

## 9.4 HEALTH AND SAFETY POLICY UNDER HASAWA

<b>Prepared by</b>	Ian Fleming	<b>Reviewed by</b>	Canan E. Celik Murat Ozbek	<b>Approved by</b>	Canan E. Celik
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### **Purpose**

This document sets out the Academy's responsibilities in respect of the Health and Safety of its staff, and anyone else working in or visiting Academy premises.

In accordance with Sections 2 and 3 of The Health and Safety at Work, etc., Act 1974, the Academy and its managers will ensure, so far as is reasonably practicable, the health, safety and welfare of all its staff, students, visitors and contractors where they have access to, or contact with, places where the business of the Academy is transacted.

To this end the Academy will, as far as is reasonably practicable, comply with all appropriate legislation and Approved Codes of Practice as may be issued by the Health and Safety Commission. Additionally, the Academy will take steps to ensure the health, safety and welfare of its staff on contract sites by bringing the content of this Policy and mode of implementation to the attention of contractors.

### **Communication**

To all staff during induction. To all students during induction. Reminders to be given at regular intervals.

### **Review**

Annually and to be revised as and when necessary.

### **Aims**

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to provide adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy statement as necessary



## **Responsibilities**

### **Directors and Senior Management**

Will ensure that Health and Safety Training is given to senior management and Health and Safety Representatives.

### **CEO / Principal**

In charge of all Health and Safety for the Academy and is also the Health and Safety Officer

### **Chair of Quality Committee**

Will ensure that Health and Safety information is given to all staff and students in their respective induction programmes

### **Safety Representatives**

Will investigate potential hazards and dangerous occurrences in the workplace, examine the causes of accidents and make representation to management on any matters arising. Safety Representatives also investigate complaints by any employee concerning the employee's health, safety and welfare at work and can make representation to management on any matters arising.

Will make representation to management on general matters affecting the health, safety and welfare at work of the employees in the workplace, will carry out inspections of the workplace at least quarterly and will request and receive information concerning the health and safety of employees. Safety Representatives report to the CEO / Principal.

### **All students and staff**

Everyone has a responsibility under the Health and Safety at Work Act to do everything they can to prevent injury to themselves, students and staff, visitors, contractors and any other person whilst on Academy premises

## **In order to meet its obligations under HASAWA, the Academy will carry out the following Health and Safety procedures**

### **1.1 Academic Department**

Managers of the Academic Department are responsible for the safety of their team or class within the working environment and shall:

- ensure that Risk Assessments have been prepared by the Health and Safety Officer for all tasks to be undertaken and that control measures adopted adequately minimise the risk to acceptable standards. They shall further ensure that the Risk Assessments are reviewed at least annually and the control measures revised as and when required
- ensure that health and safety issues are raised on a regular basis at team meetings at all levels within their teams or classes



- ensure that accidents and incidents that happen within their teams or classes are reported according to procedure and that they monitor sickness due to accidents at work and report appropriately to the Health and Safety Officer
- ensure that all new staff, volunteers and students participate in induction in accordance with the relevant Induction procedure (4.6 for students and 6.2 for staff).

## **1.2 All Other Departments**

All staff and volunteers in these departments have a statutory duty to cooperate with the management of the Academy in providing a safe and healthy working environment. In particular, they:

- will carry out their duties without endangering the health and safety of themselves, colleagues, third parties and/or the general public
- will ask any person they observe to be behaving dangerously or working in an unsafe manner, to stop doing so, calling for appropriate support if such person fails to comply
- will comply with all instructions appertaining to safety, by following all Academy procedures, all statutory provisions, Codes of Practice, Health and Safety Regulations and Safe Systems of Work and report any incidents where others are not so doing
- will inform their immediate line manager of any defect or work situation, which may reasonably be considered to represent a danger or any shortcomings identified in the arrangements made for health and safety
- will inform the Operations Manager of any personal health and safety requirements they may have
- will use any equipment, including PPE (Personal Protective Equipment) provided, in accordance with the information, instruction and training they have received
- at all times will facilitate the proper implementation of the Safety Policy
- will report any incident or accident which has, or could have, resulted in illness, injury or damage to property; to their line manager and the Site Safety Officer as soon as possible.

### **Members of staff and volunteers shall**

- undertake personal (dynamic) assessments of risk, based on information, training and resources available
- make considered judgements in order to use the available resources in such a way as to achieve an acceptable level of safety whilst undertaking the task
- nominate Safety Representatives to raise issues relating to health and safety at work on their behalf

## **1.3 Safety Representatives**



By law, all workplaces must elect/appoint employee representatives for health & safety as set out in The Safety Representatives and Safety Committees Regulations 1977. Safety Representatives have agreed to undertake relevant training in health and safety.

Safety Representatives are not legally liable for anything they do or fail to do as a Safety Representative. They have legal rights but no legal duties.

Safety Representatives shall be permitted to take time off, with pay, during working hours as is necessary to perform the functions as set out above and to undergo any health and safety training as is reasonably necessary for them to fulfil their role.

#### **1.4 Contractors, visitors and Clients**

All visitors, including contractors and clients, are entitled to such information as necessary to ensure their health and safety whilst on Academy premises. Provision of such information shall be the responsibility of those persons managing the respective services.

Contractors, depending on the nature of the service they are providing, may need substantially more information than visitors, who merely have appointments with staff. Such information may include the location of asbestos or fragile roofs. Contractors must inform members of staff of any risks eg. from equipment, substances or working practices that they introduce to the premises.

Contractors should be contractually obliged to provide copies of their own Health & Safety policies as appropriate and provide method statements as required by specific regulations governing their work. They should also comply with all relevant Academy requirements whilst on Academy premises.

#### **1.5 Students**

All students have a responsibility to do everything they can to prevent injury to themselves, their fellow students, staff and any other person whilst on Academy premises.

Students shall ensure they are familiar with emergency evacuation procedures.

Students are required to report any accidents or near misses which have occurred, whilst on Academy premises or at any location where work placement is being undertaken, to their tutor or other Academy employee, as soon as practicable.

Students shall use any equipment provided in accordance with the training that they have received. They are required to report any problems they foresee in any protection arrangements and inform their tutor or other Academy employee, of any potential hazard, imminent danger or risk, no matter how small they seem at the time.

Students are required to inform their tutor of any personal health and safety need or requirement they may have.

The Academy will require that the students placed on work placement activities will be made aware of the health and safety issues relating to the specific workplace.

## **2 General arrangements**



## **2.1 Induction procedures**

New members of staff will receive, as part of initial Induction, guidance on health and safety. This will include arrangements for First Aid and Fire Evacuation. Their personal obligations under the law will be explained. Additional training, where necessary, will be provided through line management to accommodate the specific needs of an individual.

Student induction arrangements are described in Procedure 4.6 and staff induction is covered in Procedure 6.2.

## **2.2 Control of Substances Hazardous to Health (COSHH)**

All staff required to use hazardous substances during the course of their duties shall be afforded any health and safety information necessary to apprise them of any risks to health. In accordance with the policy of the Director such products will be replaced when possible by safer and/or more environmentally friendly products.

In the Academy, most of the hazardous substances will be used in cleaning operations and the Health and Safety Officer must ensure that contractors supply Safety Data Sheets for any substances used or stored by them on Academy premises.

## **2.3 Display screen safety (working with computers)**

The Academy will ensure that all persons who use display screens and those who manage them shall have available to them adequate health and safety information and where appropriate, written instructions. All such work equipment will be maintained on a proper basis and must only be used by authorised, trained personnel. Workstation self-assessment packages are available to all staff and should be undertaken at least annually, or when workstations or office layouts are altered.

## **2.4 Work equipment safety**

The Academy will ensure that all persons who use and those who manage work equipment shall have available to them adequate health and safety information and where appropriate, written instructions. All such work equipment will be maintained on a proper basis and must only be used by authorised, trained personnel. A "Work Equipment Register" will be maintained for each premise operated by the Estates Head.

## **2.5 Safe manual handling**

The CEO / Principal is aware that manual handling of loads can be a major source of occupational injury and ill health. Some jobs involve lifting and carrying even to a minimum degree. The Academy will try to reduce such instances to a minimum. The Line Managers should make all new staff (during the induction process) aware of the need to lift and carry safely. Members of staff required to carry out duties that present a significant risk will attend a course on safe-lifting, organised by the Health and Safety Officer. In addition, where appropriate, tasks will be assessed with a view to improving the health and safety of such members of staff.

Members of staff must notify managers of any change of circumstances that may prevent or limit their lifting and carrying ability (e.g. bad backs, pregnancy, etc).

## **2.6 Accident and incident reporting and investigation**



All injuries and dangerous occurrences will be reported and investigated, as soon as possible, by the Estates Head. Further investigation, where necessary, shall be made by the Health and Safety Officer. Any necessary action shall be taken to remedy the situation. Where local action is not appropriate then specialist advice must be sought without undue delay.

More detail is provided in Procedure 9.5

## **2.7 First Aid provision**

Throughout the Academy a number of personnel shall be trained and certified in accordance with the Health and Safety (First Aid) Regulations.

More detail is provided in Procedure 9.5

## **2.8 Electrical safety**

In accordance with the Electricity at Work Regulations the Health and Safety Officer shall arrange for the PAT testing and servicing of Academy fixed installations by a competent person. In addition, as part of the quarterly inspection by the Health and Safety Officer, a routine check of leads, plugs etc. will be carried out. All staff, are reminded of the dangers of electricity and must take defective equipment out of use and report the matter as soon as possible.

## **2.9 Arrangements for lift safety**

The lift will be made available for any person who has a disability which prevents him or her from using the stairs. This disability may be permanent or temporary (e.g. broken limbs, medical conditions, etc). An assessment of the need will be conducted by a member of staff from the Welfare Office or the Head of Operations.

Contractors/visitors/staff may use the lift when it is necessary to relocate equipment from one floor to another. Lift keys are available from Estates Head and should be obtained direct from them so that operational instructions can be issued.

All staff can use the lift except in an emergency. If the lift breaks down there is a clear notice displayed in the lift which directs the person to press the yellow button and a person from the lift company will immediately talk to the person stranded and let them know that the Academy reception has been notified and the engineer will be immediately sent.

Student use of the lift is covered in Procedure 9.1

## **2.9 Arrangements for dealing with serious and imminent danger**

The CEO / Principal is responsible for ensuring that arrangements are established and monitored to deal with any incident that presents a serious and imminent danger. Nominated personnel will be assigned specific responsibilities for ensuring that procedures to deal with fire and bomb evacuation are implemented and practised regularly.

## **2.10 General conduct**



The importance of standards cannot be stressed too highly. The commitment to health, safety and welfare is two-edged, on one side there are the obvious benefits to the individual and on the other, the benefits to the Academy of reduced absenteeism due to ill health and injuries and an increase in general health and efficiency.