



Health and Safety Policy



1. STATEMENT OF GENERAL POLICY

- 1.1. Arco Academy fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. Arco Academy requires its Director to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

- 2.1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

3. MANAGEMENT RESPONSIBILITIES

Director

- 3.1. The Director has overall responsibility for the implementation of the Company's policy. In particular they are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Senior Managers

- 3.2. These managers are wholly accountable to the Director for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer

- 3.3. The Safety Officer is a nominated manager responsible for co-ordinating effective health and safety policies and controls across the organisation.

- 3.4. The Safety Officer is responsible for:

- the production and maintenance of the Academy's policy and ensuring that Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Director as the schools formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Academy.

3.5. 3.5 Responsibilities for Specific Workplaces

WORKPLACE	SENIOR MANAGER	ACCOUNTABLE TO THE SENIOR MANAGER FOR HEALTH AND SAFETY IN THEIR DEPARTMENTS
School etc	Director of Arco Academy	All Managers are accountable to the Director of the academy, for their respective areas

4. HEALTH AND SAFETY MANAGEMENT PROCESS

- 4.1. Arco Academy, believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Academy. Responsibility for health and safety matters shall be explicitly stated in management job descriptions.
- 4.2. Arco Academy requires teachers and managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of health and safety needs will be met from locally held budgets as part of day-to-day management, although many health and safety problems can be rectified at little additional cost.
- 4.3. For major additional expenditure, cases of need will be submitted by managers to the Director.
- 4.4. If unpredictable health and safety issues arise during the year, the Director, must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

- 5.1. It is the policy of the AP, to require the Director to produce appropriate health and safety policies or guidelines. These should embody the minimum standards for health and safety for the department and the work organised within it.
- 5.2. It shall be the responsibility of the Director to bring to the attention of all members of staff, the provisions of the guidelines, and to consult with appropriate Health and Safety Representatives about the updating of these guidelines. The model contents of a guideline are:
 - a clear statement of the role of the department;
 - regulations governing the work of the department;
 - clear reference to safe methods of working, for example nursing procedures, manufacturers' manuals;
 - information about immediate matters of health and safety concern, such as fire

- drills, fire exits, first aid;
- training standards;
- the role and identity of the Health and Safety Representative;
- the manager responsible for organisation and control of work;
- accident reporting procedures;
- departmental safety rules;
- fire procedures;
- policies agreed by the Academy

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS - ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

- 6.1. It is the policy of the Company to require a thorough examination of health and safety performance against established standards,, **at least** annually. The technique to be adopted for such examinations will be the 'Safety Audit'. The Audit requires review of:
- standards laid down in the policy;
 - departmental guidelines;
 - relevant regulations;
 - environmental factors;
 - staff attitudes;
 - staff instructions;
 - methods of work;
 - contingency plans;
 - recording and provision of information about accidents and hazards and the assessment of risk.
- 6.2. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by July of each year.
- 6.3. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Director; and will be carried out by the Safety Officer. Although the Audit remains a management responsibility, managers are required as part of this policy to seek the involvement of the appropriate Health and Safety Representative in the conduct of the Audit.
- 6.4. It is the management's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 6.5. In addition to carrying out Safety Audits, it is the responsibility of staff/ coaches and tutors to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.
- 6.6. Teachers and Coaches and staff have a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
1. Identify the hazards
 2. Decide who might be harmed and how

3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

7. SAFETY REPRESENTATIVES

7.1. Arco Academy, will support Safety Representatives in carrying out their role and give all reasonable assistance. Safety Representatives will be encouraged to discuss specific health and safety issues with the relevant person. They may also formally report hazardous or unsafe circumstances to the Director and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

8. TRAINING

8.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

8.2. Four areas of need shall be given special priority:

- training for teachers to equip them with an understanding of their responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

9. RECORDS, STATISTICS AND MONITORING

9.1. Arco Academy, will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with staff at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Director.

10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

10.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Director as delegated to the Safety Officer.

11. SPECIALIST ADVISORY BODIES

11.1. Certain bodies and the individual members of those bodies, have always had a Health

and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Director, from expert individuals or bodies outside the AP.

12. THE OCCUPATIONAL HEALTH SERVICE

12.1. It is the policy of the AP to provide Occupational Health Services. Such services are provided confidentially to the individual employee and include counselling on health and associated matters, investigation of hazards and accidents, environment studies, health interviews and employment medicals.

13. FIRST AID

13.1. It is the policy of the Arco Academy, to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

14. FIRE

14.1. The Director, is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises. The Chief Executive delegates these responsibilities to the Directors.

14.2. In addition, the AP will nominate a Fire Officer (this may be the Safety Officer or someone external to the school)

- report and advise on the standard of fire safety in the Academy's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the AP's premises and to submit reports of such incidents.

15. CONDEMNATION AND DISPOSAL OF EQUIPMENT

15.1. Teacher/staff introducing new equipment should have new equipment checked by the Safety Officer.

16. FOOD HYGIENE

16.1. Any suspected outbreak of food poisoning or other unexplained and possibly food related incidents must be reported to the Safety Officer

17. LIFTING AND HANDLING

17.1. Managers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs. The HR Office / Head Office will ensure training in lifting and handling is provided to staff who require it.

18. NON-SMOKING ON COMPANY PREMISES

18.1. Arco Academy has agreed that there will be no smoking in the buildings. The overall

aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability. The rules relating to smoking on the premises are available.

19. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

19.1. The Control of Substances Hazardous to Health Regulations (COSHH) require the AP to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances. The AP, must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

20. CONTROL OF WORKING TIME

20.1. The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than their designated hours. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

21. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

21.1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts and omissions' and co-operate with management to enable them to carry out their responsibilities under the Act. Employees have equal responsibility with the AP, for Health and Safety at Work.

21.2. The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

22. PEOPLE WORKING ON THE PREMISES NOT EMPLOYED BY THE AP

22.1. Persons working in the AP, premises who are employed by other organisations are expected to follow our Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly, seconded, interns or volunteers employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

23. VISITORS AND MEMBERS OF THE PUBLIC

23.1. Arco Academy, wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to its establishments will be of the highest standard.

23.2. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform management. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally



important not to over-react to a situation.

