



# **HEALTH AND SAFETY POLICY**

## **ARK Globe Academy**

<b>Date of last review:</b>	<b>May 2017</b>	<b>Review period:</b>	<b>1 year</b>
<b>Date of next review:</b>	<b>May 2018</b>	<b>Owner:</b>	<b>Head of Estates</b>
<b>Type of policy:</b>	<b>Network</b>	<b>LGB or Board approval:</b>	<b>Board &amp; then LGBs</b>

## **Ark Health and Safety Policy**

### **Statement, Organisation and Arrangements**

#### **This Health and Safety Policy incorporates**

##### **The Ark Board 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

#### **Appendix**

1. Local Statement of Intent (template)
2. Health and Safety Policy - Acknowledgement by Staff (template)
3. Academy Areas of responsibility (template)
4. Legislation References

**Ark**  
**Statement of Intent**

The Ark Board recognises that under the Health and Safety at Work Act 1974 it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities. And accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using Ark premises or participating in Ark-sponsored activities.

It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of Ark but is also an essential aspect of the education of its pupils.

Ark aims to provide a safe and healthy working and learning environment for staff, pupils and visitors. In pursuit of this, we seek to ensure, so far as is reasonably practicable:

- The provision and maintenance of safe workplaces and safe systems of work.
- Clear definition of responsibilities of employees at all levels.
- Provision of appropriate information, instruction, training and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety.

The arrangements outlined in Ark's Health & Safety policy and the various other safety provisions made by Ark will not prevent accidents nor ensure safe and healthy working conditions on their own. Ark strongly believe that only the adoption of safe methods of work and good practice by every individual member of Ark can ensure everyone's personal health and safety.

Ark will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance. Ark believe that health and safety standards will only be maintained with the co-operation of all staff, pupils and visitors to our schools.

We expect all staff to co-operate fully with this policy, and that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the responsible persons identified within the policy are carrying out their duties correctly.

The policy will be reviewed annually and revised where necessary.

**Signed:** ..... **Chairman, Ark**

**Dated:** ..... **2017**

**Next Revision due: May 2018**

*Note: This Statement of Intent should be displayed in staffrooms, on electronic filing systems and intranet, and in the main reception areas.*

## **Part 2 – Ark Organisation**

In order to achieve compliance with this policy, Ark and their Academy management teams will have additional responsibilities assigned to them as detailed in this part of the policy.

### ***Obligations of the Ark Board***

- To provide the Health and Safety leadership for the network and ensure that a clear written policy statement is created which promotes the correct attitude towards Health and Safety in staff, visitors and students.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities and have sufficient experience, knowledge and training to perform the tasks required of them.
- To ensure all relevant Board decisions reflect the Health and Safety intentions in the Statement of Intent
- To receive and consider 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 Health and Safety Policy and performance annually

### ***Obligations of Ark Central Team***

- To provide Health and Safety leadership by way of defined policies and procedures as required to satisfy the requirements of the Management of Health & Safety regulations.
- Explain expectations and determine how the organisation and procedures will be delivered throughout the network.
- To ensure that all academies make appropriate financial provision to meet their statutory health and safety obligations
- To ensure all relevant network decisions reflect the Health and Safety intentions in the Statement of Intent
- To ensure that the necessary advice, resources and support are available to academy Principals/Headteacher including legislation updates.
- To arrange the regular review of the Health and Safety & Fire safety provisions across the network by way of independent audits and inspections to ensure performance is measured both proactively and reactively
- To receive termly summary reports from Principals/Headteacher on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To present a consolidated network report annually to the Ark 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 Board

### ***Obligations of Academy Local Governing Body***

While statutory responsibility does not pass to the Local Governing Body or any of its members, the Academy Local Governing Body performs a vital role in the monitoring of Health and Safety compliance and in challenging the Academy to ensure that best

practice is followed.

The Local Governing Body will require the Principal/Headteacher to report on all measures being taken to ensure Health and Safety compliance within their Academy. (In some Academies a Link Governor may be appointed to maintain oversight of Health & Safety issues on behalf of the LGB).

The Local Governing Body will therefore carry out the following:

- Formally adopt the Ark Health and Safety Policy annually, following its approval by the Ark Board and signalling that adoption by issuing a local Statement of Intent
- Monitor how the organisation and procedures are implemented and delivered at the academy
- Ensure that all relevant LGB discussions and decisions reflect the Ark Board's Health and Safety intentions as articulated in the Policy.
- Receive the reports from the annual Fire Risk Assessment, the annual Health and Safety Inspection and if applicable the quarterly or 6-month Health and Safety Audit review<sup>1</sup>.
- Receive reports from Principal/Headteacher of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues.
- 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.

### ***Obligations of the Principal/Headteacher in all Academies***

In his/her capacity as the key person responsible for the effective management of Health and Safety, the Principal will ensure the effective implementation of this policy by ensuring:

- This Policy is communicated to all relevant persons.
- Appropriate information on significant risks is given to visitors and contractors
- Appropriate consultation arrangements are in place for staff and their representatives.
- All staff are provided with information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant Health and Safety activities e.g. assessments, inspections, accidents, training etc.
- Arrangements are in place to inspect the premises and monitor performance.

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<sup>1</sup> This is dependent on the outcome of the annual Health & Safety Inspection and the risk rating awarded.

- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Local Governing Body on the Health and Safety performance of the Academy is completed termly.
- A report to Ark Central on the health and safety performance of the Academy is completed annually (End of the Academic Year).

### ***Obligations of the Teaching / Non-teaching staff holding posts / positions of special responsibility***

This includes Assistant Principals, Academy FRD, Business Manager, Operations Manager, Premises / Site Manager, Catering Manager and Clerical Managers/Supervisor etc. They must:

- Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Principal for the application of the Health and Safety procedures and arrangements.
- Develop safe systems of work in accordance with the Networks policies which address the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular Health and Safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Ensure all accidents are investigated appropriately.
- Include Health and Safety in the annual report for the Principal

### ***Special obligations of Class Teachers***

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Teachers should not leave students unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time.
- Give clear oral and written Health and Safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.

- Make recommendations to their line manager on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the Academy without authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the site/premises team

### ***Obligations of all Employees***

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and wellbeing of themselves, pupils, other employees and other persons.
- Observe all instructions on Health and Safety issued by the Principal / Headteacher or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific Health and Safety training received.
- Report all accidents and near misses in accordance with procedures identified in this Policy.
- Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
- Inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchases are considered.
- Acknowledge that they have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it.

### ***Obligations of Contractors***

- When the premises are used for purposes by way of a contract which are not under the direction of the Principal e.g. the provision of Academy meals, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors who work on Academy premises are required to identify and control any risk arising from their activities and inform the Academy of any risks that may affect the staff, students and visitors.
- All contractors must be aware of the Academy Health and Safety policy and emergency procedures and comply with these at all times.

- All contractors must be aware of the Academy requirement for proof of DBS clearance as a precursor to site access.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal or their representative will take such actions as are necessary to protect the safety of staff, students and visitors, including removing them from site.

### ***Obligations of Students***

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the Health and Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the Academy and in particular the instructions of staff given in an emergency.

### ***Academy Areas of Responsibility***

The following schedule is an illustration of how the supervision and delivery of H&S responsibility are allocated in a typical Ark School.

Each Ark School should complete a schedule (using the template supplied in the Appendix) which reflects the delegated structure within their school and keep this record with the Health & Safety Policy.



**ARK Globe Academy Areas of Responsibility**

	Area	Managed by
1.	Accident Reporting and Recording	<b>Finance and Resources Director (FRD)</b>
2.	First Aid	
	(a) First Aid Provisions	<b>Student Support Office Manager</b>
	(b) Accidents involving blood	<b>First Aiders</b>
	(c) Infectious Diseases	<b>Student Support Office Manager</b>
	(d) Administering Medicines to students	<b>Student Support Office Manager</b>
3.	Emergencies	
	(a) Emergency Procedures and Drills	<b>FRD</b>
	(b) Evacuation Notices and Signs	<b>Site Manager</b>
4.	Fire Fighting Equipment	
	(a) Checking	<b>Site Manager</b>
	(b) Maintenance/Servicing	<b>Site Manager</b>
5.	Control of Substances Hazardous to Health	<b>HoDs (or equivalent)/ Site Manager</b>
6.	Electrical Safety	
	(a) Mains	<b>Facilities Manager</b>
	(b) Portable Appliances	<b>Facilities Manager</b>
7.	Gas Safety	<b>Facilities Manager</b>
8.	Smoking	<b>Principal</b>
9.	Display Screen Equipment	<b>FRD</b>
10.	Defect and Hazard Reporting	<b>Facilities Manager</b>
11.	Health & Safety Information	<b>FRD</b>
12.	Risk Assessments	
	(a) Equipment, activities, etc.	<b>HoDs / Facilities Manager</b>
	(b) New and Pregnant Mothers	<b>Heads of Small Schools</b>
	(c) Fire	<b>FRD/Facilities Manager</b>

	(d) Curriculum	HoDs
13.	Staff duty Rotas	Heads of Small Schools
14.	Clear Passageway	Facilities Manager
15.	Security	Facilities Manager
16.	Alarm Systems	Facilities Manager
17.	Intruders	Facilities Manager
18.	Violence to Staff	Principal
19.	Academy Journeys and Outings	External Visits Coordinator
20.	Minibuses, Coaches, Driving Permits, etc.	Facilities Manager
21.	Parking	Facilities Manager
22.	Storage	HoDs/ Facilities Manager
23.	Manual Handling	Facilities Manager
24.	Contractors on Site	Facilities Manager
25.	Other Users	FRD
26.	Water Quality	Facilities Manager
27.	Hiring of Premises	FRD
28.	Consultation with Employees	Principal
29.	Work Experience	Head of Small School
30.	Work Equipment	HoDs/ Site Manager
31.	Asbestos	Facilities Manager
32.	Work at Height	Facilities Manager
33.	Noise/ Vibration at Work	Facilities Manager

The management assignments shown in **RED** are indicative only and are subject to change dependent on Academy specific arrangements. Each Academy should ensure that they have generated their own table to reflect the organisational responsibilities on their site.

### Ark Health and Safety Policy - Part 3 – Arrangements

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Health and Safety at Work Etc. Act 1974	This relates to all business activities in the UK.	HSE – HSWA – Health & Safety at Work etc. Act 1974	Health & Safety Policy Annual Independent H&S Audit	Policy reviewed annually and agreed by the Ark Board  Academy LGB's agree adoption of the policy on an annual basis.  Academy SLT to review Academy Areas of responsibility annually
Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice	This relates to all industry sectors and specifically covers risk assessments	HSE - Risk assessment [INDG163REV4]	Annual Independent H&S Audit Risk Assessments – A Practical Guidance Risk Assessment Template Premises Management Policy Control of Contractors Coping with a School Emergency Managing Violence & Aggression Safety Guidance – Physical Education Slips, Trips and Falls IHASCO Training Suite	Health & Safety guidance provided by the Ark Estates and Procurement Team and by Bricon Ltd Ark's appointed H&S Consultant  Annual independent H&S Audits of each Academy  Academies to carry out risk assessments where situations may pose potential hazards  Guidance is reviewed on an annual or 2 yearly basis

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Health and Safety (Information for Employees) Regulations 1989	Employees must be informed about health and safety measures and controls that have been introduced by the organisation	HSE - Consulting workers on health and safety [L146 (Second edition)]	Health & Safety Policy	Compliance is reviewed annually as part of H&S Audit.
Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 and Guidance	The organisation uses display screen equipment that is covered by these regulations	HSE - Work with display screen equipment - Health and Safety (Display Screen Equipment) Regulations 1992 [I26]	Display Screen Equipment Guidance Display screen equipment self-assessment(Template)	Each designated user has a workstation assessment which is reviewed as required.  Guidance document to be reviewed every 2 years.
Health and Safety (First-Aid) Regulations 1981 amended 2013 and Code of Practice 1997	Organisations are required to implement adequate health and safety provision for dealing with accidents at work	HSE - First aid at work [I74]	First Aid in Schools Policy & Guidance Accident / Incident Reporting, Recording & Investigation	Schools are required to comply with guidance in the Ark documentation.  Schools are to document a first aid risk assessment using ark guidance document to determine level of first aid provision required.  Compliance is reviewed annually as part of H&S Audit.  Reports are submitted to Ark Central to allow trend analysis and targeted response

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Control of Substances Hazardous to Health Regulations 2002	Relates to hazardous substances used by the organisation.	HSE - Control of substances hazardous to health [15] HSE - A step by step guide to COSHH assessment [HSG97] HSE - Approved classification and labelling guide (sixth edition) [I131]	Control of Substances Hazardous to Health (COSHH) COSHH Risk Assessment (Template) IHASCO Training Suite	Risk Assessments should be reviewed annually and/or when changes to procedure, policy occur  Compliance is reviewed annually as part of H&S Audit.
Corporate manslaughter and homicide act 2007	This relates to all business activities in the UK.	HSE- Work related deaths protocol Website - <a href="http://www.hse.gov.uk/pubns/wrdp1.pdf">http://www.hse.gov.uk/pubns/wrdp1.pdf</a>	Health & Safety Policy	Policy reviewed annually  Compliance is reviewed annually as part of H&S Audit.
Prevention or Control of Legionella - Approved Code of Practice (COSHH)	All organisations must put in place measures to prevent legionella	HSE - Legionnaires' disease: a brief guide for duty holders HSE - Legionnaires' disease. The control of legionella bacteria in water systems [18 (fourth addition)] HSE – HSG274 Legionella Technical Guidance	Legionella Policy & Guidance	Academies to obtain a Legionella risk assessment every 2 years or as required by the previous risk assessment.  Academies carryout duties as described in the guidance document and maintain compliance records using the EVERY system  Compliance is reviewed annually as part of H&S Audit.

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Control of Vibration at Work Regulations 2005	Some of the tools used by the operatives have the potential to cause vibration white finger or other related illness	HSE - Hand-arm vibration [l140]	Premises Management Policy	Schools are required to comply with guidance in the Ark documentation.  Compliance is reviewed annually as part of H&S Audit.
Electricity at Work Regulations 1989	This relates to all works carried out on electrical or electrically operated equipment	HSE - Electricity at work [HSG85 (Third edition)]	Electrical Safety Guidance	Academies carryout duties as described in the guidance document and maintain compliance records using the EVERY system  Compliance is reviewed annually as part of H&S Audit.
Electrical Safety in Schools Guidance note	All organisations are required to take practical steps to ensure electrical safety on their premises	<a href="http://www.hse.gov.uk/toolbox/electrical.htm">http://www.hse.gov.uk/toolbox/electrical.htm</a>		
Manual Handling Operations Regulations 1992 as amended 2002	Manual handling operations are carried out within the organisation	HSE - Manual handling. Manual Handling Operations Regulations 1992 (as amended) [l23]	Manual Handling & Lifting Risk Assessment Guidance Manual Handling Risk Assessment IHASCO Training Suite	Where the possibility exists for injury from manual handling operations and avoidance is not reasonably practicable, then a manual handling risk assessment should be carried out.

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Personal Protective Equipment at Work Regulations 1992	These regulations require the organisation to provide necessary personal protective equipment and training to all employees	HSE - Personal protective equipment at work (Second edition) [125]	Personal Protective Equipment Policy & Guidance Personal Protective Equipment Checklist Personal Protective Equipment Inspection	Operations are risk assessed and Academies will provide suitable personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means
Provision and Use of Work Equipment Regulations 1998	All work equipment used by the organisation is covered by these regulations	HSE - Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998 [122]  HSE - Rider-operated lift trucks [117]	Premises Management Policy	Academies carryout duties as described in the guidance document and maintain compliance records using the EVERY system  Compliance is reviewed annually as part of H&S Audit.
Regulatory Reform (Fire Safety) Order 2005	This relates to the production and implementation of our risk assessments	Fire safety risk assessment: offices and shops Regulatory Reform (Fire Safety) Order 2005: a short guide to making your premises safe from fire	Annual Independent Fire Risk Assessment <u>Templates</u> Fire Emergency Strategy Fire Log Book Schools PEEP Procedure	All Ark Schools are subjected to an annual Fire Risk Assessment carried out by an approved independent fire risk assessor and compliance is reviewed as part of this assessment

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013	This relates to the mandatory reporting of certain types of injuries diseases and dangerous occurrences	HSE - Reporting accidents and incidents at work [INDG453(rev1)]	<u>Documents</u> Accident/Incident Reporting, Recording & Investigation Guidance  <u>Templates</u> Accident report form for staff and students  Adverse event report and investigation form  Violence and aggression to staff form	Accident/Incident forms are to be completed with every accident to staff or child where injury or near miss has occurred. These reports are sent to Ark Central for trend analysis.  As are Adverse Event and Violence and Aggression Reports
Smoke-free (Premises and Enforcement) Regulations 2006	Under these regulations all workplaces must be smoke-free	England Becomes Smokefree - 1 July 2007 - Your Guide to The New Smokefree Law	Premises Management Policy  Individual School Policies	Site Teams are expected to ensure compliance with the legislation
Social Security (Claims and Payments) Regulations 1979	This relates to the completion of accident reports. Required to allow an injured person to make Social Security claim	<a href="http://www.legislation.gov.uk/uksi/1987/1968/contents/made">http://www.legislation.gov.uk/uksi/1987/1968/contents/made</a>	Accident/Incident Reporting, Recording & Investigation Guidance  Accident report form for staff and students  Adverse event report and investigation form  Violence and aggression to staff form	Accident/ Incident Forms are to be completed whenever an incident occurs and submitted to Ark Central



<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Work at Height Regulations 2005	Work at height is occasionally carried out by operatives on the sites. This usually involves the use of ladders. Other access may be used that has been provided by others, such as Principal Contractors on construction sites	HSE - Working at height - A brief guide [INDG401(Rev2)]	Working at Height and Fall Prevention Guidance Working at height Checklist	Guidance and checklist to be reviewed where risk from working at height occurs
Workplace (Health, Safety and Welfare) Regulations 1992 amended 2002.	These regulations impose specific requirements to ensure the workplace is safe for anyone working there	HSE - Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992 [I24]	Health & Safety Policy Premises Management Policy	Compliance is reviewed annually as part of H&S Audit.
The Safety Representatives and Safety Committees Regulations 1977	The law requires any organisation to consult their employees on matters that affect their health and safety.	HSE - Consulting workers on Health & Safety [L146 (second edition)]	Health & Safety Policy	Compliance is reviewed annually as part of H&S Audit.
Health and Safety (Young Persons) Regulations 1997	These regulations impose requirements for organisations who employ young persons under the age of 18 for work, work experience or apprenticeships	HSE - Young people and work experience (INDG364 – rev. 1)	Health & Safety Policy Work experience risk assessment form	Reviewed with the employment of any work experience placement

Legislation	Relevance	Other Requirements and Guidance	Ark Documents / Provisions	Ark Arrangements
Activity Centres (Young Person's Safety) Act 1995	Organisations are responsible for the safety of children participating in activities offsite where additional Health & Safety risks are present.	Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 [L77 (second addition)] The Adventure Activities Licensing regulations 1996 ACOP revised 2014 The Outdoor Education Advisers' Panel (OEAP)	Offsite Visits Policy & Guidance Access to External Visit Consultant - Wide Horizons	Guidance provided by the Ark Estates and Procurement Team and by Wide Horizons Ark's appointed External Visits Consultant  All schools are required to have a fully trained External Visit Coordinator.
Safety Signs and Signals 1996	Organisations are responsible for the nonverbal Health & Safety communication required on premises.	HSE – Safety signs and signals [l64 (third edition)]	Health & Safety Policy Premises Management Policy Academies Fire Emergency Strategy Document	Compliance is reviewed annually as part of H&S Audit.
Health and Safety of Pupils on Educational Visits 1998 (DfE)	Organisations are required to implement adequate health and safety measures arranging education visits	Outdoor Education Advisers Panel (OEAP) website ( <a href="http://oeapng.info">http://oeapng.info</a> ).	Offsite Visit Policy and Guidance Access to External Visit Consultant - Wide Horizons	Ark has adopted these OEAP National Guidelines for off-site visits  Support is provided by the Ark Estates and Procurement Team and by Wide Horizons Ark's appointed External Visits Consultant  All schools are required to have a fully trained External Visit Coordinator.

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents / Provisions</b>	<b>Ark Arrangements</b>
Managing medicines in Schools and Early years' settings (DÆS/Department of Health, 2005)	Under this statutory guidance, organisations need to make arrangements to support pupils at their school with medical conditions.	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf</a>	Medical conditions policy Administration of Medicines Guidance Allergens Policy Infection Control Guidance	Compliance is reviewed annually as part of H&S Audit.  Academies are required to review it provisions annually and with every new child with a medical condition
Waste Electric and Electronic Equipment (WEEE) Regulations 2013	Organisations under these regulations are required to responsibly dispose of any waste electrical and electronic equipment,	<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/292632/bis-14-604-weee-regulations-2013-government-guidance-notes.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/292632/bis-14-604-weee-regulations-2013-government-guidance-notes.pdf</a>	Environment Policy	Academies are charged to dispose of electrical and electronic equipment in accordance with the legislation.
Hazardous Waste (England and Wales) Regulations 2005	These regulations will affect anyone who oversees the managements of such activities in relation to hazardous waste.	<a href="http://www.hse.gov.uk/waste/hazardous-waste.htm">http://www.hse.gov.uk/waste/hazardous-waste.htm</a>	Environment Policy	Academies are charged to dispose of Hazardous Waste in accordance with the legislation.

## **Appendix 1**

### **Health and Safety Policy - Acknowledgement by Staff**

Under the Health and Safety at Work Act, a copy of the Ark Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct tools / utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, tools / utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded on an accident for of if minor in an accident book.
- (ix) report any known hazard

**I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it\***

<b>Signature</b>	
<b>Name (Block Capitals)</b>	
<b>Position</b>	
<b>Date</b>	

**Please return to the Designated Responsible Person**

**\*This may be signed on the intranet**



### Appendix 3

**(Insert Name of Academy here) Areas of Responsibility**

Area	Managed by
Accident Reporting and Recording	
First Aid	
(a) First Aid Provisions	
(b) Accidents involving blood	
(c) Infectious Diseases	
(d) Administering Medicines to students	
Emergencies	
(a) Emergency Procedures and Drills	
(b) Evacuation Notices and Signs	
Fire Fighting Equipment	
(a) Checking	
(b) Maintenance/Serviceing	
Control of Substances Hazardous to Health	
Electrical Safety	
(a) Mains	
b) Portable Appliances	
Gas Safety	
Smoking	
Display Screen Equipment	
Defect and Hazard Reporting	
Health & Safety Information	
Risk Assessments	
(a) Equipment, activities, etc.	
(b) New and Pregnant Mothers	
(c) Fire	

(d) Curriculum	
Staff duty Rotas	
Clear Passageway	
Security	
Alarm Systems	
Intruders	
Violence to Staff	
External Visits & Trips	
Minibuses, Coaches, Driving Permits, etc.	
Parking	
Storage	
Manual Handling	
Contractors on Site	
Other Users	
Water Quality	
Hiring of Premises	
Consultation with Employees	
Work Experience	
Work Equipment	
Asbestos	
Work at Height	
Noise/ Vibration at Work	

**Principle /Headteacher Declaration:**

The management assignments shown above show how the management of Health & Safety is implemented in this Academy.

Signature:

Date:

Name:

(in Block Capitals)

## **Appendix 4**

### **References**

- The Health and Safety at Work etc. Act 1974
- The Environmental Protection Act 1990
- Construction (Design and Management) Regulations 2015 and Approved Code of Practice
- The Control of Asbestos Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002
- The Corporate Manslaughter and Homicide Act 2007
- Health and Safety (Offences) Act 2008
- Prevention or Control of Legionella - Approved Code of Practice (COSHH)
- The Electricity at Work Regulations 1989
- Electrical Safety in Schools - Guidance Note 1991
- The Noise at Work Regulations 2005
- The Work at Height Regulations 2005
- First Aid at Work Regulations 1981 amended 2013 and Code of Practice (1997)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- The Workplace (Health, Safety and Welfare) Regulations (as amended) 2002) and Approved Code of Practice
- The Manual Handling Operations Regulations (as amended) 2002 and Guidance
- The Display Screen Equipment Regulations (as amended) 2002 and Guidance
- The Personal Protective Equipment at Work Regulations (as amended) 2002 and Guidance
- The Provision and Use of Work Equipment Regulations 1998 and Approved Code of Practice
- The Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Young Persons) Regulations 1997
- Activity Centres (Young Persons' Safety) Act 1995
- Safety Signs and Symbols Regulations 1996
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety of Pupils on Educational Visits 1998 (DfE)
- Managing medicines in Schools and early years' settings (DfES/Department of Health, 2005)