




Health, Safety and Welfare Policy

Issue 3

Policy Reviewed By	Francesca Giacomini	Signed		Date	10/03/2017
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Introduction

North West Academy has produced this Health and Safety Policy to comply with its legal duties under Section 2 of the Health and Safety at Work Order NI 1978 and the requirements of Regulations 4 of the Management of Health and Safety at Work Regulations 1999. The Health and Safety Policy defines our Statement of Intent, Organisation, Roles and Responsibilities and Arrangements for implementing Health and Safety throughout North West Academy within the Cultúrlann Uí Chanáin Building.

1.0 Statement of Intent

1.1 Policy Statement of Intent display

The policy statement shall be displayed in the main administration office and a full copy of the policy and arrangements made under it will be issued to each employee on commencing their employment with North West Academy.

Health and Safety Policy Statement of Intent

The North West Academy of English recognises and accepts its responsibilities as an employer under The Health and Safety at Work Order 1978 and associated regulations to ensure, so far as is reasonably practicable, the health, safety and welfare of our staff whilst at work, and for the health and safety of any other person who may be affected by our business and associated activities.

We recognise that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To make this happen, we will create and maintain a positive health and safety culture within North West Academy that secures the commitment and participation of all our staff to help us achieve the high standards of health and safety.

Whilst the law sets minimum acceptable levels of performance, we will try to set and achieve higher standards where possible.

North West Academy will, so far as reasonably practicable, safeguard the health and safety and welfare of staff, students, contactors and visitors by:

- Implementing and maintaining safe systems of work.
- Implementing where necessary the outcomes of all risk assessments.
- Providing safe equipment and maintaining it in safe condition.
- Maintaining access and egress routes in a safe condition.
- Providing suitable supervision, information, instruction and training.
- Providing adequate facilities and arrangements to ensure the welfare of staff, students contractors and visitors.
- Providing in specific cases, the best reasonably practicable standards of protective clothing and equipment, following consultation with staff, to ensure optimum protection against hazards of staff at work.
- Reviewing and, where possible, improving our current security arrangements.

The Managing Director Mr John McGowan is the director with the overall responsibility for health, safety and welfare at North West Academy of English.

Signed: 

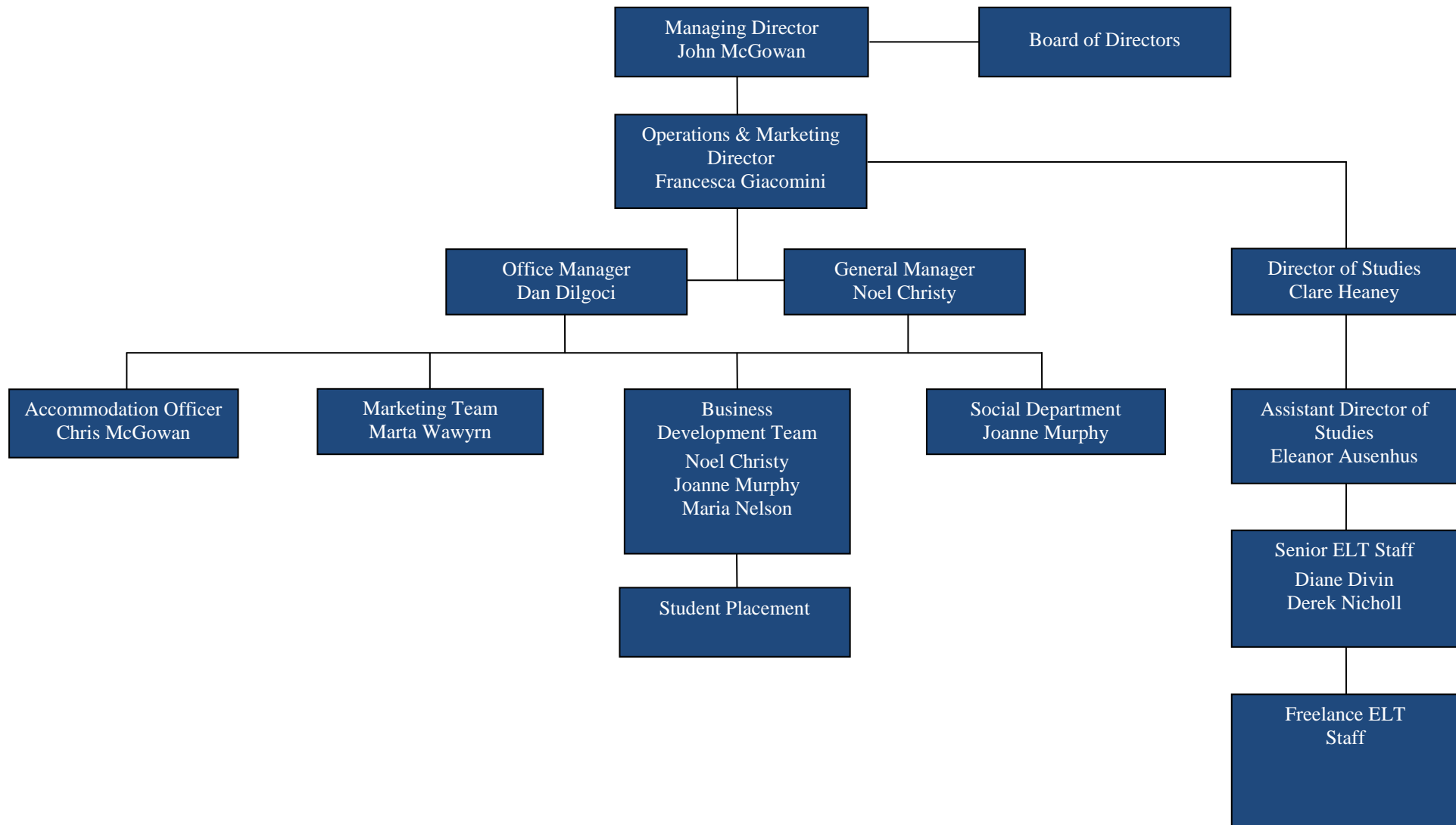
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Managing Director North West Academy of English

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2.0 Organisation, Roles and Responsibilities

2.1 North West Academy Organisational Chart



2.2 Board of Directors

The Board of Directors have a responsibility as an employer to ensure that North West Academy:

- produces a Safety Policy that is appropriate to the business activities of the academy, and that this policy is reviewed annually;
- devises appropriate arrangements for addressing health and safety;
- promotes the correct attitude towards health and safety in both staff and students;
- implements the Safety Policy;
- establishes appropriate financing arrangements to cover the cost of implementing and maintaining the Safety Policy;

The Board of Directors will monitor and evaluate North West Academy's health and safety performance through reports received from the Operations and Marketing Director.

2.3 Managing Director

The Managing Director is responsible for overseeing all matters regarding health, safety and welfare within North West Academy. The Managing Director shall ensure that the Health and Safety Policy is reviewed annually unless circumstances or a change in regulations require a review within a shorter period.

2.4 Operations and Marketing Director

The Operations and Marketing Director is responsible for the day to day implementation of the health and safety policy therefore will assume the role and associated duties of the Safety Officer within North West Academy.

During periods of absence of the Operations and Marketing Director a competent member of staff shall be nominated to undertake the duties of health, safety and welfare in the role of Acting Safety Officer.

The main health, safety and welfare responsibilities linked to the Safety Officer role are:

- Reviewing and updating of the Health and Safety Policy.
- Promoting a positive health and safety culture within North West Academy.
- Ensuring systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area by liaising with the Department Line Management and the Safety Adviser.
- Liaising with all Academy Departments to ensure risk assessments are carried out for each department's tasks and activities and that the resulting information is disseminated to staff.
- Evaluating promptly all reported health, safety and welfare concerns and issues and implementing the appropriate measures to rectify the problem within a timeframe reflective of the risk.

2.5 Health and Safety Adviser

The external Health and Safety Adviser is responsible for:

- Providing on request information, advice and support to the North West Academy Safety Officer.
- Providing on request information, advice, training and support to the North West Academy staff.

2.6 Department Line Management

The Department Managers and Department Directors are responsible for and will ensure:

- The application of the Academy's Health and Safety Policy to their own department or area of specialism.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy.
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control (to include part time teachers) receives adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Operation and Marketing Manager (Safety Officer).
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe.
- Investigation of any accidents, which occur within their sphere of responsibility.

2.7 Teaching Staff (Full Time and Free Lance)

Teaching Staff are responsible for and will ensure:

- To take reasonable care for their own health and safety and for that of staff, students and visitors under their supervision.
- Co-operation with their line manager on health and safety matters.
- Implementation of safe practices which comply with the Academy's policies and procedures and lead by personal example.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Observation of all instructions on health and safety issued by the Academy, or any other person delegated to be responsible for a relevant aspect of health and safety at the Academy.
- Effective supervision of students within the classroom and on organised trips.
- Avoidance of introducing personal electrical items of equipment into the school without prior authorisation.
- Reporting of any defects in equipment and actual or potential hazards to their Line Manager and ensure that defective equipment is immediately taken out of use until it has been made safe.
- To report all accidents, defects and dangerous occurrences.

2.8 Non Teaching Staff

All members of staff are responsible for and will ensure:

- To take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work.
- Co-operation with their line manager on health and safety matters.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the Academy, or any other person delegated to be responsible for a relevant aspect of health and safety at the Academy.
- Implementation of safe working practices which comply with the Academy's policies and procedures.
- Acting in accordance with any specific health and safety training received.
- Defects are reported to Line Management and offices, general accommodation are kept tidy and in good order at all times.
- Reporting of any defects in equipment and actual or potential hazards to their Line Management and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Reporting of all accidents in accordance with current procedure.
- To co-operate as so far as necessary in order to achieve compliance of any duty or requirement imposed on North West Academy under any of the relevant health and safety legislation.
- To report any defect or other health and safety matter that they are aware of to their Line Management.

2.9 Contractors

North West Academy requires directly hired contractors by the Academy to abide by the Health and Safety Order whilst carrying out work in areas under the control of North West Academy within the Cultúrlann Uí Chanáin Building and specifically to:

- Take reasonable care of himself or herself or others who may be affected by his or her acts or omissions and co-operate with North West Academy staff.
- Comply with North West Academy's safety policy, associated safety regulations and codes of practice in respect of health and safety matters.
- Report any hazardous defects in equipment or shortcoming in the existing safety arrangements.

The Operations and Marketing Director, who is responsible for engaging contractors, shall draw these requirements to the attention of all contractors.

3.0 Arrangements.

3.1 Internal Reporting of Accidents and Incidents

All accidents must be recorded in the accident report book. In order to comply with the Data Protection Act the page must be removed from the book and filed under accident reports in the lockable filing cabinet.

During induction new staff will be made aware of the procedures for reporting accidents.

3.1.1 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The Operations and Marketing Director will notify HSENI within the stipulated timescale and by the specified method when there is a requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

3.2 Fire Safety, Equipment and Procedures

The following should also be read in conjunction with the Academy's Code of Practice for Emergency Evacuation and Fire Safety Management.

North West Academy Operations and Marketing Director will ensure that:

- A Fire Risk Assessment is carried out and reviewed annually.
- The fire policy and procedures are implemented and reviewed annually.
- All staff shall receive instruction on fire prevention and evacuation..
- A fire drill is carried out annually. *(Additional fire drills may be stipulated by external bodies)*

The landlord is responsible for carrying out all fire alarm system checks weekly, checking the fire extinguishers monthly and checking the emergency lighting monthly.

Staff must be aware that:

- Smoking is not permitted in the Cultúrlann Uí Chanáin Building.
- Fire exits must be kept clear at all times. No fire doors are to be propped or held open in any way.

Staff should also:

- Report fire hazards to the Operations and Marketing Director without delay.
- In the event of fire, follow the fire drill as posted on the safety notice area.
- Familiarise themselves on the type and locations of fire extinguishers within their immediate place of work.

3.3 Electrical Safety

Portable Appliances Testing (PAT) will be carried out on all NWA electrical items and recorded by a qualified competent person. The Operations and Marketing Director shall ensure that a qualified competent person shall carry out North West Academy's electrical maintenance work.

3.3.1 Personal Electrical Equipment

Personal electrical equipment may be used with the permission of the Operations and Marketing Director only. Staff and students wishing to use their own electrical equipment must ensure that the equipment is in

good working order and made available for PAT inspection before being permitted to use in an area under the control of North West Academy within the Cultúrlann Uí Chanáin Building.

3.4 Personal Protective Equipment (PPE)

When protective clothing is provided by North West Marketing it must be worn. It is a statutory offence under the provisions of the Health and Safety Order NI 1978 and the Personal Protective Equipment Regulations 1993 to either interfere with or refuse to use equipment supplied.

3.5 Manual Handling

Manual lifting should be carried out in accordance with the following guidelines.

- a) If a load is awkward or beyond your capability you must get help.
- b) Check all packaging and articles for sharp edges and projections before lifting.
- c) Ensure that there are no obstructions in your path before lifting any article.
- d) Ensure that you can see around the load when carrying it.
- e) Ensure that there is adequate room to put down the load when you have moved it.
- f) When lifting, stand close to the load, feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages.(e.g. floor to knee, knee to carrying positions)

3.6 Control of Substances Hazardous to Health (COSHH)

The Operations and Marketing Director will ensure that procedures are in operation with the requirements of the Control of Substances Hazardous to Health Regulations 2000. A list of all substances used by staff will be compiled and each product data sheet assessed for COSHH risk assessment consideration.

3.7 Risk Assessment

The Health and Safety at Work Order NI 1978 and Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires North West Academy to undertake risk assessment of its operations in order to ascertain the significant risks to health, safety and welfare of its staff.

It is a requirement that the findings from such risk assessments are recorded, for the purpose of providing documentary evidence that an acceptable level / adequate control measures were in place to reduce the risk to the lowest level.

It is the responsibility of the Operations and Marketing Director to select persons within the staff who are suitably qualified and knowledgeable to assist in conducting risk assessments. Risk Assessments will be reviewed annually or when the assessment's suitability or sufficiency is for any reason in doubt.

3.8 Display Screen Equipment (DSE)

All DSE equipment used within the offices will be assessed as high usage equipment; therefore the Operations and Marketing Director will arrange that risk assessments are carried out annually on all staff using desk top computers.

3.9 Training, Information and Supervision

The Operations and Marketing Director will periodically arrange, for existing staff, general and specific health and safety training as well as training directly relating to performing their work duties.

3.10 First Aid

North West Academy will provide First Aid facilities in accordance with the requirements of the Health and Safety (First Aid) Regulations 1982.

The Operations and Marketing Director will ensure that adequate First Aiders are trained in line with the First Aid risk assessment. If the risk assessment reflects that a First Aid Person is not required then an **Appointed Person** will be nominated by the Operations and marketing Director to deal with injury and illness occurrences to staff and students.

The Operations and Marketing Director will ensure that all staff are fully conversant with the procedure to be adopted in the case of an accident occurring at work.

The Operations and Marketing Director will ensure that a nominated person regularly inspects and maintains the first aid boxes.

3.11 Office Codes of Practice

The Operations and Marketing Director will be required to produce health and safety arrangements and procedures covering specific hazards that are not covered in the general North West Academy policy. These should be drawn to the attention of all staff and all others having a need to know, including students, contractors and visitors as relevant.

Where common hazards are faced throughout North West Academy (e.g. electricity, fires etc), the Operations and Marketing Director will ensure the publication of special codes of practice where appropriate and will require all staff to comply with any relevant published Codes of Practice issued by the Health and Safety Executive and any other relevant organisations.

3.12 Housekeeping and Accident Prevention

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents.

Staff working in all areas must have regard to the following:

- Loose or worn flooring is immediately reported to the Operations and Marketing Director.
- All entrances, corridors, walkways and exit doors are clear of obstructions at all times.
- Cupboards and drawers securely closed after use.
- Electrical sockets are not overloaded and all electrical equipment is switched off after use unless specific information dictates otherwise. If in doubt, consult Operations and Marketing Director
- Shelving should not be overloaded or heavy items stored above head height.
- Cables do not project into the walkways where they present a tripping hazard
- Items should be placed on top of cupboards (i.e. items not to be stored in the area above head height)
- That any dangerous substance spillage/breakage is immediately reported and cleared up by using appropriate cleaning equipment whilst wearing appropriate PPE. (Dangerous substances include all flammable, harmful, toxic and irritant substances and other risk items such as broken glass)

3.13 Personal Safety

- All teaching staff are issued with a personal alarm. When teaching is conducted beyond regular hours there must be a **minimum** of two persons employed by North West Academy on the premises at all times and a means of direct communication between the persons.

3.14 Employee Consultation

North West Academy will treat most seriously the terms of the Health and Safety (Consultation with Staff) Regulations 1996 with a view to maintaining and improving health and safety.

The Operations and Marketing Director can choose to consult staff directly, or through elected health and safety representatives (known as ‘representatives of employee safety’ in the Regulations), or a combination of the two.

If the Operations and Marketing Director decides to consult employees through an elected representative, then staff shall elect one or more people to represent them.

3.15 HSENI Health and Safety Law Poster

In compliance with the Health and Safety Information for Employees Regulations (HSIER) North West Marketing will display the approved Health and Safety Law Poster in the main office.

3.16 Visits by Enforcing Authorities

The HSENI officers must be given free access at any reasonable time during working hours. The Operations and Marketing Director will ensure that North West Academy staff fully cooperates with the officers during the visit. The HSENI officers have wide ranging powers: to close a building, to stop a process, to take samples, to close off areas, to take documents and any other powers necessary to allow them to carry out their investigation.
