



DOCUMENT TYPE: POLICY	Issue Date <i>Dec-2020</i>	Version 1
<i>Facilities Management and Health and Safety Policy</i>	Effective Date <i>Dec-2020</i>	Page 1 of 3

## 9. FACILITIES MANAGEMENT and HEALTH and SAFETY POLICY

<b>Prepared by</b>	IAN FLEMING	<b>Reviewed by</b>	Murat OZBEK	<b>Approved by</b>	Canan E. CELIK
<b>Review No</b>	2	<b>Next Review Date</b>	Dec-2021	<b>Approved on</b>	16.12.2020

### External references:

*Relevant legislation, Regulations and Codes apply in the case of Health and Safety, including food and drink, PAT testing, gas testing, VDU use and environmental issues.*

### Introduction

The Academy seeks to maintain its property and services to a high standard, so as to provide a safe, comfortable and congenial environment for employees and students

### Terminology

In the context of this policy, 'facilities' means the Academy property and its environs, together with electrical, plumbing, gas and water supply services.

'Health and Safety' refers to the arrangements which the Academy takes to ensure that its working environment is healthy and free from potential hazards to health and that it is maintained in a safe and risk-free state, as far as is reasonably practicable.

### Scope

This policy covers all matters relating to access to and ongoing maintenance of the Academy's property and services. It also covers all arrangements which relate to the maintenance of a safe and healthy working environment, encouraging safe working, minimising risks and preventing accidents.

### Aims

The overall aim of the policy is to ensure that all Academy property, facilities and services are maintained to a high standard.

The overall aim of the policy is to ensure that all employees of the Academy and all students, visitors and contractors can operate in a safe and healthy environment at all times when within the

DOCUMENT TYPE: POLICY	<b>Issue Date</b> <i>Dec-2020</i>	<b>Version</b> 1
<i>Facilities Management and Health and Safety Policy</i>	<b>Effective Date</b> <i>Dec-2020</i>	<b>Page</b> 2 of 3

Academy`s premises and environs.

The responsibility of every employee and student is to take responsibility for his or her health and safety at work and also that of others.

The formal statutory Health and Safety Policy Statement, as required under the *Health and Safety at Work Act 1974*, is a significant extension to this document and has been referenced as 9.4 in the set of related procedures.

## Objectives

The objectives of the Facilities and Health and Safety Policy and its related procedures are:

In regard to **Facilities**:

- to ensure that routine matters relating to the Academy`s property are discussed and addressed promptly
- to safeguard the security of staff, students and visitors by an appropriate external security and access system which operates efficiently
- to maintain washing and sanitary facilities that are adequate, clean and frequently inspected
- to ensure that the Academy premises are cleaned and maintained on a regular basis
- to carry out appropriate and regular routine testing procedures relating to Academy facilities and equipment, including checks of computer wiring and connections
- to maintain an appropriate environment within Academy premises, having regard to space and access, classroom maximum numbers and provision of adequate circulating spaces
- to ensure that Academy food and refreshment provision operates within the context of statutory food and drink regulations and guidance

In regard to **Health and Safety**:

- to ensure that the a healthy and safe working environment is established and maintained within the Academy and its immediate environs
- to ensure that the Academy operates within the framework of current health and safety legislation, including relevant Regulations and Codes of Practice.
- to ensure that health and safety, including accident prevention, is covered appropriately in the induction of new employees and of all students

DOCUMENT TYPE: POLICY	<b>Issue Date</b> <i>Dec-2020</i>	<b>Version</b> 1
<i>Facilities Management and Health and Safety Policy</i>	<b>Effective Date</b> <i>Dec-2020</i>	<b>Page</b> 3 of 3

- to take appropriate steps to carry out regular, recorded inspections of hazards and to act appropriately upon the findings of these inspections
- to ensure that fire prevention arrangements are robust and effective and to carry out regular, recorded fire evacuation drills, which should include special considerations for any physically disabled people who might be involved
- to ensure that specialist testing of fire extinguishers, pressure vessels, gas and electrical equipment is carried out on a regular basis
- to ensure that all visitors to the Academy are briefed about health and safety and, in particular, fire evacuation arrangements
- to provide appropriate first aid support in cases of workplace accidents which may involve injury
- to consider any other aspect of the health and safety of employees, students, visitors and contractors which may require definition, guidance or regulation.

## **Related procedures**

### **9.1 Access procedures**

### **9.2 Maintenance procedures**

### **9.3 Fire plan and strategy**

### **9.4 Health and Safety Policy statement and procedures (to meet HASAWA requirements)**

### **9.5 First Aid and accident reporting procedures**

### **9.6 Critical incident procedure**