

Health and Safety Policy

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Principal Contact	
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External Reference Points	• Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Workplace (Health, Safety and Welfare) Regulations 1992 • OfS Condition E3: Student welfare and safety. • UK Quality Code 2024 Principle 3: Resourcing delivery of a high-quality learning experience. • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. • Provision and Use of Work Equipment Regulations 1998. • EHRC guidance on inclusive safety.
Summary/Description	This Health and Safety Policy outlines Trafalgar Academy's framework for managing health and safety risks across all operations, aligning with UK legislation and higher education standards. It details procedures for risk assessments, training, incident reporting, and emergency responses, with a focus on prevention and compliance. The policy aims to protect the wellbeing of the academy community, supported by regular audits and reviews to enhance safety practices.

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1. Policy Statement

1.1 Trafalgar Academy is committed to providing a safe and healthy environment for all students, staff, visitors, and stakeholders, in compliance with the Health and Safety at Work etc. Act 1974 and associated regulations. We prioritise the prevention of accidents, ill health, and harm by embedding health and safety into our culture, operations, and decision-making. This policy affirms our dedication to proactive risk management, continuous improvement, and fostering a shared responsibility for safety, ensuring everyone can participate in academy activities without undue risk. This policy ensures a safe environment compliant with UK law, applicable to all academy activities, including teaching, research, events, fieldwork, and online operations. It covers all staff, students, contractors, visitors, and third parties on academy premises or engaged in academy-related activities, and aligns with our franchise partnership obligations.

2. Aims and Objectives

2.1 The aim of this policy is to prevent accidents and promote wellbeing. Objectives include conducting regular risk assessments, providing training, ensuring emergency preparedness, complying with legislation, and integrating safety into all processes to minimise risks and support a healthy learning environment.

3. Principles

3.1 The following principles guide our approach to health and safety, informed by best practices in UK higher education:

- **3.2 Prevention First:** We prioritise identifying and eliminating risks at source to prevent incidents before they occur.
- **3.2 Shared Responsibility:** Everyone at the academy has a role in maintaining safety, with clear duties and accountability.
- **3.3 Risk-Based Approach:** We assess and manage risks proportionately, focusing on high-impact areas.
- **3.4 Continuous Improvement:** We learn from incidents, audits, and feedback to enhance safety measures.
- **3.5 Compliance and Best Practice:** We adhere to legal requirements and strive to exceed them where possible.
- **3.6 Inclusivity:** Safety measures consider diverse needs, including disabilities and mental health.
- **3.7 Transparency and Communication:** We promote open reporting and awareness of safety issues.
- **3.8 Sustainability Integration:** Health and safety is linked to environmental and wellbeing initiatives.

4. Definitions

- **4.1 Hazard:** A potential source of harm or adverse health effect, e.g., slippery floors or hazardous substances.
- **4.2 Risk:** The likelihood and severity of harm from a hazard.
- **4.3 Risk Assessment:** A systematic process to identify hazards, evaluate risks, and implement controls.
- **4.4 Incident:** Any accident, near-miss, or event causing harm or potential harm.
- **4.5 Near-Miss:** An incident that could have caused harm but did not.

- **4.6 Competent Person:** An individual with sufficient training, experience, and knowledge to manage safety tasks.
- **4.7 Emergency:** A serious situation requiring immediate action, e.g., fire or medical crisis.
- **4.8 Wellbeing:** Encompassing physical, mental, and emotional health.

5. Procedures

5.1 Risk Assessments: Conducted for all activities, premises, and equipment using a standardised template; reviewed annually or after changes/incidents. High-risk areas (e.g., laboratories) require specialist input. Controls include elimination, substitution, engineering, administrative measures, and PPE as a last resort.

5.2 Training: Mandatory induction and annual refresher training for staff and students on general safety, plus role-specific (e.g., manual handling, first aid); tracked via records.

5.3 Incident Reporting: All incidents reported immediately to the Safety Officer using an online form; investigated within 48 hours; RIDDOR-reportable events notified to HSE. Near-misses encouraged for prevention.

5.4 Emergency Procedures: Fire evacuation plans, first aid provision, and drills conducted termly; emergency contacts displayed prominently.

5.5. Inspections and Audits: Regular workplace inspections; annual audits by external experts if needed.

5.6 Health Surveillance: For roles with specific risks (e.g., noise, chemicals); confidential medical checks provided.

5.7 Contractor Management: Pre-approval checks, induction, and monitoring for external workers. Added: Mental Health: Integrate wellbeing assessments; provide access to support services.

5.8 Reporting Template: Includes details of incident, witnesses, and actions. Emergency Drills: Simulated scenarios with debriefs.

5.9 Examples: A risk assessment for a laboratory session identifies chemical hazards, leading to fume cupboard use and PPE provision; an incident report on a trip hazard results in floor repairs and awareness training; a fire drill evacuation reveals bottlenecks, prompting route adjustments.

6. Responsibilities

- **6.1 All Staff, Students, and Visitors:** Comply with safety rules, report hazards/incidents, use equipment safely, and participate in training.
- **6.2 Safety Officer:** Lead safety management, conduct assessments, investigate incidents, provide advice, and coordinate training.
- **6.3 Leadership:** Allocate resources, integrate safety into governance, approve policies, and ensure legal compliance.
- **6.4 Line Managers/Tutors:** Implement safety in their areas, supervise compliance, and support risk assessments.
- **6.5 Governing Body:** Oversee strategic safety and review reports.
- **6.6 Contractors:** Adhere to academy procedures and report issues.

7. Monitoring and Review

7.1 Annual health and safety report to the Governing Body, including incident statistics, audit findings, training rates, and risk trends; conduct safety climate surveys. Metrics include incident rates (target: zero reportable), training completion (95%), and drill participation. Policy reviewed every three years or following significant incidents/legislative changes, with input from staff, students, and safety committees.

8. Related Documents

- Risk Management Policy
- Safeguarding and Prevent Policy
- Incident Reporting Procedure
- Emergency Response Plan
- First Aid Policy
- Staff Development Policy
- Student Support Policy
- Data Protection Policy