



BATH ACADEMY HEALTH AND SAFETY POLICY

INTRODUCTION

1. This document is divided into 2 parts: the first part is a statement defining College policy, responsibilities and procedures for ensuring that Bath Academy is a safe and healthy place for all who come here: staff, students, parents, visitors and contractors; the second part deals with specific Health and Safety issues. Health and Safety law imposes many duties upon all of us and Health and Safety is, like Child Safety a matter for every member of the Bath Academy staff.

PART 1 – GENERAL POLICY

2. College Health and Safety Policy - General Statement. Bath Academy recognises its responsibilities to all those who may be affected by its activities, and is committed to achieving high standards of Health and Safety. The effective management of Health and Safety is seen as essential to all its operations and as important as any other management functions. Bath Academy regards the application of legal requirements as the minimum level of achievement. The Directors are committed to allocating appropriate resources to ensure this is achieved.

3. The Bath Academy Health and Safety policy described below sets out the means for the systematic planning and implementing of work activities to ensure suitable Health and Safety management arrangements are in place. It also defines the means for the effective monitoring and measuring of safety performance, and the auditing and review of the policy itself.

a. Organisation and Responsibilities - The College's Part:

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

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

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

(4) The responsibility for managing the health and safety of students on a day-to-day basis is that of the Directors of Studies (DoSs) and Boarding House Managers (HMs). All members of staff have a general responsibility to themselves and to the students in their care.

b. Organisation and Responsibilities – Site Manager. The Site Manager is responsible to the Principal for the following:

(1) Undertaking initial risk assessments of all premises, departmental activity and processes. Thereafter training and advising the responsible personnel (DoSs, managers, building custodians, trip leaders etc) in the conduct and maintenance of Risk Assessments (RAs) in those areas and activities for which they are responsible. The Site Manager also retains RAs relating to the following specific risks, for those areas where those risks apply:

- (a) Violence to staff.
- (b) Manual handling in those areas where this takes place.
- (c) Slips and trips
- (d) On-site vehicle movement
- (e) The management of asbestos.

- (2) Constantly reviewing the currency and validity of RAs across the College.
- (3) Identifying unmanaged risks and their controls and overseeing implementation and monitor the controls.
- (4) Providing advice and guidance in relation to Health & Safety matters.
- (5) Conducting Fire Risk Assessments and writing and promulgating Fire Procedures for all premises, sites and activities.
- (6) Ensuring fire alarm drills and equipment tests are routinely carried out.
- (7) Ensuring First Aid boxes and accident books are replenished and kept up to date.
- (8) Supervising arrangements with external contractors and maintenance suppliers for Health and Safety equipment.
- (9) Conducting routine inspections to ensure the Bath Academy Health & Safety policy is carried out, reporting termly to the Principal, and at least annually to the Board of Directors.
- (10) Arranging appropriate training (Fire, First-Aid, Manual Handling etc) for those

members of staff who require it.

- (11) Ensuring that he/she remains current and aware of developments in Health and Safety legislation and best-practice and identifying and proposing to the Principal any training or courses that he/she needs to maintain this currency.
- (12) Undertaking an annual review of the Health and Safety management arrangements across the College; this review will provide information that will influence decisions on the scope, adequacy and implementation of the current arrangements and provide data for action plans and changes for the future.
- (13) Oversight of the HANDSAM system.

c. Responsibilities – DoSs and HMs. DoSs and HMs must be aware of, and fully understand, the Bath Academy Health & Safety policy and procedures. Their responsibilities include

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

d. Responsibilities – All Bath Academy Staff. Bath Academy recognises that a good Health and Safety culture is dependent on motivated staff who have a commitment to achieving realistic objectives and a helpful attitude to continuous improvement.. This requires visible and active leadership of the Directors and the Principal as an essential part of the promotion of good Health and Safety performance among all staff. As well as recognising, understanding and supporting the Bath Academy policy on Health and Safety, staff must take reasonable care of themselves impress upon students, parents, visitors and contractors the need to co-operate in matters of Health and Safety. Bath Academy staff are expected to:

- (1) Be aware of the requirements of the Health and Safety Acts in respect of their own department/activities, and to follow statutory and College regulations on Health and Safety matters.
- (2) Take sensible care of their own health and safety and that of others who may be affected by their actions (or inaction).
- (3) Ensure that students, parents, visitors and contractors are aware of and comply with relevant College Health and Safety rules.

- (4) In the event of a Health and Safety emergency, notify either the Site Manager or a member of the SMT.
- e. Building Security and Access. All Bath Academy staff should be aware of the College's policy towards the security of buildings and the prevention of unauthorised access to the College's sites.
- (1) As a general rule, all sites are kept closed by deadlock and during the working day may be accessed only by key or keycard.
 - (2) Boarding students' rooms are all individually lockable and students are strongly encouraged to ensure that their rooms are kept locked when unoccupied.
 - (3) Staff should challenge any persons that they do not recognise in any of the buildings to produce a name badge or an acceptable means of identification.

PART 2 - SPECIFIC ISSUES AND TASKS

4. Record Keeping. There are certain records that must by law be retained and be available for inspection. The Site Manager has the responsibility for ensuring that these records are accurate and up-to-date. The following records are required:

- a. Risk Assessments. Each assessment of risk carried out either by the Site Manager or by the DoSs or end-user should use the standard Risk Assessment Form which may be obtained from the Site Manager.
- b. Incident Reports. There is a central Incident Report folder which records: date of incident, individuals(s) affected, cause and response, and actions taken to prevent a recurrence.
- c. Risk Register. Each Department, Building and House must maintain a Risk Register of actual and potential hazards, intended controls and subsequent monitoring of the controls.
- d. Other Documents. The Site Manager retains records pertaining to the following:
 - (1) Fire Safety Procedures for every site.
 - (2) Occupancy and fire certificates for each building.
 - (3) Maintenance contracts for fire alarms, extinguishers and other Health & Safety equipment
 - (4) Records of testing of electrical appliances and certification process
 - (5) Storage and use of chemicals for COSHH purposes

- (6) Health & Safety training received by Bath Academy staff.

The Office retains records of the Annual Reports to Trustees and a file of insurance records and certificates.

Housekeeping Arrangements

How general cleanliness and tidiness in the workplace is maintained:

1. The building is cleaned during the evenings Monday-Friday. Contract cleaners are responsible for the overall cleaning standards and also ordering of cleaning materials.
2. Inspections of cleaning standards are carried out every week by the Principal.
3. The College has a contract with CHS to maintain and empty 3 Sanitact units.
4. The College also has a contract with Sita to collect all refuse on a regular basis.
5. All tea points and staff rooms are inspected for basic hygiene; fridges are cleaned every month and defrosted on a regular basis.

Health Surveillance

The College has a non-smoking policy.

Private Study Room/Common Room Area

This is cleared regularly and carpets are shampooed (including the rest of the building).termly. A water filter machine is available for students – students are advised to provide their own plastic bottles for this purpose.

THIS ESTABLISHMENT HAS BEEN REGISTERED WITH THE HEALTH AND SAFETY EXECUTIVE, BRISTOL OFFICE.

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