

Cumbria Rural Academy

Health & Safety Policy

Introduction

This policy applies to all Directors, employees, and students of Cumbria Rural Academy. It reflects CRA's legal obligation to comply with the Health and Safety at Work Act 1974.

The Director of Cumbria Rural Academy accepts overall responsibility for ensuring as far as is reasonably practicable, the health, safety and wellbeing of students who will be on the premises and affected by its activities. This includes:

- Putting in place systems and processes for all aspects of health and safety and risk management.
- Ensuring that roles and responsibilities are defined and in place for taking the required actions to maintain the health and safety and risk management systems and processes.
- Ensuring consistent application of requirements which apply to all work areas and to all students

Scope

The organisation will, to the standard required by legislation:

- Provide and maintain premises and work locations in a safe condition.
- Provide and maintain plant and systems of work that are without risks to health.
- Plan for the safe use, handling, storage and transportation of equipment, articles and substances.
- Provide a healthy working environment and adequate facilities for students.
- Provide the information, instruction, training, and supervision as is necessary to students, in hazard avoidance and risk control
- Encourage students in their own efforts towards promoting health, safety, and well-being at work so that all work is carried out in the safest possible manner.
- Comply with the relevant Regulations and Codes of Practice; and the organisation recognises that health and safety at work is a management function equal in importance to all other functions.

Every Manager and Employee has individual and collective responsibility and accountability for the health, safety and welfare of students under their control who may be affected by its activities. They will ensure, so far as is reasonably practicable, that all work is carried out in the safest possible manner and without undue risk to students.

The Director of Cumbria Rural Academy will ensure so far as is reasonably practicable that there are adequate resources available to meet health and safety requirements and will continually review the effectiveness of this policy and the personnel under its control to whom specific responsibilities have been assigned.

Communication

Communication to and from students is expected through the normal management chain and is a responsibility of every line manager.

Risk Assessment

Regulation 3 of the Management of Health and Safety Regulations 1999⁵ requires the identification of hazards. Where these hazards cannot be eliminated, a suitable and sufficient risk assessment will be undertaken, and the significant findings recorded.

The Director of Cumbria Rural Academy has the responsibility for undertaking Health & Safety related risk assessments and recording these on the risk register.

When assessing the risks to students, managers should consider the following to ensure that the work activity can be carried out safely:

- The nature of the activity
- Its inherent hazard and risks
- The number of people required to undertake the task and their abilities to undertake it
- The features about the load that makes it hazardous e.g., weight, size shape
- The environment within which the work activity is taking place and its constraints e.g., space
- The availability and suitability of equipment available and the identification of equipment required to undertake the task safely.

Specific Risks

There are specific hazards and risks associated with working within the organisation.

The following hazards were identified to pose a potential risk:

- Manual Handling
- Confined spaces
- Slips, trips, and falls
- Work equipment
- Stress
- Fire

- 'Covid 19' contamination.
All staff are to refer to the enclosed 'Covid' risk assessments as to their responsibilities as staff members.

Responsibility rests with the Director of Cumbria Rural Academy to ensure that these hazards are suitably managed by the risk assessment process and adherence to this policy.

Risk Register

All risks will be recorded and assessed.

Information, Instruction and Training

Cumbria Rural Academy recognises the importance of ensuring that all students have sufficient information, instruction, and training to enable them to carry out their work activities safely.

- Training will be tailored to meet the training needs of students.
- Line Managers are responsible for identifying the need for training in relation to any risks specific to their areas. This will include training on local Safe Operating Procedures and emergency responses.
- Refresher training will be provided as required and/or requested to maintain safe working practices for all students.
- Individual students are expected to ensure that they have had adequate training to carry out activities safely and to identify any additional support required.

Emergency Procedure for Fire

- All students will be familiarised with the measures in place to deal with a potential fire hazard and expected to comply fully with all written procedures.
- Arrangements will be in place for the evacuation of premises.
- Annual training in fire procedures will be received by every student.

Maintenance of Equipment

The organisation recognises its responsibilities under the Workplace (Health, Safety and Welfare) Regulations 1992⁸ to supply suitable facilities for eating and drinking away from the work area, access to clean drinking water, washing and changing facilities etc.

Emergency first aid will be available to all students. The Director of CRA has the responsibility for ensuring that sufficient employees have received appropriate training in first aid to fulfil this duty of care.

OFF-SITE VISITS

- A risk assessment will be conducted before any external visits or additional activity takes place.
- Parental permission will be required before a student under 18 can undertake an external visit
- Emergency contact details will be required and provided by the organisation