



# Health & Safety Policy

## PURPOSE

This policy provides a practical framework for the implementation of all relevant Health and Safety legislation across Ark Schools and Ark.

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## ARK LIBRARY COMPONENT

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## Part 1 – Introduction and Statement

### Introduction

Health and safety is the concern of everyone within Ark.

This policy extends to Ark where the word ‘Academy’ is referenced within this policy, the statement is valid to any premises within the Ark network.

The Health and Safety Policy is intended to provide a practical framework for the implementation of the Health and Safety at Work etc. Act 1974 and all relevant UK health and safety legislation and codes of practice, which will be the minimum standard acceptable.

This policy states in broad terms Ark’s commitment to managing health, safety, welfare, and wellbeing including, in general terms, how roles and responsibilities are delegated and recognises that health and safety is equally as important as our other objectives.

The Health and Safety Policy demonstrates Ark’s duty of care to employees and non-employees (parents, visitors, customers, contractors, pupils) by ensuring that Ark’s activities and services are provided in such a way as to not put them at risk.

The main aim of this Health and Safety Policy is to prevent accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment, a safe and healthy workforce. This enables Ark to achieve a positive safety culture by meeting the following policy objectives:

- Compliance with all relevant Health and Safety Legislation
- Implement adequate measures to prevent, reduce, or protect against the Health and Safety risks arising from our work activities.
- Promoting the principles of sensible Risk Management.
- Provide information, instruction and training for employees maintaining effective communication and consultation on all health and safety matters.
- Securing co-operation and consultation between individuals, safety representatives, employee representatives and working groups.
- Provide safe plant and equipment and maintain safe and healthy working conditions, providing health surveillance where necessary
- Provide professional Health and Safety advice, guidance, and support
- Ensure resources are available to ensure the successful management and implementation of health, safety, and wellbeing.

Ark will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

## Policy Objectives

- To conduct all our activities safely and in compliance with legislation and best practice.
- To provide safe working conditions and equipment.
- To promote a positive safety culture.
- To establish targets and action plans for continuous improvement of health and safety performance.
- To report our health and safety performance both internally and externally

## Policy principles

- Control - those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- Co-operation - we all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.
- Communication - communication of health and safety information is essential and care must be taken to continually review and improve this.
- Competence - developing the health and safety competence of Senior Leadership, managers, employees, and contractors is at the heart of successful health and safety management.

## 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 are followed to ensure relevant Health and Safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of this policy will be regularly monitored to ensure that the 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 by CEO: 

Dated: August 2022

*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

The Health and Safety at Work etc. Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. 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.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

### General Core Obligations

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work.

Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

### Ark Board

- To provide the Health and Safety leadership for the network and to ensure that a clear written policy statement is created which promotes the correct attitude towards Health and Safety in staff, visitors, and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities, ensuring that they have the sufficient experience required, 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.

### The Chief Executive and Deputy Chief Executive

The Chief Executive and Deputy Chief Executive hold the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of Ark's students, Ark Venture organisations, contractors, volunteers, and members of the public. To achieve these goals, the Chief Executive (or Deputy CEO for Ark entities) will:

- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities.

- Ensure that the necessary financial and other resources are provided to meet the MAT's objectives for health, safety, and wellbeing.
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.

### Chief Operating Officer

The Chief Operating Officer has overall responsibility for financial management. The COO will:

- Ensure that all academies make appropriate financial provision to meet their statutory health and safety obligations
- Ensure that the financial infrastructure, systems, and resources are available to facilitate the health and safety objectives of Ark and its academies.

### Head of Estates

- 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 all relevant network decisions reflect the Health and Safety intentions in the Statement of Intent.
- Liaise with the Ark Health & Safety Consultant on all aspects of health and safety policy and procedure and 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 ensure that the necessary advice, resources, and support are available to academy Principals including legislation updates and co-ordinate, advise and assist managers and staff within Ark in discharging their duties in respect of health and safety.
- Advise Senior Leaders of new developments in health and safety legislation and approved Codes of Practice (ACoPs) together with proposals for new or amended management systems necessary to ensure legal compliance.
- Assist with the identification of training needs and training delivery across Ark to ensure that staff are competent to fulfil their respective job role.
- Collate accident and incident information and when necessary, assist or carry out accident and incident investigations.
- Co-ordinate general workplace monitoring inspections and performance monitoring processes using the Every System and report findings to the relevant Regional Education Director.

- Co-ordinate records of external inspections and audits of academies and ensure that remedial actions identified are addressed without delay.
- 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.

## All Employees

The Health and Safety at Work Act 1974 states:

*"It shall be the duty of every employee while at work: to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work."*

Employees must also co-operate with the employer and not misuse anything provided in the interests of health and safety.

All employees of Ark have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to Ark disciplinary procedures.

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. And take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Familiarise themselves with, and to act in accordance with, any health and safety procedures which have been issued to them or otherwise brought to their attention.
- Co-operate with all managers, team leaders and supervisors on health and safety matters.
- Report all accidents and near misses in accordance with procedures identified and inform their Line Manager of all potential risks to Health and Safety especially those of a serious or imminent danger.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.



- Report any loss of, or obvious defect in, such PPE to their team leader or manager; not take part in any horseplay or to interfere with or misuse anything provided in the interest of health, safety, or welfare.
- Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- In the course of their employment exercise good standards of housekeeping and cleanliness.
- Familiarise themselves with, and act in accordance with procedures in respect of fire safety, first aid and other emergencies.
- All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the Health and Safety implications of such work or purchases are fully considered.
- Acknowledge that they have read the Health and Safety Policy and have understood the contents and will do all that is reasonably practicable to comply with it.

### **Contractors and Partner Organisations**

- All contractors and partner organisations delivering services on Ark property will be made aware of this policy and associated emergency procedures. To ensure that Ark meets its own statutory requirements, it is expected that contractors and partners working with Ark, will:
  - Undertake work activities in line with agreements and documented procedures and co-operate with Ark policies in all relevant matters.
  - Identify and control any risks arising from their activities and inform Ark management of any risk that may affect the staff, students/pupils, and visitors.
- 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 person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All contractors and partner organisations who work on the 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 and partner organisations must be aware of this policy, emergency procedures and must always comply with these.
- All contractors and partner organisations must be aware of the Academy requirement for proof of DBS clearance as a precursor to site access.
- In instances where the contractor or partner organisation 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.

## Regional Directors

The Regional Directors will require the Executive Principal/ Principal to report on all measures being taken to ensure Health and Safety compliance within their Academy.

The Regional Directors will therefore carry out the following:

- Monitor how the H&S organisation and procedures are implemented and delivered at academy level.
- Ensure that all relevant Principal discussions and decisions reflect Ark's Health and Safety intentions as articulated in the Policy.

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<sup>1</sup> Please see example in Appendix 2.

<sup>2</sup> This is dependent on the outcome of the annual Health & Safety Inspection and the risk rating awarded.

- Receive regular reports from Executive Principal / Principal regarding significant failures, outcomes of investigations (e.g., accidents, near misses), statistics and other health and safety issues.
- Be informed by Principals of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate.

### **Executive Principal/Principal in all Academies**

In his/her capacity as the key person responsible for the effective management of Health and Safety within their school. The Executive Principal /Principal will ensure the effective implementation of this policy by ensuring:

- Adequate resources are available to successfully manage health and safety within their school and has reviewed and signed the roles and responsibilities section of the health and safety policy to ensure adequate resources.
- Adoption and implementation of the Ark health and safety policy and procedures.
- Ensure that the necessary financial and other resources are provided to facilitate and meet the health, safety, and wellbeing objectives of the academy.
- Development, implementation and review of structures and systems within the Academy to promote management control, co-operation, communication and competence on health and safety matters.
- The guiding principles for health and safety are upheld, and require the same from staff, pupils, visitors, and contractors.
- Effective proactive and reactive monitoring of health and safety at all management levels.
- Implementation of any requirements of the annual Health and Safety audit and Fire Risk Assessments and monitor the progress of any required remedial actions.
- That the Ark Policy and associated procedure/guidance is communicated to all relevant persons.
- That appropriate information on significant H&S requirements and/or risks is given to visitors and contractors before allowing them access to the Academy.
- That appropriate consultation arrangements are in place for staff and their representatives and that all staff are provided with the required level of information, instruction and training on health and safety issues.
- Risk assessments of the premises and working practices are undertaken and reviewed on a regular basis and that all required safe systems of work are in place and recorded on the Every system following these assessments or reviews.
- Ensure that a detailed Emergency Response plan is in place and that this plan is reviewed, tested, and communicated on a regular basis and uploaded to the assigned secure SharePoint site.

- All machinery and equipment within the school are 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.
- Accidents are investigated and any remedial actions required are taken or requested. Serious accidents & incidents should be reported to Ark Central by way of the adverse incident process.
- The activities of contractors are adequately monitored and controlled whilst on site.
- 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) using data from the Every system.

### **Operation Managers/Directors/Business Managers**

To meet the duties and responsibilities delegated by the Chief Executive Officer and Chief Finance Officer, the Operations Manager/ Director of each Academy have day-to-day responsibility for health and safety management within the business and support functions.

Operations Managers/ Directors will:

- Ensure they have sufficient understanding of the Ark Health and Safety Policy, and associated guidance as well as the specific arrangements relating to each academy and bring it to the attention of all premises' staff in their establishments.
- Co-operate with Ark to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions.
- Put in place management systems for monitoring, auditing and reviewing health and safety arrangements and ensuring the correct implementation of the Every system.
- Inform the Senior Leaders about the level of health and safety performance achieved by the academy as verified by monitoring systems.
- Take all reasonable precautions to provide a healthy and safe working environment.
- Ensure that health, safety, and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings.
- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded, reported, appropriately investigated, and acted upon according to Ark policy and legal requirements.
- Ensure that Premises' managers and other non-academic managers (for example, heads of department or technicians) within their hub are equipped

and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within these establishments.

- Ensure that these risk assessments are undertaken and reviewed in line with Ark policy arrangements and recorded on the Every system.
- Ensure that all building contractors, commissioned to undertake work on behalf of the academy, are appropriately selected in terms of competence for health and safety and managed accordingly.
- Have in place a current written emergency response plan for each site and ensure it is reviewed, tested, and communicated on a regular basis.
- Ensure the safe management and co-ordination of out of school hours curriculum requirements with routine maintenance and use of the building e.g., effectively managing the building in terms of safeguarding if the academy undertakes Saturday detention of supervision class at a time when non-DBS contractors or non-DBS members of the public from lettings may also be on site.

*In the absence of an Operations Manager or Director, all of the above responsibilities sit with the Principal or Executive Principal.*

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

This includes Assistant Principals, Regional Finance Directors, Premises/Site Manager, Catering Manager and heads of department or technicians Clerical Managers/Supervisor etc. and those having specific delegated tasks in relation to health & safety management within their school/faculty/support staff team.

They must:

- Apply the Health and Safety Policy 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.
- Undertake risk assessment for the people, work areas, equipment and substances and work activities for which they are responsible. That the findings are recorded in writing and that identified control measures/safe systems of work are in accordance with the Ark policies which address the key risks in their areas of responsibility, and the organisation and arrangements for managing those risks.
- Ensure that all staff under their management are familiar with the Health and Safety procedures for their area of work and that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively.
- Ensure briefing records for departmental inductions are in place.
- Provide sufficient information, instruction, training, and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS etc.

- Resolve health, safety, and welfare problems that members of staff refer to them or refer to the Principal with 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.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Operations/Business Manager or Principal of any problems they are unable to resolve within the resources available to them.
- Ensure all accidents (including near misses) occurring within their area of responsibility (including off-site activities) are promptly reported and investigated.

### **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.

### **Students/ Pupils**

Students/Pupils, 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 behaviour and dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the Academy in particular, the instructions of staff given in an emergency.
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

## Part 3 – Arrangements

### General Arrangements

The following table details the general arrangements made on behalf of Ark by way of defined policy and guidance documentation made available to all Ark staff by way of the [Ark Library](#).

Legislation	Relevance	Other Requirements & 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 Annual Independent H&S Audit	<p>Policy reviewed annually and agreed by the Ark Schools Board</p> <p>Academy LGB's agree adoption of the policy on an annual basis.</p> <p>Academy SLT to review Academy Areas of responsibility annually</p>



Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice	This relates to all industry sectors and specifically covers risk assessments	HSE - Risk assessment [INDG163REV4]	Annual Independent H&S Audit Risk Assessments – A Practical Guidance Risk Assessment Template Premises Management Policy Control of Contractors Coping with a School Emergency Managing Violence & Aggression Safety Guidance – Physical Education Slips, Trips and Falls IHASCO Training Suite	Health & Safety guidance provided by the Ark Estates Team and by Bricon Ltd Ark's appointed H&S Consultant  Annual independent H&S Audits of each Academy  Academies to carry out risk assessments where situations may pose potential hazards  Guidance is reviewed on an annual 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.
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 [L26]	Display Screen Equipment Guidance Display screen equipment self-assessment (Template)	Each designated user has a workstation assessment which is reviewed as required.  Guidance document to be reviewed every 2 years.

Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
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 Accident / Incident Reporting, Recording & Investigation	Schools are required to comply with guidance in the Ark documentation.  Schools are to document a first aid risk assessment using ark guidance document to determine level of first aid provision required.  Compliance is reviewed annually as part of H&S Audit.
Control of Substances Hazardous to Health Regulations 2002	Relates to hazardous substances used by the organisation.	HSE - Control of substances hazardous to health [15] HSE - A step by step guide to COSHH assessment [HSG97] HSE - Approved classification and labelling guide (sixth edition) [1131]	Control of Substances Hazardous to Health (COSHH) COSHH Risk Assessment (Template) IHASCO Training Suite	Risk Assessments should be reviewed annually and/or when changes to procedure, policy occur  Compliance is reviewed annually as part of H&S Audit.
Corporate manslaughter and homicide act 2007	This relates to all business activities in the UK.	HSE- Work related deaths protocol Website - <a href="http://www.hse.gov.uk/pubns/wrdp1.pdf">http://www.hse.gov.uk/pubns/wrdp1.pdf</a>	Health & Safety Policy	Policy reviewed annually  Compliance is reviewed annually as part of H&S Audit.

Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
Prevention or Control of Legionella - Approved Code of Practice	All organisations must put in place measures to prevent legionella	<p>HSE - Legionnaires' disease: a brief guide for duty holders</p> <p>HSE - Legionnaires' disease. The control of legionella bacteria in water systems [18 (fourth addition)]</p> <p>HSE – HSG274 Legionella Technical Guidance</p>	Legionella Policy & Guidance	<p>Academies to obtain a Legionella risk assessment every 2 years or as required by the previous risk assessment.</p> <p>Academies carry out duties as described in the guidance document and maintain compliance records using the Every system</p> <p>Compliance is reviewed annually as part of H&amp;S Audit.</p>
Control of Vibration at Work Regulations 2005	Some of the tools used by operatives have the potential to cause vibration white finger or other related illness	HSE - Hand-arm vibration [1140]	Premises Management Policy	<p>Schools are required to comply with guidance in the Ark documentation.</p> <p>Compliance is reviewed annually as part of H&amp;S Audit.</p>
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 carry out 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.

Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
Manual Handling Operations Regulations (as amended) 2002	Manual handling operations are carried out within the organisation	<p>HSE - Manual handling. Manual Handling Operations Regulations (as amended) 2002 [123]</p> <p>Manual handling at work a brief guide INDG143 Rev 4</p> <p>Manual Handling assessment charts (MAC tool) INDG383(rev3), published 11/18</p>	<p>Manual Handling &amp; Lifting Risk Assessment Guidance</p> <p>Manual Handling Risk Assessment</p> <p>IHASCO Training Suite</p>	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]	<p>Personal Protective Equipment Policy &amp; Guidance</p> <p>Personal Protective Equipment Checklist</p> <p>Personal Protective Equipment Inspection</p>	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	<p>HSE - Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998 [122]</p> <p>HSE - Rider-operated lift trucks [117]</p>	Premises Management Policy	<p>Academies carry out duties as described in the guidance document and maintain compliance records using the EVERY system</p> <p>Compliance is reviewed annually as part of H&amp;S Audit.</p>

Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
Regulatory Reform (Fire Safety) Order 2005 (Draft) Fire Safety Bill 2020 (Amended to Fire Safety Order 2005) Likely to come into force in 2021	This relates to the production and implementation of our risk assessments	Fire safety risk assessment: offices and shops Regulatory Reform (Fire Safety) Order 2005: a short guide to making your premises safe from fire	Annual Independent Fire Risk Assessment <u>Templates</u> Fire Emergency Strategy Fire Logbook 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> Accident/Incident Reporting, Recording & Investigation Guidance <u>Templates</u> Accident report form for staff and students Adverse event report and investigation form Violence and aggression to staff form	Accident/Incident forms are to be completed with every accident to staff or child where injury or near miss has occurred. These reports are sent to Ark Central for trend analysis. As are Adverse Event and Violence and Aggression Reports
Smoke-free (Premises and Enforcement) Regulations 2006	Under these regulations all workplaces must be smoke-free	England Becomes Smoke Free - 1 July 2007 - Your Guide to The New Smoke Free Law	Premises Management Policy Individual School Policies	Site Teams are expected to ensure compliance with the legislation
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 Accident report form for staff and students Adverse event report and investigation form Violence and aggression to staff form	Accident/ Incident Forms are to be completed whenever an incident occurs and submitted to Ark Central

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

Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
Activity Centres (Young Person's Safety) Act 1995	Organisations are responsible for the safety of children participating in activities offsite where additional Health & Safety risks are present.	<p>Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 [L77 (second addition)]</p> <p>The Adventure Activities Licensing regulations 1996 ACOP revised 2014</p> <p>The Outdoor Education Advisers' Panel (OEAP)</p>	<p>Offsite Visits Policy &amp; Guidance</p> <p>Access to External Visit Consultant - Contact details available via the Estates Model Library page</p>	<p>Guidance provided by the Ark Estates Team and by Ark's appointed External Visits Consultant</p> <p>All schools are required to have a fully trained External Visit Coordinator who is a member of SLT</p>
Safety Signs and Signals 1996	Organisations are responsible for the non-verbal Health & Safety communication required on premises.	HSE – Safety signs and signals [l64 (third edition)]	<p>Health &amp; Safety Policy</p> <p>Premises Management Policy</p> <p>Academies Fire Emergency Strategy Document</p>	Compliance is reviewed annually as part of H&S Audit.
Health and safety on educational visits (2018)	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> ).	<p>Offsite Visit Policy and Guidance</p> <p>Access to External Visit Consultant – Contact details available via the Estates Model Library page</p>	<p>Ark has adopted these OEAP National Guidelines for off-site visits</p> <p>Support is provided by the Ark Estates Team and by Ark's appointed External Visits Consultant</p> <p>All schools are required to have a fully trained External Visit Coordinator who is a member of SLT</p>

Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
<p>Managing medicines in Schools and Early years' settings (DfES/Department of Health, 2005)</p>	<p>Under this statutory guidance, organisations need to make arrangements to support pupils at their school with medical conditions.</p>	<p><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></p>	<p>Medical conditions policy Administration of Medicines Guidance Allergens Policy Infection Control Guidance</p>	<p>Compliance is reviewed annually as part of H&amp;S Audit.  Academies are required to review it provisions annually and with every new child with a medical condition</p>
<p>Waste Electric and Electronic Equipment (WEEE) Regulations 2013</p>	<p>Organisations under these regulations are required to responsibly dispose of any waste electrical and electronic equipment,</p>	<p><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></p>	<p>Environment Policy</p>	<p>Academies are charged to dispose of electrical and electronic equipment in accordance with the legislation.</p>
<p>Hazardous Waste (England and Wales) Regulations 2005</p>	<p>These regulations will affect anyone who oversees the managements of such activities in relation to hazardous waste.</p>	<p><a href="http://www.hse.gov.uk/waste/hazardouswaste.htm">http://www.hse.gov.uk/waste/hazardouswaste.htm</a></p>	<p>Environment Policy</p>	<p>Academies are charged to dispose of Hazardous Waste in accordance with the legislation.</p>
<p>IRR17 (Ionising Radiation Regulations 2018)</p>	<p>These regulations will affect anyone who oversees radioactive sources.</p>	<p>CLEAPSS L93</p>	<p>CLEAPPS DLO93</p>	<p>Academies are charged with following L93, completing forms in Appendix D and utilising DLO93 on site.</p>
<p>The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020</p>	<p>These regulations effect the gives the Secretary of State powers to make declarations restricting access to public outdoor places.</p>	<p>Gov.Uk, NHS, and Public Health England updates.</p>	<p>Academy Coronavirus Risk Assessments. Ark Covid support, guidance, and resource page on SharePoint Infection Control Guidance</p>	<p>Academy Coronavirus Risk Assessments.</p>



Legislation	Relevance	Other Requirements & Guidance	Ark Documents/Provisions	Ark Arrangements
Coronavirus Act 2020	<p>The Coronavirus Act 2020 (c. 7) is an Act of the Parliament of the United Kingdom that grants the government emergency powers to handle the COVID-19 pandemic. The Act allows the government the discretionary power to limit or suspend public gatherings, to detain individuals suspected to be infected by COVID-19, and to intervene or relax regulations in a range of sectors to limit transmission of the disease, ease the burden on public health services, and assist healthcare workers and the economically affected.</p>	<p>Gov.Uk, NHS, and Public Health England updates.</p>	<p>Academy Coronavirus Risk Assessments. Ark Covid support, guidance, and resource page on SharePoint Infection Control Guidance</p>	<p>Academy Coronavirus Risk Assessments.</p>

## Academy Arrangements

Each Academy is required to complete a schedule (using the template supplied) which reflects the delegated structure within their school. An example of a completed template is shown below for reference.

	Area	Recommended assignment	Assigned Responsibility
1.	Accident Reporting and Recording	Operations Manager/ Director	
2.	First Aid		
	(a) First Aid Provisions	Operations Manager/ Director	
	(b) Accidents involving blood	First Aiders	
	(c) Infectious Diseases	Principal	
	(d) Administering Medicines to students	Principal	
3.	Emergencies		
	(a) Emergency Procedures and Drills	Operations Manager/ Director	
	(b) Evacuation Notices and Signs	Premises Manager	
4.	Fire Fighting Equipment		
	(a) Checking	Premises Manager	
	(b) Maintenance/ Servicing	Premises Manager	
5.	Control of Substances Hazardous to Health	HoDs (or equivalent)/ Premises Manager	
6.	Electrical Safety		
	(a) Mains	Operations Manager/ Director	
	(b) Portable Appliances	Operations Manager/ Director	
7.	Gas Safety (Including Kitchen and Science)	Premises Manager	
8.	Smoking	Principal	
9.	Display Screen Equipment	Operations Manager/ Director	
10.	Defect and Hazard Reporting	Premises Manager	
11.	Health & Safety Information (e.g., signage)	Operations Manager/ Director	
12.	Risk Assessments	Operations Manager/ Director	
	(a) Equipment, activities, etc.	HoDs / Premises Manager	

	(b) New and Pregnant Mothers	Principal	
	(c) Fire	Operations Manager/ Director	
	(d) Curriculum	HoDs	
13.	Staff duty Rotas	Principals	
14.	Clear Passageway	Premises Manager	
15.	Security	Operations Manager/ Director	
16.	Alarm Systems	Operations Manager/ Director	
17.	Intruders	Operations Manager/ Director	
18.	Violence to Staff	Principal	
19.	Educational Visits	External Visits Coordinator	
20.		Operations Manager/ Director	
21.	Parking and Traffic Management	Operations Manager/ Director	
22.	Storage	HoDs/ Premises Manager	
23.	Manual Handling	HoDs/ Premises Manager	
24.	Contractors on Site	Operations Manager/ Director	
25.	Other Users	Operations Manager/ Director	
26.	Water Quality	Operations Manager/ Director	
27.	Hiring of Premises	Operations Manager/ Director	
28.	Consultation with Employees	Principal	
29.	Work Experience	Principal	
30.	Work Equipment	HoDs/ Premises Manager	
31.	Asbestos	Operations Manager/ Director	
32.	Work at Height	Premises Manager	
33.	Radiation Protection Supervisor	Head of Science (or equivalent)	
34.	Noise/ Vibration at Work	HoDs/ Premises 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 and have attached it as an addendum to a copy of the Ark Policy held on site.

### **Consultation:**

Consultation is achieved by standard health and safety agenda items on all team meetings, through appropriate membership of committees and groups and meetings including recognised Trade Union representation.

### **Professional Development:**

Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at both Ark and Academy levels. Specific (e.g., manual handling first aid, fire safety etc.) and managerial training is arranged to suit individual and organisational needs.

### **Job Descriptions/Employee Contracts:**

Suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.

Performance management is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned). Performance management is also used to identify health and safety learning and development needs of individuals and monitor competency development.

### **Communication:**

Health and safety information is communicated through line management with health and safety as an agenda item at all levels of team meetings. Ark health and safety documentation is developed and made available in electronic and hard copy format. The intranet, newsletters notice boards and signage are all methods for health and safety communication.

## **Part 4 – Planning & Implementation**

### **Health and Safety Action Plans:**

Principals are required to develop, maintain, and report on health and safety action plans to ensure continuous improvement in health and safety performance.

### **Risk Assessments:**

Managers conduct and record risk assessments for all our activities using systems and guidelines and ensure findings are brought to the attention of employees. Risk assessments are reviewed periodically and, following any significant changes, to ensure they remain suitable and sufficient.

### **Procedures:**

Ark health and safety procedures are the standards, systems, and guidelines for the implementation of control measures for specific health and safety risks.

All procedures are developed and implemented in accordance with the risk profile of Ark and individual Academies procedures apply to the specific establishments. All health and safety procedures are regularly reviewed, updated when appropriate.

## **Part 5 – Measuring Performance**

Proactive health and safety monitoring are a line management function. Health and safety performance are formally measured during manager and supervisor inspection in accordance with the Ark health and safety policy.

Reactive measurement is by managers and supervisors implementing the health and safety procedures for accident/incident reporting and investigation.

In addition, Ark measures performance by audit, inspection and through accident/incident reporting and investigation.

## **Part 6 – Reviewing Performance**

Performance is reviewed and reported at meetings on a formal and regular basis.

Performance is measured against health and safety performance indicators and targets, and in terms of the achievement of Principals health and safety action plans

Opportunities are sought for credible and suitable benchmarking.

## **Part 7 – Auditing**

A programme of health and safety audits is delivered across all Academies in accordance with the Ark health and safety audit system. The Head of Estates ensures that suitable audit programmes are in place and audit action plans are fully implemented

## Appendix 1 – Acknowledgement by Staff

Under the Health and Safety at Work Act (1974), 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

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

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

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

Please return to the Designated Responsible Person

\*This may be signed on the intranet

## Appendix 2 – Example Academy Statement of Intent

*NB: Partner organisations should adopt a similar statement of intent.*

[select school]

### Statement of Intent

The Principal and Local Governing Body of [select school] believe that the management of health and safety within the school is of paramount importance. We intend to ensure that others who may be affected by our activities are not subjected to risks to their health and safety.

It is the intent of the Principal and governors of the school to take all reasonably practicable steps to ensure that a safe and healthy workplace is provided and maintained for all our employees, pupils, visitors, parents, volunteers and contractors. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises.

By adopting the Ark Health and Safety Policy, its supporting documentation and arrangements for implementation and monitoring, it will enable the school to meet its legal obligations and contribute to our objectives relating to continuous improvement of Health and Safety performance.

We are committed to high standards of Health and Safety, and we believe that these standards will be maintained only with the co-operation of all staff, pupils, and visitors to the school. We expect all staff to co-operate fully with this policy and we will ensure that all pupils, visitors, and contractors are provided with the information they require to enable them to comply with this policy.

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

The adoption of the Ark policy will be reviewed annually.

The Ark policy was adopted and endorsed by the Board of Governors at their meeting on

Signed (Chair of Governors):

Date:

Signed (Principal):

Date:

*Note: This local statement of intent should be displayed alongside the Ark Statement of intent in staffrooms, on electronic filing systems, the intranet and in the main reception areas.*



## Appendix 3 – Areas of Responsibility

Area	Managed by
Accident Reporting and Recording	
<b>First Aid</b>	
(a) First Aid Provisions	
(b) Accidents involving blood	
(c) Infectious Diseases	
(d) Administering Medicines to students	
<b>Emergencies</b>	
(a) Emergency Procedures and Drills	
(b) Evacuation Notices and Signs	
<b>Fire Fighting Equipment</b>	
(a) Checking	
(b) Maintenance/ Servicing	
Control of Substances Hazardous to Health	
<b>Electrical Safety</b>	
(a) Mains	
b) Portable Appliances	
Gas Safety	
Smoking	
Display Screen Equipment	
Defect and Hazard Reporting	
Health & Safety Information	
<b>Risk Assessments</b>	
(a) Equipment, activities, etc.	
(b) New and Pregnant Mothers	
(c) Fire	
(d) Curriculum	
Staff duty Rotas	
Clear Passageway	
Security	
Alarm Systems	
Intruders	
Violence to Staff	
External Visits & Trips	
Minibuses, Coaches, Driving Permits, etc.	
Parking	
Storage	
Manual Handling	
Contractors on Site	
Other Users	
Water Quality	
Hiring of Premises	
Consultation with Employees	
Work Experience	
Work Equipment	
Asbestos	
Work at Height	
Noise/ Vibration at Work	

**Principal /Headteacher Declaration:**

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

Name:

Signature:

Date: