

HEALTH AND SAFETY POLICY



Policy statement

We are committed to ensuring the health and safety of our staff, customers and anyone affected by our business activities, and to providing a safe environment for all those attending our premises.

In particular we are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, ensuring the safe handling and use of substances, consulting with our staff and providing appropriate information, instruction, training and supervision and taking steps to prevent accidents and cases of work-related ill health.

Who is covered by this policy?

This policy applies to those working at all levels and grades, including senior managers, officers, Principals, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as **staff** in this policy).

What is covered by this policy?

In accordance with our health and safety duties, we are responsible for:

- a) Assessing risks to health and safety and identifying ways to minimise them.
- b) Providing and maintaining a healthy and safe place to work including emergency procedures for use when needed.
- c) Providing information, instruction, training and supervision in safe working methods and procedures.
- d) Ensuring that equipment is safe and has all necessary safety devices installed, that equipment is properly maintained, and that appropriate protective clothing is provided.
- e) Promoting co-operation through the business to ensure safe and healthy conditions and systems of work by discussion and effective consultation.
- f) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

Personnel responsible for implementation of this policy

The School Principal(s) have overall responsibility for health and safety and the operation of this policy. They will ensure that adequate resources are available for the effective implementation of this Policy

All staff must also recognise that everyone shares responsibility for achieving healthy and safe working conditions. You must consider your acts and/or omissions the health and safety implications of your acts and/or omissions and take reasonable care for your health and safety and that of others.

Any health and safety concerns should be reported to your manager or a School Principal.

Standards of workplace behaviour

You must co-operate with colleagues, supervisors and managers on health and safety matters and comply with any health and safety instructions. We welcome ideas to improve business performance and safety at work.

You must take reasonable care of your own health and safety and that of others by observing safety rules applicable to you and following instructions for the use of equipment (including safety equipment and protective clothing).

Any health and safety concern, however trivial it might seem, including any potential risk, hazard or malfunction of equipment, must be reported to your manager.

You must co-operate in the investigation of any accident or incident that has led, or which we consider might have led, to injury.

Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Information and consultation

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

Equipment

All staff must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault with, damage to or concern about any equipment or its use must be reported immediately to your manager.

Employees must not interfere with anything provided in the interests of health and safety and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

First Aid and Accidents

We have a full First Aid policy which is separate to this policy and is the responsibility of the Appointed Person.

Please refer to this policy in regard to all matters regarding minor accidents and injuries.

National health alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your manager.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Failure to do so will be dealt with under our Disciplinary Procedure.

Emergency evacuation and fire precautions

Through our Fire Risk Assessment we aim to

- minimise the likelihood fire in our premises
- ensure that in the event of fire we will suffer no casualties, and
- minimise potential effects on the business.

You should familiarise yourself with the instructions about what to do in the event of fire or the alarm sounding; these will be explained to you during your induction. You should also know where the fire extinguishers are, ensure that you are aware of your nearest fire exit and alternative ways of leaving the building in an emergency.

Regular fire drills will be held to ensure that our fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

You should notify your manager as soon as possible if there is anything (for example, impaired mobility) that might impede your escape in the event of a fire.

If you discover a fire you should not attempt to tackle it unless you have been trained and feel competent to do so. You should operate the nearest fire alarm, close doors etc. to contain the fire and inform the person in charge of the location and details of the fire.

On hearing the fire alarm you should remain calm and walking quickly, not running, evacuate the building immediately. Do not stop to collect personal possessions, do not use the lifts, and do not re-enter the building until you are told that it is safe to do so. The 'senior person present' will take control of the situation and may ask you for assistance such as preventing others from entering the building.

Risk assessments

Risk Assessment is at the core of managing health & safety; assessments will be undertaken for all activities with significant risk to our employees and anyone else who may be affected by our work. Where the Risk Assessments identify the need for changes to the workplace and working practices these will be considered by the Principal.

The Principal may ask employees to undertake or be involved in undertaking risk assessments but responsibility for their content rests with the Principal.

Assessments will be developed and reviewed as a result of the identification of additional hazards, potentially unsafe working practices, accidents/incidents and, as a matter of routine, annually.

Manual Handling, hazardous materials and electrical equipment.

All employees will be given information about lifting and carrying loads etc. through the induction process, the provision of printed information and in the course of staff meetings/briefings where necessary. It is essential that employees adopt safe handling techniques and know their own limits – think first.

All employees will be given information about basic hazardous material and electrical equipment use as part of their induction process and the provision of printed information and in the course of staff meetings/briefings. It is essential that employees work in keeping with the guidance

provided. Detailed information will be provided when the role undertaken necessitates regular use.

Computers and display screen equipment

If you habitually use a computer screen or other display screen equipment (DSE) as a significant part of your work:

- a) you should try and organise your activity so that you take frequent short breaks from looking at the screen.
- b) you are entitled to a workstation assessment.
- c) you are entitled have an eye and eyesight test carried out by an optician.

You should contact your manager to request a workstation assessment or an eye test.

Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you experience visual difficulties which may reasonably be considered to be caused by DSE work (such as headaches, eyestrain, or difficulty in focusing) you can request a further eye test at any time.

We will pay the cost of eye tests. We will not pay for the cost of glasses or contact lenses, unless the optician advises that you have visual defects requiring glasses specifically designed for the distance of the display screen, and which cannot be corrected by normal glasses or contact lenses. In such circumstances we would expect the glasses/lenses to be left at your workplace overnight.

Especially vulnerable people

We will undertake specific risk assessments to ensure especially vulnerable people are appropriately protected as we recognise that they potentially face increased risks in the workplace. Especially vulnerable people may be young people (employees under the age of 18), new and expectant mothers, and those with disabilities or restricted mobility.

In the case of young people we will take special care to ensure that training does not assume prior knowledge of the working environment to ensure they are not exposed to risk due to inexperience. We will also meet the specific working conditions for young people. Those being that they may work no more than 8 hours per day or 40 hours per week; that if a young worker is required to work more than four and a half-hours at a time, then they are entitled to a break of 30 minutes; that a young worker is entitled to twelve uninterrupted hours rest in each 24-hour period in which they work; a Young worker is entitled to 2 days off each week and this cannot be averaged over 2 weeks.

Responsibilities at Bath Academy

Health and Safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE). Particular regard is given to *Health and Safety: responsibilities and duties for schools, (updated 5 April 2022)*.

The **Board of Directors** of Bath Academy, as the **employer**, have a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- to institute a health and safety policy and advise employees of it;
- to have a critical incident/emergency contingency plan;

- to ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of students in college and on off-site visits; and the health and safety of visitors to colleges, and volunteers involved in any college activity;
- to assess the risk of all activities, both in college and off-site; introduce measures to manage those risks, and tell employees about the measures;
- to ensure that staff are trained in their health and safety responsibilities; and,
- to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

Statutory health and safety responsibilities fall on the Board of Directors (as the employer) and on the Principal and staff (as employees). In practice, the Directors will delegate specific health and safety tasks to others at the college, however, the Board of Directors retains the ultimate responsibility no matter who carries out the tasks.

Organisation and Responsibilities - The College's Part

Policy making is the responsibility of the Board of Directors. Mansour Kaveh is the Director with specific responsibility for Health and Safety at Bath Academy. The development of the Health and Safety policy, establishment of strategies to implement policy and integrate these into general business activity is undertaken on behalf of the Board by the college Senior Management Team, and the Site Manager who reports to the Principal.

The ultimate responsibility for all aspects of Health and Safety at Bath Academy, and for ensuring the effective design and application of the Health and Safety Policy and objectives, is that of the Principal.

The responsibility for review and revision of the Health and Safety policy, the implementation structure and supporting plans, setting out improvement targets, and reporting on progress is the responsibility of the Site Manager.

The responsibility for managing the health and safety of students on a day-to-day basis is that of the Vice Principals & Boarding House Parents. All staff have a general responsibility to themselves and to the students in their care.

Organisation and Responsibilities – Site Manager

The Site Manager is responsible to the Principal for the following:

- Undertaking initial risk assessments of premises and departmental activity, training and advising responsible personnel (Vice-principals, managers, etc.) in the conduct and maintenance of Risk Assessments (RAs) in those areas and activities for which they are responsible. The Site Manager retains RAs relating to the following specific risks, for those areas where those risks apply:
 - Manual handling in those areas where this takes place.
 - Slips and trips
 - On-site vehicle movement
 - The management of asbestos.
- Reviewing the currency and validity of RAs across the College.
- Identifying unmanaged risks and their controls and overseeing implementation and monitor the controls.
- Providing advice and guidance in relation to Health & Safety matters.
- Conducting Fire Risk Assessments, writing and promulgating Fire Procedures for all premises.
- Ensuring fire alarm drills and equipment tests are routinely carried out.

- Supervising arrangements with contractors and maintenance suppliers for Health and Safety equipment.
- Conducting routine inspections to ensure the Bath Academy Health & Safety policy is carried out, reporting termly to the Principal, and in writing at least annually to the Board of Directors.
- Arranging appropriate training for those members of staff who require it.
- Ensuring that they remain current and aware of developments in Health and Safety legislation and best-practice and identifying and proposing to the Principal any training that they need to maintain currency.
- Undertaking an annual review of the Health and Safety management arrangements across the College; this review will provide information that will influence decisions on the scope, adequacy and implementation of the current arrangements and provide data for action plans and changes for the future.
- Oversight of the HANDSAM system.

Responsibilities – Vice-principals and Boarding Staff

Vice-principals and Boarding Staff must be aware of, and fully understand, the Bath Academy Health & Safety policy and procedures. Their responsibilities include:

- Ensuring students are conversant with rules and procedures to avoid fire, hazards, injuries and other incidents which are a risk to Health & Safety.
- Being vigilant to avoid incidents, and to discourage any behaviour likely to lead to incidents.
- Keeping records of incidents, and the actions taken.
- Ensuring that proper written and oral instructions are given to students for the use of potentially hazardous equipment, such as kitchen equipment, sewing machines and laboratories.
- Carrying out at least termly fire drills, and weekly fire alarm tests (Boarding Staff and Site Manager only).
- Notifying the Site Manager of any hazard, risk, or any defect in heating, lighting, ventilation etc. noticed on any college premises, as soon as practicably possible. (HMs and Building Custodians only).
- Carrying out regular reviews of the premises with the Site manager.

The Directors of Bath Academy will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the college.
- Ensure, as far as practicable, the Health & Safety of students' and staff on off-site visits & activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Ensure that Risk Assessments are carried out within the college using an identified method for recording (e.g. Handsam) and to review them as appropriate.
- Encourage informal meetings and ensure time in meetings where health and safety issues can be raised.
- Ensure that staff have access to training to ensure their competence for their tasks.
- Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers; follow the competent Health and Safety adviser's guidance for the selection of competent contractors and seek assistance from the competent Health

& Safety adviser when necessary; ensure that volunteers receive adequate instruction and supervision to work safely.

- Report all incidents/accidents by following the college's accident reporting and recording procedure.
- Review on a termly basis, all accidents and incidents reported to identify trends.
- Consult with the college council and inform students of their responsibilities for Health and Safety.

Teachers' Responsibilities

Teachers are responsible for:

- Co-operation with the SLT on health and safety matters.
- Taking reasonable care for their health and safety and for staff, students, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures regarding fire, first aid and other emergencies and carrying them out as required.
- Exercising adequate supervision of students and giving clear oral and written instructions and warnings to students as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to SLT on health and safety equipment and additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant safety aspects into the teaching process and, where necessary, provide special lessons on health and safety in line with curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the college without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences.

Non-Teachers' Responsibilities

- Co-operation with the SLT on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff, and other persons at the college.
- Exercising adequate supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the college or any other person delegated to be responsible for a relevant aspect of health and safety at the college.
- Implementation of safe working practices which comply with the approved college policies and procedures and set a good example personally.
- Following any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.
- Defects are reported to Line Management and offices, general accommodation and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise); ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting any defects in tools and equipment and actual or potential hazards to the SLT and ensuring that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.

- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents following current procedure.
- Any accidents, incidents, dangerous occurrences, or near misses are reported to the Head.
- Assistance in investigating any accident (or incident where personal injury could have arisen) and taking appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare, they satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence.
- Minimisation the occasions when an individual is required to work or study in isolation.
- No interference with or misuse of anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times, mainly where there are vehicles on site and when activity is taking place at height.

Students' Responsibilities

- Co-operation with the SLT and staff on health and safety matters; in particular, they must follow the staff's instructions in an emergency.
- Taking reasonable care for their health and safety and that of others at the college.
- Observation of the college rules and dress standards consistent with safety and hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

Visitors' and Contractors' Responsibilities:

All visitors and other users of the college premises (including contractors, delivery people and visitors to the college) must:

- Co-operate with the college on health and safety matters and, in particular, follow the staff's instructions in an emergency.
- Observe the rules of the college.
- Ensure that they comply with the college's signing-in/out visitors' and contractors' procedures and the appropriate means of access to and egress from the college site and the host arrangements whilst on site.
- Ensure they know the college's fire and emergency evacuation procedures.
- Ensure they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos-containing materials where intrusive works are to be conducted).

Delegated areas of responsibility within the college

Name of College: Bath Academy

Principal: Mr Tim Naylor

Statutory risk assessments	To be Completed by
Workers under 18 (not applicable)	Tim Naylor
Asbestos	Martin Lees
Substances Hazardous to Health	Tina Burton
Display screen equipment	Natasha Hayler
Fire	Martin Lees
First Aid	Alan Chapman
Manual Handling	Martin Lees
Work at height	Martin Lees
Children being drawn into terrorism	Natalia Knott
Coronavirus	James Knott
Risk Assessment	To be Completed by
Cleaning	Tina Burton
Lone working	Laura Willmington
Gas and electrical safety information	Martin Lees
Kitchen and catering	Chef
PE	Laura Young
Disability (for staff and students)	Natasha Hayler
Pregnancy	Natasha Hayler
Violence to staff	Tim Naylor
Barbeque	Chef
Visitors	Natalia Knott
Stress	Natasha Hayler
Snow and Ice	Martin Lees
School staff moving between sites	Tim Naylor
School students moving between sites	Tim Naylor
Diabetes	Alan Chapman
Asthma	Alan Chapman
Personal Evacuation Plan -Mobility	Martin Lees
Summer school	James Knott
Individual Health Care plans	Alan Chapman
SEND area	SEND Team
P.E. Walking as an activity or to and from venue	Laura Young
Buildings	Martin Lees

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	First Aid Policy	Martin Lees
EMERGENCY PROCEDURES:		
Critical Incidents	Critical Incidents Policy	Tim Naylor
Emergency Procedures	College Closures Dealing with major (foreseeable) incidents	Tim Naylor Tim Naylor
EXTERNAL VISITS:		
External Visit Co-ordinator	Educational Visits Policy	Tim Naylor
MEDICAL:		
Hygiene Control	https://neu.org.uk/advice/health-and-safety/accidents-injuries-and-illness/hygiene-control-schools#:~:text=Personal%20hygiene,before%20eating%20or%20handling%20food.	Alan Chapman
Infection Control	Health Protection Agency guidance https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities	Alan Chapman
Medicines in college	Managing medicines in college	Alan Chapman
New and Expectant Mothers	Policy manual- HS017 http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Natasha Hayler
Students with medical needs	https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3	Alan Chapman
SITES AND BUILDINGS:		
Asbestos	Asbestos Register – in College	Martin Lees
Construction Work/ Contractors on College Site	Guidance on Construction, Design and Management Regulations. HS034 of the H&S Manual http://extranet.somerset.gov.uk/health-and-safety/policies-forms/	Martin Lees
Electrical Safety, Portable Appliance Testing	PAT Testing	Martin Lees
Area	Location of Policy/Guidance	Name of person responsible
Fire Safety, Arson Prevention	Fire Safety Risk Assessment	Martin Lees
Gas Appliances, Boilers, Kitchen	Guidance from HSE and Insurers	Martin Lees

ESTABLISHMENT: Bath Academy

Documents relating to this Policy are listed below

Document
Health and Safety Policy.
Fire Risk Assessment and Evacuation Procedure
Fire practice record
Alarm function test records.
Risk Assessments
Asbestos Register
External visit documentation and risk assessments

1.1.1. Testing of portable electrical appliances

1. All mains-electrical equipment within Bath Academy shall be subject to safety testing as specified in the attached schedule.
2. It is the responsibility of the college to ensure that equipment belonging to the college is tested in line with this policy.
3. Before use all new equipment will have an label placed on a visible part of its casing with the date of testing
4. According to the HSE, visual testing identifies more than 90% of faults and is the most important part of maintaining appliances – see the checklist at the end of this document. Staff should carry out visual inspections of equipment being used as per the schedule laid out. Any defects should be reported to the Site Manager.
5. Equipment under repair, damaged or gives cause for concern during a visual inspection must be removed and referred for an electrical safety test.
6. Equipment failing an safety test should have a 'failed/do not use' label attached and be withdrawn from service immediately
7. Persons carrying out inspections/tests shall have appropriate training and be approved by the Site Manager.
8. Companies supplying equipment such as games or vending machines for use on Bath Academy premises must show that it has been appropriately inspected and tested. The same applies to the equipment of contractors brought onto Bath Academy premises and also to equipment brought onto the premises by persons or individuals hired by Bath Academy.
9. Anyone hiring Bath Academy accommodation must be informed in the contract that electrical equipment brought onto the premises must be electrically safe and show that it has been subject

to an adequate scheme of inspection and testing. Bath Academy reserves the right to conduct its own safety checks on equipment brought onto its premises.

10. The College reserves the right to remove any electrical equipment from use if considered by the Site Manager to be a risk. The owners of any personal equipment may be instructed to remove the equipment from the premises. Any items not removed immediately will be placed in store for collection for one week and then disposed of.
11. All electrical equipment brought onto the premises by staff and students will be subject to this policy.
12. The College reserves the right to remove any electrical equipment from use if considered by the Site Manager to be a risk. The owners of any personal equipment may be instructed to remove the equipment from the premises. Any items not removed immediately will be placed in store for collection for one week and then disposed of.
13. Redundant equipment within schools and departments should be ruthlessly disposed of since hoarded items take up valuable space, pose an increased risk to electrical safety and add to the burden of inspection/testing. N.B. Due consideration should be taken of the Waste Electrical Equipment Regulations when arranging disposal of electrical equipment.

Inspection/test frequencies for equipment

Equipment/Environment	Visual check by user	Formal Visual Inspection	**BattPAT Electrical Test
Battery operated <20V	No	No	No
>50V AC e.g. telephone equipment or low voltage desk lights	No	No	No
IT equipment - rarely moved	No	Yes, 4 years	Yes, 4- 5 years Class I or II.
Photocopiers, fax machines: not hand held. Rarely moved slide projectors	No	Yes, 4 years	Yes, 4- 5 years Class I or II.
*Class II (double insulated equipment. Hand held, floor cleaners, power tools.	Yes	Yes, 1 year	Yes, 2 years
*Class I (earthed equipment) hand held or frequently moved items, electric kettles, fires.	Yes	Yes, 1 year	Yes, 2 years or sooner if visual inspection or other reason such as accident or repair gives reason
Class I (earthed equipment) - rarely moved items e.g., table lamps, fridges.	No	Yes 2 years	Yes, 5 years or sooner if visual inspection or other reason such as accident or repair gives reason
Class II (double insulated) equipment. Not hand held. Moved occasionally, e.g.	No	Yes, 4 years.	Yes, 4- 5 years

fans, table lamps,			
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- Based on HSE Guides HSG)107 & IND(G)236L.

* Some items subject to very robust treatment or used in wet environments will require six monthly checks

**Class I items – earth continuity & insulation resistance will be tested.

**Class II items – insulation resistance only will be tested

Visual Inspection checklist – for equipment in use in an office or lab etc.

- i) Any damage to the casing, cable or plug?
- ii) Any signs of overheating on plug or casing?
- iii) Is cable securely held by the cable grip if fitted?
- iv) Proper fuse fitted where externally visible? *i.e.* not an improvised one
- v) equipment positioned to avoid strain on cables?
- vi) ventilation points not obstructed?
- vii) overloading of extension leads or multi-blocs?
- viii) cables creating trip hazards?
- ix) cables located to avoid damage? *e.g.* not trapped by furniture or doors