

STATEMENT OF ORGANISATION & ARRANGEMENTS FOR ENSURING HEALTH AND SAFETY (CODE OF PRACTICE)

NAME OF SCHOOL – ST CYRES

INTRODUCTION

Health and Safety is the responsibility of all staff. It is essential and indeed a legal obligation that everyone takes all reasonable steps to ensure the health and safety of themselves, the pupils in their care and everyone else within the school. The following policy and procedures provide detailed instructions and guidance. It is essential that this is read in conjunction with the information on Risk assessments in Section B18.

Please ask if in any doubt whatsoever about any of these procedures:

PART 1

1. INTRODUCTION

- This is a Statement of Organisation and Arrangements (Code of Practice) for the above named school. It is for the benefit of all teaching and non-teaching staff and pupils.
- 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; it describes how the Headteacher is discharging his responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Article of Government.
- The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health safety and welfare of all persons using the premises:
 - (i) to establish and maintain a safe and healthy environment throughout the school;
 - (ii) to establish and maintain safe working procedures among staff and pupils;
 - (iii) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling and storage and transport of articles and substances;
 - (iv) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils 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;
 - (v) to maintain a safe and healthy place of work and safe access and egress from it;
 - (vi) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
 - (vii) to lay down procedures to be followed in case of accident.
 - (viii) to provide and maintain adequate welfare facilities.

2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

THE HEADTEACHER

The ultimate responsibility for all school safety organisation and activity rests with the Headteacher. However, for practical purposes the responsibility is delegated to the Deputy Headteacher and Senior Assistant Headteacher, who will directly inform the Headteacher of matters concerned with Health and Safety. They will:

- (i) be the focal point for the day to day references of safety and give advice or indicate sources of advice.
- (ii) coordinate the implementation of the approved safety procedures in the school.
- (iii) maintain contact with outside agencies able to offer expert advice.
- (iv) report all known hazards 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.
- (v) make recommendations for additions or improvement to plant, tools, equipment, machinery etc., which are dangerous or potentially so.
- (vi) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations.
- (vii) review from time to time:
 - the provision of first aid in the school.
 - the emergency regulations and make recommendations for improving the procedures laid down.
 - review regularly the dissemination of safety information concerning the school.

OBLIGATION OF ALL EMPLOYEES

A copy of Health and Safety Law is displayed in all staff rooms, school and tutor offices. Copy found overleaf.

The Health & 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 requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate 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 pupils and other visitors to the school 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 his own safety and/or the safety of others.
- (f) to cooperate with other employees in promoting improved safety measures in their school.
- (g) to cooperate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

TEACHING AND NON-TEACHING STAFF HOLDING POSTS/ POSITIONS OF SPECIAL RESPONSIBILITY:

These staff:

- (i) have a general responsibility for the application of the safety policy to their own department or area of work and are directly responsible to the Deputy Headteacher/Senior Assistant Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Headteacher and/or Deputy Headteacher/Senior assistant Headteacher, including the relevant parts of this statement, shall be observed.
- (ii) 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 the articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines).

- (iii) shall resolve any health and safety problem any member of staff may refer to them and refer to the Deputy Headteacher/Senior Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- (iv) shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Deputy Headteacher/Senior assistant Headteacher.
- (v) shall ensure as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- (vi) shall propose to the Deputy Headteacher/Senior Assistant Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so. The following staff are the safety representatives for designated areas:

Mr R Glaves	-	Gym.
Mr D Parker	-	Technology
Mr C Ellis	-	Labs

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in classrooms, laboratory and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils 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 he cannot accept this responsibility, he should discuss the matter with the Deputy Headteacher/Senior Assistant Headteacher before allowing practical work to take place.

Class teachers are expected:

- (i) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out.
- (ii) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (iii) to give clear instructions and warning as often as necessary.
- (iii) to follow safe working procedures personally.
- (iv) to call for protective clothing, guards, special safe working procedures, etc., where necessary.

- (v) to make recommendations to their Head of Faculty/ Department, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

THE PUPIL

The pupils are expected:

- (i) to exercise personal responsibility for the safety of self and classmates.
- (ii) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- (iii) to observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency.
- (iv) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: All pupils should be aware of the contents of this section.

3 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 school.

PART II

1 SUPERVISION OF PUPILS

- A list of staff duties is posted in each staff room and is included in the Staff Handbook. Designated staff are responsible for pupils in the stipulated areas for 10 minutes before and after the close of each session and at break times.
- Lunchtime supervision is carried out by Midday Supervisors assisted by Senior Midday Supervisors. This supervision is for pupils whose parents have indicated that their child will remain on the school premises for the duration of the lunch breaks.
- Pupils taking medicines as part of a course of treatment are responsible themselves for the safekeeping and taking of medicines. Staff are not advised to take responsibility.

- Pupils moving between sites on a regular basis i.e. for swimming activities, will be transported by contract bus. Each journey so made will be accompanied by the member of staff responsible for that activity.
- All members of staff will assist duty staff to ensure the quiet and orderly movement of pupils between different parts of the building.
- No pupils are allowed to enter laboratories, technology rooms and other practical rooms such as the gym until a member of staff is present to assume responsibility. Pupils must then follow the safety guidelines established by the subject teacher.
- No pupils are allowed access to car parking areas of the school unless it is a Year 13 pupil with a permit to so park.
- When contractors are on site all work areas must be securely cordoned off to prevent pupil access.

PROVISION OF FIRST AID

First Aid boxes are provided at the following points; each box contains first aid requisites and a list of contents.

PENARTH

Old Staff Room
 New Staff Room
 Lower School Office
 Year 10 Office
 Reprographics Room
 Room 10
 Science Prep Room –Top Floor
 Technology Rooms 1, 2, 3, 6
 Technology Prep room
 Finance
 Gym - both changing rooms for Staff
 Main Office (Reception)
 Head's P.A's Office
 Room 2
 Kitchen
 Room 132
 Year 11 office
 6th Form Centre
 Annexe
 Music Lab

DINAS POWYS

Reception

 Gym
 Lab
 Food Technology
 Technology
 Year Tutors' Offices
 Staff Room
 Kitchen
 Science Prep room

FIRST AIDERS

Mrs Ruth Hayman is the principal First Aider based in the Main Office (Reception).

Other staff who currently hold first aid certificates are:

FULL

Glen Boot
Rob Davies
Susan DeClaire
Tracey Gimblett
Ruth Hayman
Wendy Hicks
Michaela Hyslop
Nicola James
Alison McSorley
Brain O'Hare
Sarah O'Kelly
Erica Oldfield
Karen Reynolds
Julie Thorne
Ros White
Karen Wookey

EMERGENCY FIRST AID

Scott Britt
Cherril Batten
Rob Bruton
Jason Erickson
Nerys Evans
Judith Green
Edward Hall
Alan Hope
Bev Morgan
Leander Moy
Sue Oliver
Suzanne Thomas
Helen Tomlins
Janet Troth
Bill Wilson

P.E. STAFF

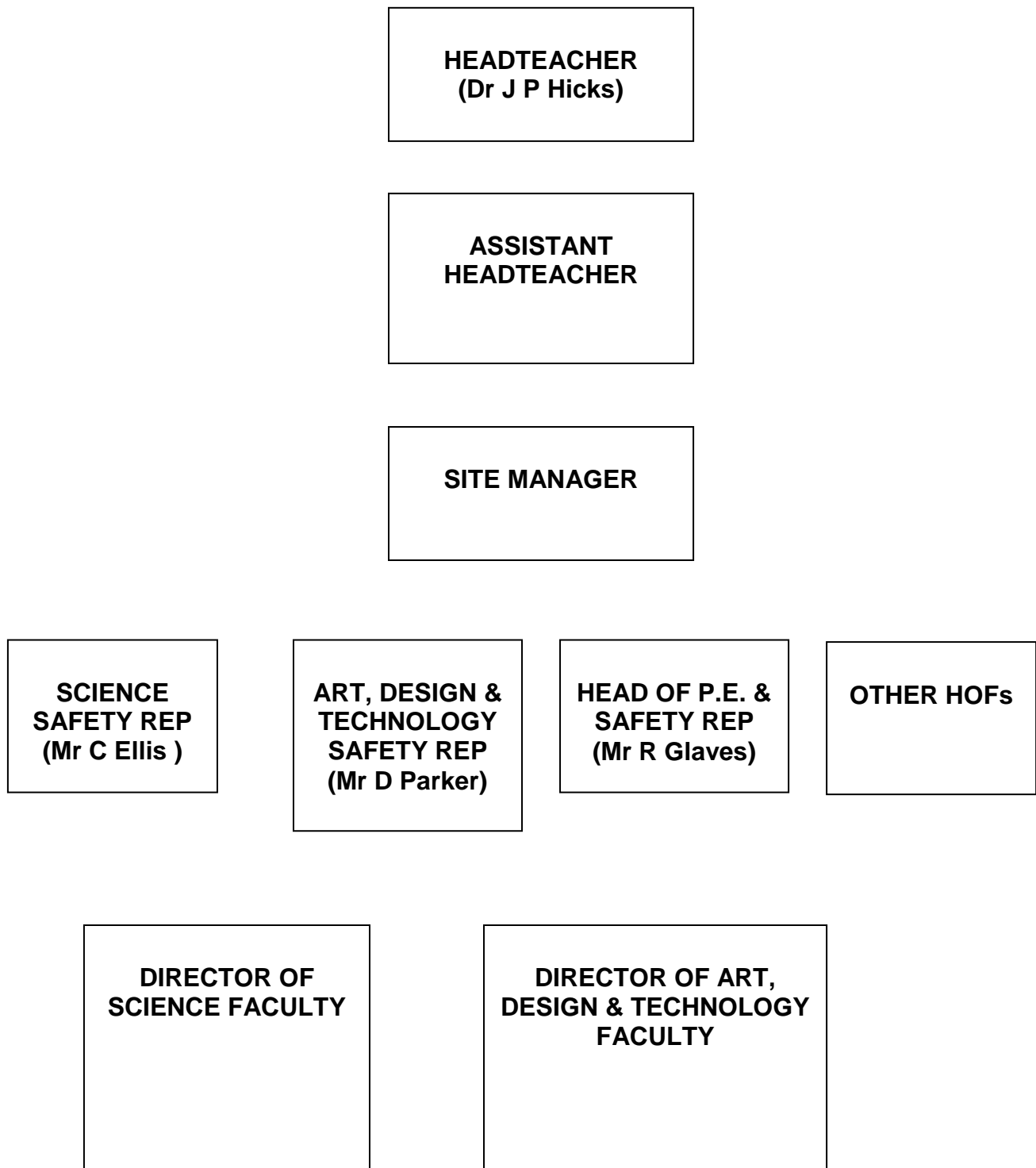
Matt Bolton
Christine McNamara
Jo Sullivan

3. EMERGENCY PROCEDURES

If anyone should become ill or suffer injury as a result of an accident, the following procedures should be followed:

- (i) Parents must be informed.
- (ii) First aid should be rendered but only as far as knowledge and skill admit. The patient should be given all possible reassurance and, if absolutely necessary, removed from danger.
- (iii) The First Aider, Mrs Ruth Hayman is situated in the Reception office in Penarth. In Dinas Powys, First Aid is administered by staff holding First Aid Certificates.
- (iv) Transport to Hospital - If an ambulance is required, the emergency 999 service should be used. Every attempt should be made to contact the pupil's parent(s) using the emergency contact number where necessary, to be found in the pupil's class register. The parent should be advised of the nature of the injury and should be directed to meet the ambulance at the appropriate hospital. The ambulance service now require an adult to accompany the ambulance - a member of staff if the parents not present.
- (v) In the event of a complaint about an accident, the teacher should take care not to admit liability in any way. We have a Parental Complaints Policy (D28) to deal with formal complaints. The safest course is to express regret and to say that the accident occurred while the teacher was acting in accordance with general and approved practice. If there is the slightest suggestion of legal action, the teacher should notify his/her professional association at once, giving a full and frank account of the facts, so that arrangement can be made for legal representation. *No pupil should ever be sent home following an accident or illness without informing a parent and making sure that there is a responsible person at home to receive the pupil.*
- (vi) Physically Disabled Pupils : Should be need arise for first aid/treatment tothese pupils please inform Mrs Ruth Hayman or in an emergency, if Mrs Hayman is not on site, contact Medical at Erw'r Delyn (706021). Do not attempt to lift any of these pupils, without medical help, if they fall out of their wheelchairs.

HEALTH AND SAFETY REFERRAL FLOW CHART



SCIENCE STAFF

TECHNOLOGY STAFF

P.E. STAFF

OTHER STAFF

July 2010