

Health & Safety



Name of setting: Academix Learning Limited

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Author/s of policy: Rachel Lappage & Elizabeth Naylor

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Policy review dates and changes:

Review Date	By Whom	Summary of Changes Made	Date Implemented

1. **Scope**

1.1 This policy applies to all stakeholders in setting and those who use the provision facilities.

2. **Rationale**

2.1 It is the intention of Academix to provide a safe and healthy working environment for all stakeholders.

2.2 In order to achieve this, it is the responsibility of all stakeholders to uphold this policy. Health and safety is everyone's responsibility.

2.3 This document is overarching, and a number of further policies and risk assessments support this policy.

2.4 It is the duty of all stakeholders to act responsibly and take all necessary precautions to protect themselves and other stakeholders.

2.5 This policy will be monitored by the Manager and Directors.

3. **General**

3.1 The Directors note the provision of the Health and Safety, etc. Act 1974 which states that it's the duty of every Employer to conduct his or her business in such a way as to ensure, so far as is reasonable practicable, that persons who are not in their employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the premises or participating in sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the provision and is part of the good education of pupils.

3.2 The aim of the directors and management is 'to provide a safe and healthy working and learning environments for all stakeholders'. This is delegated to the manager and other leaders.

3.3 The arrangements outlined in this statement and the various other safety provisions made by the Directors cannot prevent accidents or ensure safe and healthy working conditions. The Directors believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. So far as reasonably practicable the Directors will take all reasonable steps to identify and reduce hazards to a minimum, but all stakeholders must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises or taking part in a provision activity.

4. **Duties of Directors**

4.1 The Directors will:

1. Make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of Academix.

2. Ensure that there is an effective and enforceable policy for the provision of health and safety throughout Academix.

3. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

4. Identify and evaluate risks relating to:

- accidents
- health
- provision sponsored activities (including work experience)

5. Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

6. Create and monitor the management structure.

4.2 In particular the Directors undertake to provide:

- a safe place for staff and pupils to work including safe means of entry to and exit from plant, equipment and systems of work which are safe

- safe arrangements for the handling, storage and transport of articles and substances

Safe and healthy working conditions which take account appropriate:

- Statutory requirements
- Codes of practice whether statutory or advisory

- Guidance whether statutory or advisory
- supervision, training, and instruction so that all staff and pupils can perform their School-related activities in a healthy and safe manner.
- All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities, and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided.
- Pupils will receive such training as is considered appropriate to the School-related activities which they are carrying out.
- All training will be regularly reviewed and updated if necessary, training records are monitored and maintained
- Necessary safety equipment, protective equipment and clothing together with any necessary guidance, instruction and supervision will be given
- Adequate welfare facilities will be available

4.3 As is reasonably practicable the Directors, through the Manager, will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- instruction and training so that all staff may carry out their duties in a safe manner without placing themselves or others at risk

5. **The Duties of the Executive Headteacher.**

5.1 As well as the general duties which all members of staff have (see 4.0) the Executive Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the provision, and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

5.2 The Executive Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full, at all times

5.3 In particular the Executive Headteacher will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the School
- ensure at all times the health, safety and welfare of staff, pupils and others using the School premises or facilities or services, or attending or taking part in School sponsored activities
- ensure safe working conditions for the health, safety and welfare of staff and pupils and others using the School premises and facilities
- ensure safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus so that each task is carried out to the required standards and so that all risks are controlled
- consult with members of staff, including safety representatives on health and safety issues
- arrange systems of risk assessment to allow the prompt identification of potential hazards
- carry out periodic reviews and safety audits on the findings of the risk assessment
- identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- encourage staff, pupils and others to promote health and safety
- ensure that any defects in the premises, its plant equipment or facilities which relate to, or may affect the health and safety of, staff pupils and others are made safe without delay
- encourage all staff to suggest ways and means of reducing risks
- collate accident and incident information and when necessary, carry out accident and incident investigations

- monitor the standard of health and safety throughout the School including all School based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own wellbeing or the health and safety of others
- monitor first aid and welfare provision

6. Duties of all staff

6.1 All staff will make themselves familiar with the requirements of the Health and Safety etc. Act 1974 and any other legislation and codes of practice which are relevant to their work area of responsibility.

6.2 They will take a direct interest in Academix health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

6.3 As part of their daily responsibilities, all staff will ensure that:

- safe methods of working exist and are implemented throughout their department
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new staff working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Executive Head or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff pupils and others
- appropriate protective clothing and equipment, first aid and fire prevention appliances are provided and readily available in the department in which they work
- monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- all the signs used meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- report as appropriate, any health and safety concerns to the appropriate people

7. Hirers, Contractors and Others

7.1 When the premises are used for purpose under direction of the Directors or management, the person in charge of the activities will have responsibility for safe practices.

7.2 The Directors and management will seek to ensure that all visitors to premises conduct themselves and carry out their operations in a manner that all statutory and advisory safety requirements are met at all times.

7.3 All visitors on site are required to ensure safe working practices by their own staff under the provisions of the Health and Safety at Work Act etc. 1974 and must pay due regard to the safety of all persons using the premises.

7.4 The Directors draw the attention of all users of the premises (including hirers or contractors) to S.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

8. Risk Assessment

8.1 The Directors will ensure that a risk assessment survey of the premises, methods of work and all activities is conducted regularly with the support of management. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures.

8.2 The governing body of the football club will provide their own up to date and regularly monitored Risk Assessment to ensure clarity across all service users.

9. Emergency Plan

9.1 The management will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or uses of the premises. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury

- minimise loss

This sequence will determine the priorities of the emergency plan.

10. Home & School visits / Lone working

10.1 Academix policy on lone working and conducting visits can be found on our website or requested via management.

11. First Aid

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

11.2 The number of certificated First Aiders will not at any time, be less than the number required by law.

11.3 First Aider information and certificates are available on-site in sign-in books. Please see First Aid policy on our website.

11.4 Supplies of first aid materials will be held on site. This will be prominently displayed and all staff will be advised of their position. The materials will be checked regularly, and deficiencies made good without delay.

11.5 Adequate and appropriate first aid provision will form part of the arrangements for all activities, in and out of the setting.

11.6 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the School premises or as part of a School-related activity. Records will be maintained in accordance with the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

11.7 Any member of Staff who is injured, or involved in an accident or incident, must complete the appropriate accident or incident form.

12. Pupil Accidents

12.1 Parents / Carers should be informed if an accident occurs during School time or on a School related activity.

12.2 In addition to informing Parents / Carers it is important to remember that all accidents should be recorded using the School accident form.

12.3 All communications with parents / carers should be logged on the settings management information system.

12.4 All accidents must be assessed to see if there is a health and safety issues and remedial action to be taken as soon as possible to eliminate future risks.

13. Administration of Medicines

13.1 Please see our administration of medicines policy. This is available on our website or via request to management.

14. Abuse, Aggression and Violence

14.1 Academix recognises the potential damaging effect on an employee's well-being of all categories of violence:

- actual attack
- the threat of violence
- verbal abuse

It regards all types of violence as unacceptable and will take effective action to deal with violent incidents.

15. Contractors on site

15.1 All contractors involved in building projects / repairs should contact the Manager to confirm access before they arrive.

15.2 No work is to be carried out with pupils on site, unless authorised by the Manager and everyone concerned with the education and safety of the pupils have been consulted.

16. Display Screen Equipment

16.1 The school adopts the local authority Display Screen Equipment Policy, which can be found on our website.

17. Manual Handling

17.1 The schools manual handling and positive handling policies can both be found on our website or requested from the management.

18. Stress Management

18.1 Academix is responsible for the health, safety and welfare of its staff while they are at work. We recognise the importance of protecting our staffs mental well-being as well as their physical health. The School is committed to giving all stakeholders the necessary procedures, information and support they need to:

- Recognise and understand the nature and causes of stress
- Take positive measures to manage stress effectively.

18.2 The School accepts the Health and Safety Executive (HSE) definition of work related stress which is: "The adverse reaction people have to excessive pressure or other types of demand placed on them".

18.3 The School acknowledges its general duty of care for its stakeholders under the Health and Safety at Work Act 1974. Similarly, the School accepts the need to consider the risk of stress related ill health when meeting its obligations under the Management of Health and Safety at Work Regulations 1999.

18.4 The School acknowledges that anyone can get work related stress and the health problems that it can lead to. The Stress Management Policy, and the guidance that supports it, is based on the latest information available from the HSE and the recommended stress management standards. More information can be found here <https://www.hse.gov.uk/stress/standards>