



## HEALTH & SAFETY POLICY

**Updated September 2017**  
**Approved by the Principal**

### 1. Introduction

1.1 The relevant legislation is the Health and Safety at Work Act (1974)

1.2 Big Creative Academy provides high quality work based training in the creative industries for young people. This training should prepare learners for the realities of the work place and use the creative careers that attract disenfranchised young people as a vehicle to re-engage them in learning and to improve educational achievement, basic and key skills and their own confidence and motivation.

1.3 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe premises and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for workers
- to ensure all workers are competent to do their tasks and to give them adequate training
- to prevent accidents and work related ill health
- to maintain safe and health working conditions
- to review and revise this policy as necessary at regular intervals

1.4 All employees must:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

### 2. Health and safety risks arising from Big Creative Academy activities

- Risk assessments will be undertaken by the relevant member of staff
- The findings of the risk assessment will be reported to all relevant staff
- Action required to remove/control risks will be approved by the Building Manager
- The Building Manager will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks
- Risk assessments for educational visits and trips will be completed by Academy staff and submitted to the senior management team for approval at least four weeks ahead of the planned trip taking place.
- Our assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

### **3. Health and safety risks arising from work experience placement activities**

- 3.1 Risk assessment will be undertaken by the Buildings Manager and action required to remove/control risks will undertaken.
- 3.2 Our assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest.

### **4. Arrangements**

- 4.1 We consult with our employees by self-assessment report, all staff emails and staff meetings
- 4.2 The Buildings Manager will be responsible for:
- identifying all premises / equipment needing maintenance
  - ensuring effective maintenance procedures are drawn up
  - ensuring that all identified maintenance is implemented
  - any problems found with premises/equipment should be reported to Buildings Manager
  - the Buildings Manager will check that new premises and equipment meets health and safety standards before it is purchased
- 4.3 The Buildings Manager will be responsible for:
- identifying all substances, which need a COSHH assessment, undertaking COSHH assessment and ensuring that all actions identified in the assessments are implemented and checking that new substances can be used safely before they are purchased
  - ensuring that all relevant workers are informed about the COSHH assessments
  - Assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest
  - Relevant information can be found at: <http://www.hse.gov.uk/coshh/index.htm>
- 4.4 The health and safety law poster is displayed in a publicly viewable place at Big Creative Academy locations. Health and safety advice, leaflets and other information is available from the senior management team.
- 4.5 All learners will receive a Health & Safety induction as part of their induction
- 4.6 Supervision of young workers and trainees will be arranged/undertaken by the relevant manager
- 4.7 The relevant manager is responsible for making sure that our employees working at other locations under the control of other employees are given relevant health and safety information.
- 4.8 Induction training for all new employees will be provided and job specific training will be provided if deemed necessary.
- 4.9 Training records will be held centrally and training will be identified, arranged and monitored annually.

### **5. Accidents, first aid and work related ill health**

- 5.1 Health surveillance is required for workers in teaching, administration and management roles. Health surveillance will be arranged by the Buildings Manager for management staff, tutors and trainers at each centre and the records held centrally.

- 5.2 The first aid boxes are kept at the Academy and are restocked by the lead first aider.
- 5.3 Big Creative Academy will have at least two registered first aiders, who can be contacted at any time during the working day.
- 5.4 All accidents and cases of work related to ill health are to be recorded in the accident book.
- 5.5 The Principal is responsible for reporting accidents, diseases and dangerous occurrences to the Governing Body.
- 5.6 Big Creative Academy will inform the EFA and LEA of injuries and diseases to Learners within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and fatal road traffic accidents. This shall be done by: in the case of education and training related fatal accidents and 'major injuries' (as defined in RIDDOR) - informing the EFA by email as soon as practically possible when the Academy becomes aware of the event. For all RIDDOR events the Academy will send to the EFA a completed Learner Incident Record Form and HSE 2508 within ten days of the provider becoming aware of the event. (HSE 2508 <https://extranet.hse.gov.uk/lfservlet/external/F2508DOE>).

## **6. Monitoring**

- 6.1 To check our working conditions, and make sure our safe working practices are being followed we will develop a culture of Health and Safety that runs across all company activities and delivery services. The Buildings Manager is responsible:
- for reporting accidents
  - for investigating work related cases of sickness absence in liaison with the Principal
  - for acting on any investigation findings to prevent a recurrence

## **7. Fire and emergency**

- 7.1 The Buildings Manager is responsible for making sure that a fire risk assessment is carried out and implemented at the Academy.
- 7.2 Escape routes are checked by the relevant Buildings Manager every week.
- 7.3 The fire extinguishers are maintained and checked by ARC Monitoring annually.
- 7.4 All electrical devices, plugs and fuses will be PAC tested every 24 months by the Buildings Manager.
- 7.5 The fire alarm will be tested every two weeks and the time and date logged by the Buildings Manager.
- 7.6 Emergency evacuation will be tested at the Academy by undertaking a simulation evacuation every term (3 times per year).

## **APPENDIX A: ACCIDENT REPORTING PROCEDURE**

Big Creative Academy has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, to report certain types of accidents and incidents to the enforcing authority. In addition, Regulations 25 and 88 of the Social Security Act 1975 requires that an Accident Book is kept where 10 or more people are employed at the same time.

The Academy system of reporting all accidents occurring to anyone at any of the sites where it carries out its undertakings provides the basis for our full compliance with the law.

In addition to the legal responsibilities for reporting accidents, the collection, collation and analysis of all accidents and 'near misses' occurring at the Academy will help in the future prevention of such incidents.

Failure to report an accident may result in financial loss to the injured person.

The following procedures enable the Academy to both fulfil its legal requirements and provide sufficient information for future accident prevention. Staff, students and contractors must become familiar with their own responsibilities under the procedure and ensure that they are fully implemented.

### **What needs to be Reported?**

**All accidents involving personal injury, no matter how slight, must be reported.**

This means all accidents occurring at any of the sites Big Creative Academy operates from, or while travelling between those sites, and involving any person whether staff, student, member of the public or contractor etc.

In addition, when an incident occurs that where but for providence an injury would have happened that too must be reported. For example, if a cupboard falls over or a tile blows off a roof, but nobody was injured on this instance, but might next time a report should be made.

Both reports should be made on the Form RIDDOR 1.

### **Responsibilities of Students**

Students must report as soon as possible all accidents in which they are involved to either the tutor in charge or another member of staff. The member of staff will ensure the accident is reported on the appropriate form.

Students who witness an accident or 'near miss' should bring the incident to the attention of the 'tutor in charge' or another member of staff as soon as possible. Where there is any doubt as to whether the incident has been reported they must complete the appropriate accident form.

In the event of a First Aider or other member of staff asking for an area to be cleared following an accident, students should vacate the area immediately.

### **Responsibilities of Staff**

Accidents involving death or serious major injury (See Appendix Two) should be reported immediately by phone to the Principal and the Buildings Manager.

Major injuries are defined as follows:

- any fracture, other than to the fingers or toes
- any amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent)
- penetrating injury to the eye
- any injury resulting from an electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia or to unconsciousness, requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

### **Who will report an accident?**

While any member of staff can report an accident, the primary duty lies with the immediate line manager in the case of accidents to staff and the 'tutor in charge' in relation to students. This will not always be possible and the completion of the form should not be delayed waiting for the appropriate person being available.

Whenever possible, staff who have had an accident should check with their line manager whether it has been reported. Accident claims can be delayed or refused if no record of the incident has been recorded.

### **Who will report a 'near miss'?**

Any member of staff can report a 'near miss' without the necessity of informing their line manager. Obviously where the 'near miss' may affect other employees or student in the area the line manager should be told.

### **What needs to be recorded?**

The form is designed to record the minimum details of an accident so that the Academy can fulfil its legal duty, provide information for analysis and ensure that people injured are properly cared for. It will not always be possible for all information to be recorded at the time of the accident, but staff should endeavour to complete as much as possible without causing unnecessary delay or further distress to the injured person. The completed, or partially completed, form should be sent off without delay.

Information not available at the time of the accident should be collected as soon as possible after the event and forwarded to the Buildings Manager.

Any correspondence or further information relating to the accident should also be sent to the Buildings Manager.

### **Where should the form be sent?**

Send the form as soon as possible to your line manager and the Buildings Manager.

## **Further Responsibilities of Staff**

Staff have a further responsibility to co-operate with any investigation of an accident whether carried out by their line manager, Buildings Manager or outside agency. In addition, staff should not destroy, make alteration to, or throw away any object, material or substance that may be relevant to an enquiry as to the causes of an accident. Contact the Buildings Manager if you are unsure of what might be evidence.

## **Responsibilities of Line Managers**

In addition to the reporting duties outlined above, line managers are responsible for notifying Academy authorities of absences resulting from accidents and where injured persons are undertaking light duties.

In the case of an absence from work, or where the injured person is not doing their whole job for three days (not including the day of the accident itself), the line manager should report immediately the relevant facts to Buildings Manager.

## **Responsibilities of the Buildings Manager**

The Buildings Manager is responsible for:

- where necessary, the investigation of accidents and 'near misses' that occur on Academy property
- the collation and analysis of all accidents
- the reporting of all accidents, dangerous occurrences and employment related sickness throughout the Academy to the enforcing authorities,
- the provision of a regular report to the Governing Body on the accident statistics,
- the provision of information for Solicitors and insurance companies relating to claims
- providing advice to the Academy SMT on accident prevention.

## **Responsibilities of Staff Off Site**

Staff in external hired spaces and other permanent external sites should report all accidents to the Buildings Manager.

Where 10 or more employees work at a site an Accident Book must be kept in addition to sending the Riddor 1 Form. (Accident Books can be obtained from the Buildings Manager).

Staff working in other people's establishments, such as evening classes in schools, should notify the providers/managers of the premises of any accident in addition to reporting the accident to the Academy.

## **Reporting of Certain Diseases**

In addition to accidents, the Academy has a legal duty to report certain types of diseases to the enforcing authorities where the condition may have arisen from work activity. Any employee, student or trainee diagnosed as suffering from any of the diseases listed below should immediately provide the Buildings Manager with a copy of a written statement prepared by a registered medical practitioner.

Inflammation, ulceration or malignant disease of the skin	Work with ionising radiation
Malignant disease of the bones	Work with ionising radiation
Blood dyscrasia	Work with ionising radiation
Cataract	Work involving exposure to electromagnetic radiation (including radiant heat)
Decompression sickness	Work involving breathing gases at increased pressure
Barotrauma	
Cerebral arterial gas embolism	
Pneumothorax	
Surgical emphysema	
Osteonecrosis	
Delayed pneumonitis	
Damage to middle or inner ear	
Cramp of hand or forearm due to repetitive movements	Work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hands or arm.
Subcutaneous cellulitis of the hand (beat hand)	Physically demanding work causing severe or prolonged friction/pressure.
Bursitis or subcutaneous cellulitis arising at or above the knee (beat knee)	Physically demanding work causing severe or prolonged friction/pressure.
Bursitis or subcutaneous cellulitis	Physically demanding work arising at or about the elbow causing severe or prolonged friction or pressure.
Traumatic inflammation of the tendons of the hand or forearm	Physically demanding work, frequent or repeated move associated tendon sheaths or extremes of extension and flexion of the hand or wrist.
Carpal tunnel syndrome	Work involving the use of hand-held vibrating tools
Hand-arm vibration syndrome	Work involving: <ul style="list-style-type: none"> <li>a) the use of chain saws, brush cutters or hand held or hand-fed circular saws</li> <li>b) the use of hand-held rotary tools in grinding, sanding or polishing metal or in holding material being ground</li> <li>c) the use of hand-held percussive metal working tools or the holding of metal being worked upon by percussive tools in connection with riveting, caulking, chipping, hammering, fettling or swaging</li> <li>d) the use of hand-held powered percussive drills or hand-held powered percussive hammers</li> <li>e) the holding of material; being worked upon by pounding machines.</li> </ul>
Anthrax	
Brucellosis	
Avian/Ovine chlamydiosis	

Hepatitis	Work involving contact with: a) human blood or human blood products b) any source of viral hepatitis
Leptospirosis	Work with animals or in vermin infested places
Lyme disease	
Q fever	
Legionellosis	Work on or near cooling systems that use water or work on hot water service systems likely to be a source of contamination.
Rabies	
Streptococcus suis	
Tetanus	
Tuberculosis	
Any other infection caught in consequence of work with micro- organisms or other potentially infected material	
Poisoning by any of the following: acrylamide monomer, arsenic or any of its compounds, benzene or homologue of benzene, beryllium or one of its compounds, cadmium or one of its compounds, carbon disulphide, diethylene dioxide(dioxan), ethylene oxide, lead or one of its compounds, manganese or one of its compounds, mercury or one of its compounds, methyl bromide, nitrochlorobenzene or a nitro or amino or chloro-derivative of benzene or of a homologue of benzene, oxides of nitrogen, phosphorus or one of its compounds	
Cancer of a bronchus or lung	Work with nickel, chromium processes or exposure to bischloromethyl ether
Primary carcinoma of the lung where there is the accompanying evidence of silicosis	
Cancer of the urinary tract	Work involving exposure to aluminium smelting or Soderberg process
Bladder cancer	
Angiosarcoma of the liver	Work involving polymerisation of vinyl chloride monomer
Peripheral neuropathy	Work involving exposure to fumes of n-hexane or methyl n-butyl ketone
Chrome ulceration of nose, throat or skin of the hands or forearm	Work involving chromic acid or other chromium compound
Folliculitis	Work involving exposure to mineral oil, tar, pitch or arsenic
Acne	
Skin Cancer	
Pneumoconiosis(excluding asbestos)	Working with silica, flint, sand blasting, metal dust, mineral dust, slate dust, aluminum dust, coal dust, stone dust or boiler scale dust.
Byssinosis	Work in cotton manufacture a) Work/handling asbestos or asbestos mixture

	<ul style="list-style-type: none"> <li>b) Mfg/repair asbestos textile</li> <li>c) Cleaning of plant and machinery in any of the above</li> <li>d) substantial exposure to the dust arising from any of the above</li> </ul>
Mesothelioma	
Lung cancer	
Asbestosis	
Cancer of the nasal cavity or associated air sinuses	<ul style="list-style-type: none"> <li>a) Work with furniture mfg</li> <li>b) Work with footwear mfg/repair</li> <li>c) Work with gaseous nickel</li> </ul>
Occupational dermatitis	<p>Work involving exposure to any of the following agents:</p> <ul style="list-style-type: none"> <li>a) epoxy resin systems;</li> <li>b) formaldehyde and its resins;</li> <li>c) metalworking fluids;</li> <li>d) chromate (hexavalent and derived from trivalent chromium);</li> <li>e) cement, plaster or concrete;</li> <li>f) acrylates and methacrylates;</li> <li>g) colophony (rosin);</li> <li>h) glutaraldehyde;</li> <li>i) mercaptobenzothiazole, thiurams, substituted paraphenylene-diaimes and related rubber processing chemicals;</li> <li>j) biocides, and anti-bacterials,preservatives or disinfectants;</li> <li>k) organic solvents;</li> <li>l) antibiotics and other pharmaceuticals and therapeutic agents;</li> <li>m) strong acids, strong alkalis, strong solutions(e.g. brine) and oxidising agents including domestic bleach or reducing agent;</li> <li>n) hairdressing products: dyes, shampoos, bleaches, permanent waving solutions</li> <li>o) soaps and detergents;</li> <li>p) plants and plant derived material, especially the daffodil, tulip and chrysanthemum families, the parsley family (carrots, parsnips, parsley and celery), garlic and onion, hardwoods and the pine family;</li> <li>q) fish, shell-fish or meat;</li> <li>r) sugar or flour;</li> <li>s) any other known irritant or sensitising agent.</li> </ul>
Extrinsic alveolitis (including Farmer's lung)	<p>Exposure to moulds, fungal spores or heterologous proteins during work in:</p> <ul style="list-style-type: none"> <li>a) agriculture, horticulture, forestry, edible fungi cultivation or malt- working;</li> </ul>

	<ul style="list-style-type: none"> <li>b) handling of mouldy vegetable matter or edible fungi</li> <li>c) handling birds;</li> <li>d) handling bagasse.</li> </ul>
Occupational asthma	<p>Work involving exposure to any of the following agents:</p> <ul style="list-style-type: none"> <li>a) Isocyanates</li> <li>b) platinum salts</li> <li>c) fumes/dust of hardening agents (including epoxy resin curing agents) based on phthalic anhydride, trimellitic anhydride, trimellitic anhydride or triethylene-tetramine</li> <li>d) fumes of rosin as a soldering flux;</li> <li>e) proteolytic enzymes</li> <li>f) animals including insects and other arthropods used for the purpose of research or education or in laboratories</li> <li>g) dust of barley, oats, rye, wheat or maize</li> <li>h) antibiotics</li> <li>i) cimetidine</li> <li>j) wood dust</li> <li>k) ispaghula</li> <li>l) castor bean dust</li> <li>m) ipecacuanha</li> <li>n) azodicarbonamide</li> <li>o) animals including insects and other arthropods (whether in their larval forms or not)</li> <li>p) glutaraldehyde</li> <li>q) persulphate salts or henna</li> <li>r) crustaceans or fish</li> <li>s) reactive dyes</li> <li>t) soya bean</li> <li>u) tea dust</li> <li>v) green coffee bean dust;</li> <li>w) fumes from stainless steel welding</li> <li>x) any other sensitising agent, including in particular any chemical bearing the warning "may cause sensitisation by inhalation"</li> </ul>