



# Health and Safety Policy

## PURPOSE

This policy provides a practical framework for the implementation of all relevant Health and Safety legislation across Ark Schools, Ark, the ventures, and any mission aligned organisation occupying the same premises as Ark.

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## ARK LIBRARY COMPONENT

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

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## **Part 1 - Introduction and Statement**

Health and safety is the concern of everyone within Ark.

This policy extends to Ark, Ark Ventures, and any mission aligned organisation occupying the same premises as 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 and EU 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 (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.

This statement sets out how these duties will be conducted and includes a description of the academy's organisation and arrangements for dealing with different areas of risk.

- Section 2 will establish specific responsibilities at all levels of the Ark organisation.
- Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet Ark's obligations under the law.

## **1.1. 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 ensure our procurement promotes best practice in health and safety.
- 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

## **1.2. 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.



## **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 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 Finance Officer**

- The Chief Finance Officer is the senior finance manager with overall responsibility for financial management and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of Ark and its academies.

### **Education Directors / Regional Education Directors**

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

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

### **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 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 all academies make appropriate financial provision to meet their statutory health and safety obligations.

- 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 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 the Academy Health and Safety 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.

## **Academy Specific Obligations**

### **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 Executive Principal / Principal 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 Local Governing Body).

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.<sup>1</sup>
- Monitor how the organisation and procedures are implemented and delivered at the academy.
- Ensure that all relevant Local Governing Body discussions and decisions reflect Ark'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>2</sup>.
- Receive quarterly reports from Executive Principal / Principle significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues.

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<sup>1</sup> Please see example in Appendix 2, to access the template, please follow this link: [H&S Policy Templates](#)

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

- 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.

### **Executive Principle /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 Principle /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.
- 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 and require the same from staff, pupils, visitors and contractors are upheld.
- The appraisal framework is utilised to measure the performance of senior managers against health and safety targets and objectives.
- 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/Director and/or Business Managers**

To meet the duties and responsibilities delegated by the Chief Executive Officer and Chief Finance Officer, the Operation or Business Managers of each Academy have day-to-day responsibility for health and safety management within the business and support functions.

Operation / Business Managers 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 Central to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions.
- Ensure that the necessary financial and other resources are provided to facilitate and meet the health, safety and wellbeing objectives of the academy;
- 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 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 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 the academy 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;

*Note: In discharging this duty you are encouraged to seek assistance from the Ark Health & Safety Consultant and/or the Ark Estates Team.*

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

This includes Assistant Principals, Regional Finance Directors, Premises/Site Manager, Catering Manager and Clerical Managers/Supervisor etc. and those having specific delegated tasks in relation to health & safety management within their primary 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 in accordance with the Ark policies which addresses the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

*Note: In discharging this duty you are encouraged to seek assistance from the Ark Health & Safety Consultant and/or the Ark Estates Team.*

- 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 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 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 Model Library.*

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 Annual Independent H&S Audit	Policy reviewed annually and agreed by the Ark Board  Academy LGB's agree adoption of the policy on an annual basis.  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 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 or 2 yearly basis

Legislation	Relevance	Other Requirements and Guidance	Ark Documents/Provisions	Ark Arrangements
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.
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 [L74]	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.

Legislation	Relevance	Other Requirements and Guidance	Ark Documents/Provisions	Ark Arrangements
Control of Substances Hazardous to Health Regulations 2002	Relates to hazardous substances used by the organisation.	<p>HSE - Control of substances hazardous to health [15]</p> <p>HSE - A step by step guide to COSHH assessment [HSG97]</p> <p>HSE - Approved classification and labelling guide (sixth edition) [1131]</p>	<p>Control of Substances Hazardous to Health (COSHH)</p> <p>COSHH Risk Assessment (Template)</p> <p>IHASCO Training Suite</p>	<p>Risk Assessments should be reviewed annually and/or when changes to procedure, policy occur</p> <p>Compliance is reviewed annually as part of H&amp;S Audit.</p>
Corporate manslaughter and homicide act 2007	This relates to all business activities in the UK.	<p>HSE- Work related deaths protocol</p> <p>Website - <a href="http://www.hse.gov.uk/pubns/wrdp1.pdf">http://www.hse.gov.uk/pubns/wrdp1.pdf</a></p>	Health & Safety Policy	<p>Policy reviewed annually</p> <p>Compliance is reviewed annually as part of H&amp;S Audit.</p>
Prevention or Control of Legionella - Approved Code of Practice (COSHH)	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 carryout 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>

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents/Provisions</b>	<b>Ark Arrangements</b>
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.  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  Compliance is reviewed annually as part of H&S Audit.
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>		
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 at work a brief guide INDG143 Rev 4  Manual Handling assessment charts (MAC tool) INDG383(rev3), published 11/18	Manual Handling & Lifting Risk Assessment Guidance  Manual Handling Risk Assessment  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.

Legislation	Relevance	Other Requirements and Guidance	Ark Documents/Provisions	Ark Arrangements
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 Personal Protective Equipment Checklist 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]  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  Compliance is reviewed annually as part of H&S Audit.
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

Legislation	Relevance	Other Requirements and Guidance	Ark Documents/Provisions	Ark Arrangements
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

<b>Legislation</b>	<b>Relevance</b>	<b>Other Requirements and Guidance</b>	<b>Ark Documents/Provisions</b>	<b>Ark Arrangements</b>
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 [124]	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 and 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 nonverbal Health & Safety communication required on premises.	HSE – Safety signs and signals [164 (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 and Guidance	Ark Documents/Provisions	Ark Arrangements
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 Administration of Medicines Guidance Allergens Policy Infection Control Guidance	Compliance is reviewed annually as part of H&S Audit.  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.
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.
The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020	These regulations effect the gives the Secretary of State powers to make declarations restricting access to public outdoor places.	Gov.Uk, NHS and Public Health England updates.	Academy Coronavirus Risk Assessments.  Ark Covid support, guidance, and resource page on SharePoint  Infection Control Guidance	Academy Coronavirus Risk Assessments.

Legislation	Relevance	Other Requirements and 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.</p> <p>Ark Covid support, guidance, and resource page on SharePoint</p> <p>Infection Control Guidance</p>	<p>Academy Coronavirus Risk Assessments.</p>

## Academy Arrangements

Each Academy is required to complete a schedule (using the template supplied)<sup>3</sup> which reflects the delegated structure within their school. An example of a completed template is shown below for reference.

### Academy Arrangements (Example)

	Area	Managed by
1.	Accident Reporting and Recording	Operations/Business Manager
2.	First Aid	
	(a) First Aid Provisions	Operations/Business Manager
	(b) Accidents involving blood	First Aiders
	(c) Infectious Diseases	Heads of Small Schools
3.	(d) Administering Medicines to students	Heads of Small Schools
	Emergencies	
4.	(a) Emergency Procedures and Drills	Operations/Business Manager
	(b) Evacuation Notices and Signs	Site Manager
5.	Fire Fighting Equipment	
	(a) Checking	Site Manager
6.	(b) Maintenance/ Servicing	Site Manager
	Control of Substances Hazardous to Health	HoDs (or equivalent)/ Site Manager
7.	Electrical Safety	
	(a) Mains	Operations/Business Manager
8.	(b) Portable Appliances	Operations/Business Manager
	Gas Safety (Including Kitchen and Science)	Site Manager
9.	Smoking	Principal
10.	Display Screen Equipment	Operations/Business Manager
11.	Defect and Hazard Reporting	Site Manager
12.	Health & Safety Information	Operations/Business Manager
12.	Risk Assessments	
	(a) Equipment, activities, etc.	HoDs / Site Manager
	(b) New and Pregnant Mothers	Heads of Small Schools
	(c) Fire	Operations/Business Manager
13.	(d) Curriculum	HoDs
14.	Staff duty Rotas	Heads of Small Schools
15.	Clear Passageway	Site Manager
16.	Security	Operations/Business Manager
17.	Alarm Systems	Operations/Business Manager
18.	Intruders	Operations/Business Manager
19.	Violence to Staff	Principal
20.	Academy Journeys and Outings	External Visits Coordinator
21.	Minibuses, Coaches, Driving Permits, etc.	Operations/Business Manager
22.	Parking and Traffic Management	Operations/Business Manager
23.	Storage	HoDs/ Site Manager
24.	Manual Handling	Site Manager
25.	Contractors on Site	Operations/Business Manager
26.	Other Users	Operations/Business Manager
27.	Water Quality	Operations/Business Manager
27.	Hiring of Premises	Operations/Business Manager

<sup>3</sup> To access the template, please follow this link: [H&S Policy Templates](#)

28.	Consultation with Employees	Principal
29.	Work Experience	Head of Small School
30.	Work Equipment	HoDs/ Site Manager
31.	Asbestos	Operations/Business Manager
32.	Work at Height	Site Manager
33.	Radiation Protection Supervisor	Head of Science (or equivalent)
34.	Noise/ Vibration at Work	Site 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 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 fine 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 and implementation**

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

Principles 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 the corporate system 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 Principles 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, 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 form 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 (Block Capitals)</b>	
<b>Position</b>	
<b>Date</b>	

**Please return to the Designated Responsible Person**

**\*This may be signed on the intranet**

