



Health and Safety Policy

Approved

March 2025

Date of review

March 2026

SLT Lead


Estates Director

Signed:

Chief Executive Officer



Chair of Trustees



1. INTRODUCTION

This policy serves as the overarching Health and Safety Policy for The Gallery Trust, herein referred to as 'the Trust'. Each establishment within the Trust will have local detailed arrangements acting as appendices to this Policy.

2. OBJECTIVES

2.1 The objectives of this document are:

- a. To set the general direction for health, safety and welfare throughout the Trust.
- b. To demonstrate the Trust's commitment to health and safety.
- c. To meet the requirement of Section 2(3), 3 and 4 of the Health and Safety at Work etc Act 1974 and other statutory and common law duties, including a written statement of general policy on health and safety.

2.2 This Health and Safety Policy Statement is the lead document for health and safety within the Trust and applies to all site users, including staff, trustees, Local Academy Board members, parents and carers, visitors and contractors.

3. STATEMENT

3.1 The Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work Act 1974 and will take all reasonable steps to fulfil these responsibilities as far as practically possible to ensure the health, safety and welfare of site users using establishment premises or participating in school-sponsored activities throughout the Trust sites.

3.2 The Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of its establishments and the education of its students.

3.3 The Trust will ensure, so far as is reasonably practicable, the safety of all staff, students and any other person who may be directly affected by its operations by:

- a) Ensuring significant health and safety risks arising from its activities are adequately controlled;
- b) Providing and maintaining safe plant, equipment and systems of work;
- c) Managing and maintaining safe, healthy working and learning environments;
- d) Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;
- e) Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
- f) Involving employees in health and safety decisions through consultation and cooperation

- 3.4 The Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.
- 3.5 The Trust's policy will be implemented with the full cooperation of Trustees, Committees, including Local Academy Boards, and staff.
- 3.6 All employees have duties under the Health and Safety at Work Act 1974 and must actively support the Trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with the Trust's Disciplinary Policy.
- 3.7 The Trust will provide and maintain joint consultation on health and safety matters and will cooperate with agreed safety representatives.
- 3.8 This policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness. The policy will be shared with staff on an annual basis following review.

4. ROLES AND RESPONSIBILITIES

4.1 The Board of Trustees

The Board of Trustees has strategic responsibility for health and safety within all areas of the undertakings. They shall ensure that:

- sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable safe and productive working and learning environments
- competent health and safety advice is available in order to assist line management and comply with regulatory controls
- a Trustee is appointed on the Board with responsibility for Health and Safety

In addition, the Board will

- keep the Health and Safety Policy and other policies under review
- consider statistical information and reports regarding health and safety incidents
- review the results of Health and Safety inspections
- ensure that responsibilities are discharged under Section 89 of the Environmental Protection Act 1990

4.2 Chief Executive Officer

The Chief Executive Officer has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The Chief Executive Officer shall ensure that the Board of Trustees:

- oversees the provision of health and safety leadership focused on the management of significant risk
- monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues

4.3 Estates Director

The Estates Director will support the Chief Executive Officer and the Board of Trustees by working with Directors and Head Teachers to ensure that this policy is adhered to and will have responsibility in ensuring the schools' management systems are in place.

- Work in partnership with academy staff to ensure compliance with Health and Safety and property legislation, statutory regulations and guidance (e.g. Health and Safety, COSHH, GDPR), retaining oversight of external health and safety providers, and preparing and support audits
- Work in partnership with Head Teachers to ensure that site estates teams are trained and supervised to perform to required standards, and to comply with all health and safety rules, procedures and requirements.
- Work in partnership with academy staff to monitor and implement planned maintenance and servicing schedules, and improvement of property programmes
- Lead on property and land data for the Trust; maintain software containing asset management information, property condition information and contract management data; co-ordinate Health and Safety data, and submit returns
- In co-operation with the Fire Service, to be responsible for the installation and maintenance of all firefighting and fire alarm systems: to ensure the maintenance and periodic checking of fire and other safety equipment by specialist contractor: to undertake the operation and periodic checking of fire alarm systems
- Work in partnership with academy staff to ensure the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as required
- Provide written reports for the Board of Trustees and committees, and attend as required
- Maintain a positive culture of health and safety awareness and promotion across the Trust
- Undertake Health and Safety, estates and facilities due diligence checks ensuring full assessment of an academy's position is established prior to conversion
- Make insurance arrangements for all Trust establishments

4.4 Head Teachers / Heads of School

The Head of Establishment is responsible for:

- the health, safety and welfare of staff, students, visitors and any other person using the premises;

- ensuring safe working conditions for all of the above (staff, students, visitors etc);
- ensuring safe working practices and procedures throughout the establishment, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- directing that health, safety and security issues are put on the agenda of appropriate meetings throughout the establishment;
- ensure that there is a suitable system in place for reporting accidents, near misses, and concerns about staff and student welfare;
- ensuring that liaison with contractors is maintained and that regular reports are obtained;
- arranging for appropriate supervision of students;
- carrying out periodic safety reviews and audits;
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;

Whilst overall responsibility for health and safety cannot be delegated, the Head of Establishment may choose to delegate certain tasks to other members of staff. The Establishment is required to have a suitably qualified and “competent person” responsible to the Head Teacher to manage, coordinate and monitor Health and Safety within the Academy.

4.5 Academy staff

The Head of Establishment may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the academy.

These staff will:

- apply the Trust’s Health and Safety Policy to their own department or area of work
- ensure staff under their control are aware of and follow relevant published health and safety guidance
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- take appropriate action on health, safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them
- carry out regular inspections of their areas of responsibility and report / record these inspections Under the Health and Safety at Work Act 1974 all staff (including volunteers, students on work experience and temporary workers) have

general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- comply with the Trust's and academy's Health and Safety Policy and procedures at all times
- report all accidents and incidents in line with the academy's reporting procedure
- cooperate with and support management on all matters relating to health and safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- take part in health and safety training and development and health surveillance programmes, as required

4.6 Central Trust staff

Under the Health and Safety at Work Act etc. 1974 all central Trust staff (including consultants, volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- comply with the Trust's Health and Safety Policy and procedures at all times and the academy's policy and procedures
- report all accidents and incidents in line with the Trust's reporting procedure
- cooperate with and support management on all matters relating to health and safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- take part in health and safety training and development and health surveillance programmes, as required

OPERATION

5. Establishments

Each establishment is required to establish specific health and safety policy statements and organisational arrangements to implement the Trust's policy. A local policy will provide detailed operational arrangements for health and safety at respective academies and meet the requirements set out in this policy.

Each academy will include site specific appendices relating to:

- Appendix 1 - Risk Assessments
- Appendix 2 - Off-site visits
- Appendix 3 - Health and Safety Monitoring and Inspections, including KPI data
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety / Lone Working
- Appendix 10 - Premises Work Equipment (PUWER, LOLER)
- Appendix 11 – Chemical Safety (COSHH)
- Appendix 12 - Asbestos
- Appendix 13 – Selecting and Use of Contractors
- Appendix 14 - Working at Height
- Appendix 15 - Moving and Handling (including the physical management of students)
- Appendix 16 - Display Screen Equipment and Workstation Ergonomics
- Appendix 17 – Vehicles, and Driving for Work
- Appendix 18 - Lettings and Community Use of Academy Facilities
- Appendix 19 - Electrical installation certification
- Appendix 20 - Stress at Work
- Appendix 21 - Legionella
- Appendix 22 - School Swimming Pools and Hydrotherapy Baths
- Appendix 23 – Risk Protection Arrangement and other Insurance information

5.1 Central Trust team

The Chief Executive Officer will ensure that organisational arrangements are in place for staff employed by the Trust, including consultants. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether this be on an academy site or elsewhere. This will include risk assessments, accident reporting arrangements, first aid, induction, DSE workstation assessments etc.

5.2 Job descriptions / contracts and performance management

Suitable clauses to highlight health and safety responsibilities will be included in all employee contracts and job descriptions appropriate to individual roles. Performance management will be used to set and measure performance against health and safety targets and objectives (where appropriate for the job description of the employee concerned). Performance management is also used to identify health and safety training needs and monitor competency.

5.3 Risk assessments

Each establishment shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments will be reviewed periodically and following any significant changes. Once formal sign-off by a member of the Senior

Leadership Team has been completed, the signed hard-copy of the risk assessment shall pass via the Business Manager or Site / Facilities Manager to register the date of completion and suggested time of renewal and file centrally. Photocopies of the risk assessment should be kept by the colleague who wrote it so that it can be kept with the activity or off-site visit, with the signed originals remaining on-file. Any paperwork relating to individual data should be filed or destroyed in line with the Trust's GDPR Policy after the trip or activity has concluded (if no incidents have taken place).

5.4 Induction

All new members of staff will be provided with Induction training appropriate to their role and needs. Site and Facilities Staff with specific responsibilities relating to Health and Safety will be given site-appropriate inductions by their Head Teacher (or Business Manager), supported by the Estates Director.

5.5 Monitoring

Proactive health and safety monitoring is a line management function. In addition, the Trust will measure performance by audit, inspection and accident / incident reporting and investigation. A programme of health and safety audits will be delivered by the Estates Director across all academies, with each academy required to develop, maintain and report on health and safety action plans to ensure continuous improvement.

SITE-SPECIFIC APPENDICES

6.1 Risk Assessments

The school will assess all activity and produce relevant assessment and risk mitigation. These risk assessments will be made available for all relevant staff and will form part of the induction process. There will be at least one annual review of these RA's.

6.2 Off-site visits

The Educational Visit Coordinator (EVC) will assess risk for each visit.

6.3 Health and Safety Monitoring and Inspections, including KPI data

The school is audited annually by the Oxford City Council Health and Safety team. The results of the audit are used to produce an action plan to address health and safety shortfalls.

6.4 Fire Evacuation and other Emergency Arrangements

The school will conduct an unannounced Fire Evacuation within the first two weeks of each Term. An additional drill will be held each term out of hours to ensure that the cleaning staff are familiar with the Fire Evacuation procedures. The Fire Evacuation procedures are displayed in the reception permanently.

6.5 Fire Prevention, Testing of Equipment

All Fire Fighting and Detecting Equipment is tested by a competent contractor within Statutory Timescales. Additional in-house testing is completed within Statutory Timescales.

6.6 First Aid and Medication

The school maintains adequately-trained First Aid staff. All staff training related to First Aid and Medication are logged and flagged for updating in a spreadsheet accessible by the Head and the Deputy Head. Training records are delineated by role, classroom, and if required, by learner.

6.7 Accident Reporting Procedures

All Accidents/Incidents and Near Misses are recorded by staff and are recorded on Google Forms to allow follow up and analysis of any trends. Any serious accidents are reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) guidance.

6.8 Health and Safety Information and Training

The school maintains an updated Health and Safety policy which is published on its website and forms part of the induction process for new starters. Relevant training is allocated to each new starter and refresher training is provided at appropriate times.

6.9 Personal Safety / Lone Working

The school has a policy in place to ensure Personal Safety requirements are met. Risk Assessments are conducted to ensure requirements are met. Personal Safety training is conducted for staff.

6.10 Premises Work Equipment (PUWER, LOLER)

All items are inspected and serviced within Statutory Timelines and according to Provision and Use of Work Equipment Regulations (PUWER) and Lifting Operations and Lifting Equipment Regulations (LOLER); any defects actioned as a priority.

6.11 Chemical Safety (COSHH)

Staff undergo Control of Substances Hazardous to Health (COSHH) training when appropriate. Risks assessments are undertaken to monitor and ensure continued safe handling of chemicals. Chemicals are stored safely.

6.12 Asbestos

All buildings that may contain asbestos-containing material (ACM) have been surveyed and where present appropriate actions have been taken. Where ACMs are present, an ACM

Management File is in place and actions and inspections are recorded. All efforts are made to remove ACMs when any refurbishment takes place.

6.13 Selecting and Use of Contractors

All Contractors must be vetted to become approved Suppliers using The Gallery Trust's process and, where appropriate, attending Contractors must evidence a current DBS.

6.14 Working at Height

Working at Height Guidance forms part of the induction process for new starters. Formal training is conducted through SmartLog and risk assessments are carried out when appropriate.

6.15 Moving and Handling (including the physical management of students)

Moving and Handling Guidance forms part of the induction process for new starters. Formal training is conducted through SmartLog and risk assessments are carried out when appropriate.

6.16 Display Screen Equipment and Workstation Ergonomics

DSE users complete a self-assessment prior to assess potential health risks. The assessment is monitored.

6.17 Vehicles, and Driving for Work

The Health and Safety Executive Driving at Work Policy is displayed and accessible in reception permanently. All staff complete a self-declaration and hold the relevant permit for the vehicles they drive. Each vehicle is insured, has breakdown cover, and is serviced regularly.

6.18 Lettings and Community Use of Academy Facilities

Not applicable.

6.19 Electrical installation certification

Electrical installation certification is conducted every five years by an Approved Contractor to provide a Satisfactory Certificate.

6.20 Stress at Work

Stress at Work is monitored by The Gallery Trust through a Health and Safety Executive questionnaire.

6.21 Legionella

Water Hygiene Services are produced by an Approved Contractor following a Risk Assessment. The Risk Assessment is renewed every two years. Appropriate in-house checks are carried out and recorded.

6.22 School Swimming Pools and Hydrotherapy Baths

Not applicable.

6.23 Risk Protection Arrangement and other Insurance information

Appropriate Insurances are secured by The Gallery Trust on behalf of each school.