



Health and Safety Policy

Document Summary

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Introduction

- 1.1 South London Academy (SLA) will strictly follow the rules and regulations as set out in the Health and Safety at Work Act, 1974. Despite being relatively small in size in terms of physical working area, SLA management assumes full responsibility for implementing the Act within the areas that come under its jurisdiction. It will also try to ensure that the landlords of all the premises comply with the relevant legislation and guidelines on Health and Safety, including reasonable adjustment for disabled learners and staff.
- 1.2 SLA will also implement the norms of Health and Safety Management at Work Regulations, 1999. The Academy is fully observant of the Health and Safety Policy statement by the local council. This SLA policy statement is issued to supplement existing legislation and guidelines and clarify the guidelines and procedures applicable to all staff (and learners) at SLA.

1. Overview

2.1 The following key areas are our main points of concern:

- Safety of individuals in the Academy premises and areas under its jurisdiction
- Maintenance of safe environment in the workplace
- Risk assessment and management
- Responsibilities of individuals before, during and after a potential risk
- Maintenance of general H&S awareness in the Academy environment
- Fire and Emergency procedures

2. Key Responsibilities

- 3.1 The overall responsibility of establishing and maintaining an informed body of staff and learners, and that of ensuring safety of personnel within the Academy environment is assumed by the Principal. This responsibility is delegated down to the Premises Coordinator and also heads or Programme leaders of relevant departments under the proper supervision and control of the Principal or designated staff. As the day to day head of the institution, the Principal and/or Designated Staff will have the following minimum responsibilities in order to ensure the optimum safety within the premises:
 - 3.1.1 He or she is to ensure that a clear and up to date Health and Safety policy has been formulated, is regularly updated, and is kept in such a place where it can be easily obtained by individuals seeking clarity on Health and Safety, and related matters.
 - 3.1.2 He or she is to ensure that both the staff and learners are familiar with the policy, and aware of their responsibilities. This may entail supervision of a routine 'Health and Safety awareness practice' to be carried out by the Premises Coordinator.
 - 3.1.3 He or she will ascertain that there is an effective Risk Assessment and Management policy in place which will serve to ensure the overall safety of the Academy environment and minimise any potential risks and hazards. He will also make sure that the records and registers relating to risks, hazards and emergencies, if any, are kept up to date.

- 3.1.4 He or she will also ensure that regular inspections are carried out in the premises by the Premises Coordinator such as Health & Safety, Fire and Emergencies, etc., leading to any deficiencies being recorded and rectified in a timely fashion.
- 3.1.5 He or she will also ensure that visitors, guests and contract workers, who may be unaware of the policy at the premises, are correctly received, escorted throughout their stay and seen off the premises by a responsible member of staff.
- 3.1.6 He or she will also ensure the overall safety of the premises and personnel as per the existing safety regulations, as well as those locally initiated to supplement them.

3. Other responsibilities

4.1 Visitors/ employees

- 4.1.1 Anyone who is present, for any length of time, on SLA premises is automatically bound by all relevant SLA policies in force, which are designed to promote the safety of the individuals and the property as a whole.
- 4.1.2 He/she has the moral as well as legal responsibility to take reasonable care of their own health and safety and that of others present in the Academy perimeter.
- 4.1.3 Anyone who is present for any significant length of time on the SLA premises is bound by law to familiarise him/herself with the existing Health and Safety Policy of the SLA, including fire and emergency evacuation procedures, which are published on the notice boards and are available on request from the Administration Office.
- 4.1.4 It is up to all such persons to react quickly and responsibly in the unwanted event of outbreak of a fire or an emergency, and to report to the relevant authorities responsible accordingly.
- 4.1.5 It is also incumbent on them to sign, if and when required by the Academy, a declaration that they have understood the Academy rules and policies supporting the Health and Safety at Work Act, 1974 and abide by them.

4.2 Health & Safety Officer

- 4.2.1 At least two of the staff of the SLA have been trained and qualified regarding Health and Safety matters as per the norm of Health & Safety at Work Act, 1974 and Health & Safety Regulations, 1999. These persons will constantly advise and assist the Premises Coordinator on all practicalities and statutory obligations related to the Health and Safety issues.
- 4.2.2 The Premises Coordinator is the point of co-ordination for all representatives regarding Health & Safety, Fire and Emergency. It is his responsibility to ensure that they receive adequate moral and logistic support as required to meet their goals. Furthermore, he is to;
 - Ensure that all SLA staff practice extreme caution every day to ascertain that their own safety and that of the others in the Academy is paramount, and extra care is taken while carrying out their jobs in order not to endanger anyone who might be present in the Academy.
 - Ensure that members of staff report to their superior or to the person in charge of Health and Safety any suspicious development that could lead to any risk to all individuals and the safety of the premises.

- Ensure that all staff are conversant with the Health and Safety Policy and that they are prepared to provide assistance to the learners or anyone else in need, preferably leading by example.

4.3 Teaching staff

4.3.1 In addition to his/her main job description, teaching staff and lead tutors are responsible for:

- Introducing learners to Health & Safety issues, fire hazards and practices, smoking and related matters before the start of their relevant courses.
- Educating learners on the 'Do's' and 'Don'ts' relating to Health and Safety in the Academy and maintain continual supervision of them.
- Making sure that any queries on the part of their learners regarding their health and safety while in the SLA premises are appropriately addressed, and that any matter requiring the Principal or Deputy Principal's attention is brought to him without delay.
- Promoting awareness through the participation of learners in Health and Safety related education and practices.

4.4 Learners

4.4.1 All learners of South London Academy will be informed of the SLA Health and Safety policy; they will then be required to:

- Familiarise themselves and comply with information available on Health and Safety issues, including Fire Practice and Evacuation Procedures.
- Refrain from the behaviour which may endanger themselves or the health and safety of their colleagues or the safety of the Academy properties and premises.
- Refrain from using apparatus and equipment including electrical and information systems without authority of the Academy staff and then only after receiving instructions and permission from the tutor or other relevant person.

4.4.2 They are to adhere to the working procedures as outlined by the tutors and other staff as and when they are disseminated.

This document will be continually reviewed and amended in order to cater for all the necessities that may develop in future.