



# Health & Safety Policy

## PURPOSE

Ark Schools is committed to achieving the highest possible standards of health and safety. This policy outlines Ark’s approach to Health and Safety, and is accompanied by a full range of premises management codes of practice.

|                      |   |                    |                 |
|----------------------|---|--------------------|-----------------|
| Date of last review: | February 2019   | Author:            | Head of Estates |
| Date of next review: | September 2019  | Owner:             | CEO             |
| Type of policy:      | <input checked="" type="checkbox"/> Network-wide<br><input type="checkbox"/> Tailored by school | Approval:          | Board           |
| School:              | N/A   | Key Contact Name:  | Governance team |
| Key Contact Email:   | governance.team@arkonline.org   | Key Contact Phone: | 0203 116 6333   |

## POSITIONING WITHIN ARK OPERATIONAL MODEL

| Component  | Element |
|--|---------|
| <input type="checkbox"/> Strategic Leadership & Planning<br><input type="checkbox"/> Monitoring, Reporting & Data<br><input type="checkbox"/> Governance & Accountabilities<br><input type="checkbox"/> Teaching & Learning<br><input type="checkbox"/> Curriculum & Assessment<br><input type="checkbox"/> Culture, Ethos & Wellbeing<br><input type="checkbox"/> Pathways & Enrichment<br><input type="checkbox"/> Parents & Community<br><input checked="" type="checkbox"/> Finance, IT & Estates<br><input type="checkbox"/> Our People | Estates |

## **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. The Ark Board 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.

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.
- A clear definition of responsibilities of employees at all levels.
- The provision of appropriate information, instruction, training and supervision.
- The 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 believes that only the adoption of safe methods of work and good practice by every individual 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. 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:** ..... **CEO, Ark**

**Dated: February 2019**

**Next Revision due: September 2019**

*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 Estates 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. (It is recommended that a Link Governor 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, Operations Manager (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, Regional Finance Directors, 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***

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

To access the template, please follow this link: [H&S Policy Templates](#)

An example of a completed template is found in Appendix 3



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

| Legislation  | Relevance  | Other Requirements and Guidance                                       | Ark Documents/Provisions   | Ark Arrangements  |
|--|--|---|--|---|
| 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<br>Annual Independent H&S Audit   | Policy reviewed annually and agreed by the Ark Board<br><br>Academy LGB's agree adoption of the policy on an annual basis.<br><br>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<br>Risk Assessments – A Practical Guidance<br>Risk Assessment Template<br>Premises Management Policy<br>Control of Contractors<br>Coping with a School Emergency<br>Managing Violence & Aggression<br>Safety Guidance – Physical Education<br>Slips, Trips and Falls<br>IHASCO Training Suite | Health & Safety guidance provided by the Ark Estates Team and by Bricon Ltd Ark's appointed H&S Consultant<br><br>Annual independent H&S Audits of each Academy<br><br>Academies to carry out risk assessments where situations may pose potential hazards<br><br>Guidance is reviewed on an annual or 2 yearly basis |
| 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.   |

| <b>Legislation</b>  | <b>Relevance</b>  | <b>Other Requirements and Guidance</b>  | <b>Ark Documents/Provisions</b>  | <b>Ark Arrangements</b>  |
|---|---|---|--|--|
| Health and Safety (Display Screen Equipment) Regulations (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 [126]  | Display Screen Equipment Guidance<br>Display screen equipment self-assessment(Template)                        | Each designated user has a workstation assessment which is reviewed as required.<br>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 [174]   | First Aid in Schools Policy & Guidance<br>Accident / Incident Reporting, Recording & Investigation             | Schools are required to comply with guidance in the Ark documentation.<br>Schools are to document a first aid risk assessment using ark guidance document to determine level of first aid provision required.<br>Compliance is reviewed annually as part of H&S Audit. |
| Control of Substances Hazardous to Health Regulations 2002                              | Relates to hazardous substances used by the organisation.   | HSE - Control of substances hazardous to health [15]<br>HSE - A step by step guide to COSHH assessment [HSG97]<br>HSE - Approved classification and labelling guide (sixth edition) [131] | Control of Substances Hazardous to Health (COSHH)<br>COSHH Risk Assessment (Template)<br>IHASCO Training Suite | Risk Assessments should be reviewed annually and/or when changes to procedure, policy occur<br>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<br>Website -<br><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<br>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>   |
|---|--|--|---------------------------------|---|
| 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<br>HSE - Legionnaires' disease. The control of legionella bacteria in water systems [18 (fourth addition)]<br>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.<br>Academies carryout duties as described in the guidance document and maintain compliance records using the EVERY system<br>Compliance is reviewed annually as part of H&S Audit. |
| 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 [1140]  | Premises Management Policy      | Schools are required to comply with guidance in the Ark documentation.<br>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  |
| 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>  |                                 | 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>  |
|---|---|--|--|--|
| Manual Handling Operations Regulations (as amended) 2002            | Manual handling operations are carried out within the organisation  | HSE - Manual handling. Manual Handling Operations Regulations (as amended) 2002 [123]  | Manual Handling & Lifting Risk Assessment Guidance<br>Manual Handling Risk Assessment<br>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.                           |
| Personal Protective Equipment at Work Regulations (as amended) 2002 | 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<br>Personal Protective Equipment Checklist<br>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]<br><br>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<br><br>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>   |
|---|---|--|--|---|
| Regulatory Reform (Fire Safety) Order 2005                                | This relates to the production and implementation of our risk assessments                               | Fire safety risk assessment: offices and shops<br>Regulatory Reform (Fire Safety) Order 2005: a short guide to making your premises safe from fire | Annual Independent Fire Risk Assessment<br><u>Templates</u><br>Fire Emergency Strategy<br>Fire Log Book<br>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   |
| 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><br>Accident/Incident Reporting, Recording & Investigation Guidance<br><u>Templates</u><br>Accident report form for staff and students<br>Adverse event report and investigation form<br>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.<br>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<br>Individual School Policies   | Site Teams are expected to ensure compliance with the legislation   |

| <b>Legislation</b>  | <b>Relevance</b>  | <b>Other Requirements and Guidance</b>  | <b>Ark Documents/Provisions</b>  | <b>Ark Arrangements</b>   |
|---|---|---|--|---|
| Social Security (Claims and Payments) Regulations 1987                | 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/ukxi/1987/1968/contents/made">http://www.legislation.gov.uk/ukxi/1987/1968/contents/made</a> | Accident/Incident Reporting, Recording & Investigation Guidance<br>Accident report form for staff and students<br>Adverse event report and investigation form<br>Violence and aggression to staff form | Accident/ Incident Forms are to be completed whenever an incident occurs and submitted to Ark Central |
| 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<br>Working at height Checklist  | Guidance and checklist to be reviewed where risk from working at height occurs                        |
| Workplace (Health, Safety and Welfare) Regulations (as 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 [L24]                           | Health & Safety Policy<br>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.   |

| <b>Legislation</b>                                 | <b>Relevance</b>  | <b>Other Requirements and Guidance</b>  | <b>Ark Documents/Provisions</b>  | <b>Ark Arrangements</b>   |
|--|---|---|--|---|
| 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<br>Work experience risk assessment form   | Reviewed with the employment of any work experience placement   |
| 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)]<br>The Adventure Activities Licensing regulations 1996 ACOP revised 2014<br>The Outdoor Education Advisers' Panel (OEAP) | Offsite Visits Policy & Guidance<br>Access to External Visit Consultant - Contact details available via the Estates Model Library page | Guidance provided by the Ark Estates Team and by Ark's appointed External Visits Consultant<br><br>All schools are required to have a fully trained External Visit Coordinator who is a member of SLT |
| Safety Signs and Signals 1996                      | Organisations are responsible for the nonverbal Health & Safety communication required on premises.   | HSE – Safety signs and signals [164 (third edition)]  | Health & Safety Policy<br>Premises Management Policy<br>Academies Fire Emergency Strategy Document                                     | 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>   |
|---|---|---|---|---|
| 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<br>Access to External Visit Consultant – Contact details available via the Estates Model Library page | Ark has adopted these OEAP National Guidelines for off-site visits<br><br>Support is provided by the Ark Estates Team and by Ark's appointed External Visits Consultant<br><br>All schools are required to have a fully trained External Visit Coordinator who is a member of SLT |
| Managing medicines in Schools and Early years' settings (DfES/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<br>Administration of Medicines Guidance<br>Allergens Policy<br>Infection Control Guidance                     | Compliance is reviewed annually as part of H&S Audit.<br><br>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.   |



| <b>Legislation</b>                                   | <b>Relevance</b>   | <b>Other Requirements and Guidance</b>  | <b>Ark Documents/Provisions</b> | <b>Ark Arrangements</b>   |
|--|--|---|---------------------------------|---|
| 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/hazardouswaste.htm">http://www.hse.gov.uk/waste/hazardouswaste.htm</a> | Environment Policy              | Academies are charged to dispose of Hazardous Waste in accordance with the legislation.               |
| IRR17 (Ionising Radiation Regulations 2018)          | These regulations will affect anyone who oversees radioactive sources.   | CLEAPSS L93   | CLEAPPS DLO93                   | Academies are charged with following L93, completing forms in Appendix D and utilising DLO93 on site. |

**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<br/>(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

#### Academy Areas of Responsibility (Example)

|     | Area                                       | Managed by                            |
|-----|--|---------------------------------------|
| 1.  | Accident Reporting and Recording           | Operations Manager                    |
| 2.  | First Aid                                  |                                       |
|     | (a) First Aid Provisions                   | Operations Manager                    |
|     | (b) Accidents involving blood              | First Aiders                          |
|     | (c) Infectious Diseases                    | SENCO                                 |
| 3.  | Emergencies                                |                                       |
|     | (a) Emergency Procedures and Drills        | Facilities Manager                    |
|     | (b) Evacuation Notices and Signs           | Operations Manager                    |
| 4.  | Fire Fighting Equipment                    |                                       |
|     | (a) Checking                               | Facilities Manager                    |
|     | (b) Maintenance/Serviceing                 | Facilities Manager                    |
| 5.  | Control of Substances Hazardous to Health  | Operations Manager/Facilities Manager |
| 6.  | Electrical Safety                          |                                       |
|     | (a) Mains                                  | Operations Manager                    |
|     | (b) Portable Appliances                    | Facilities Manager                    |
| 7.  | Gas Safety (Including Kitchen and Science) | Facilities Manager                    |
| 8.  | Smoking                                    | Principal                             |
| 9.  | Display Screen Equipment                   | Operations Manager                    |
| 10. | Defect and Hazard Reporting                | Site Manager                          |
| 11. | Health & Safety Information                | Operations Manager                    |
| 12. | Risk Assessments                           |                                       |
|     | (a) Equipment, activities, etc.            | Teachers and Facilities Manager       |
|     | (b) New and Pregnant Mothers               | Operations Manager                    |

|     |   |   |
|-----|---|---|
|     | (c) Fire                                  | Operations Manager                      |
|     | (d) Curriculum                            | HoDs                                    |
| 13. | Staff duty Rotas                          | Principal                               |
| 14. | Clear Passageway                          | Facilities Manager                      |
| 15. | Security                                  | Operations Manager                      |
| 16. | Alarm Systems                             | Operations Manager                      |
| 17. | Intruders                                 | Operations Manager                      |
| 18. | Violence to Staff                         | Principal                               |
| 19. | Academy Journeys and Outings              | External Visits Coordinator             |
| 20. | Minibuses, Coaches, Driving Permits, etc. | Operations Manager                      |
| 21. | Parking and Traffic Management            | Facilities Manager                      |
| 22. | Storage                                   | Lead Teachers/<br>Facilities<br>Manager |
| 23. | Manual Handling                           | Site Manager                            |
| 24. | Contractors on Site                       | Operations Manager                      |
| 25. | Other Users                               | Operations Manager                      |
| 26. | Water Quality                             | Operations Manager                      |
| 27. | Hiring of Premises                        | Operations Manager                      |
| 28. | Consultation with Employees               | Principal                               |
| 29. | Work Experience                           | Principal                               |
| 30. | Work Equipment                            | HoDs/<br>Facilities Manager             |
| 31. | Asbestos                                  | N/A                                     |
| 32. | Work at Height                            | Facilities Manager                      |
| 33. | Radiation Protection Supervisor           | Head of Science                         |
| 34. | 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.

## ***Appendix 4***

### **References**

- The Health and Safety at Work etc. Act 1974
- The Environmental Protection Act 1990 (EPA 90)
- 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
- The Electricity at Work Regulations 1989 and HSE – Electricity at work (HSG85)
- Electrical Safety in Schools - Guidance Note 1991
- The Noise at Work Regulations 2005
- The Work at Height Regulations 2005
- Health & Safety (First Aid) Regulations (as amended) 2018 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 1992 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 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 Signals Regulations 1996
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety of Pupils on Educational Visits 1988 (HSEe)
- Managing medicines in Schools and early years' settings (DfES/Department of Health, 2005)
- GDPR 2018
- The building regulations 2010
- Waste Electrical and Electronic Equipment (Amendment) Regulations 2015
- The Hazardous Waste (England and Wales) Regulations 2005 (amended 2016)
- IRR17 (Ionising Radiation Regulations 2018)