and School Visits Abroad:

Great care must be taken before undertaking off-site activities and school visits. Members of staff must not undertake such activities without checking with the School Health and Safety Co-ordinator - Mr Andy Williams and completing the appropriate forms and risk assessment.

The school follows procedures laid down in the Southampton City Council, Education Services Off-site Activities - Regulations and Guidance Notes. Also procedures laid down in the Hampshire County Council Safety in Hazardous Pursuits - Regulations and Guidance Notes. Both publications are available from Mr Andy Williams and he is available for consultation regarding trips and visits. The final decision regarding off-site activities lies with the Headteacher.

Cantell Satellite 1

Specific arrangements for Satellite 1 are separately detailed and are the local responsibility of the Satellite Manager – Ms L Beattie. A file of relevant documents is held at the satellite office containing all relevant information for personnel on that site.