

The **GALLERY TRUST**



A community of special schools

Health and Safety Policy

Approved

March 2026

Date of review

March 2027

SLT Lead

Finance and Operating Officer

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 Chief Financial Operating Officer

The Chief Financial Operating Officer, assisted by the Estate Manager, 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 Shared Services (Central Trust staff)

Under the Health and Safety at Work Act etc. 1974 all shared services 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

5. OPERATION

5.1 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](#)

5.2 Shared Services (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.

5.3 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.

5.4 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).

5.5 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 Manager.

5.6 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 Manager across all academies, with each academy required to develop, maintain and report on health and safety action plans to ensure continuous improvement.

Appendix 1: Risk Assessments

Overview

Springfield School undertakes risk assessments for all relevant activities to ensure the safety and wellbeing of students, staff and visitors. All completed risk assessments are stored on the shared drive and made accessible to appropriate staff members. Staff are expected to confirm that they have read and understood each assessment relevant to their role.

Risk assessments form a core part of staff induction, ensuring that all new staff understand how to access, interpret and comply with them.

Review and Update Process

All risk assessments are linked to a central spreadsheet, enabling timely review cycles and updates. Risk assessments are reviewed when:

- Circumstances or environments change
- Additional risk mitigation is required
- New information becomes available

When a risk assessment is updated, it is redistributed to relevant individuals, who must reconfirm that they have read and understood the revised version.

Categories of Risk Assessments

Springfield School uses risk assessments for four primary purposes:

1, Risk Assessments for Staff

Risk assessments may be completed for individual staff members in circumstances such as:

- Pregnancy
- Health concerns
- Specific individual requirements

These assessments are written in consultation with the staff member, then shared with them, the leadership team and any other relevant colleagues. A review period is agreed at the time of writing and continues until the assessment is no longer required.

2. Risk Assessments for Individual Students

Risk assessments for students may be required for:

- Medical needs
- Behavioural needs
- Concerns relating to harmful behaviours

These assessments ensure that appropriate measures are in place to safeguard the student and others.

3. Risk Assessments for On-Site Activities



Risk assessments are completed for on-site activities that may present risk, including:

- Classroom-based activities (e.g., cooking, art, science)
- Planned maintenance
- Building, grounds or safety improvements

These assessments ensure that all foreseeable hazards are identified and mitigated before activities commence. All risk assessments are in line with our Safeguarding policy.

4. Risk Assessments for Off-Site Activities

All off-site activities require:

- A general risk assessment for the visit
- Individual risk assessments for each participating student where additional risks may be present

These assessments ensure that all students can participate safely and that staff are aware of any specific considerations.

Additional Risk Assessments

From time to time, Springfield School may complete additional risk assessments for activities or situations that present:

- A deviation from normal operations
- An emerging or unforeseen risk

This ensures that the school remains responsive and proactive in maintaining a safe environment.

Commitment to Continuous Improvement

Springfield School is committed to continually reviewing and strengthening its risk assessment processes. This aligns with our Health and Safety and Safeguarding policies and safe practices. Feedback from staff, changes in guidance, and learning from incidents all contribute to ensuring that risk management remains effective, proactive, and aligned with best practice.

Appendix 2 – Off-Site Visits

Overview

Springfield School ensures that all off-site educational visits are carefully planned, assessed, and approved to safeguard the wellbeing of students and staff. All visits must follow a structured approval and risk management process prior to taking place.

Appointment of Trip Leader

For every off-site visit, a Trip Leader is appointed. The Trip Leader is responsible for:

- Assessing the proposed visit, including cost, travel arrangements, educational value, and safety considerations
- Preparing and submitting all required documentation, including completed risk assessments

Approval Process

All visit documentation must be submitted to the Educational Visits Co-ordinator (EVC) and the Headteacher for review and approval. This includes:

- General and specific risk assessments
- Visit planning details

During the review process, the EVC and Headteacher will evaluate:

- The suitability of the visit
- Staffing levels and staff-to-pupil ratios
- Availability of appropriately trained staff, including a sufficient number of First Aid qualified personnel

Approval will only be granted where all requirements are satisfactorily met.

Risk Assessments

Comprehensive risk assessments must be completed for all off-site visits. This includes:

- General risk assessments for the visit
- Individual student risk assessments, including medical and safeguarding considerations where applicable

All staff attending the visit are expected to:

- Read and review all relevant risk assessments
- Sign to confirm that they have understood the content

Completed risk assessments are stored centrally and recorded in the school's risk assessment register.

Student Preparation and Equipment



The Trip Leader is responsible for ensuring that all students are appropriately prepared for the visit. This includes confirming that students have:

- Suitable clothing and footwear
- Any required medical equipment
- Any additional items necessary for the specific activity

Compliance

All off-site visits must comply with this policy to ensure the safety, wellbeing, and educational benefit of all participants.

Commitment to Continuous Improvement

Springfield School is committed to continually reviewing and strengthening its processes for planning and managing off-site visits. Feedback from staff, learning from completed visits, updates to statutory guidance, and evolving best practice all contribute to ensuring that off-site activities remain safe, well-organised, and educationally enriching for all students.

Appendix 3 – Health and Safety Training, Monitoring and Inspections.

Overview

Springfield School is committed to maintaining high standards of health and safety through robust training, monitoring, and inspection processes. A cloud-based health and safety compliance management system is used to support effective oversight and continuous improvement.

Health and Safety Management System

The school utilises a cloud-based compliance management platform to:

- Track and manage health and safety compliance
- Log accidents, incidents, and near misses
- Record and monitor staff training
- Manage and document statutory checks and tests
- Provide oversight and reporting to the central Trust team

This system supports risk assessment and compliance monitoring.

Audits and External Monitoring

Springfield School is audited annually by the OCC Health and Safety Team. Following each audit:

- An action plan is produced to address any development points
- Actions are prioritised according to the urgency and level of risk
- Progress is monitored to ensure timely completion

These audits form a key part of the school's continuous improvement cycle

Site Inspections

Regular inspections are carried out to maintain a safe environment:

- The Facilities Manager conducts a daily inspection of the site, including an early morning walk-through
- Play and gym equipment are inspected daily prior to use to confirm they are safe and fit for purpose

In addition:

- Play and gym equipment are subject to an annual inspection by an external agency arranged by OCC
- Any issues identified during inspections are addressed promptly by the school

Health and Safety Training

Health and Safety training is an essential component of staff development and compliance:

- All staff receive Health and Safety training as part of the **induction process**.
- Staff are expected to retake mandatory training annually to ensure they remain up to date with current legislation, guidance and safe working practices.
- Training records are maintained within the school's compliance management system.



This approach ensures that staff maintain the knowledge and awareness required to uphold a safe working and learning environment.

Monitoring

Health and safety performance is monitored through:

- Data captured within the compliance management system
- Audit outcomes and action plans
- Inspection records and incident reporting

This information is used to inform ongoing improvements and ensure compliance with statutory and organisational requirements.

Commitment to Continuous Improvement

Springfield School is committed to continually strengthening its health and safety training, monitoring, and inspection processes. Insights from audits, data captured through the compliance management system, staff feedback, and changes in statutory guidance are used to refine procedures and enhance practice. This ongoing review ensures that the school maintains a safe, compliant, and proactive environment for all students, staff, and visitors.

Appendix 4 - Fire Evacuation and other Emergency Arrangements

Overview

Springfield School maintains robust emergency procedures to ensure the safety of students, staff and visitors. These procedures cover fire evacuation, lockdown, and other emergency responses. All staff are required to understand and follow these procedures as part of their duty of care.

Fire Evacuation Procedures

Fire Evacuation Drills

The school conducts unannounced fire evacuation drills every short term (six times per year). These drills ensure:

- All students, staff and visitors are familiar with evacuation routes
- Staff understand their roles during an evacuation
- Evacuation times and processes are monitored and improved where necessary

Visitor Information

Upon signing in, visitors are:

- Shown the fire evacuation routes and assembly points
- Asked whether they require assistance to evacuate

This ensures that all visitors can be safely supported during an emergency.

Staff Training and Responsibilities

All staff must complete:

- Fire safety training during induction
- Annual refresher training as part of Health and Safety requirements

A designated group of staff receive additional training as Fire Marshals, who take on key responsibilities during an evacuation, including:

- Sweeping designated areas
- Supporting individuals who require assistance
- Reporting to the evacuation coordinator

An Emergency Action Plan is displayed in all classrooms and key areas of the school.

Accountability During Evacuation

Accurate accounting of all individuals on site is essential. Springfield School uses:

- The Entrysign system for staff and visitor sign-in/out
- Class registers to account for students
- Entrysign visitor logs to confirm visitor evacuation

These systems ensure that evacuation leaders have accurate, real-time information.

Lockdown Procedures

Policy Review and Practice

The school's Lockdown Policy is reviewed annually to ensure it remains current and effective.

A practical lockdown run-through is completed once each full term, enabling:

- Staff to practise their roles
- Students to understand expectations
- Leaders to evaluate and refine procedures

Lockdown Activation

A lockdown may be initiated in response to:

- A threat or potential threat on or near the school site
- A security concern requiring students and staff to remain indoors
- Advice from emergency services

During a lockdown, staff must follow the procedures outlined in the Lockdown Policy and Emergency Action Plan.

Communication During Emergencies

Clear communication is essential during any emergency. Springfield School uses:

- Internal communication systems to alert staff
- Entrysign data to support accountability
- Pre-established protocols for contacting emergency services and the Trust

Staff must follow instructions from senior leaders or emergency services without delay.

Post-Incident Review

Following any emergency drill or real incident:

- A debrief is conducted with relevant staff
- Any issues identified are recorded and addressed
- Procedures are updated where necessary to improve safety and efficiency

This ensures continuous improvement in the school's emergency preparedness.

Commitment to Continuous Improvement

Springfield School is committed to continually strengthening its lockdown and emergency communication procedures. Learning from termly practice drills, staff feedback, post-incident reviews, and updates to national guidance ensures that the school's approach remains robust, responsive, and effective. This ongoing cycle of evaluation and refinement supports a safe and well-prepared environment for all students, staff, and visitors.



Appendix 5 - Fire Prevention, Testing of Equipment

Overview

Springfield School is committed to ensuring effective fire prevention measures and the regular testing and maintenance of fire safety equipment to protect all building occupants.

Fire Detection and Firefighting Equipment Testing

Springfield School ensures that all fire detection and firefighting equipment is maintained in full working order. To achieve this:

- All equipment is tested by competent external contractors within statutory timeframes.
- Additional in-school testing is carried out as required by the Facilities Manager.
- All internal checks and test results are recorded on Smartlog, ensuring accurate tracking and compliance monitoring.

This approach ensures that all fire safety systems remain reliable and compliant with legal requirements.

Staff Awareness and Reporting

All staff are expected to maintain awareness of fire safety equipment and its condition. This includes:

- Knowing the location of fire extinguishers and fire safety blankets
- Reporting any misuse, damage or concerns immediately to the Facilities Manager or a member of the Senior Leadership Team

Prompt reporting ensures that equipment remains functional and ready for use in an emergency.

Location of Fire Safety Equipment

Fire extinguishers and fire safety blankets are installed in all required areas across the school site, in accordance with:

- Statutory fire safety regulations
- Recommendations from fire safety professionals
- The school's internal risk assessments

These placements ensure that equipment is accessible and appropriately positioned for rapid use.

Commitment to Continuous Improvement

Springfield School is committed to continually strengthening its fire prevention measures and the testing and maintenance of fire safety equipment. Insights from statutory inspections, internal monitoring, staff feedback, and updates to fire safety legislation are used to refine procedures and enhance practice. This ongoing review ensures that fire safety systems remain reliable, compliant, and responsive to the needs of the school community

Appendix 6 - First Aid and Medication

Overview

Springfield School, in partnership with Oxfordshire Health, provides dedicated on-site medical support to ensure the safe management of student health needs, including the administration of medication and the provision of first aid.

Medical Personnel and Responsibilities

Medical support is delivered collaboratively by Springfield School and Oxfordshire Health. Designated medical personnel are responsible for:

- Ensuring all medication is safely stored and appropriately administered
- Maintaining accurate and up-to-date medical records for all students
- Ensuring that relevant staff are informed of and understand key medical information

Training is provided:

- Annually for staff
- As required, where changes to a student's medical needs necessitate updated training

Administration of Medication

Medication will only be administered where appropriate consent has been obtained. This includes:

- A signed consent form from the student's parent or responsible guardian
- Clear details of the medication, dosage, and timing of administration

All medication is administered in accordance with the information provided and relevant school procedures.

First Aid and Incident Recording

All incidents requiring first aid, as well as accidents occurring on school premises, are recorded in the school's central management software. Records include:

- The circumstances of the incident
- The nature of the injury
- First aid administered

Following an incident, the first aider will contact the student's responsible guardian by phone and follow up via email to inform them of the event.

Monitoring and Review

Accidents and incidents are reviewed periodically by the Senior Leadership Team (SLT) to:

- Identify trends or recurring issues
- Inform improvements to health and safety procedures and practices

Compliance

The partnership approach between Springfield School and Oxfordshire Health supports a proactive and responsive health and safety culture, ensuring the wellbeing of all students and compliance with relevant guidance.

Commitment to Continuous Improvement

Springfield School is committed to continually enhancing its medical support and medication administration procedures. Regular reviews of incident data, feedback from staff and healthcare partners, and updates to clinical and safeguarding guidance inform ongoing improvements. This ensures that the school maintains a safe, responsive, and high-quality approach to meeting the medical needs of all students.

Appendix 7 - Accident Reporting Procedures

Overview

Springfield School maintains robust procedures for recording, reporting, and reviewing accidents and incidents to ensure effective response, accountability, and continuous improvement in health and safety practices.

Recording of Incidents and First Aid

All accidents and incidents requiring first aid are:

- Recorded in the school's central management software
- Documented with details of the circumstances, injury sustained, and first aid administered

Following an incident:

- The attending first aider will contact the student's parent or responsible guardian via telephone and follow up via email
- Incidents involving Staff will be followed up directly with the staff member.

Monitoring and Review

Accidents and incidents are reviewed periodically by the Senior Leadership Team (SLT). These reviews are undertaken to:

- Ensure appropriate follow-up actions are completed
- Analyse trends and recurring issues
- Identify opportunities to improve health and safety processes

Investigation of Serious Incidents

All serious incidents are subject to a formal investigation. This includes:

- A review of the events leading up to the incident
- Evaluation of the response and actions taken
- Consideration of outcomes and any required improvements

Investigations are led by a member of the Senior Leadership Team, who will report findings to:

- The student's parent or responsible guardian
- The school's senior leadership team
- The Trust

Statutory Reporting (RIDDOR)

Where applicable, serious accidents are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This ensures compliance with statutory health and safety reporting requirements.



Commitment to Continuous Improvement

The systematic recording, review, and investigation of incidents supports a proactive approach to risk management and contributes to the ongoing improvement of safety standards across the school.

Appendix 8 - Health and Safety Information and Training

Overview

The Gallery Trust and Springfield School maintain an up-to-date Health and Safety Policy that outlines the organisation's commitment to providing a safe environment for students, staff and visitors. The policy is published on the school website and is accessible to all staff via the All-Staff Google Drive. The core policy is reviewed annually, and all school-specific appendices are also reviewed on an annual cycle to ensure they remain accurate, relevant and compliant with current legislation.

Staff Training and Induction Requirements

All staff are expected to complete mandatory Health and Safety training as part of their induction. This training is recorded on Smartlog and must be successfully completed as a condition of passing the probation period. Staff are required to retake Health and Safety training annually to ensure they remain up to date with current guidance, statutory requirements and safe working practices.

Health and Safety Information for Staff and Visitors

Health and Safety information and guidance is displayed throughout the school site to support safe practice and awareness. This includes signage, procedural information and emergency instructions. All displayed information is reviewed regularly and updated when:

- Legislation or statutory guidance changes
- Internal procedures are amended
- A senior leadership review identifies the need for improvement

This ensures that all staff and visitors have access to accurate and current safety information.

Commitment to Continuous Improvement

Springfield School is committed to continuous improvement in all aspects of Health and Safety management. Policy documents, training programmes and displayed information are routinely reviewed, and feedback from audits, incidents and staff input is used to strengthen practice and enhance the safety culture across the school community

Appendix 9 - Personal Safety / Lone Working

Overview

Springfield School is committed to ensuring the personal safety of all staff, students and visitors. Clear procedures are in place to support safe working practices, including expectations around lone working and site-wide accountability. These measures help maintain a secure environment and ensure that staff are protected when working on site.

Signing In and Out

All staff are required to sign in and out using the school's Entrysign system whenever they arrive or depart. This provides an accurate, real-time record of who is on site and supports effective emergency management, safeguarding and accountability.

Lone Working Policy and Risk Assessment

The academy has a Lone Working Policy and associated risk assessment, accessible to all staff via the All-Staff Google Drive. These documents outline the expectations, controls and procedures designed to minimise risks associated with working alone.

Conditions for Lone Working

Lone working should only take place in exceptional circumstances and must be agreed in advance with both the Headteacher and the School Business Manager. When lone working is authorised, staff must:

- Notify a nominated person when they arrive on site
- Maintain regular contact throughout the period of lone working
- Confirm when they leave the site

These measures ensure that staff are monitored appropriately and can be supported quickly if required.

Commitment to Continuous Improvement

Springfield School regularly reviews its personal safety and lone working arrangements to ensure they remain effective, compliant and responsive to emerging risks. Feedback from staff, incident reviews and policy updates is used to strengthen procedures and promote a culture of safety across the school

Appendix 10 - Premises Work Equipment (PUWER, LOLER)

Overview

Springfield School ensures that all premises work equipment is safe, compliant and maintained in accordance with statutory requirements, including the Provision and Use of Work Equipment Regulations (PUWER) and, where applicable, the Lifting Operations and Lifting Equipment Regulations (LOLER). These arrangements support a safe working environment for staff, students and visitors.

Statutory Inspection and Servicing

All relevant equipment is inspected and serviced within the statutory timelines required under PUWER and LOLER. To ensure high-quality and compliant maintenance:

- The school holds a maintenance contract with a vetted and competent external supplier.
- All statutory inspections, servicing and remedial actions are completed to the required standard.
- Any defects identified during statutory checks are prioritised and addressed promptly to prevent unsafe use.

In-School Equipment Checks

In addition to statutory inspections, Springfield School undertakes routine internal checks to ensure equipment remains safe for daily use. These checks include:

- Visual inspection of equipment before use
- Immediate reporting of any defects or concerns to the Facilities Manager
- Safety checks carried out before equipment is used.

If equipment is found to be unsafe, it is removed from use until it has been repaired or replaced.

Commitment to Continuous Improvement

The school continually reviews its equipment management processes to ensure they remain effective, compliant and aligned with best practice. Feedback from inspections, staff reports and maintenance records is used to strengthen procedures and enhance the safety of all work equipment on site.

Appendix 11 – Chemical Safety (COSHH)

Overview

Springfield School is committed to the safe management, storage, use, and disposal of hazardous substances in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and all relevant statutory requirements.

Management of Chemicals

All new chemicals entering the school must be:

- Reported to the Facilities Manager
- Logged to ensure accurate records are maintained

The Facilities Manager is responsible for ensuring:

- Appropriate storage arrangements are in place
- Safe usage procedures are identified and followed

A nominated supplier is used for the procurement of chemicals to ensure quality, compliance, and consistency. Risk assessments are in place to support the safe use and storage of all substances.

Risk Assessment and Curriculum Use

Chemical safety is considered within relevant risk assessments and policies, including (but not limited to):

- Science
- Construction
- Cleaning
- Art and Design
- Health and Safety

These assessments ensure that risks associated with chemical use are effectively controlled in all relevant activities.

Storage of Chemicals

All chemicals are:

- Stored in a designated area behind a clearly marked door displaying COSHH guidance
- Secured in a locked storage area with access restricted to authorised personnel

Additional safety measures include:

- Clear access to COSHH information via a displayed QR code
- Storage in accordance with manufacturer guidance and labelling requirements

Safe Use of Chemicals

When chemicals are in use:

- Appropriate Personal Protective Equipment (PPE) is provided and must be worn

- All relevant safety equipment is made available
- Manufacturer and COSHH guidance is followed, including requirements for ventilation and safe handling

Emergency Measures

To support safe use and emergency response:

- Running water and eye wash facilities are located near chemical storage and usage areas
- Staff are expected to follow emergency procedures where required

Inspection and Disposal

Chemicals are regularly checked to ensure:

- Packaging is intact and free from leaks or damage

Where issues are identified:

- Appropriate action is taken immediately to mitigate risk

Disposal of chemicals is carried out:

- In accordance with recommended guidelines and statutory requirements

Compliance

Through effective management, training, and monitoring, Springfield School ensures compliance with COSHH regulations and promotes a safe environment for all staff and students.

Commitment to Continuous Improvement

Springfield School is committed to continually improving its management of hazardous substances in line with COSHH regulations and best practice. Regular reviews of storage arrangements, risk assessments, staff feedback, and updates to statutory guidance inform ongoing enhancements to procedures. This ensures that the school maintains a safe, compliant, and proactive approach to the use, handling, and disposal of all hazardous substance



Appendix 12 - Asbestos

No known asbestos identified based on current surveys.

Appendix 13 – Selecting and Use of Contractors

Overview

Springfield School is committed to ensuring that all contractual work carried out on site is completed safely, professionally and in accordance with statutory requirements. To support this, the school works only with approved contractors who meet the standards set by The Gallery Trust and comply with all safeguarding and health and safety expectations.

Approved Supplier and Contractor Vetting

The school maintains a select list of approved suppliers who are authorised to complete contractual work on site. All contractors are vetted through The Gallery Trust's approval process, which ensures they are competent, reputable and able to meet the required safety and quality standards.

Safeguarding and Identification Requirements

Once approved, and where appropriate, contractors attending the school site must:

- Produce a valid DBS check
- Provide proof of identification
- Comply with all safeguarding expectations while on site

These measures ensure that only verified and trusted individuals are permitted to work in proximity to students and staff.

Supervision and Working Arrangements

To maintain a safe environment:

- Contractors work alongside the Facilities Manager or another designated member of staff
- Contractors are not left unsupervised while students are on site
- Wherever possible, contractor work is scheduled outside of school hours or during school breaks to minimise disruption and risk

These arrangements ensure that all work is carried out safely and with appropriate oversight.

Commitment to Continuous Improvement

Springfield School regularly reviews its contractor management processes to ensure they remain effective, compliant and aligned with best practice. Feedback from staff, contractor performance and Trust-level updates informs ongoing improvements to safeguarding and site safety procedures.

Appendix 14 - Working at Height

Overview

Springfield School is committed to ensuring that all staff who may be required to work at height do so safely, competently and in accordance with statutory guidance. Working at height is avoided wherever possible, and strict controls are in place to minimise risk when such tasks cannot be avoided.

Training and Induction Requirements

All staff complete Health and Safety training as part of their induction, which includes training relevant to working at height.

- Training is recorded and monitored on Smartlog.
- Annual refresher training is scheduled to ensure staff remain up to date with safe practices and legal requirements.
- Successful completion of required training forms part of the probation process.

Expectations for Working at Height

In general, staff are not expected to work at height and should avoid doing so wherever possible. When working at height cannot be avoided:

- Staff must work with another member of staff present.
- Tasks should be planned to minimise time spent at height and reduce associated risks.
- Staff must follow all relevant safety guidance and use appropriate equipment.

Inspection and Maintenance of Access Equipment

As part of the school's regular maintenance checks:

- All access equipment (e.g., ladders, step stools) must undergo a safety assessment.
- A record of each assessment must be displayed on the equipment and logged in Smartlog.
- Any defective or unsafe equipment must be removed from use immediately until repaired or replaced.

Risk Assessment Requirements

A risk assessment for working at height is available to all staff on the shared drive.

- Staff receive an updated copy annually and must read and understand it.
- The risk assessment is reviewed and updated at least once per year.
- Before undertaking any task involving work at height, staff should reread and consider the risk assessment.
- If a task presents unique or additional risks, staff may be required to complete a task-specific risk assessment.



Commitment to Continuous Improvement

Springfield School continually reviews its working-at-height procedures, training and equipment to ensure they remain effective, compliant and aligned with best practice. Feedback from staff, incident reports and equipment inspections informs ongoing improvements to safety standards.

Appendix 15 – Moving and Handling (Including the Physical Management of Students)

Overview

This appendix outlines Springfield School's approach to moving and handling, including the physical management of students and the safe movement of students for personal care. It sets out expectations for staff training, risk assessment procedures, equipment use, and post-incident requirements to ensure safe, consistent, and legally compliant practice across the school, reflecting the complex needs of pupils within a specialist setting.

Staff Training and Induction

All staff joining Springfield School complete mandatory health and safety training as part of their induction. This includes training relevant to moving and handling. In addition:

- Annual revision and refresher training is provided to all staff.
- Training completion is recorded and monitored through Smartlog to ensure compliance and oversight.

Risk Assessments

A comprehensive moving and handling risk assessment is available to all staff.

- Staff receive an updated copy annually and are expected to read and acknowledge it.
- The risk assessment is reviewed and updated at least once per year, or more frequently if circumstances require.
- Individual staff risk assessments are completed where a health or physical condition necessitates additional consideration.

Physical Movement of Students for Personal Care

Some students require physical assistance for personal care routines, including transfers, positioning, and movement. Springfield School ensures that these tasks are carried out safely, respectfully, and in line with best practice.

- Hoists and specialist equipment are used where required to support safe transfers.
- All staff involved in personal care receive training in the safe use of hoists, slings, and associated equipment.
- Adequate staffing levels are maintained to ensure that personal care tasks are never carried out by fewer staff than is safe or recommended for the equipment or the student's individual needs.
- Student-specific moving and handling plans are followed at all times to ensure dignity, comfort, and safety.

Physical Management of Students

On occasions where it is necessary to ensure the safety of students and staff, physical management may be required.

- Staff receive Team Teach training to ensure physical management is carried out safely
- Refresher training is provided in accordance with statutory requirements to ensure skills remain current and safe.



Policies and Student-Specific Risk Assessments

Springfield School has a Positive Handling and Physical Intervention Policy, available on the school website.

- Individual risk assessments are completed for any student who may require restrictive physical intervention.
- These assessments guide staff in using the safest and least intrusive strategies appropriate to each student's needs.

Post-Incident Requirements

Any staff member who has physically managed a student must:

- Complete the relevant incident documentation promptly and accurately.
- Participate in a debrief with a member of the leadership team, where support, reflection, and any follow-up actions can be discussed.

Commitment to Continuous Improvement

Springfield School is committed to continually reviewing and improving its moving and handling practices. Feedback from staff, training updates, incident reviews, and evolving best practice all contribute to ensuring that procedures remain safe, effective, and responsive to the needs of the school community.

Appendix 16 – Display Screen Equipment (DSE) and Workstation Ergonomics

Overview

Springfield School is committed to ensuring that all staff who use display screen equipment (DSE) are able to work safely and comfortably. The school promotes good workstation ergonomics to support staff health, wellbeing, and productivity.

Staff Training and Induction

All staff joining Springfield School complete mandatory health and safety training as part of their induction.

- Display Screen Equipment (DSE) training forms a part of this programme.
- Annual revision and refresher training is provided to ensure staff remain informed about safe working practices.
- All training is recorded and monitored through Smartlog to ensure compliance.

Workstation Set-Up and Ergonomics

As part of the induction process, staff receive guidance on the correct set-up of their workstation, including DSE, seating, and desk layout.

- Staff are encouraged to apply their training and maintain open dialogue with their line manager regarding any concerns about workstation ergonomics.
- Adjustments to equipment or layout are made where necessary to support safe and comfortable working conditions.

DSE Assessments

Where appropriate, a staff member and their line manager may complete the Health and Safety Executive (HSE) Display Screen Equipment Assessment Checklist.

- This assessment is initiated if a staff member reports discomfort, difficulty, or a medical concern related to DSE use.
- Any areas identified for improvement are reviewed, actioned, and monitored to ensure effective resolution.

Occupational Health Support

The Gallery Trust's occupational health partners provide additional support to promote staff health and wellbeing.

- Occupational health professionals may offer advice or recommendations relating to workstation ergonomics, equipment needs, or reasonable adjustments.
- This support ensures that staff receive expert guidance where specialist input is required.

Commitment to Continuous Improvement

Springfield School remains committed to continually reviewing and improving its approach to DSE safety and workstation ergonomics. Feedback from staff, updates to statutory guidance, and occupational health recommendations all contribute to ensuring that practices remain safe, effective, and responsive to staff need

Appendix 17 – Vehicles and Driving for Work

Overview

Springfield School recognises that, from time to time, staff may be required to drive for work purposes. The school ensures that all work-related driving activities are conducted safely, legally, and in accordance with relevant policies and risk assessments.

Driving for work falls into two main categories:

- Staff using their own or allocated vehicles for work-related purposes
- Transporting students

Staff Using Vehicles for Work

The Gallery Trust maintains a policy covering all driving undertaken as part of an employee's role. This includes:

- Travel to meetings
- Attendance at training
- Travel to other work-related locations

On an annual basis, relevant staff are expected to confirm that they:

- Hold a valid driving licence appropriate for the vehicle category
- Are medically fit to drive
- Have appropriate insurance covering business use
- Maintain their vehicle in a safe and roadworthy condition, including valid MOT and road tax

A central register of staff authorised to drive for work purposes is:

- Maintained on the Smartlog system
- Supported by documentation held within staff personnel files

Transporting Students

Where staff are involved in transporting students, additional requirements apply. This includes:

- Use of school vehicles (e.g. minibuses)
- Vehicles provided by third-party operators

Springfield School ensures that:

- Drivers are competent, appropriately licensed, and authorised
- All required safeguarding checks are completed, including checks against relevant barred lists
- Drivers are fit to drive and not under the influence of alcohol or drugs

For longer journeys:

- Drivers are required to take regular breaks to maintain safety

All relevant staff involved in transporting students are:



- Recorded on the central Smartlog register
- Supported by appropriate documentation held in staff files

Compliance and Monitoring

All driving for work is subject to monitoring and review to ensure ongoing compliance with legal, safety, and safeguarding requirements.

Commitment to Continuous Improvement

Springfield School is committed to regularly reviewing driving practices, risk assessments, and staff compliance to ensure the highest standards of safety are maintained for staff, students, and the wider community



Appendix 18 - Lettings and Community Use of Academy Facilities

At this time, Springfield School does not let its facilities for community or other use.

As the Bronze Barrow site is shared with Madley Brook Primary School (River Learning trust), parts of the site is let out by Madley Brook Primary School. These lettings are covered by the Madley Brook Primary School Policy

Appendix 19 - Electrical installation certification

Overview

Springfield School is committed to ensuring the safe installation, maintenance, and use of all electrical systems and equipment. Regular inspection, testing, and monitoring are undertaken to minimise risk and ensure compliance with statutory requirements.

Electrical Installation Checks

Springfield School ensures that the fixed electrical installation is inspected and tested in accordance with statutory requirements.

- A full Electrical Installation Condition Report (EICR) is completed every five years by an approved contractor.
- A satisfactory certificate is required following each inspection.
- Records of all installation checks and certificates are stored on Smartlog.
- Any actions or remedial works identified during the inspection are prioritised and completed at the earliest opportunity.

Portable Appliance Testing (PAT)

Regular PAT testing is undertaken to ensure that all portable electrical equipment remains safe for use.

- PAT testing is carried out according to the school's testing schedule and statutory guidance.
- Records of PAT testing are maintained on Smartlog and labelled on each device.
- Any item that fails PAT testing is immediately removed from service until repaired or replaced.

Routine Visual Checks

In addition to formal testing, Springfield School conducts routine visual inspections as part of ongoing maintenance.

- All electrical equipment is visually checked for signs of damage, wear, or deterioration.
- Any item that appears unsafe is taken out of service immediately.
- Staff are encouraged to visually check equipment before use and report any concerns promptly to their line manager or the site team.

Commitment to Continuous Improvement

Springfield School is committed to maintaining high standards of electrical safety. Regular reviews, staff feedback, and updates to statutory guidance ensure that electrical safety practices remain effective, compliant, and responsive to the needs of the school community.

Appendix 20 - Stress at Work

Overview

Springfield School is committed to promoting positive mental health and wellbeing for all staff. The school recognises the importance of identifying and managing work-related stress and provides appropriate support mechanisms to ensure staff wellbeing.

Stress at Work Policy

A Stress at Work Policy is available to all staff in the Policies folder on the All Staff Google Drive. This policy provides guidance on recognising, reporting, and managing work-related stress, and outlines the responsibilities of staff and managers in maintaining wellbeing.

Identifying and Assessing Stress

If a member of staff identifies that they are experiencing stress, or if stress is discussed during a return-to-work meeting following absence:

- A Stress at Work Risk Assessment Questionnaire will be offered.
- The completed questionnaire will be reviewed by the appropriate manager.
- Actions arising from the assessment will be agreed and implemented.
- Where appropriate, this may include an Occupational Health referral or other supportive measures.

Wellbeing Support and Employee Assistance Programme

The mental wellbeing of staff at Springfield School is a priority.

To support this:

- All staff have free, unlimited, confidential access to the Employee Assistance Programme (EAP).
- The EAP provides support with stress management, mental health, and a range of personal or work-related issues.
- Staff are encouraged to make use of this service whenever needed.

Promoting a Supportive Working Environment

Springfield School fosters a culture where staff feel comfortable raising concerns and seeking support.

- Staff are encouraged to speak openly with the senior leadership team about any wellbeing concerns.
- The school promotes healthy working practices, including taking adequate rest and maintaining work-life balance.
- A designated staff room is provided as a non-working area, encouraging staff to take proper breaks away from their workspace.



Wellbeing Initiatives Through The Gallery Trust

As part of The Gallery Trust, Springfield School has access to wellbeing funds.

- These funds are used to celebrate staff and provide access to wellbeing activities and initiatives.
- This contributes to a positive, supportive, and appreciative working culture.

Commitment to Continuous Improvement

Springfield School is committed to continually improving its approach to staff wellbeing and stress management. Feedback from staff, updates to best practice, and ongoing evaluation of wellbeing initiatives ensure that support remains effective, responsive, and meaningful.



Appendix 21 - Legionella

Overview

Springfield School is committed to maintaining high standards of water hygiene to ensure the safety of all building users. Appropriate systems, monitoring, and controls are in place to minimise risks associated with water systems, including legionella.

Water Hygiene Service and Statutory Checks

Springfield School commissions an approved contractor to provide a comprehensive water hygiene service.

- Formal water hygiene risk assessments are reviewed every two years.
- The approved contractor carries out all required checks in accordance with statutory and regulatory requirements.
- Records of all assessments and contractor visits are stored on Staffsafe.

Weekly Water Hygiene Checks

In addition to statutory contractor checks, Springfield School conducts internal weekly water hygiene monitoring.

- Weekly checks are completed by trained staff.
- All results are documented on Staffsafe.
- Any issues identified during weekly checks are reported and actioned promptly to maintain safety and compliance.

Commitment to Continuous Improvement

Springfield School is committed to continually reviewing and improving its water hygiene management processes. Regular monitoring, contractor feedback, and updates to statutory guidance ensure that water safety practices remain effective, compliant, and responsive to the needs of the school community.

Appendix 22 - School Swimming Pools and Hydrotherapy Baths.

Notice

The pool at Springfield School is currently closed.

This appendix outlines the procedures and responsibilities that apply when the pool is operational, ensuring safe management, staffing, and emergency preparedness.

Overview

Springfield School is committed to ensuring the safe operation, maintenance, and supervision of the hydrotherapy pool. Clear procedures, appropriate staffing, and robust risk assessments are essential to safeguarding all users.

Roles and Responsibilities

Overall responsibility for the safe use of the pool rests with the Headteacher, who must ensure that effective procedures are in place for:

- Management of the plant room, including water testing and chemical treatment.
- Cleaning of the pool and surrounding areas, and safe access to the pool.
- Regular maintenance and servicing of all specialist pool equipment.
- Emergency procedures, including evacuation in the event of fire or other incidents.
- Completion and review of pool-specific risk assessments.
- Provision and maintenance of an appropriate First Aid kit.
- Ensuring staff who use the pool have access to appropriate and up-to-date training.

Staffing, Training and Safeguarding Requirements

To ensure safe supervision and operation of the pool:

- All staff and volunteers must hold an enhanced DBS.
- There must be at least one First Aid-trained member of staff on the premises during pool use.
- Within the pool area, there must be at least one staff member trained in Basic Life Support or holding a nationally recognised qualification such as the Aquatic Therapy Shallow Pool Rescue Award (ATSPRA).
- Staffing levels must be appropriate to the needs of the session and may be increased if required.

Accident Reporting

In the event of an accident requiring first aid:

- The incident must be recorded on the school's accident form.
- Any accident resulting in a student being hospitalised must be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- All documentation must be completed promptly and accurately.



Risk Assessments

Risk assessments are essential to ensuring safe pool operation and must:

- Confirm that each session is staffed by competent individuals able to respond effectively to any situation.
- Be read and understood by all staff involved in pool sessions.
- Be submitted to the Team Leader or a member of the Leadership Team for approval.
- Be reviewed and adapted as needed, including adjusting staffing levels or session times in response to changing circumstances.

Commitment to Continuous Improvement

Springfield School is committed to continually reviewing and improving its hydrotherapy pool procedures. Regular evaluation, staff feedback, and updates to best practice ensure that safety measures remain effective, robust, and responsive to the needs of the school community.

Appendix 23 – Risk Protection Arrangement and other Insurance information

Overview

Springfield School is committed to protecting its staff, students, visitors, and assets through effective risk management and appropriate insurance arrangements. The school adopts a proactive approach to identifying, assessing, and mitigating risks. As part of The Gallery Trust, the school is protected through the Risk Protection Arrangement (RPA), which provides a comprehensive framework for managing financial and operational risks. Risk assessments are used throughout the school to identify, evaluate, and mitigate potential hazards, ensuring a safe and secure environment for students, staff, and visitors.

Risk Protection Arrangement (RPA)

Springfield School's insurance cover is provided centrally by The Gallery Trust through the Risk Protection Arrangement (RPA).

- The RPA is a government-backed alternative to traditional insurance for academies.
- It provides financial protection for a wide range of risks, including property damage, liability, legal expenses, and other operational exposures.
- All claims, incidents, and relevant documentation are managed in accordance with Trust procedures and RPA requirements.

Use of Risk Assessments

Risk assessments play a central role in the school's approach to risk management.

- Risk assessments are used to identify potential hazards, evaluate the level of risk, and implement appropriate control measures.
- They are completed for a wide range of activities, including curriculum-based tasks, trips and visits, premises operations, and staff responsibilities.
- Risk assessments are reviewed regularly and updated when circumstances change or new risks emerge.
- Completed assessments are stored in accordance with school and Trust procedures.

Incident Reporting and Claims

Where an incident occurs that may fall under the RPA:

- Staff must report the incident promptly to the senior leadership team.
- Relevant documentation, including risk assessments, witness statements, and evidence, must be completed and retained.
- The school follows The Gallery Trust's procedures for notifying and managing RPA claims.

Roles and Responsibilities

- The Gallery Trust oversees the RPA and ensures that all schools within the Trust comply with requirements.
- Springfield School's leadership team ensures that risk assessments are completed, reviewed, and implemented effectively.



- All staff are responsible for following risk assessment guidance, reporting hazards, and supporting a culture of proactive risk management.

Commitment to Continuous Improvement

Springfield School is committed to continually improving its approach to risk management and insurance compliance. Regular reviews, staff feedback, and updates to Trust and RPA guidance ensure that risk protection measures remain effective, robust, and responsive to the needs of the school community.

