



# Health and Safety Policy Iffley Academy

Approved

March 2024

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.

## **Appendix 1 - Risk Assessments**

Iffley Academy assesses all activity and produces risk assessments where relevant. Risk assessments are stored in the shared drive and are made available to relevant staff. Appropriate risk assessments and how to access these for part of staff induction.

Risk assessments are reviewed annually. In addition risk assessments are also reviewed when a situation changes or additional risk mitigation is required. Updated risk assessments are saved and reshared with relevant people.

Risk assessments are written for individuals where appropriate for reasons such as pregnancy, health concerns or individual requirements. The risk assessment will be written and discussed with the individual and then shared with them, leadership and any other relevant staff. At the time of writing an agreed review period will be put in place and this will continue until it is appropriate for the risk assessment to be finished.

## **Appendix 2 - Off-site visits**

A specific policy for Educational Visits can be found on the Iffley Academy shared drive under Policies; Educational Visits. This policy is reviewed annually. This policy is available to all staff to view as they require.

In addition to the Educational Visits Policy, every off site visit requires the completion of an Educational Visits file.

This contains an individual risk assessment specific to the off site visit. The risk assessment is written by the visit lead and shared with all relevant staff before the day of visit.

Specific risk assessments (including medical and safeguarding) for the students are read and reviewed by staff, these are included in the trips folder.

In addition the folder also contains; permission forms, site information and attendance lists.

Every off site visit has a member of staff who is first aid trained.

### **Appendix 3 - Health and Safety Monitoring and Inspections, including KPI data**

Iffley Academy uses Smartlog to monitor health and safety within the school. Smartlog tracks and alerts of any due inspections and assessments and allows the user to update the information. All monitoring is documented on Smartlog and any follow up action is recorded.

During induction health and safety is discussed with staff and staff are trained annually in relevant health and safety areas.

Iffley is audited annually by the OCC HS Team. The results of this audit are then reviewed and an action plan is produced to address any shortfalls identified.

The site, play and gym equipment is inspected daily to ensure it is in a safe working condition. In addition play and gym equipment is audited annually by an external agency organised by OCC and the school addresses any issues that arise.

#### **Appendix 4 - Fire Evacuation and other Emergency Arrangements**

Iffley Academy conducts an unannounced fire evacuation three times annually allowing all students, staff and visitors to practice an evacuation. There are also three annual out of hours fire drills to ensure cleaning staff are practiced.

During sign in, visitors are shown the location of the fire evacuation meet point and asked if assistance is required to evacuate.

A selection of staff are trained as fire marshalls, these staff members are allocated to key areas within the building, these are reviewed and shared annually. Information on the staff and areas they cover are found on the fire marshall information sheet displayed in all classrooms and key areas of the school.

All staff are required to sign in and out when they arrive and depart from school, allowing an accurate record of who is on site. class registers are used to ensure students are safely evaluated. Visitor log in also allows the school to ensure visitors are safely evacuated.

The sheltering within policy is reviewed annually and a practical run through is completed annually.

Emergency arrangements are discussed with all staff at induction. They are also displayed on signs throughout the school site.

Emergency arrangements are outlined in policies that can be found on the shared drive.

## **Appendix 5 - Fire Prevention, Testing of Equipment**

All fire detection and fire fighting equipment is tested by competent contractors within the statutory timeframes. Additional in school testing also takes place as required and this is recorded on Staffsafe.

Staff are aware of the location of fire extinguishers and understand to report any misuse or damage to equipment as soon as it is identified.

Fire extinguishers and safety blankets are located in all the required areas.

## **Appendix 6 - First Aid and Medication**

Iffley Academy has a dedicated medical team. This team works to ensure all medication is safely stored and dispensed. In addition all staff receive a medical induction and the school maintains adequately trained first aid staff.

For medication to be dispensed a student's responsible guardian will be required to sign a consent form, stating the medication, dose and time that it is to be given.

First Aid and accidents are recorded on an accidents and incident sheet to document the circumstances around the accident and injury and first aid given. The first aider will also contact the students responsible guardian through phone call, email or recording in their diary.

Accidents and incidents are also recorded on CPOMS and Staffsafe as a central record where appropriate.

## **Appendix 7 - Accident Reporting Procedures**

All accidents, incidents and near misses are reported initially on an accident and incident sheet by the first aider who supported at the time of the accident.

The first aider will also contact the students responsible guardian through phone call, email or recording in their diary.

Accidents and incidents are also recorded on CPOMS and Staffsafe as a central record where appropriate. These allow follow up to take place and analysis of trends.

Any serious accidents are recorded under RIDDOR guidance.



## **Appendix 8 - Health and Safety Information and Training**

Iffley Academy maintains an up to date health and safety policy which is published on the school website. It is also available to staff on the shared drive. The policy is reviewed annually.

All staff complete a health and safety induction which also includes all relevant training. Training is logged on Staffsafe and refresher training is provided when necessary.

## **Appendix 9 - Personal Safety / Lone Working**

All staff are required to sign in and out when they arrive and depart from school, allowing an accurate record of who is on site.

A risk assessment and policy can be found in the shared drive around lone working and personal safety.

Staff are advised to inform a member of their team and leadership if they are lone working and inform them when they are leaving the site.

## **Appendix 10 - Premises Work Equipment (PUWER, LOLER)**

At Iffley Academy all items are inspected and serviced within the statutory timelines and any defects actioned as a priority.

In addition to the statutory requirements, all equipment is inspected before being used and any defects reported and checked for safety before use. If necessary equipment is removed from use until it is repaired or replaced.

## **Appendix 11 – Chemical Safety (COSHH)**

Chemical Safety is reviewed in any risk assessment and policy that it is relevant including but not exclusively; science, construction, cleaning, art and design and health and safety.

All COSHH guidelines are followed in accordance with statutory and legal requirements. A nominated supplier is used to purchase necessary chemicals and a risk assessment is in place to their safe use and storage.

All chemicals are stored behind a marked door which displays the COSHH guidelines. The storage area of the chemicals is kept locked and a key is held with the appropriate person. Storage of chemicals is carried out in accordance with the recommended storage advice on labels.

When chemicals are used, PPE is provided and worn and all safety equipment is made available. Furthermore, the guidance on the chemicals is followed including ventilation and safe usage.

Access to running water and eye wash facilities is located close to the chemicals as a precautionary measure in case of an emergency.

Chemicals are checked for leakage and damage to packaging and appropriate action is taken if a problem is identified. When disposing of chemicals this is done in line with the recommended guidelines.

## **Appendix 12 - Asbestos**

Iffley Academy has no known asbestos on site

### **Appendix 13 – Selecting and Use of Contractors**

Iffley Academy has a select, approved list of suppliers that complete all contractual work. All contractors are vetted in order to become approved providers, using The Gallery Trust process.

Once approved, and where appropriate, all contractors who attend the site must produce a valid DBS check and proof of ID. They work alongside the site manager and are not left unsupervised while students are on site, wherever possible work with contractors is organised out of school hours or during school breaks.

#### **Appendix 14 - Working at Height**

When joining Iffley Academy all staff have a health and safety induction including relevant training for working at heights. Revision and refresher training is scheduled annually. This training is recorded and monitored on Smartlog.

A risk assessment for working at height is available on the shared drive for all staff and they are given a revised copy of the risk assessment to read annually. The risk assessment is reviewed and updated annually as a minimum, this can be more frequent if the need arises.

## **Appendix 15 - Moving and Handling (including the physical management of students)**

When joining Iffley Academy all staff have a health and safety induction including relevant training for moving and handling. Revision and refresher training is scheduled annually. This training is recorded and monitored on Smartlog.

A risk assessment for moving and handling is available on the shared drive for all staff and they are given a revised copy of the risk assessment to read annually. The risk assessment is reviewed and updated annually as a minimum, this can be more frequent if the need arises. In addition to the generalised risk assessment, on occasions, staff specific risk assessments are written if a health or physical condition requires this.

At Iffley Academy, on occasions, physical management is required to ensure the safety of staff and students. All staff who would be required to physically manage are given training in Team Teach and refresher training in line with the statutory requirement.

A policy around the physical management of students is available on Iffley Academy website. In addition risk assessments are available on the shared drive. Relevant staff are provided a copy.

Staff that are required to physically manage a student, are then responsible for completing the relevant documentation. They are also offered a debrief with a member of the leadership team.



## **Appendix 16 - Display Screen Equipment and Workstation Ergonomics**

A workstation assessment takes place during staff induction, this includes an assessment of display screen equipment. This assessment is then reviewed if a medical condition requires this or in line with statutory requirements. If the assessment raises any areas of development these are reviewed and actioned.

## **Appendix 17 – Vehicles and Driving for Work**

Iffley Academy has school vehicles and a school minibus.

A risk assessment is in place for the use of the school vehicles, maintenance of the vehicles, driving the vehicles and being a passenger in the vehicle. In addition there is a vehicle and driver policy available for staff on the shared drive.

All vehicles are checked before being used against a checklist and a further weekly check by site staff. A 12 week check is also carried out on each vehicle by an approved contractor.

In order to drive the school vehicles, relevant staff undertake a 3 hour driver awareness training with a qualified provider, they produce a report of the risk level for each staff member. Following this, the driver is then provided with in house training to drive the minibus.

All staff are responsible for ensuring they have an up to date license and are fit and able to drive. It is their responsibility to raise any concerns with a member of leadership.

Iffley Academy are responsible for ensuring the vehicles have the correct permits in place. The Gallery Trust ensures relevant insurance and breakdown cover is in place for all vehicles.

When using the school vehicles, an individual risk assessment should be carried out to assess the risk and needs associated with the vehicle use and how these can be mitigated.

## **Appendix 18 - Lettings and Community Use of Academy Facilities**

At this time, Iffley Academy does not let the facilities for community or other use.

## **Appendix 19 - Electrical installation certification**

At Iffley Academy an Electrical Installation check is completed every 5 years by an approved contractor to provide a satisfactory certificate.

## **Appendix 20 - Stress at Work**

A stress at work policy is available for all staff on the shared drive.

If stress is identified by a member of staff or during a return to work after absence, a stress at work risk assessment questionnaire will be offered. The results of the questionnaire will then be reviewed and appropriate action taken, this can include but is not limited to an Occupational Health Referral.

The mental wellbeing of staff at Iffley Academy is of the utmost importance, to help support this, all staff have free, unlimited, confidential access to the Employee Assistance Programme for stress management, mental health support and other support where necessary.

Within Iffley, timetabled opportunities are provided to support wellbeing through designated times and activities, such as wellbeing circles, walks and other activities.

## **Appendix 21 - Legionella**

At Iffley Academy, water hygiene service is provided by an approved contractor. Risk assessments around water hygiene are available on the shared drive and reviewed every 2 years. Water hygiene checks are carried out by the approved contractor in accordance with the statutory requirements.

In addition to the statutory requirements, water checks are carried out weekly at Iffley Academy and these checks are documented on Staffsafe.

## **Appendix 22 - School Swimming Pools and Hydrotherapy Baths.**

Iffley Academy do not have an onsite school swimming pool or Hydrotherapy bath

## **Appendix 23 – Risk Protection Arrangement and other Insurance information**

Appropriate insurances are secured by The Gallery Trust on behalf of Iffley Academy