



Aveea Academy

Health and Safety Policy

Table of Contents

1. Introduction	3
1.1 Overarching Guidance	3
2. Responsibilities	5
3. Emergency Policies	6
4. Accident Procedure	7
4.1 Accident Books	7
5. Risk Assessment	8

1. Introduction

This document aims to provide adequate control of the health and safety risks that could arise from Aveea's work activities. It provides procedures and policy to ensure activities that are carried out are done safely and in a manner that is not hazardous or harmful to anyone involved.

This includes -

- Safe handling and the use of substances
- Providing information, instruction and supervision for employees,
- To ensure all employees are competent to do their tasks,
- To provide adequate training where required
- To maintain safe and health working conditions
- To review and revise this policy as necessary regular intervals.

This document should be accessible at all times during all risks and hazards associated with activities that will be carried out by Aveea during Aveea Academy Session.

1.1 Overarching Guidance

This document serves as a policy and not guidance, deviation should not be made on any of the activities unless an addendum has been written and agreed upon by Aveea Staff. All duties must be carried out in line with this risk assessment and all other associated method statements, they should be carried out without endangering anyone's health and safety, i.e. Aveea Staff and Volunteers, any third parties or the general public.

Aveea Staff must be informed of any specific personal health and safety requirements, when undertaking a task, if in doubt of any aspect of health and safety, whether this be a specific role or confusion within guidance and literature, works are to be stopped immediately and Aveea Staff are to be contacted.

All members of Aveea both staff and volunteers are to read, accept and sign this document stating they will carry out all activities in accordance with this document unless otherwise stated and recorded.

This document should be reviewed quarterly to ensure it is corrected for any changes in the workplace or in the event that there are number of addendums that required to be added to this health and safety policy, if there any other changes that warrant a review this can be undertaken at any time.

2. Responsibilities

All staff and volunteers have the following responsibilities in line with Aveea's Health and Safety Policy.

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace and following the guidance set out in this report.
- Implement emergency procedures – evacuation in case of fire / significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
- Ensuring the workplace is tidy, clean and free from trips and falls, also ensuring that all emergency exits are clear at all times.
- Emergency exits are to be identified and means/routes of escape are to be noted at the start and beginning of each session.
- First-Aid Box should be present at each and every Aveea Academy Session, irrespective of the assumed risk. No activities can commence without this box in place.
- Accident book to be present at each and every Aveea Academy Session, in the event of an accident, please follow the guidelines stipulated in this document.

3. Emergency Policies

In the unlikely event of an emergency, whether this be due to a flood, earthquake, fire, terrorism or any other event that would not be considered normal, the following procedures are to be followed by employees in the event of an emergency situation.

1. Raising the alarm and notifying all members of staff and children.
2. Following intended means of escape, no belongings are to be collected. Immediate evacuation
3. All staff and children are to meet at the designated assembly points
4. Head count is to be established, if there are any missing bodies, members of staff are to be notified. Do not go back into the building
5. Emergency services are to be summoned

If first aid is required to be undertaken, the designated first aider shall conduct this appropriately, this shall follow the accident procedures detailed in the following section.

Following the arrival of the emergency services, they are to be notified of the incident including any missing persons. They should be assisted with any information such as the location of hazardous substances or emergency routes and access.

4. Accident Procedure

An accident is any unplanned event that results in personnel injury or damage to property, plant or equipment.

A near miss is any unplanned event which does not cause injury or damage but could have done so, for example, this may include an item falling near to personnel.

Both near misses and accidents are to be recording within Aveea's Accident Book, this is to ensure that an investigation can take place immediately following the incident and to ensure no recurrence. Any incident should be reported to Aveea Staff, irrespective of the severity.

In the event that an incident was to involve a minor, parents are to be informed. This should be undertaken by one of the Aveea Staff, this is regardless of the severity of the situation if in doubt, please speak with Aveea Staff.

4.1 Accident Books

All accidents must be recorded in the company's accident books.

These accident books will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred during Aveea Academy Sessions. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must be reported to Aveea Staff, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

5. Risk Assessment

This risk assessment shall be used in conjunction with all Aveea Academy activity plans. No activity is to commence if a risk assessment has not been produced for it.

Likelihood	Severity
3 – Highly Likely	3 – Serious injury / widespread loss
2 – Likely	2 – Minor Injury / moderate loss
1 – Unlikely	1 – Minor or non loss

The risk rating (R) is determined by multiplying the Likelihood (L) with the Severity (S)

Risk Rating (R)	Control Measure
1 - 2	Acceptable Medium Risk
3 - 4	Monitor and Review Control Measures
6 - 9	Stop activity and improve control measures

RA #	Process	Hazard	Consequence / Impact	Degree of Risk			Control Measures	Residual Degree of Risk			Responsibility / Info
				L	S	R		L	S	R	
1	Working with minors	Pupils will likely have little experience of workplaces or a developed understanding of risk or danger.	Injury to self	3	2	6	A minimum ratio of 1:8 to be obtained at all times between staff/volunteers and pupils. A ratio of 1:6 is aimed for. All staff / volunteers to be DBS checked.	2	1	2	All personnel, to operate within training received and instruction given.

2	Working with plants	Allergies	Injury to self	2	2	4	Ensure that plants used are not hazardous to health. Survey area prior to students collecting leaves	1	1	1	All personnel, to operate within training received and instruction given.
3	Working with different substances	Allergic reaction to substance Corrosive materials	Injury to self	3	2	6	If corrosive materials appear on the MSDS sheets, ensure appropriate PPE is used. If students are allergic to substances, ensure gloves are used that are in line with substances characteristics.	2	1	2	All personnel to operate within training received and instruction given
4	Glue Gun	Hot materials	Burns and fumes	2	3	6	Only staff / volunteers to be using glue gun, pupils are not to enter the 'hot works' area. Ensure all glue is cold before returning project to pupil. Gloves to be used with use of glue gun. Glue gun to be used in a well-ventilated area	1	2	2	All personnel to operate within training received and instruction given
5	Classroom Tools	Scissors, rulers, pencils, pens, sharpeners	Cuts, bruises, general harm	2	2	4	Staff / volunteers to ensure pupils have used equipment before. 'Classroom version' of the equipment always to be adopted i.e. safety scissors	1	1	1	All personnel to operate within training received and instruction given
6	Use of mechanical tools	Cuts and bruises	Injury	2	2	4	All tools to be inspected prior to use, any signs of defects or misuse must be reported to Aveea Staff. Appropriate PPE to be used at all times. Students are not to use these tools unless supervised.	1	1	1	All personnel to operate within training received and instruction given
7	Manual Handling	Cuts and Bruises	Injury	2	2	4	Heavy loads not be lifted manually Operatives not to lift excessive weights	1	1	1	All personnel to operate within training received and instruction given
8	Working with electrical equipment	Computers / Phones	Shock	2	3	6	Ensure all electrical items have been checked appropriately and appear intact without any visible signs of damage that would impair functionality and safety.	1	2	2	All personnel to operate within training received and instruction given
9	Consuming food or other consumables	Allergic Reaction	Injury	3	3	9	Ensure a thorough medical report has been filled out by all parents clarifying all allergies. Also ensure substances are not likely to cause allergies, irrelevant of report	1	2	2	All personnel to operate within training received and instruction given

10	Using iPads	Flashing lights / sounds	Epilepsy / sickness	2	2	4	All medical records are to be assessed, this is to ensure that pupils are not epileptic. Session to be tailored accordingly to ensure pupils are not exposed to any flashing lights that may lead to an epileptic fit.	1	1	1	All personnel to operate within training received and instruction given.
11	Use of VR Headsets	Flashing lights / sounds	Epilepsy / sickness	2	2	4	As per RA 10 – In addition, students who are unable should have a dedicated iPad without VR functionality.	1	1	1	All personnel to operate within training received and instruction given.
12	Working with water	Spillage / Allergies	Slips and sickness	2	2	4	Ensure that all water is contained in a suitable unit that is not susceptible to falling. Ensure water does not contain any contaminants that may be likely to give rise to allergens	1	1	1	All personnel to operate within training received and instruction given.
13	Working with Paint	Clothing damaged / allergies	Injury to self, damage to property	2	2	4	Ensure that the correct paint is used, that is child friendly and suitable for use in schools. Where possible students do not come into direct contact with paint.	1	1	1	All personnel to operate within training received and instruction given.
14	Working at Height	Working at elevated levels	Injury to self, damage to property	3	3	9	If an elevated height is required to carry out an activity, staff should ensure that they do not stand on unstable or slippery surfaces. Staff should not stand on tables or chairs that may cause an injury. Staff should request for a kick stool or similar.	1	2	2	All personnel to operate within training received and instruction given.