



1.7 Sentinel Academy - Health and Safety

Statement of General Policy

1. It is the policy of Sentinel Academy, recognizing its statutory duty, to conduct its business without, as far as is reasonably practicable, harming its staff, students and visitors or the environment. The Academy aims to discharge that duty to the best of its ability within the resources available, having due regard to its other statutory obligations.

2. The Officer who will have overall responsibility for the discharge of that duty will be the Principal. He will be assisted, within their respective spheres of responsibility, by the other members of the Sentinel Academy staff. It is, however, a fundamental aspect of the Academy policy that health and safety responsibilities devolve on all employees.

3. In discharging its duty, the Sentinel Academy will take all steps which are reasonably practicable to meet its health, safety and welfare responsibilities; in particular it will pay attention to the provision and maintenance of:

(a) safe plant, equipment and systems of work

(b) safe arrangements for the use, handling, storage and transportation of articles and substances

(c) Sufficient information, instruction, training and supervision as are necessary to ensure the health and safety at work of all employees, visitors and learners.

(d) the need to assess the risks that its activities present, to avoid or eliminate them, and if that is not possible to minimize and control them with the provision of the necessary resources.

arrangements which will enable the Sentinel Academy and its employees to co-operate effectively in preparing and developing measures to ensure the health and safety at work of the employees and in checking the effectiveness are:

a) to take reasonable care for their own health and safety and that of other persons

b) to co-operate with the Sentinel Academy so far as is reasonably practicable to enable it to carry out



Health and Safety Policy

Introduction

This document is intended to help all those who will be concerned in maintaining a high profile in respect of health and safety. It clearly defines individual responsibilities; gives detailed action to take in the case of emergencies and highlights areas which are particularly hazardous. Some sections will not be applicable to all staff.

Sentinel Academy Safety Policy

It is essential that everyone in the Sentinel Academy is aware of, and becomes familiar with, procedures for dealing with matters concerning health and safety, such as emergencies and the treatment of injured persons.

This document will not itself produce a safe working environment; this will be achieved by the full co-operation of staff and students.

Safety Inspection

Action to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly by the principal. A record of each inspection will be kept and remedial action taken.

Fire Notices

These notices will be displayed in all classrooms, offices and on notice boards throughout the Sentinel Academy. All students will have their attention drawn to the fire notices during induction week. Fire drills will take place at regular intervals with a minimum of one per term. A record of these drills is maintained in the Fire Log, located in the Health & Safety Coordinator's office. All new staff and students will be informed of what to do in the case of fire by Academy Health & Safety Coordinator. All staff must know how to use the fire equipment in their work area and must ensure that students know the fire procedures and can carry them out. At intervals, demonstrations in the use of firefighting equipment will be arranged for staff and students by the Academy Health & Safety Coordinator.

First Aid

Details of the Sentinel Academy's first aid facilities will be displayed on notice



boards. Rooms containing first aid boxes will have the white cross on a green background sign. A list will be displayed of all those holding recognized First Aid Certificates. First aid can be administered only by those with appropriate qualifications

New Hazards

Any new plant, products, equipment or premises will be risk assessed by the Head of Department and the Sentinel Academy Health & Safety Coordinator and the risk assessment implemented before the plant, products, equipment or premises are used.

House-keeping

The Sentinel Academy attaches importance to the need for good house-keeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

It is the responsibility of the person in charge when an accident occurs to fill in the Accident Report Book and Forms as soon as possible after the accident.

Health and Safety Training

Steps will be taken to ensure the staff and students are up to date regarding health and safety. Training will be managed by Health & Safety Coordinator.