

Health & Safety Policy

Statement of Intent

The Director Of Operations recognises its overall responsibility for the health, safety and welfare of all employees, members and others who may be affected by using the Academy premises or participating in Academy activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for members, staff and visitors”. Therefore we shall, in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy community. The Director Of Operations for all Tubers Academies should be supported with a high degree of commitment from Heads of departments, managers, team leaders, mentors and volunteers at every level.

The Director Of Operations believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our members; this will effectively control and manage risks.

The Director Of Operations will review the health and safety policy on a regular basis and bring any revisions to the attention of all members and staff.

> Responsibilities

In the discharge of its legal duty, The Director Of Operations will:

- > Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the Academy.
- > Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy to provide:
 - A safe place for members and staff to learn and work including safe means of entry and exit.
 - Ensure equipment and systems of work are safe.
 - Safe and healthy working and welfare conditions.
 - Supervision, training and instruction so that all members and staff can perform their Academy-related activities in a healthy and safe manner.

The Director Of Operations will also:

- > Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- > Monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews.
- > Provide adequate resources, in so far as is reasonably practicable to meet the Academy's legal responsibilities and take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- > Identify the training needs of Academy staff and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- > Monitor the standard of health and safety throughout the Academy, including all Academy-based activities, encourage Academy staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- > Take relevant actions to address the issues raised.
- > Encourage everyone to promote health and safety and to suggest ways and means of reducing risks.

The Director Of Operations may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the

implementation and management of proper health and safety controls within the Academies.

The Director Of Operations will manage the risk assessment process for the Academy to allow the prompt identification of potential hazards and to:

- > Ensure general workplace monitoring inspections are done.
- > Ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific workplace and the Academies generally.
- > Ensure that any defects in the premises, equipment or facilities which relate to or may affect the health and safety of members, staff and others are reported without delay and advise on appropriate remedial action.
- > Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- > Arrange periodic reviews and safety audits on the findings of the health and safety management system.

> The Duties of all Staff

Every member of staff or volunteer so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, members, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant Academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- > Apply the Academy's health and safety policy to their own area of work and be directly responsible to The Director Of Operations for the application of the health and safety procedures and arrangements.
- > Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- > Ensure all accidents and incidents are reported and recorded however minor.
- > Take action to prevent work related accidents and ill health.
- > Report unsafe processes, practices, safety concerns and equipment to managers.

- > Not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing.
- > Cooperate with their manager in implementing the necessary health and safety arrangements and procedures as required.

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour, our staff will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the Academy.

> Members

Members, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others' health and safety.

> Hirers, Contractors & others

The Director Of Operations will seek to ensure that hirers, contractors and others who use the Academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the Academy premises or facilities are being used out of normal Academy hours for an Academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

All contractors who work on the Academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe The Director Of Operation

will take such action as is necessary to prevent persons in their care being put at risk from injury.

> Implementing the Policy

> Risk Assessment

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of The Director Of Operations to ensure that relevant risk assessments are maintained and kept up to date.

The Tubers Academy will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:

> **Academy Partnerships** // Academy-linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level that is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the Academy's routine activities.

> **Accident/Incident Reporting** // every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.

> **Buildings/Premises** // we will ensure that our Academy is kept in a condition which is safe for staff, members and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

> **Fire Safety** // arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save lives, prevent injury and minimise loss. Each Academy will have its own Emergency plan which takes into account the specific situation in that Academy.

> **First Aid** // the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information

and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.

> **Inspection and Monitoring** // The Director Of Operations will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s).

> **Legionella** // we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

> **Medication Arrangements** // there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that children with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.

> **Moving and Handling** // any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.

> **Off-site Visits** // suitable and sufficient arrangements are in place in respect to any visits off the Academy premises.

> **Personal Safety** // certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk-assessed, controlled, supervised and managed.

> **Training and Information** // training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained. Health and Safety information will be made readily available to employees.

From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Director Of Operations will normally incorporate such codes into this health and safety policy and procedures where appropriate.

It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The Director Of Operations will take all reasonable steps to identify and reduce hazards to a minimum but all members and staff must appreciate that their own

safety and that of others also depends on their individual conduct and vigilance while on the Academy premises.