



**HEALTH AND SAFETY POLICY FOR
Ark Academy
Wembley Park**

Date of last review:	April 2015	Review period:	6 Monthly
Date of next review:	November 2015	Owner:	ARK Premises Manager
Type of policy:	Network	LGB or Board approval:	Board & LGB

Health and Safety Policy Statement, Organisation and Arrangements

This Health and Safety Policy incorporates

The Statement of Intent (Part 1)

- the declared commitment by the ARK Board 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

Ark Academy

Part1 – Statement of Intent

ARK SCHOOLS

Part 2.1 – Organisation – General

A. Role of the ARK Board

- To accept its collective role in providing Health and Safety leadership
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure that all academies are adequately funded to meet their statutory health and safety obligations
- To receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To review the ARK Schools Health and Safety Policy annually

B. Role of the ARK Central Team

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- To ensure all relevant network decisions reflect the ARK Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principal including legislation updates
- To receive termly summary reports from Principals' on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To receive a consolidated annual report from Principal on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present a consolidated network report annually to the ARK Schools Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the ARK Schools Board

C. Role of the Local Governing Body

(A Governor may be appointed to maintain, on behalf of the LGB, oversight of the management of Health, Safety and Welfare of staff and other persons on Academy premises)

- 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 receive copies of the two yearly Health and Safety Audit
- To receive reports from 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 equivalent 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 review the Academy's Health and Safety Policy annually and advise the principal and ARK board of any necessary changes

D. Role of the Principal in all Academies

- To provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the ARK Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable instruction, training and information is available to staff within their academy
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports from FRDs/Staff/Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- To present termly summary reports to ARK Central on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To present a consolidated annual report to ARK Central on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To review the Academy's Health and Safety Policy annually

E. Role of the Health and Safety Committee/Safety Team

The aim of the Committee/Safety Team will be promotion of co-operation between 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/Safety Team 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

The exact composition of the Health and Safety Committee/Safety Team will be determined by each individual academy but would include members of the Senior Leadership Team and Staff Representatives

F. Role of Staff Representatives

- 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;
- to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;

- to investigate to make representations to the employer about matters arising out of sub-paragraphs above;
- to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- to carry out inspections in accordance with the regulations;
- 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;
- to receive information from Inspectors in accordance with the Act;
- to attend meetings of safety committees/teams 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.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the Principal/Headteacher of the details of all safety representative appointments and a record of this will be maintained by the Academy.

Time off and Facilities for Safety Representatives

The Academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out above (Safety Representative of each recognised Trade Union and Staff elected Safety Representatives). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable Safety Representatives to receive health and safety training.

References –

Section 2(6) of the Health and Safety at Work etc Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

G. Role of the Health and Safety Adviser

The Adviser will:

- carry out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide ARK Central and Academies with up-to-date health and safety information

The Adviser will if requested:

- 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

H. Audit and Inspection Schedule

- Formal Health and Safety Inspection by H&S Adviser - Annually

- Formal Health and Safety Audit by H&S Adviser – Every 2 years

I. Dissemination of Health and Safety Information

All relevant information and reports will be made available to staff via the T Drive

ARK SCHOOLS

Part 2.2 – Organisation – Academy Specific

Responsibility for Management of Health and Safety at Ark Academy

Principal/Headteacher
Finance and Resources Director
Premises Manager
Office Manager
Other Responsible Persons
Employees

A. 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 & Resources Director.
- To reinforce the ARK Boards Health and Safety intentions as articulated in the Statement of Intent
- 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 ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- To provide a termly report to ARK Central on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

B. 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/Safety Team
- 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 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 inform the Principal/ARK Central of relevant Health and Safety risk management issues, significant failures, outcomes of investigations 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
- 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 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

C. Role of Premises Manager

- To be responsible for Health and Safety matters as reasonably requested by the Principal and/or FRD and as indicated in the Organisation and Arrangements contained in this Policy
- To monitor the safe maintenance of premises plant, machinery and equipment
- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- To ensure the drawing up and implementation of all relevant COSHH and Risk Assessments
- To ensure the H&S arrangements for those staff and students with special medical needs in tandem with the school nurse and SLT
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence)
- To be responsible for Health and Safety matters as reasonably requested by the Principal and/or FRD and as indicated in the Organisation and Arrangements contained in this Policy
- To organise and monitor the administration of First Aid in tandem with the School Nurse
- To ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc)
- To ensure the drawing up and implementation of all relevant Risk Assessments
- 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.

D. Duties of Employees

- to take reasonable care of themselves and anyone who may be affected by their acts or omissions
- to co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training

E. Areas of Responsibility

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

F. Schedule of Reviews and Record-Keeping

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

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

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