

# Ark Academy



## Health and Safety Policy Statement, Organisation and Arrangements June 2014

**This Health and Safety Policy incorporates:**

**The Statement of Intent (Part 1)**

- the declared commitment by the Ark Academy Local Governing Body to the health, safety and welfare of employees, pupils and of other users of their premises

**The Organisation (Part 2)**

- the roles and responsibilities of those entrusted with the management of health and safety

**The Arrangements (Part 3)**

- the means by which the management of health and safety is achieved

**The Appendices (Part 4)**

- containing summaries of regulations, guidelines, advice, etc

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# **Ark Academy**

## **Part1 – Statement of Intent**

# Ark Academy

## Statement of Intent

The Local Governing Body (LGB) and Principal recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the students attending it and for other persons on the premises.

The LGB and Principal has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The LGB and Principal will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the Academy premises.

The Principal will take reasonable steps to bring to the attention of each and every member of staff that

- under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- they must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- they each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the **Organisation** and **Arrangements** through which the Local Governing Body, the Academy Management and staff aim to fulfil the relevant requirements.

This Statement of Intent will be displayed in staffrooms, on the Intranet and in the main reception areas.

**Signed:** ..... **Chairman of Ark Academy Local Governing Body**

**Dated:** .....

**To be reviewed: June 2015**

# **ARK Academy**

## **Part 2 - Organisation**

## **A. Persons responsible for Health and Safety Management**

Local Governing Body (oversight)  
Principal  
Primary School Head  
Finance and Resources Director  
Vice Principals  
Assistant Principal  
Heads of Department (for Science, Art, CDT and PE)  
Premises Manager  
IT Manager

The Academy uses the services of an independent Health & Safety Adviser, appointed by ARK

## **B. Dissemination of Health and Safety Information**

Health and Safety will be a standing item on the agenda of all routine Staff and SLT meetings. All relevant information will be circulated on the intranet, posted on the notice boards or given to individual members of staff, where more appropriate

## **C. Health and Safety Committee**

The Health and Safety Committee will meet three times per year or more frequently, if necessary. Minutes will be circulated on the intranet and a copy placed on the Staff room notice board. The Committee will comprise:

Governor	1 x Teaching Staff Representative
Premises Manager (Chair)	1 Support Staff Representative
Finance and Resources Director	Health and Safety Adviser (if requested)
Vice Principal	
Heads of Department	Cleaning Supervisor
Deputy Premises Manager	Primary Representative

## **D. Audit and Inspection Schedule**

Inspections will take place three times per year.

Term One	Inspection by the H&S Adviser
Term Two	Follow-up inspection by FRD with the Premises Manager
Term Three	Inspection by Staff Reps and/or Governor

Checks, using the H&S checklist, will be made as instructed by the FRM advised by the Premises Manager.

A Health and Safety Audit will be undertaken every 2 years by the independent H&S Adviser

**Reports will be made available to all members of staff insofar as they affect their health, safety and welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996**

## **E. Role of the ARK Academies Board**

- To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them throughout the network
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Policy statement
- To ensure that Health and Safety risk management systems are in place and remain effective
- To receive an annual report on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations
- To review the ARK Academies Health and Safety Policy annually

The LGB will be delegated to maintain, on behalf of the Board, oversight of the management of Health, Safety and Welfare of staff and other persons on Academy premises.

The Principal will be delegated to manage, on behalf of the LGB, the Health, Safety and Welfare of staff and other persons on Academy premises.

## **F. Role of the ARK Central Team**

- To ensure that the necessary advice, resources and support are available to the Academy 's Principal and FRM including legislation updates
- To check the health and safety credentials of all major contractors
- To receive reports from the Principal on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To maintain a network health and safety risk register
- To report annually to the ARK Board

## **G. Role of the Local Governing Body**

- To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them at the academy
- To ensure all relevant LGB decisions reflect the ARK Board's Health and Safety intentions as articulated in the Policy statement
- To ensure that Health and Safety risk management systems are in place and remain effective and to receive copies of the two yearly Health and Safety Audit
- To receive reports from the Principal of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To be informed by the Principal, FRD or member of the Health and Safety Committee of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To ensure there are the necessary staff competencies, resources and support of the LGB members
- To review the Academy's Health and Safety Policy annually



## **H. Role of the Health and Safety Committee**

The aim of the Committee will be promotion of co-operation between Local Governing Body, management and all employees at the Academy in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the Committee will consider certain specific matters:

- accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
- arrangements of the next inspection of the premises, and matters arising from the previous inspection
- implementation within the Academy of safety instructions/ advice issued by the Health and Safety Adviser
- progress on remedying any specific hazards which may have been identified
- review, on an annual basis, of the content of the Health and Safety Policy and the monitoring of its implementation

Committee members may inform the Local Governing Body of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate if not resolved at a lower level.

The Committee will meet at least three times per year. Additional meetings may be held by agreement between the Chair and the staff representatives where circumstances warrant it.

## **I. Role of the Principal**

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises with day to day management delegated to the Finance and Resources Director
- To reinforce the ARK Boards Health and Safety intentions as articulated in the Policy statement
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform the Local Governing Body of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To report to the Ark Central team and Local Governing Body on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

## **J. Role of the Finance and Resources Director**

- To manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Principal
- To act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc
- To be responsible for organising the Health and Safety Committee
- To liaise with the independent Health and Safety Adviser
- To arrange whole Academy H&S training, including Induction training and specific training for specialist staff
- To arrange Health and Safety Audits and Inspections as laid down in this Policy
- To investigate safety matters raised by staff or students and to take any necessary action

- To consult with the Principal for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- To monitor the maintenance of premises plant, machinery and equipment
- To organise and monitor the administration of medication and First Aid
- To ensure the statutory display of information (H&S poster, Certificate of Employer's Liability Insurance, etc)
- To ensure the safekeeping and administration of medication for those pupils with special medical needs
- To be responsible for the appointment (including H&S competence) and monitoring of contractors
- To be responsible for other Health and Safety matters as reasonably requested by the Principal and as indicated in the Organisation and Arrangements contained in this Policy
- To produce, for the Academy, a written Health and Safety Policy, ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iv) it is monitored and (v) revised as necessary
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- To take appropriate action to ensure removal or reduction of hazards and risks
- To inform the Local Governing Body of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that materials and equipment purchased are safe and without risk to health when properly used
- To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy

#### **K. Role of other Responsible Persons**

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the FRD or Principal cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a

proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification

- To ensure that accidents are reported in accordance with instructions when so directed by the Principal and to establish the facts of any accident
- To co-operate with the Principal in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure the appropriateness of all Risk, COSHH and Fire Risk Assessments
- To monitor their implementation and to review them
- To provide information, instruction and training on them
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.

## **L. Role of Staff Representatives**

### **See also Consultation with Employees in the Arrangements**

Section 2(6) of the Act provides:-

"It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures."

The Regulations on Safety Representatives provide that they shall have the following functions:-

- (a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees he represents) and to examine the causes of accidents at the workplace;
- (b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (c) to make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above;
- (d) to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- (e) to carry out inspections in accordance with the regulations;
- (f) to represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- (g) to receive information from Inspectors in accordance with the Act;
- (h) to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

**In accordance with the Health and Safety (Consultation with Employee) Regulations 1996, the Principal will advise all staff of their right to be consulted on health and safety matters and will enable them to elect staff Health and Safety representatives.**

## **M. Duties of Employees**

Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, etc. Breaches of the Act are criminal offences. In the event of prosecution the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The Academy, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.

It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where pupils and employees have disabilities. Where people with disabilities use the premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.

Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be had to translation.

## **N. Role of the Health and Safety Adviser**

The Adviser will, where requested:

- attend Health and Safety meetings
- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- review policy
- arbitrate on health and safety matters
- provide the Academy with up-to-date health and safety information
- attend pre-contract meetings
- inspect and monitor contractors on site
- contribute to curriculum

## O. Areas of Responsibility

<u>Area</u>	<u>Managed by</u>
1. Accident Reporting and Recording	Finance and Resources Director (FRD)
2. First Aid	Vice Principal Pupils & Behaviour?
(a) Accidents involving blood	First Aiders
(b) Infectious Diseases	School Nurse
(c) Administering Medicines to students	School Nurse
3. Emergencies	
(a) Emergency Procedures and Drills	Premises Manager (PM)
(b) Evacuation Notices and Signs	PM
4. Fire Fighting Equipment	
(a) Checking	PM
(b) Maintenance/Servicing	PM
5. Control of Substances Hazardous to Health	HoDs/ PM
6. Electrical Safety	
(a) Mains	PM
b) Portable Appliances	PM
7. Gas Safety	PM
8. Smoking	Principal
9. Display Screen Equipment	FRD
10. Defect and Hazard Reporting	PM
11. Health & Safety Information	FRD
12. Risk Assessments	
(a) Equipment, activities, etc	HoDs/ PM
(b) New and Pregnant Mothers	FRD
(c) Fire	PM
13. Staff duty Rotas	Vice Principals
14. Clear Passageway	PM
15. Security	PM
16. Alarm Systems	PM
17. Intruders	PM
18. Violence to Staff	Principal
19. Academy Journeys and Outings	Vice Principals
20. Minibuses, Coaches, Driving Permits, etc	FRD
21. Parking	PM
22. Storage	HoDs/ PM
23. Manual Handling	PM
24. Contractors on Site	PM
25. Other Users	PM
26. Water Quality	FM
27. Hiring of Premises	FRD
28. Consultation with Employees	Principal
29. Work Experience	Vice Principals
30. Work Equipment	HoDs/ PM
31. Asbestos	PM
32. Work at Height	PM
33. Noise/ Vibration at Work	PM

## P. Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
<b>Review</b> of Health and Safety Policy Organisation and Arrangements	Every year and when required	Principal/ FRD	New Regulations, Codes of Practice, Academy Policies, etc may have to be added in the interim
<b>Review</b> of COSHH assessments	Every 2 years or whenever changes occur or	HoDs / PM	Central record to be kept by FM ; all contractors to provide COSHH information, if required
<b>Record</b> of water quality testing, temperature taking	As required by the Water Risk Assessment	PM	Training required for Site Management; log book must be kept
<b><u>Electrical Safety</u></b>			
<b>Certification</b> of fixed installations	As advised on current Certificate	PM	Appliances to be categorised for testing according to vulnerability  Only a Gas Safe registered person can do this
<b>Record</b> of maintenance inspections of fixed installations	As advised	PM	
<b>Record</b> of Portable Appliance Testing	6 mths - 4 yrs depending on usage/ according to Risk Assessment	PM	
<b>Record</b> of Gas appliance testing	At least once a year	PM	
<b><u>Fire Safety</u></b>			
<b>Record</b> of staff training	Keep up to date	Vice Principal	
<b>Record</b> of nominated persons - "fire marshals"	Keep up to date	PM	
<b>Record</b> of Fire Fighting appliances check	Weekly	PM	
<b>Record</b> of Fire Fighting appliances maintenance	Annually	PM	Contractor carries out
<b>Record</b> of Fire Alarm testing	Weekly	PM	Call points to be tested on a rota basis
<b>Record</b> of Fire Alarm and Battery back-up maintenance	6 monthly	PM	Contractor carries out

Task	Frequency	Responsible Person(s)	Comments
<b>Record</b> of Emergency Lighting tests	Monthly	PM	
<b>Record</b> of Fire Drills	Termly	PM	Log time taken, note problems
<b>Record</b> of False Alarms	As required	PM	Note reasons
<b>Review</b> of provision	Annually	FRD	
<b><u>First Aid</u></b>			
<b>Record</b> of Accidents/ Injuries	As required	Vice Principal	To be tabled at Governing Body' meetings
<b>Record</b> of number of First Aiders and first aid stock	As required after assessment of needs	School Nurse	
<b>Review</b> of provision	Annually and as required	Vice Principal	Need for replacement when a first aider leaves
<b>Record</b> of training of First Aiders	Keep up to date	Vice Principal	Important for arranging re-training
<b>Record</b> of Manual Handling training	Keep up to date	PM	
<b>Record</b> of Display Screen Equipment assessments			
<ul style="list-style-type: none"> <li>- designated users</li> <li>- visits to Optician</li> <li>- re-testing</li> <li>- claims</li> <li>- training</li> <li>- review of assessments</li> </ul>	<ul style="list-style-type: none"> <li>Keep up to date</li> <li>As required</li> <li>As advised</li> <li>When necessary</li> <li>When carried out, attendee register</li> <li>On changes and as required</li> </ul>	FRD	
<b>Record</b> of Staff H&S Representatives	Keep up to date		
<b>Record</b> of staff H&S Representative training	On changes	Vice Principal	
<b>Record</b> of other H&S training	Keep up to date		
<b>Record</b> of Young Persons on Work Experience	Annually	Vice Principal	Full details to be kept

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
<b>Record</b> of Asbestos visual check of condition	Termly or more frequently, if considered necessary	PM	Where vulnerable to damage
<b>Record</b> of journeys, outings, off-site activities, etc	On all occasions	Vice Principal	Full details to be kept Risk Assessments to be made
<b>Record</b> of Risk Assessments	Keep up to date	FRD / Vice Principals/Primary School Head/ HoDs/ PM	Central record to be kept by FRM
<b>Review</b> of Risk Assessments	Every 3 years and as required		
<b>Review</b> of security arrangements	Annually and as required	Principal	
<b>Record</b> of incidents	Keep up to date	PM	
<b>Record</b> of maintenance of equipment	Annually		
<b>Review</b> of Smoking Policy	Every two years or when required	Principal	
<b>Review</b> of Policy on Special Medical Needs	Every 3 years or as required	Vice Principal	
<b>Record</b> of students with Special Medical Needs	Annually or as required	School Nurse	
<b>H&amp;S Inspection Reports</b>	Annually, as scheduled	PM	
<b>H&amp;S Audit Reports</b>	Every 2 years	PM	
<b>Record</b> of all visitors on Academy Premises	Every occasion	Receptionist/ PM	Contractors should check in and out, recording times