



Health & Safety Policy 2023



This statement is issued in accordance with the Health and Safety at Work Act (1974.) The general aims of this policy are designed to implement the general aims of The Lantern Academy.

Aims and objective

Establish and maintain a safe and healthy environment throughout the Academy; Establish and maintain safe working procedures among staff and pupils; Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances; Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;

Maintain all areas under the control of the committee members in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk; formulate effective procedures for use in case of fire and for evacuating the Academy premises; Lay down procedures to be followed in case of accident; Teach safety as part of pupils' duties where appropriate; and provide and maintain adequate welfare facilities. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis; Prepare an emergency procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded; Make arrangements to draw the attention of all staff employed at the Academy to the Academy and departmental safety policies and procedures and of any relevant safety guidelines and information issued;

Make arrangements for the implementation of the accident/incident reporting procedure and draw this to the attention of all staff at the Academy as necessary; Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the Academy will be appropriately informed; Ensure that regular safety inspections are undertaken;

Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;

Health and Safety – delegated person - The delegated person, Mr Tahir Mahmood, Asif Khan, will:

Lead the implementation, monitoring and development of the safety policy within the Academy; Co-ordinate arrangements for the design and implementation of safe working practices within the Academy; Investigate any specific health and safety problem identified within the Academy and take or recommend (as appropriate) remedial action; Order that a method of working ceases on health and safety grounds on a temporary basis, Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified; Ensure that staff with control of resources (both financial and other) give due regard to safety; Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Responsibilities of staff towards pupils and others in their care

All staff members are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to: exercise effective supervision over all those for

whom they are responsible, including pupils; be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap; Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards; provide written job instructions, warning notices and signs as appropriate; provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required; minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process; evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements; provide the opportunity for discussion of health and safety arrangements; investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.

Responsibilities of all Employees

All employees have a responsibility under the Act to: take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omission at work; co-operate with the Academy and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare; make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the delegated person; ensure that tools and equipment are in good condition and report any defects to the delegated person; use protective clothing and safety equipment provided and ensure that these are kept in good condition; ensure that offices and general accommodation are kept clean and tidy; ensure that any accidents, whether or not an injury occurs, and potential hazards are also reported to the delegated person.

Please note the following:-

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. Whilst it is the delegated person's responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to: exercise personal responsibility for the safety of themselves and their fellow pupils; observe standards of dress consistent with safety and/or hygiene this would preclude unsuitable footwear, knives and other items considered dangerous; observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency; use and not will fully misuse, neglect or interfere with things provided safety purposes.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the Academy.

Lettings

The designated person and senior committee members team must ensure that: the means of access and egress are safe for the use of hirers, and that all equipment made available to and used by the hirers is safe. If the designated person knows of any hazard associated with the above, she/he should take action to make hirers aware of it; fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness; hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed; hirers using any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly; arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation Procedure

The Academy's procedures for fire and emergency evacuation are appended. They are also posted in the Academy entrance hall. These procedures will be updated as appropriate. The log for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

First aid is available on site. The names of the first aider/s are/is Mr Mohammed Shahid.

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Tahir Mahmood. The accident book and report form and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the administration office and first aid rooms.

Monitoring and review

The Health and Safety delegated person is responsible for monitoring Health and Safety across the Academy. He/she is also responsible for supporting staff members in understanding the expectations, for being informed about current developments and for providing a strategic lead and direction for the development of Health and Safety procedures in the Academy.

Signed _____ (President: Tahir Mahmood)