


## Health and Safety Policy

<b>Responsible:</b>	Principal
<b>Implementation Date:</b>	March 2019
<b>Date Reviewed:</b>	16 June 2020

<b>Associated Documents:</b>	<ul style="list-style-type: none"> <li>First Aid</li> <li>Risk Assessment</li> <li>Supporting Pupils with Medical Conditions</li> <li>Safeguarding &amp; Child Protection</li> <li>Accessibility Plan</li> <li>Educational Visits</li> <li>Fire Precautions</li> <li>Security Policy</li> <li>Driving for Work Policy</li> <li>Work Experience Policy</li> <li>DSE Guidance</li> <li>Smoking Guidance</li> <li>UV Radiation Guidance</li> </ul>
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<b>Review Committee:</b>	Full Governing Body
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### Approvals:

Role	Signature	Date
<b>Principal</b>	 J Archibald	16 <sup>th</sup> June 2020
<b>Chair of Governors</b>		30 June 2020

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## **1. Preface - Academy Statement of Intent**

- 1.1.** Within our academy we will meet all of the requirements set out in The Global Academy Health and Safety Policy. We will demonstrate our academy's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.
- 1.2.** Through this statement of intent and the implementation of our academy health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners.

We will achieve this by:

- 1.2.1. Considering health and safety within our academy planning activities.
- 1.2.2. Establishing a proactive and positive health and safety culture.
- 1.2.3. Encouraging ownership and responsibility at all levels.
- 1.2.4. Ensuring that the Global Academy policies and standards are complied with by having academy, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- 1.2.5. Assessing and eliminating, reducing or managing the risks that arise out of activities/processes/and operations through the risk assessment process.
- 1.2.6. Monitoring our academy health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- 1.2.7. Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- 1.2.8. Ensuring that all staff within the academy are made aware of this statement of intent and our arrangements

## **2. The Policy**

### **2.1. Introduction**

This Policy outlines the framework developed by the Global Academy to manage health and safety. The policy is a declaration of the academy's commitment to provide, so far as is reasonably practicable, safe and healthy conditions for student, staff and visitors, or anyone who may be affected by our activities.

The Global Academy will establish and adopt procedures to ensure that health and safety objectives and priorities are monitored and delivered to a high standard and that

a pro-active health and safety culture is promoted, developed and maintained throughout. The Policy has been produced as required by Section 2(3) of the Health and Safety at Work etc. Act 1974 to clearly identify the responsibilities of Governors, the Principal, the Health and Safety Coordinator, Caretaker, Employees, Classroom Teachers, Line Managers, Visitors, Students and Safety Representatives. The purpose of the policy is to demonstrate that senior management of the Global Academy are totally committed to the health and safety of all employees and persons other than employees affected by our activities.

All employees must play their part in achieving the highest possible standards of health and safety and rigorously comply with all aspects of this policy as it highlights the Global Academy vision for health and safety and everyone's role in achieving this.

The Governors will ensure that adequate resources are available to implement the principles of this health and safety policy and conform to all relevant UK and EU health and safety statutory regulations, approved code of practices, EU/British standards, Health and Safety Executive (HSE) and industry guides where necessary.

## 2.2. Definitions

The key definitions of this Policy are as follows:

- 2.2.1. **Health** – The wellbeing of students and staff. This encompasses conditions of body and mind, which could affect the health and safety of students, staff and others.
- 2.2.2. **Safety** – Preventing injury or damage to any person or property affected by an academy activity through the development of suitable and sufficient working practices.
- 2.2.3. **Welfare** – The provision and maintenance of facilities to ensure good hygiene, a comfortable learning environment and appropriate support for the wellbeing of the individual.
- 2.2.4. **Wellbeing** – The subjective state of being healthy, happy, contented, comfortable and satisfied with one's quality of life. It includes physical, material, social, and emotional ('happiness') dimensions.

## 2.3. Academy Policy Statement

Our policy is to try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the academy premises. The procedures and arrangements set out in this document have been put in place to assist the

academy and those responsible to:

- 2.3.1. Establish and maintain a safe and healthy environment throughout the academy.
- 2.3.2. Establish and maintain safe working procedures among staff and pupils.
- 2.3.3. Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- 2.3.4. Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- 2.3.5. Maintain a safe and healthy place of learning, with safe access to and from the site.
- 2.3.6. Formulate procedures to be used if there is a fire or other emergencies and for evacuating the academy.
- 2.3.7. Lay down procedures to be used if there is an accident.
- 2.3.8. Provide and maintain adequate welfare facilities.
- 2.3.9. Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- 2.3.10. Teach safety where appropriate in the curriculum.
- 2.3.11. Promote partnership and co-operation between management and Trade Unions in matters of health and safety.
- 2.3.12. Ensure the maintenance of sites, buildings, layouts and the work equipment to a reasonably safe level.
- 2.3.13. Maintain reasonably safe systems of work and working environment.
- 2.3.14. Notify their health and safety responsibilities in writing to all staff.
- 2.3.15. Provide, where necessary, appropriate information, instruction, training and supervision to ensure so far as is reasonably practicable, the health and safety of staff and students at the academy.
- 2.3.16. Provide, maintain and ensure the use of appropriate protective clothing and equipment, in accordance with the Personal Protective Equipment Regulations 1992.
- 2.3.17. Actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- 2.3.18. Comply with legal requirements, codes of practice and safe working procedures.
- 2.3.19. Promote a safety culture within the academy that positively promotes and encourages safe working by all staff and students in all aspects of the academy's work.
- 2.3.20. Encourage discussion and communication between Management, Health and Safety Representatives and staff on health and safety matters.
- 2.3.21. Provide relevant health and safety information literature etc. to accredited Safety Representatives and recognised Trade Unions.
- 2.3.22. Encourage and promote accurate and prompt reporting of accidents, and subsequent investigation.

- 2.3.23. Consider at the tendering, planning and contract stages, for any works affecting the academy, means of eliminating/reducing risk of injury and damage.
- 2.3.24. Ensure that no charge is levied on any staff in respect of anything done or provided, in pursuance of any specific requirements or relevant statutory provision.
- 2.3.25. Liaise with Contractors working on projects commissioned by the academy to ensure so far as is reasonably practicable, they carry out their responsibilities for health and safety.
- 2.3.26. Provide relevant written guidelines, support and advice.

## **2.4 Location of the Policy**

The academy's policy, with other health and safety information, shall be accessible to all Academy stakeholders. Copies of the policy shall be stored on the Academy website, in the staff shared folder, and on the e-learning tool. The academy will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which the Principal will hold.

## **3. Responsibilities/Organisation**

### **3.1. Who is responsible?**

The Health and Safety at Work Act 1974, requires governors, and staff according to their particular roles, to take the initiative on certain matters.

The academy will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day to day responsibility for health and safety matters in the academy shall be the Principal's. More detailed responsibilities are set out below.

### **3.2. Responsibilities of The Global Academy Governing Body**

The Global Academy Governing Body have overall responsibility throughout the academy for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the academy's health and safety management system. Health and safety matters will be considered within the academy's decision-making process (as set out within the academy's policies and procedures, and any statutory provisions set out in legislation).

The Global Academy Governing Body will delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Principal.

The Global Academy Governing Body have assigned responsibility to the Principal to respond to any legal notice received by the HSE or other enforcing body.

The Global Academy Governing Body are responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Global Academy Governing Body have collective health and safety responsibilities. They will ensure that this health and safety policy is applied effectively within any areas that they have particular responsibility for. Therefore, they are responsible for preserving, developing, promoting and maintaining the academy's health and safety policy.

The Global Academy Governing Body will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes. Therefore, health and safety matters will be considered and accounted for when making managerial decisions.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the academy. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff will appreciate that their own safety, and that of all in the academy, depends on their individual conduct as well as this policy.

The governing body will:

- 3.2.1. Ensure that all resourcing decisions take into account health and safety matters.
- 3.2.2. Delegate to the Principal a contingency budget to cover health and safety matters as appropriate to the academy's scheme of internal delegation.
- 3.2.3. Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- 3.2.4. Together with the Principal or named responsible person, ensure that students and their staff have suitable health and safety provision.
- 3.2.5. Ensure that safety standards for purchased goods and equipment are met.
- 3.2.6. Ensure that procedures exist for checking that items offered for sale by the academy are safe.
- 3.2.7. Together with the Principal ensure that approved school journeys are arranged and supervised in accordance with the Local Authority's (LA) guidance.
- 3.2.8. Ensure that the school has appropriate monitoring systems.
- 3.2.9. Arrange for a school site health and safety committee to be established, on request from Safety Representatives and/or staff

### **3.3. Responsibilities of all employees**

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the academy, all staff are expected to:

- 3.3.1. Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- 3.3.2. Observe standards of dress consistent with safety and/or hygiene.
- 3.3.3. Keep good standards of hygiene and cleanliness.
- 3.3.4. Know and apply the emergency procedures in respect of evacuation, invacuation and first aid.
- 3.3.5. Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- 3.3.6. Co-operate with other staff in promoting improved health and safety measures.
- 3.3.7. Co-operate with the appointed safety representative and the enforcement officer of the LA, the Health and Safety Executive or the Public Health Authority.
- 3.3.8. Report any hazard or malfunction in accordance with academy procedure.
- 3.3.9. Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- 3.3.10. Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- 3.3.11. Use the provided safety equipment and/or protective clothing.
- 3.3.12. Avoid improvisation in any form which could create unnecessary risks to health and safety.
- 3.3.13. Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with academy procedure.
- 3.3.14. Attend training courses to further the needs of health and safety as required.
- 3.3.15. Report all accidents, assaults and "near misses" in accordance with academy procedures whether injury is sustained or not.



### 3.4. Responsibilities of the Principal

The Principal is the person initially and ultimately responsible to the governing body for achieving the objectives of the Health and Safety policy at the Global Academy.

The Principal shall:

- 3.4.1. Ensure that the academy meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- 3.4.2. Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- 3.4.3. Ensure staff and students comply with agreed procedures.
- 3.4.4. Advise the governing body on the resources and action required to meet statutory requirements.
- 3.4.5. Liaise regularly with the governing body on health and safety matters in the academy.
- 3.4.6. Encourage and promote a positive health and safety culture in the academy.
- 3.4.7. Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- 3.4.8. Co-ordinate the implementation of the approved safety procedures in the academy.
- 3.4.9. Have established and maintained a suitable health and safety programme to eliminate accident potential so far as practicable.
- 3.4.10. Receive health and safety guidance and establish procedures to disseminate safety information concerning the academy to all staff including temporary/supply staff. Review these procedures from time to time.
- 3.4.11. Ensure that, before introducing any change which may affect the health and safety of staff at work, there is adequate consultation with the governing body, appropriate specialist support staff and employees' Safety Representatives.
- 3.4.12. Ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- 3.4.13. Ensure that injuries, diseases, and dangerous occurrences are:
  - 3.4.13.1 reported as appropriate to the Health and Safety Executive
  - 3.4.13.2 reported to the Board of Governors
  - 3.4.13.3 followed by appropriate remedial action.
- 3.4.14. Ensure that the advice of appropriate specialist academy staff is sought to assist or clarify any health and safety matter.
- 3.4.15. Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- 3.4.16. Ensure that:
  - 3.4.16.1 recommendations or reports presented to the establishment by

- specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the academy's management structure and to the relevant Safety Representatives;
- 3.4.16.2 such reports are followed up so that the required action or policy decisions are taken.
- 3.4.17. Ensure that proper concern is shown for the health and safety of everyone at the academy who is not an employee, including students, pupils, visitors, etc.
- 3.4.18. Ensure that workers at the academy and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.
- 3.4.19. Ensure that:
- 3.4.19.1 All firefighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
- 3.4.19.2 Conduct regular evacuation drills at least once per term, test fire alarms weekly and make all employees and persons using the school aware of the emergency procedure;
- 3.4.19.3 Keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- 3.4.20. Ensure adequate first aid cover is provided.
- 3.4.21. Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- 3.4.22. Review first aid procedures at least annually and make recommendations for improving the procedures on:
- 3.4.22.1 providing first aid in the academy
- 3.4.22.2 the emergency procedures
- 3.4.23. Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until he/she is satisfied they are safe.
- 3.4.24. Maintain contact with, and seek advice from, appropriate agencies.
- 3.4.25. Ensure all statutory registers are maintained.
- 3.4.26. Ensure the maintenance of safe access to and from the site.
- 3.4.26.1 Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
- 3.4.26.2 Where appropriate arrange an academy site health and safety committee in accordance with the guidelines in the health and safety folder.

- 3.4.27. Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

### **3.5. Responsibilities of the Health and Safety Coordinator**

Under the direction of the Principal, the Health and Safety Coordinator is responsible for the detailed adoption of the academy's policy and shall:

- 3.5.1. Be directly responsible to the Principal for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. He/she should follow the advice or instructions given by the Principal, including the relevant parts of this statement.
- 3.5.2. Ensure that all persons reporting to them know, accept and discharge their responsibilities under the academy's Health and Safety policy.
- 3.5.3. Ensure that he/she draw the attention of the Principal to any breach of statutory regulations or departmental procedures which cannot be dealt with.
- 3.5.4. Ensure that he/she report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the Academy's procedure.
- 3.5.5. Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- 3.5.6. Where necessary seek the appropriate Health and Safety advice.
- 3.5.7. Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- 3.5.8. Resolve, promptly, any health and safety problem referred to him/her by a member of staff or pupil and refer any of these problems, for which he/she cannot achieve a satisfactory solution within their resources, to the Principal.
- 3.5.9. Ensure, as far as is reasonably practicable, he/she provides sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health.
- 3.5.10. Recommend to the Principal safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- 3.5.11. Ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
- 3.5.12. Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

### **3.6. Responsibilities of the Caretaker**

- 3.6.1. Ensure that the areas for which he/she is responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which he/she is responsible and, where necessary submit a report to the Health & Safety Coordinator.
- 3.6.2. Ensure that he/she draw the attention of the Health and Safety Coordinator to any breach of statutory regulations or departmental procedures which cannot be dealt with.
- 3.6.3. Ensure that he/she report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the academy's procedure.
- 3.6.4. Ensure that he/she makes available in a safe condition all necessary plant, tools and equipment.
- 3.6.5. Ensure he/she maintains safe access to and egress from their places of work.
- 3.6.6. Ensure the necessary protective clothing or equipment is issued and used in their areas.
- 3.6.7. Resolve promptly any health and safety problem referred to him/her by a member of staff or pupil and refer any of these problems, for which he/she cannot achieve a satisfactory solution within their resources, to the Health and Safety Coordinator.

### **3.7. Responsibilities of Line Managers**

Under the direction of their management, line managers are responsible for the detailed adoption of the academy's policy and they shall:

- 3.7.1. Be directly responsible to the Principal for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the Principal, including the relevant parts of this statement.
- 3.7.2. Ensure that all persons reporting to them know, accept and discharge their responsibilities under the academy's Health and Safety policy.
- 3.7.3. Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Principal/other named person.
- 3.7.4. Ensure that they draw the attention of the line manager to any breach of statutory regulations or academy procedures which cannot be dealt with.
- 3.7.5. Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the academy's procedure.
- 3.7.6. Ensure that they make available in a safe condition all necessary plant, tools and equipment.
- 3.7.7. Ensure they maintain safe access to and egress from their places of work.

- 3.7.8. Ensure the necessary protective clothing or equipment is issued and used in their areas.
- 3.7.9. Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
- 3.7.10. Where necessary seek the appropriate Health and Safety advice.
- 3.7.11. Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- 3.7.12. Resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Principal/other named person.
- 3.7.13. Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health.
- 3.7.14. Recommend to the Principal/other named person safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- 3.7.15. Ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
- 3.7.16. Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

NB The Curriculum Leader and/or professional tutor will make student and supply teachers aware of their responsibilities as these rules apply also to them.

### **3.8. Responsibilities of the Teacher**

The class teacher is responsible for the safety of pupils in creative hubs, laboratories, studios and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Principal/Head of Department before allowing work to take place.

Teachers are expected to:

- 3.8.1. Set a good example by adopting good health and safety practices, and procedures.

- 3.8.2. Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- 3.8.3. Give clear instructions and warning as often as necessary (notices, handouts etc. are not enough).
- 3.8.4. Ensure that pupils' bags, coats etc. are safely stored, and good housekeeping is maintained.
- 3.8.5. Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- 3.8.6. Request/obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
- 3.8.7. Make parents/volunteers aware of safety procedures in the classroom/work area.
- 3.8.8. Recommend to the Principal/head of department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
- 3.8.9. Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

### **3.9. Responsibilities of visitors/volunteers/hirers**

All visitors to the premises will be required to observe the safety rules of the academy. The Receptionist will ensure that visitors are informed of health and safety matters which may affect them during their visit. This is achieved by;

- 3.9.1. The provision of visitor Information Pack available from Reception.
- 3.9.2. Agreeing to a Safeguarding declaration as part of the visitor sign in process.

### **3.10. Academy Rules Concerning Pupils**

Parents and guardians are requested to encourage their children, who are pupils at this academy, to:

- 3.10.1. Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- 3.10.2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- 3.10.3. Observe all the safety rules of the academy and in particular the instructions staff members give in an emergency.
- 3.10.4. Not wilfully misuse, neglect or interfere with equipment provided for their safety. The website will make all pupils and parents aware of the contents of this section.

### **3.11. Health and Safety Representatives**

Safety representatives are nominated/appointed by the Trade Unions or are staff volunteers

3.11.1. The functions of safety representatives are to:

- investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
- make representations to the employer on matters arising out of 3.11.1.1.
- make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- carry out inspections.
- represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority.
- receive information from Inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974.
- attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.

3.11.2. Legal Responsibilities:

3.11.2.1. Safety Representatives have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

## **4. Arrangements**

The arrangements and procedures laid down in this section of this Safety Policy have been devised in order to assist those responsible to meet their duties as laid down in the preceding section (Section 2 – Responsibilities / Organisation). The Health and Safety Manual contains details of other arrangements, and is an extension to this part of our policy document.

### **4.1. Health and Safety Defects Reporting Procedure**

The Governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Principal and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day to day basis are set out in this section

- 4.1.1. Any member of the academy staff who discovers any defect shall file a support ticket detailing the defect, including its location and time of discovery, to [facilities@globalacademy.com](mailto:facilities@globalacademy.com).
- 4.1.2. This ticket, once logged, shall be reviewed by the Caretaker.
- 4.1.3. The ticket shall then be acted on or passed to the Health & Safety Coordinator who is responsible for ensuring that the defect is rectified.
- 4.1.4. The person responsible will take the necessary steps to:
  - 4.1.4.1. have the defect rectified, within a reasonable period of time, and record the details on the defect report form and file it in the Health and Safety File.
  - 4.1.4.2. remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- 4.1.5. If the defect is likely to affect the 'normal' running of the academy the Health & Safety Coordinator shall inform the Principal.
- 4.1.6. Once the defect has been repaired / item taken back into use, the ticket shall be updated with the details of the remedial work and closed.
- 4.1.7. In order to monitor the action that has been taken and/or any delays in work being carried out, the ticketing system shall be checked weekly by the Caretaker and a report produced at termly intervals at the Governors meeting, at which recent significant defects should be identified and outstanding works discussed.

## **4.2. Monitoring Arrangements**

- 4.2.1. The Governing body recognise the importance of monitoring health and safety matters. They will ensure that regular reports of accidents and dangerous occurrences are provided by the Principal and that any necessary alterations to working practices and procedures are implemented.

Monitoring will be carried out in a number of ways:

- 4.2.2. The Governors will call for annual reports on:
  - 4.2.2.2. results of internal or external health and safety inspections
  - 4.2.2.3. maintenance reports
  - 4.2.2.4. complaints, hazards and defects report
  - 4.2.2.5. reviews of any procedures carried out by the Academy's staff.
- 4.2.3. To help this process, the Governors and Principal will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety



officials.

### **4.3. Health and Safety information dissemination procedure**

Information and instructions on health and safety matters are available / given to Teachers / Non-teaching staff / pupils, governors and visitors as follows:

#### **4.3.1. Staff**

4.3.1.1. All documentation and records are recorded on the Academy's e-learning tool. These folders are readily available for staff for reference purposes at any time. The only exception to this is where information is better kept at a site/subject area level. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.

4.3.1.2. New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the health and safety folders referred to in 4.3.1.2 above. The circulation form will be kept on file with the document.

#### **4.3.2. Students**

It will be the responsibility of Teachers to ensure that students are made aware of existing and new health and safety information.

#### **4.3.3. Visitors/Contractors**

Receptionist shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit

#### **4.3.4. Governors**

The Health & Safety Coordinator shall ensure that governors are informed of any existing and new health and safety information.

### **4.4. Accident reporting and monitoring procedures**

4.4.1. All minor accidents, incidents and near misses are recorded via the Academy's e-learning Safety Media tool.

- 4.4.2. When major and more serious accidents occur, these should be recorded on an accident form and given to the Health & Safety Coordinator. Immediate action should be taken to ensure the location of the accident is still safe to use.
- 4.4.3. The Health and Safety Coordinator is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) to the Health and Safety Executive (HSE).
- 4.4.4. The Health & Safety Coordinator is responsible for completing investigations following major and serious accidents, if members of the public are involved, names and addresses should be taken, including any witnesses.
- 4.4.5. Where necessary parents / guardians or other persons notified of accidents involving pupils, by telephone.
- 4.4.6. Accident reports and investigation records should be kept for a minimum of five years if the accident involves a member of staff, visitor or contractor or if the accident involves a pupil / student until they reach the age of 21.
- 4.4.7. Near misses are events or situations that have the potential to result in an actual injury, illness or damage to equipment, but did not either by chance or timely intervention, e.g. someone slipping on a wet or contaminated floor but not actually sustaining an injury. Recording these incidents may help to prevent a future injury, if action is taken to remedy the situation that caused the near miss.

#### **4.5. First Aid**

- 4.5.1. The Academy shall provide an adequate and appropriate level of First Aid support and facilities.
- 4.5.2. The Academy provides all persons visiting the site with information regarding the provision of first aid, location of equipment, facilities, and relevant personnel. This information may be found at all emergency points around the building.
- 4.5.3. The Office Manager is responsible for carrying out an annual assessment of the Academy's first aid needs. This will determine the level of training, facilities, equipment required, along with the required number of first aiders and appointed persons required by the Academy.
- 4.5.4. The Office Manager is responsible for organising and keeping records of all training for all first aiders.
- 4.5.5. The Office Manager is responsible for checking and replenishing first aid kits on a monthly basis. First aid kits may be found in the following locations; Reception (First Aid), Staff Hub 2A, and Staff Hub 2B
- 4.5.6. First Aid may only be administered by qualified first aiders holding a current Emergency First Aid at Work certificate.
- 4.5.7. A record will be kept of all first aid treatment administered by employees of the Academy on a first aid log sheet kept in the Welfare Room

## **4.6. Medication**

- 4.6.1. Academy staff members do not administer medication unless they are specifically trained to do so.
- 4.6.2. All medication is kept in secure storage, within the First Aid Room, under appropriate conditions.
- 4.6.3. All prescription medication provided to the Academy for use by students must be accompanied by signed Medical Conditions form. This form shall detail the quantities, frequencies, and conditions under which the medication may be administered.

For further information see the separate Supporting Students with Medical Conditions Policy.

## **Smoking**

The academy operates a strict no smoking policy for all areas. This policy applies to all tobacco products along with all types of e-cigarette

## **4.7. Welfare**

The Academy shall provide, to all persons visiting the site, adequate access to the following facilities;

- 4.8.1 Clean and wholesome drinking water. Where water is non-potable supplies will be adequately labelled. The identification of such supplies will be carried out by means of a risk assessment carried out by a 'competent person', as defined in the Associated Code of Practice for Legionella Awareness
- 4.8.2 A sufficient number of sanitary conveniences, including special provisions for disabled users. Where changes are made to the Academy's
- 4.8.3 Changing rooms. These should be adequately cleaned, lit, and ventilated with separate facilities for men and women.
- 4.8.4 Washing facilities with hot and cold running water.
- 4.8.5 Accommodation for clothing where personal clothing may be kept clean and secure.
- 4.8.6 Resting and eating facilities.

In addition to these basic provisions the academy shall also provide;

- 4.8.7 Adequate space for employees to carry out their tasks safely.
- 4.8.8 Appropriate seating where the task allows. Seats should be stable, with a backrest and footrest where available.
- 4.8.9 A sufficient supply of fresh and purified air.
- 4.8.10. Maintenance of a reasonable temperature inside the building.

4.8.11. Adequate lighting.

#### **4.8. Stress and Wellbeing**

- 4.8.1. Staff should speak to their line manager, if appropriate, or another member of the Senior Leadership Team if they are experiencing any problems. Line managers should encourage staff to report problems as soon as possible so solutions can be found.
- 4.8.2. Welfare facilities are provided at the school including staff room, toilets/rest room, medical room. The Health and Safety Executive (HSE) define stress as the adverse reaction people have to excessive pressures or other types of demand placed on them.
- 4.8.3. The HSE have identified Management Standards for work related stress. <http://www.hse.gov.uk/pubns/indg430.pdf> (HSE publication - How to tackle work related stress)
- 4.8.4. The Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.
- 4.8.5. The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:
- 4.8.5.1. Demands – this includes issues such as workload, work patterns and the work environment.
- 4.8.5.2. Control – how much say the person has in the way they do their work.
- 4.8.5.3. Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- 4.8.5.4. Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- 4.8.5.5. Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- 4.8.5.6. Change – how organisational change (large or small) is managed and communicated in the organisation.

The Management Standards represent a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

#### **4.9. Fire Precautions**

- 4.9.1. The Academy carries out a fire drill once termly.
- 4.9.2. The Academy tests all fire alarm system a weekly basis. These systems include;
- Fire Panels

- Sounders
- Call Points
- Sprinkler Heads
- Evacuation Chairs
- Disabled Refuge Systems
- Emergency Lighting

- 4.9.3. The results of these tests are verified on a quarterly basis by a 'competent external contractor'.
- 4.9.4. The Academy possess a sprinkler system which is assessed by an external contractor on a six-monthly basis.
- 4.9.5. The results of these inspections are recorded in the Academy's logbook.
- 4.9.6. Records of all servicing are kept by the Health and Safety Coordinator.

#### **4.10. Electricity at Work**

- 4.10.1. The academy's fixed electrics are checked on a five-yearly basis.
- 4.10.2. The condition of the Academy's distribution boards is checked annually.
- 4.10.3. The academy's portable electrical equipment is checked on an annual basis. The registers of Portable Appliance Tests are held by the Caretaker.

#### **4.11. C.O.S.H.H (Control of substances hazardous to health)**

- 4.11.1. The academy will continually strive to use substances which potentially cause the least harm.
- 4.11.2. The academy will adopt in full the COSHH systems recommended by external advisors, which will include the provision of hazard data sheets for all COSHH materials and training for relevant staff in COSHH material identification.
- 4.11.3. The academy will provide free of charge all Personal Protective Equipment required by staff to undertake their work. Instruction on the use of such equipment will be given as necessary.
- 4.11.4. COSHH materials will always be stored safely and securely.
- 4.11.4.1. Staff are advised to use and store the COSHH products in accordance with instructions on the label.
- 4.11.4.2. All COSHH products are kept in their original containers, with clear labelling with product information. The Health and Safety Coordinator shall be responsible for inspecting the storage of COSHH materials on a monthly basis. Where COSHH materials are found to be incorrectly stored the Health and Safety Coordinator shall raise this with the relevant department head and ensure that the correct storage measures are implemented.

- 4.11.4.3. Any COSHH products are disposed of in accordance with specific disposal procedures on the Material Safety Data Sheet for the product.
- 4.11.4.4. Emergency procedures for cleaning spillages are in accordance with the Material Safety Data Sheet for the product.

#### **4.12. Ionising Radiation**

Under the direction of the Head of Science, a Radiation Protection Supervisor and Radiation Protection Officer shall be appointed.

The Radiation Protection Supervisor is responsible for the detailed adoption of the academy's policy and shall:

- 4.13.1 Contract with a suitable Radiation Protection Adviser with regards to compliance with the Ionising Radiation Regulations 1999,
- 4.13.2 Keep an up to date list of sources.
- 4.13.3 Ensure procedures for the safe storage of ionising radiation sources have been formulated and kept up to date.
- 4.13.4 Inform the Fire Service of the storage location.

The Radiation Protection Supervisor is tasked with the day-to-day management of substances and shall be responsible for the following;

- 4.13.5 Ensure that a logbook is kept with the sources, and details of individual source movements are maintained.
- 4.13.6 Carry out leakage tests as appropriate.
- 4.13.7 Arrange safe disposal of the sources via the Radiation Protection Adviser
- 4.13.8 Notify the Radiation Protection Supervisor of any changes to procedure.

#### **4.13. Non-Ionising Radiation**

The academy aims to minimise the exposure of staff and students to non-ionising radiation by means of risk assessment where necessary. This includes any activity where there is a risk of ill health effects as a result of exposure to non-ionizing radiation, such as;

- 4.14.1. Employees that work outdoors.
- 4.14.2. Areas where welding or laser equipment may be used.
- 4.14.3. Contractors who may use welding or laser equipment on site.
- 4.14.4. The testing of equipment such as microwaves for leakage.
- 4.14.5. The use of two-way radios.
- 4.14.6. Use of infrared equipment.

#### **4.14. Access Equipment**

- 4.14.1. Steps and ladders are securely stored and only authorised are permitted to use the equipment.
- 4.14.2. All Academy staff shall be trained in the use of working at height equipment.
- 4.14.3. Authorised staff are expected to carry out pre-use visual checks on equipment and report any defects.
- 4.14.4. The academy's access equipment is inspected on a monthly basis by Facilities staff. A record of these inspections is kept with each ladder.
- 4.14.5. Where Academy staff are permitted to use scaffolding they must have completed PASMA training.
- 4.14.6. The Health & Safety Coordinator shall undertake an annual risk assessment of all Working at Height equipment.

#### **4.15. Risk Assessments**

- 4.15.1. A risk assessment looks at the work carried out by an organisation, and identifies what activities present significant risk and could cause harm, and considers what safety precautions are in place and what more could be done to prevent harm. A risk assessment should be suitable and sufficient, be undertaken by a trained person, and be reviewed regularly or when a change occurs.
- 4.15.2. The Health & Safety Coordinator has overall responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the academy.
- 4.15.3. Risk assessments are kept on a central file in Facilities drive. They are reviewed on a regular basis. All potentially hazardous activities are subject to risk assessment.
- 4.15.4. Where a task involves the participation of a new or expectant mother, or persons under the age of 18, a separate risk assessment should be carried out.
- 4.15.5. The Health and Safety Coordinator shall be responsible for maintaining a list of all current risk assessments.

#### **4.16. Manual Handling**

- 4.16.1. All Academy staff are required to undertake training in safe manual handling.
- 4.16.2. Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining.
- 4.16.3. Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.
- 4.16.4. The following precautions should be followed:
  - 4.16.4.1. Heavy items are stored and are accessible at the appropriate height.

- 4.16.4.2. Lifting aids and trolleys are provided.
- 4.16.4.3. Deliveries are made to the point of use or storage.
- 4.16.5. Manual handling activities will be kept to a minimum. For example, by ensuring that bought in bulk materials are delivered to and unloaded at academy central storage areas.
- 4.16.6. Manual Handling risk assessments will be carried out by the Health and Safety Coordinator as and when specific operations are identified. Training will be given to staff as appropriate and sourced by the Health and Safety Coordinator.

#### **4.17. Educational Visits/Offsite Activities**

- 4.17.1. The Academy's Educational Visits Coordinator (EVC) is the Principal.
- 4.17.2. All Educational Visits should be signed off by a member of the senior leadership team.
- 4.17.3. Further information on the Academy's procedures may be found in the Educational Visits Policy.

#### **4.18. Lifting and Lifting Equipment**

The Academy shall conduct a thorough examination of all lifting equipment, performed by a "competent person" as defined in the appropriate guidance, at the following intervals;

- 6 months – equipment and any associated accessories used to lift people
- 6 months – all lifting accessories
- 12 months – all lifting equipment

#### **4.19. Driving at Work**

- 4.19.1. Staff should ensure that if using their own vehicle for work purposes that the vehicle is maintained in a road-worthy condition, that appropriate car insurance for business use is in place, that the vehicle has a current MOT, and that they have a valid driving license.
- 4.19.2. A risk assessment be carried out for each individual member of staff who is regularly required to use a motor vehicle for work purposes.
- 4.19.3. Staff using their vehicle for work purpose are required to disclose to the Academy any penalties points accrued on their driving licence. Failure to disclose any penalties may result in disciplinary action.
- 4.19.4. Further details of the measures undertaken by the Academy to ensure the safe usage of vehicles may be found in the Academy's Driving for Work Policy,

#### **4.20. Work Experience Pupils**



- 4.20.1. The External Relations and Careers Manager is responsible for arranging work experience placements.
- 4.20.2. The Academy requires that all work experience partners provide a suitable and sufficient risk assessment before students are permitted to join them.
- 4.20.3. For further information please, the Academy's Work Experience Policy

#### **4.21. PE Equipment**

- 4.21.1. The academy's PE equipment is inspected annually by competent persons.
- 4.21.2. Pre-use visual checks carried out by staff on PE equipment.
- 4.21.3. All relevant staff made aware of PE risk assessments.
- 4.21.4. Arrangements are in place for maintenance and checking of sports facilities.
- 4.21.5. Refer to the current Association for Physical Education Safe Practice in Physical Education and Sport document.

#### **4.22. Swimming Lessons**

The academy uses the local swimming pool for swimming lessons and follows safety procedures laid down by them.

#### **4.23. Contractors and Visitors**

- 4.23.1. The Health and Safety Coordinator is responsible for managing contractors on site, induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc.
- 4.23.2. Staff should report any concerns about safe working practices of contractors to the Health and Safety Coordinator.
- 4.23.3. All contractors on arrival must report to reception.
- 4.23.4. At reception contractors will be given an identity badge which must be worn at all times while on site. Contractors will not be allowed to proceed further until a member of the site staff and/or the Health and Safety Coordinator has been informed and has granted permission.
- 4.23.5. Progress on the work will be monitored at regular intervals by a member of the site staff and/or the Health and Safety Coordinator.
- 4.23.6. Upon completion the contractor will report to reception and return the identity badge. A member of the site staff and/or the Health and Safety Coordinator will inspect the completed work and confirm to the best of their ability that the work has been completed satisfactorily and the area left in a safe condition.

#### **4.24. Display Screen Equipment (DSE)**

- 4.24.1. All staff who use computers habitually and for a significant part of their working day are defined DSE “users” and should complete a DSE assessment form, and provided with information.
- 4.24.2. DSE “users” are advised that they are entitled to eye sight tests. The Health and Safety Coordinator is responsible for DSE self-assessment forms e.g. ensuring they are completed, actioned and reviewed etc.

#### **4.25. Asbestos**

The academy is a brand-new build (September 2016) and contains no asbestos in its construction.

#### **4.26. Safeguarding and Child Protection**

Please refer to the academy’s Safeguarding policy.

#### **4.27. Glass and Glazing**

All glazing work comply with current legal standards.

#### **4.28. Housekeeping, Cleaning and Waste Disposal**

Cleaning and Caretaking risk assessments are in place and reviewed annually. The school disposes of its hazardous waste in a responsible manner.

#### **4.29. Lone Working**

- 4.29.1. Lone working is discouraged wherever possible, due to potential risks of injury or ill health. Lone working is kept to a minimum but where it is unavoidable risk assessments are undertaken.
- 4.29.2. The academy has identified intruder alarm activations out of hours as a high-risk area and has therefore employed a key holding security contractor to undertake this duty.
- 4.29.3. A risk assessment of the Academy’s lone working protocols is conducted annually.

#### **4.30. Maintenance and equipment inspections**

- 4.30.1. Staff receive instruction on using specific equipment provided for use at work.
- 4.30.2. Equipment is inspected and tested in accordance with manufacturer’s recommendations.
- 4.30.3. Inspection and testing records are kept in the Caretaker’s office.

- 4.30.4. The academy contracts service providers to undertake all periodic inspections of equipment, this includes: PE equipment, D & T equipment, PATS testing, fire alarms and emergency lights, boilers, fume cupboards, dust extraction equipment, access equipment and firefighting equipment.

#### **4.31. Noise at Work**

- 4.31.1. We realise that in order to comply with the Control of Noise Regulations 2005, we must ensure that weekly noise exposure levels do not rise above 80db. Where this is likely to happen noise monitoring checks will be carried out and measures will be put in place to reduce the noise. Where this is not possible appropriate hearing protection will be issued.

#### **4.32. Personal Protective Equipment**

Personal Protective Equipment will be provided free of charge for employees where it has been identified as a requirement through risk assessment.

#### **4.33. Security on site**

Please refer to the academy's security policy. We employ a key holding company for alarm call outs and a site staff to patrol the cross-site path during the school day.

#### **4.34. Violence and aggression towards staff**

All staff at the academy have the right to be treated with dignity and respect. The academy therefore will not tolerate any acts of violent or aggression towards its staff.

Staff are encouraged to report all incidents of verbal and physical violence and aggression. Risk assessments are carried out for hazardous circumstances.

#### **4.35. Water Hygiene**

HSE guidance – Legionnaire's disease – The control of Legionella bacteria in water systems (L8) <http://www.hse.gov.uk/pubns/books/l8.htm>

- 4.35.1. The water hygiene log books are kept by the Caretaker. The Caretaker is responsible for maintaining these books and for water sampling.
- 4.35.2. The Caretaker is the designated, competent person. There are arrangements in place to keep vehicles and pupils separate –e.g. restrictions on vehicle movement at certain times; segregation of large vehicles from pedestrian areas; restrictions on reversing vehicles; special arrangements for deliveries.

#### 4.36. Workplace Safety

Good housekeeping in the workplace environment can help to prevent workplace accidents, including slips, trips and falls. This covers:

- 4.36.1. Maintaining adequate floor space and storage space, ensures that staff and pupils are able to move around the work area safely, without obstructions and tripping hazards, including bags and coats.
- 4.36.2. Ensuring corridors are kept clear and are free from hazards such as damaged flooring or carpeting, and not obstructed by equipment or other items.
- 4.36.3. Keeping desks areas, cabinets, cupboards and shelves tidy and not overloaded. Maintaining adequate lighting and ventilation.
- 4.36.4. Ensuring that any spillages are promptly cleared up in the kitchen area, or in the toilets area, using warning signage as necessary.
- 4.36.5. Being aware of any flooring that becomes contaminated and slippery, e.g. entrance door/hallway and rain water or snow, or from cleaners washing/mopping the floor. Any problems should be reported to the Caretaker.
- 4.36.6. Removing waste regularly, e.g. daily, and disposing appropriately.
- 4.36.7. Operating office machinery in accordance with manufacturer's instructions, ensuring that guards and covers are in place, and clothing, hair, jewellery is kept clear of machinery, e.g. shredder, guillotine, photocopier.
- 4.36.8. Accessing high shelving using proprietary equipment, e.g. step stool or stepladder.
- 4.36.9. Storing heavy items between waist and shoulder height, to prevent lifting injuries.
- 4.36.10. Ensuring that only one drawer in a filing cabinet is opened at any one time, to avoid the cabinet toppling forward.
- 4.36.11. Taking care if lifting or moving items - if heavy or bulky, seek assistance, unless trained in manual handling.
- 4.36.12. Using electrical items with care – not overloading circuits, use fused extension leads; checking for damaged cables or plugs; switching off and unplugging appliances after use and at night; avoiding trailing cables; keeping heaters clear of combustible materials (paper, cardboard, fabric, wood, etc.)
- 4.36.13. Reporting any unsafe conditions/defects – e.g. damaged flooring, faulty electrical equipment, faulty fire doors, poor lighting, missing fire extinguisher, etc.
- 4.36.14. The Caretaker carries out routine visual inspections of the workplace to ensure that these standards are maintained.