ORGANISATION

The Managing Director of NW Academy accepts overall responsibility for all matters regarding health, safety and welfare within the premises of the Academy.
NW Academy's Operations Director is responsible to the Managing Director for the implementation of the health and safety policy and all daily matters relating to health, safety and welfare.
The Operations Director will assume the duties of the health and safety officer within NW Academy premises.
The Operations Director, in periods of anticipated absence or workload, should designate a competent person to undertake the duties of health, safety and welfare.
The Managing Director of NW Academy shall review the Health and Safety Policy annually, unless circumstances or a change in regulations require a review within a shorter period.

Display of Policy Statement

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

Introduction

NW Academy has produced this Health and Safety Policy to comply with its legal duties under Section 2 of the Heath 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 the responsibilities for implementing Health and Safety throughout NW Academy.

Statement of Intent

NW Academy recognises the importance of providing a working environment that is safe and healthy for all staff, students, persons undertaking work within the premises and visitors. Therefore, we shall undertake to comply will all relevant legal requirements. The Health and Safety Policy Statement and associated organisational arrangements apply to staff, students, contractors and visitors whilst using our premises.

Duties

3.1 Duties of NW Academy

The Health and Safety at Work Order NI 1978 imposes stringent obligations upon NW Academy. Within the bounds of this legislation, NW Academy will, so far as reasonably practicable, safeguard the health of staff, students, contactors and visitors by:

- Implementing and maintaining safe systems of work
- Providing safe equipment
- Providing and 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 and adequate welfare of staff at work
- Reviewing and, where possible, improving security arrangements

3.2 Duties of Staff

Section 7 of the Health and Safety Order NI 1978 requires every employee whilst at work

- To take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work; and:
- As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant health and safety legislation to co-operate so far as is necessary to enable that duty or requirement be performed or complied with.

NW Academy expects and requires all staff to comply with Section 7 of the Health and Safety Order**.**

Section 8 of the Health and Safety Order states:

No person shall intentionally or recklessly interfere with or misuse anything in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

NW Academy expects all staff to comply with Section 8 of the Health and Safety Order NI 1978. Any employee found to be in breach of Section 8 will be subject to disciplinary action in accordance with NW Academy disciplinary procedure regardless of whether action is taken against said employee by any other person or organisation.

3.3 Duties of Contractors

NW Academy requires contractors to abide by the Health and Safety Regulations and whilst on the premises to:

- Take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with NW Academy staff
- Comply with NW Academy's safety policy, associated safety regulations and codes of practice in respect of health and safety matters

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

3.4 Supply and Installation of Equipment

NW Academy's Operations Director shall be responsible for the initiation of the purchase and installation of materials and equipment to ensure compliance with the following requirement of Section 6 of the Health and Safety Order with respect to substances.

All suppliers must ensure that chemicals are properly labelled and marked with the appropriate hazard-warning symbol and information. In some cases, it may be necessary to obtain information on hazards, regarding precautionary measures for storage, emergency first aid, fire and spillage procedures.

All equipment/plant and installation should be effectively safeguarded by the manufacturers/installers as required by Section 6 of the Health and Safety Order. (This places specific duties on those who can ensure that

articles and substances for use at work are as safe and without risks to health as it is reasonably practicable to make them before they are used and to ensure that articles are properly erected and installed.)

It should be made clear to all prospective suppliers that NW Academy expects their products to comply fully with statutory requirements and for the necessary safety measures to be fully integrated into design and construction. An authorised and competent person, to ensure compliance with statutory requirements before the equipment is commissioned for use, should check new equipment.

Orders for supply of equipment will normally indicate that it is a condition of contract that all such equipment is effectively safeguarded upon delivery or commissioning. Where appropriate, references to the relevant statutory or other standards should be made within the order to ensure that equipment is provided to the correct health and safety specification.

4 Organisation and Levels of Responsibility

4.1 Directors' Responsibility

The Directors of NW Academy are ultimately responsible for Health, Safety and Welfare within the premises of NW Academy. They shall include health, safety and welfare on the agenda of their Annual General Meeting. (AGM)

4.2 Executive Responsibility

The responsibility for ensuring compliance with this policy rests with NW Academy's Operations Director who will ensure that staff, students, and contractors are made aware of their individual responsibility for health and safety whilst on the premises of NW Academy.

The Operations Director is also responsible for ensuring that risk assessments are carried out and that all control measures are put into place as necessary.

The Operations Director may delegate health and safety roles to employees deemed competent to undertake them.

4.3 Employee Responsibility

All members of staff have legal responsibility under the Health and Safety at Work Order 1978 to safeguard their Health and Safety and that of all other people who may be affected. Staff must also co-operate with the Management of NW Academy to enable the effective carrying out of its duties.

ALL staff must:

- Work in accordance with information and training provided
- Follow all NW Academy's Health and Safety Procedures, e.g. Evacuation Procedure
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons
- Report any hazardous defects in equipment or shortcoming in the existing safety arrangements

5 Arrangements

5.1 Internal Reporting of Accidents and Incidents

The Operations Director will ensure that procedures are in operation for the proper reporting and recording of accidents and incidents within the premises of NW Academy. All accidents must be recorded in the accident report book *(The accident report book and subsequent filing must be compliant with the data protection act).*
It will be the responsibility of the Operations Director to ensure that all new and existing staff are aware of and understand the procedures for reporting accidents.

5.2 Reporting of Injuries, Diseases and Dangerous Occurrences - RIDDOR

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1997 require that Derry City Environmental Health Department be notified of,

- Major injuries and dangerous occurrences that occur to any person whilst on the premises of and NW Academy.
- Specified serious diseases emanating from a work activity
- Injury resulting in an employee being absent from work or allocated light duties for more than three days.

The responsibility for notifying the enforcing authority within the stipulated timescale by the specified method will rest with the NW Academy's Operations Director.

5.3 Fire Safety, Equipment and Procedures

NW Academy Operations Director will ensure that all respective policies and procedures are in operation and current.
All staff and students shall receive instruction on the fire drill. Practice of fire evacuation shall be arranged at the discretion of the NW Academy Operations Director every six months.
Staff must be aware that:

- Fire exits must be kept clear at all times. No fire door may be locked in any occupied room. ***Smoking is not permitted in the building.***
- No fire doors are to be propped or held open in any way.

Staff should know where each extinguisher is in their immediate place of work. In particular, ensure that combustible waste materials are not accumulating around your workstation.

Report any electrical defects to the Operations Director without delay.
In the event of fire, follow the fire drill as posted on the safety notice area.
Fire extinguishers should only be removed from the wall bracket provided in an emergency. It is misconduct to use an extinguisher to hold open a door for any other use than its intended purpose.

5.4 Electrical Safety and Testing - PAT

The Operations Director shall ensure that all portable electrical appliances are tested and recorded by a qualified competent person. The Operations Director shall ensure that a qualified competent person shall carry out all maintenance work to electrical appliances and the premises' mains system.

5.4.1 Personal Electrical Equipment

Personal electrical equipment may be used with the permission of the Operations Director only. NW Academy requires all staff, and students wishing to use their own electrical equipment to ensure that the equipment is in good working order and made available for inspection before using on the premises of NW Academy. All defects must be reported immediately.

5.5 Protective Clothing

The Operations Director will ensure that respective policies and procedures are in operation and up to date.
When protective clothing is provided, 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.

5.6 Manual Handling

The Operations Director will ensure that respective policies and procedures are in operation and up to date.
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)

5.7 Control of Substances Hazardous to Health - COSHH

The Operations Director will ensure that respective policies and procedures are in operation and up to date with the full requirements of the *Control of Substances Hazardous to Health Regulations 2000*
It is the Operations Director's responsibility to ensure that there shall be no work carried out that may expose staff or students to risk unless an assessment of risk and steps taken to conform with COSHH regulations have been undertaken.
It is the responsibility of the Operations Director to decide upon measures for the prevention or control of exposure to substances hazardous to health and to show that the necessary steps have been taken.

5.8 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 NW Academy to undertake risk assessments of its operations in order to ascertain the significant risks to health 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 Director to select such persons who are suitably qualified and knowledgeable to assist with the producing of risk assessments. Risk Assessments will be carried out annually. In case of new environments or changes to the environment, Risk Assessments will be carried out immediately.

5.9 Display Screen Equipment

The Operations Director will ensure that respective policies and procedures are displayed, in operation and up to date.
All DSE equipment used within the offices will be assessed as high usage equipment, therefore a risk assessment will be carried out annually on all staff using computers.

5.10 Training

The Operations Director will arrange appropriate training for existing and new staff, e.g., general health and safety training as well as that directly relating to the carrying out of their duties.

5.11 First Aid and Medical Services

NW Academy will provide First Aid facilities in accordance with the requirements of the Health and Safety (First Aid) Regulations 1982.
The Operations Director will ensure that a nominated person regularly inspects and maintains the first aid boxes.
The Operations Director will encourage suitably trained staff to be nominated as First Aiders.
The Operations Director will ensure that all staff are fully conversant with the procedure to be adopted in the case of an accident occurring at work.

5.12 Office Codes of Practice

The Operations Director will be required to produce health and safety arrangements and procedures covering specific hazards where these are not covered in the general NW 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 NW Academy (e.g. electricity, fires etc), the Operations 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 Practise issued by the Health and Safety Executive and any other relevant organisations.

5.13 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 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 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 not 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)

5.14. Personal Safety

When teaching is conducted beyond regular hours there must be a **minimum** of two persons employed by NW Academy on the premises at all times and a means of direct communication between the persons.

5.15 Visits by Enforcing Authorities

The safety officers must be given free access at any reasonable time during working hours. The Operations Director must ensure that she and her staff fully cooperate with the Inspector during the visit. The safety 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.

6.0 Consulting Employees on Health and Safety

6.1 Employee Consultation

NW 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 Director can choose to consult staff directly as individuals, 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 Director decides to consult employees through an elected representative, then staff have to elect one or more people to represent them.)

Reviewed: 13/02/26

Signed: 

(Chief Executive, North West Academy of English)

Queries relating to this policy should be addressed to

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