

Health and Safety Policy

MARINE ACADEMY PLYMOUTH POLICIES

VERSION CONTROL SHEET

POLICY NAME: Health and Safety Policy

Document date	Filename	Meeting submitted	Summary of changes required
01-09-10		July PSG	New policy
24-06-15	Review	Finance Committee	Changed to campus wide policy and added section 14 on monitoring the deployment of the policy

1.0 GENERAL

- 1.1 The Academy's Governing Body notes the provisions of the **Health and Safety at Work, etc Act 1974** (s.3 (1)), which states that it is the duty of every employer to conduct his/ her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his/her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the Academy premises or participating in Academy-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the Academy and is part of the good education of its students.
- 1.2 The aim of the Governing Body is "To provide a safe and healthy working and learning environment for staff, students and visitors."
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the Academy premises or while taking part in Academy-sponsored activities.

2.0 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Principal, will:
- (a) make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the , in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No. 3242);
 - (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy;
 - (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
 - (d) identify and evaluate all risks relating to:
 - (i) accidents
 - (ii) health

(iii) Academy-sponsored activities (including work experience);

- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others; and
- (f) create and monitor the management structure to put the policy into practice..

2.2 In particular the Governing Body undertakes to provide:

- (a) a safe place for staff and students to work including safe means of entry and exit; and
- (b) plant, equipment and systems of work which are safe.
- (c) safe arrangements for the handling, storage and transport of articles and substances;
- (d) safe and healthy working conditions which take account of all appropriate:
 - (i) statutory requirements;
 - (ii) codes of practice whether statutory or advisory; and
 - (iii) guidance whether statutory or advisory.
- (e) supervision, training and instruction so that all staff and students can perform their Academy-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the governing body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the Academy-related activities which they are carrying out. All training will be regularly updated;
- (f) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision; and
- (g) adequate welfare facilities.

2.3 So far as is reasonably practicable the Governing Body, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy;
- (b) all other relevant health and safety matters;

- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk; and
- (d) an induction pack.

3.0 THE DUTIES OF THE PRINCIPAL/HEADTEACHER

- 3.1 As well as the general duties which all members of staff have (see 5.0), the Principal/Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the Academy and will take all reasonably practicable steps to achieve this end through the involvement of the appropriate departments, senior members of staff, teachers and others as appropriate.
- 3.2 The Principal/Headteacher is required to 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.
- 3.3 In particular, the Principal/Headteacher will:
- (a) be aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the Academy;
 - (b) ensure, at all times, the health, safety and welfare of staff, students and others using the Academy premises or facilities or services or attending or taking part in Academy-sponsored activities;
 - (c) ensure safe working conditions for the health, safety and welfare of staff, students and others using the Academy premises and facilities;
 - (d) ensure safe working practices and procedures throughout the Academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
 - (e) consult with members of staff, including the safety representatives, on health and safety issues;
 - (f) arrange systems of risk assessment to allow the prompt identification of potential hazards;
 - (g) carry out periodic reviews and safety audits on the findings of the risk assessment;
 - (h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
 - (i) encourage staff, students and others to promote health and safety;

- (j) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe promptly;
- (k) encourage all employees to suggest ways and means of reducing risks;
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- (m) monitor the standard of health and safety throughout the Academy, including all Academy-based activities, encourage staff, students 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;
- (n) monitor first aid and welfare provision; and
- (o) monitor the management structure, along with the Governors.

4.0 THE DUTIES OF SUPERVISORY STAFF

- 4.1 All supervisory staff (eg leaders of learning, co-ordinators, science technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- 4.2 In addition to the general duties which all members of staff have (see 5.0), they will be directly responsible to the Principal or the member of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operation of the Academy's health and safety policy within their relevant departments and areas of responsibility.
- 4.3 They will take a direct interest in the Academy's health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- 4.4 As part of their day-to-day responsibilities they will ensure that:
 - (a) safe methods of working exist and are implemented throughout their learning area;
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - (c) staff, students and others under their jurisdiction are instructed in safe working practices;
 - (d) new employees working within their department are given instruction in safe working practices;
 - (e) regular safety inspections are made of their area of responsibility and documented as required by the Principal or as necessary;

- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- (g) all plant, machinery and equipment in the department in which they work is adequately guarded;
- (h) all plant, machinery and equipment in the department in which they work is in good and safe working order;
- (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (k) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- (m) all the signs used meet the statutory requirements;
- (n) all health and safety information is communicated to the relevant persons; and
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

5.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

5.3 In particular all members of staff will:

- (a) be familiar with the health and safety policy and any and all safety regulations as laid down by the Governing Body;
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students;
- (c) see that all plant, machinery and equipment is adequately guarded;
- (d) see that all plant, machinery and equipment is in good and safe working order;
- (e) not make unauthorised or improper use of plant, machinery and equipment;
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- (h) report any defects in the premises, plant, equipment and facilities which they observe; and
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

6.0 **HIRERS, CONTRACTORS AND OTHERS**

- 6.1 When the premises are used for purposes not under the direction of the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document.
- 6.2 The Principal or the co-ordinator 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.
- 6.3 When the Academy's premises or facilities are being used out of normal Academy hours for a 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 section.
- 6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers, contractors and others using the Academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:

- (a) introduce equipment for use on the Academy premises;
- (b) alter fixed installations;
- (c) remove fire and safety notices or equipment;
- (d) take any action that may create hazards for persons using the premises or the staff or students of the Academy.

6.5 All contractors who work on the Academy premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work, etc Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work, etc Act 1974**.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury.

6.7 The Governing Body draws the attention of all users of the Academy premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

7.1 The Governing Body, through the Principal, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee:

- Corporate Director of Business & Finance; and/or Principal
- Senior Estate staff
- Union Rep
- Governor (if required)

8.0 CODES OF PRACTICE AND SAFETY RULES

8.1 In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in Academy.

8.2 From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

9.0 RISK ASSESSMENT

9.1 The Principal will ensure through the safety committee that a risk assessment survey of the premises, methods of work and all Academy-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.

10.0 EMERGENCY PLANS

10.1 The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the Academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) save life
- (b) prevent injury
- (c) minimise loss.

This sequence will determine the priorities of the emergency plan.

10.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

11.0 FIRST AID

11.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

11.2 The number of certificated first aiders will not, at any time, be less than the number required by law in accordance with 'HSE First Aid At Work'.

- 11.3 At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the Governing Body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the Governing Body as that being sufficient to meet the needs of all foreseeable circumstances.
- 11.4 Supplies of first aid material will be held at various locations throughout the Academy. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 11.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-Academy activities.
- 11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the Academy premises or as part of a Academy-related activity.
- 12.0 **REVIEW**
- 12.1 The Finance Committee will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.
- 13.0 **ARRANGEMENTS**
- 13.1 The Principal will ensure that students and staff are familiar with the arrangements set out in Appendix 1 of this policy.
- 14.0 **MONITORING**
- 14.1 A member of the Finance Committee will complete an annual building inspection and provide a report to the Full Governing Body.
- 14.2 An annual audit of Health and Safety procedures and compliance will be completed by an independent body. The results of the audit will be presented to the Finance Committee.
- 14.3 Accident reporting data will be included in the Principals termly report to the Full Governing Body.

APPENDIX 1 - ARRANGEMENTS (To be completed by each Academy and departments as required)

HEALTH AND SAFETY RISKS

- Risk assessments will be undertaken by
Appropriate staff in each situation
- The findings of the risk assessments will be reported to
Learning Zone Director, Area Leader, Corporate Director of Business & Finance
- Action required to remove/control risks will be approved by
Governing Body who delegate to the Principal and Corporate Director Business and Finance who will be responsible for ensuring the action required is implemented where resources are available; *and* will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every ***twelve months*** or when the work activity changes, whichever is soonest.

Note

Each member of staff must assess risks to the health and safety of anyone who may be affected by his/her work activities, so that he/she can weigh up whether he/she has done enough or need to do more to comply with the law – see *Management of Health and Safety at Work Regulations 1999*.

He/she will find some examples of key areas that he/she should consider, at the end of this guidance.

He/she will need to involve a number of different people, including his/her safety representatives and employees, to do the risk assessments.

He/she need to record the significant findings of his/her risk assessments in a separate document. Their policy statement only records his/her arrangements for ensuring the assessments are done, and are kept up to date.

Once a member of staff has completed his/her risk assessments, he/she must take the necessary action to remove or reduce the risk as far as is reasonably practicable.

Staff can find more guidance in HSE's free leaflets *Five Steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provision in health and safety law INDG218 1996*

CONSULTATION WITH EMPLOYEES

- Employee representatives are
 - Senior Estate Staff**
 - Corporate Director of Business & Finance**
 - Union Representatives**
 - Governors**
 - Principal**
- Consultation with employees is provided by
 - Governors sub-committee/s**
 - Trade unions meetings**

SAFE PLANTS AND EQUIPMENT

- **The Corporate Director of Business & Finance and Site Manager** have overall responsibility for identifying all equipment/plant needing maintenance.
- **The Corporate Director of Business & Finance and Site Manager** will be responsible for ensuring effective maintenance procedures are drawn up.
- **The Corporate Director of Business & Finance** is responsible for ensuring that all identified maintenance is implemented.
- **The Corporate Director of Business & Finance and Site Manager** will check that new plant and equipment meets health and safety standards before it is purchased.
- **All staff** should ensure that any plant and equipment that they use (eg lift trucks, vehicles, gas appliances, machinery guarding, ladders, electrical equipment, lifting equipment, air receivers, ventilation plant) that requires maintenance (eg pre-shift checks, servicing, thorough examinations) is identified and that the maintenance is undertaken.
- Should **any member of staff** find or suspect any problems with plant/equipment, they should immediately report it to the **Corporate Director of Business & Finance**

and/or Site Manager.

- When buying new or second-hand plant and equipment on behalf of the Academy, **staff** must check it meets health and safety standards before buying it.

Note

Staff can find more guidance in the *Provision and Use of Work Equipment Regulations 1998*, *Lifting Operations and Lifting Equipment Regulations 1998* and HSE's *Buying new machinery INDG271 1998*.

SAFE HANDLING AND USE OF SUBSTANCES

- **The senior technician(s) in each Learning Zone** will be responsible for identifying all substances which need a COSHH assessment.
- **The senior technician(s) in each Learning Zone with the respective Area Leader** will be responsible for undertaking COSHH assessments.
- **Learning Zone Directors** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **Area Leaders** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **The senior technician(s) in each Learning Zone** will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every **twelve months** or when the work activity changes, whichever is soonest.

Note

Staff must assess the risks from all substances hazardous to health – see *Control of Substances Hazardous to Health Regulations (COSHH) 1999*.

Staff should undertake assessments on any substances they use (eg adhesives, paints, cleaning agents, solvents) and substances generated from work activities (eg dust, fume, vapour).

This COSHH assessment should identify any health risks. If there is a risk identified, the member of staff should notify the Corporate Director Business and Finance and/or the Site Manager immediately and agree what steps should be taken to remove or control the risk.

Staff can find more guidance in HSE's: COSHH: A brief guide to the Regulations INDG136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH ACOP, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety Law poster is displayed at/leaflets are issued by **the Corporate Director Business and Finance**
 - Health and safety advice is available from **the Corporate Director Business and Finance**
 - Supervision of young workers/trainees will be arranged/undertaken/monitored by **the Appropriate Line Manager**
- **The Area Leader** is responsible for ensuring that all employees working at locations under the control of other employers, are given relevant health and safety information.

Note

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

Staff are required to have access to competent advice, either in-house or, if not available, external (eg employers' organisations, trade associations, trades unions, TECs, consultants).

If MAP have young workers and/or take on trainees or students on work experience, staff will need to ensure that these workers/trainees are properly instructed and supervised.

Staff must also do specific risk assessments for young people taking account of their inexperience, lack of awareness or risks and immaturity (see the *Management of Health and Safety at Work Regulations 1999*).

If staff go to work for another employer on MAP's behalf, they will need to check that they are given relevant health and safety information for that location, by that employer/company.

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be organised for all employees by **the appropriate manager**
- Job specific training will be provided by **the appropriate manager**
- Specific jobs requiring special training are **to be identified as required**
- Training records are kept at/by **the Continuing Professional Development Manager**
- Training will be identified, arranged and monitored by **the Continuing Professional Development Manager**

Note

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (eg pay, leave, and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Employees will need job-specific training, which includes the health and safety aspects of the job.

Employers also have to provide health and safety training for people when risks change, or periodically, eg if skills do not get used regularly.

Some jobs will require additional special training (eg manual handling, driving, slinging techniques, confined space entry and asbestos removal).

It is important to keep records of training (even training staff have received in-house) to show that employees have received training.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs

Management of Hazardous Substances etc,

Other tasks which place the employees at a significant risk

- Health surveillance will be arranged by

The Line Manager

- Health surveillance records will be kept by

The Line Manager

- The first aid boxes are kept

In all Learning Zones/First Aid rooms and additional ones are available for day visits

- The appointed people/first aiders are as advertised throughout the Academy
- All accidents and cases of work-related ill health are to be recorded on the appropriate accident form and kept on file. The forms are available from the **Corporate Director of Business and Finance** and should be returned to him for filing once completed by the employee.

Note

Employees must receive health surveillance for certain work (eg work with flour, lead, chrome, asbestos, noise, isocyanates and some chemicals).

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

COSHH assessments (see page 8) should identify all areas and the type of health surveillance needed.

MONITORING

- To check our working conditions, and ensure our safe working practices are being followed, MAP will *make a check every twelve months, at least, or when the work activity changes.* This monitoring will be completed by the Health & Safety Committee sub-group and any issues reported to Governors by the **Corporate Director of Business & Finance**
- **The Corporate Director of Business & Finance or appropriate line manager** is responsible for investigating accidents
- **The Director of Operations** is responsible for investigating work-related causes of sickness absences.
- **The Principal** is responsible for acting on investigation findings to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

- **The Corporate Director of Business & Finance** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the **Corporate Director of Business & Finance and the Site Manager at least every twelve months.**
- Fire extinguishers are maintained and checked by the **Site Manager at least every twelve months**
- Alarms are tested by the **Corporate Director of Business & Finance and the Site Manager at least every twelve months**
- Emergency evacuation will be tested at least **every six months**

SOME KEY AREAS OF RISKS

- Asbestos
- Chemical
- Confined spaces
- Display Screen Equipment (PCs & VDUs)
- Electricity
- Excavation and Construction
- Slips, Trips and Falls
- Stress
- Substances Hazardous to Health (COSHH) (including dust, fumes, etc)
- Temperatures
- Transport (including carrying dangerous substances and pedestrians in the

- Falling Objects / Collapsing Structures
 - Fire and Explosion
 - Machinery (including guarding)
 - Manual Handling
 - Noise
 - Pressure Systems
 - Radiation
- Academy)
- Vibration
 - Violence to Staff
 - Work Equipment
 - Work-related Upper Limb Disorder (RSI)
 - Working Alone
 - Working at Heights
 - Working Environment

These are just some examples of key areas; this is not an exhaustive list.

Look around your workplace to identify other risk areas. If any risks apply to your work activities, you will need to do a risk assessment to check that you have removed or reduced the risk.