

## **Safety Statement**

### **General Statement**

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventative and protective measures are, and will continue to be, implemented following the identification of work related to hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

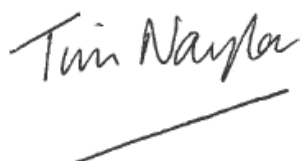
The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises, eg. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

Signed (for and on behalf of the employer)



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Position: Principal.....

Date...30/01/12

**Bath Academy**  
**27 Queen Square**  
**Bath BA1 2HX**  
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September 2011

### **General Statement**

In accordance with the Health & Safety at Work Act of 1974 and all subsequent legislation, Bath Academy is committed to ensuring that the college is made as safe as possible for all those working in or visiting the premises. It is an important duty of any educational establishment to provide the most appropriate and safe environment for all involved to work in, free from unnecessary risks.

A written Health and Safety Policy has been produced with the above in mind and in accordance with current understanding of the laws and regulations.

Tim Naylor  
Principal

## **Health and Safety Law**

The above statutory notice gives important information to employees and is displayed in the staff room and the main notice board.

Basic Advice on First Aid at work notice is also displayed

## **Hazard Identification and Risk Assessment**

A Hazard Identification and Risk Assessment has been carried out by the Academic Co-ordinator on the premises and the following results noted:

### **Risks identified included**

1. Risk of falling and injury on the main staircase, especially at the top of the building.
2. Risk of injury in the Art room from sharp instruments. A First Aid box is available in the classroom.
3. Neglect of basic ergonomic principles: staff encouraged to sit properly in reception and not spend too long a period in front of a VDU.
4. Obstructions such as deliveries in the main office. Fire hazard and danger of people tripping over them.
5. Danger from electrical appliances:
  - a) Kettles, fridge
  - b) Computers and printers in offices and certain rooms
  - c) Photocopiers in main office and staff room

All appliances to be checked by qualified electrical testing company on an annual basis.

6. Certain doors if opened quickly could harm or injure a person coming through on the other side.
7. All staff are asked to turn off all electrical appliances when they leave for the night.
8. Danger of banging head on low ceilings. 'Mind your head' notices have been displayed.

PLEASE NOTE: NO SMOKING IS ALLOWED ON COLLEGE PREMISES.

## **Bath Academy**

27 Queen Square, Bath, BA1 2HX

**Gary Sharman**, Acting Premises Manager– responsible for all internal structural work and general upkeep of the college. Specific – electrical work. Inspect building regularly.

**Christina Campbell, Academic Director of Studies/Art Teacher:**

Responsible for Health and Safety in the Art Room.

**Emma Attride, Office Administrator**

**Alison Gourmley, Head of Student Services**

**Peter Stroud, ELT Director of Studies**

**John Desmond, ELT Teacher**

**Stephanie Williams, Senior ELT Teacher** Registered persons in charge of First Aid.

**Tim Naylor, Principal** Responsible for inspections relating to Health and Safety at Bath Academy.

## **Display Screen Equipment**

Compliance with statutory regulations is ensured in that most display screens in offices are less than 3 years old and display the CE sign at the back of the monitor indicating their European Approval. Such screens are low radiations.

## **Electrical Equipment**

All appliances purchased by the College are inspected every 18 months by a qualified electrical testing company and a certificate of safety is issued.

All Computer equipment is inspected by Himasou Makwana on a regular monthly basis for faults.

All tutors are encouraged to report any damaged plugs etc. and requested to turn off all equipment in offices when leaving the building.

## **First Aid**

Every effort is made to comply with the requirements of the Health and Safety (First Aid) Regulations 1981.

All accidents are reported to Reception and recorded into an Accident Log Book.

Those who are currently qualified in First Aid include:-

Emma Attride, John Desmond, Stephanie Williams, Alison Gourmley and Peter Stroud.

Location of First Aid facilities: Kitchen (Ground Floor), Room 8 (2<sup>nd</sup> Floor), Student Services. Emma inspects these on a regular basis to ensure products are not out of date.

Every effort is made to ensure that there is a qualified First Aider within the building at any time. The ratio of 1:160 is acceptable given the low-risk environment. Training is carried out through St. John Ambulance.

## **Housekeeping Arrangements**

How general cleanliness and tidiness in the workplace is maintained:

1. The building is cleaned during the evenings Monday-Friday. Contract cleaners are responsible for the overall cleaning standards and also ordering of cleaning materials.
2. Inspections of cleaning standards are carried out every week by the Principal.
3. The College has a contract with CHS to maintain and empty 3 Sanitact units.

4. The College also has a contract with BFI Waste Systems to collect all refuse on a regular basis.
5. All tea points and staff rooms are inspected for basic hygiene; fridges are cleaned every month and defrosted on a regular basis.

### **Health Surveillance**

The College has a non-smoking policy.

### **Private Study Room/Common Room Area**

This is cleared regularly and carpets are shampooed (including the rest of the building).termly. A water filter machine is available for students – students are advised to provide their own plastic bottles for this purpose.

THIS ESTABLISHMENT HAS BEEN REGISTERED WITH THE HEALTH AND SAFETY EXECUTIVE, BRISTOL OFFICE.