

Health and Safety Policy

Approved	March 2025
Date of review	March 2026
SLT Lead	Director of Finance and Operations
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 Director of Finance and Operations

The Director of Finance and Operations, 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

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 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.

5.2 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 Manager.

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 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

Risk assessment is essential for maintaining a safe and healthy environment. Everyone in our school community plays a vital role in ensuring that Orion Academy remains a secure place for learning and work.

The Academy is committed to taking all reasonable steps to safeguard the health, safety, and well-being of all children and individuals within our school.

Definitions

Risk Assessment: The process of identifying, evaluating, and assessing risks in a given situation that could cause harm. It involves determining whether sufficient measures are in place to reduce risks to an acceptable level.

Hazard: Anything with the potential to cause harm, such as chemicals, electricity, or working at heights.

The Five Steps of Risk Assessment

Identify hazards – Recognise potential dangers.

Determine who may be affected and how – Consider students, staff, and visitors.

Assess existing measures – Evaluate the effectiveness of safety measures.

Document findings and implement actions – Record risks and put measures in place.

Review and update assessments – Adjust as necessary when circumstances change.

Procedures

- Risk assessments are recorded on Smart Log and set so that alerts are received when a review is due.
- Any activity that presents a hazard will be identified and assessed. Copies of risk assessments are then saved on the staff shared drive for ease of access.
- Risk assessments will be reviewed and updated whenever there is a significant change in activities or equipment and at least once a year.

Appendix 2 - Off-site visits

Offsite Visits Procedure

At Orion Academy, we recognize the value of offsite visits in enriching the curriculum and supporting the social, emotional, and mental health (SEMH) needs of our pupils. All visits are carefully planned and conducted in accordance with Oxfordshire County Council's (OCC) Visits Policy to ensure the highest standards of safety and educational benefit.

Planning and Preparation

- All offsite visits are planned well in advance, with the timeframe for preparation depending on the complexity and duration of the visit.
- Visits are designed to complement the curriculum and provide meaningful experiences that support pupils' learning and well-being.
- A pre-visit assessment is conducted to ensure suitability and to identify potential risks.

Risk Assessment and Safety Measures

A thorough risk assessment is carried out for each visit to identify and mitigate potential hazards.

The school ensures appropriate staffing levels in line with the needs of the pupils and the nature of the activity.

First aid provisions are carefully considered, with trained staff available as required.

The safety and enjoyment of all pupils are a top priority, with measures in place to support their individual needs.

By adhering to these procedures, we ensure that all offsite visits are safe, well-organized, and enriching experiences for our pupils.

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

Orion Academy is subject to regular monitoring by The Gallery Trust and has one formal Health and Safety audit each year by Oxfordshire County Council.

Orion Academy produces statistics on accidents and near misses and analyses them to identify areas and processes requiring scrutiny. Statistics are reported to the Trust termly or when requested.

The Academy uses Smart Log to record its compliance checks and site maintenance, and this is monitored and overseen by the Trust.

Appendix 4 - Fire Evacuation and other Emergency Arrangements

Please see Orion Academy Fire Evacuation Plan.

Appendix 5 - Fire Prevention, Testing of Equipment

Orion Academy have a robust programme of tests on SmartLog around fire prevention and escape routes, including but not limited to checking combustibles in high risk areas are minimized or removed, checking escape routes are clear, fire doors are in good condition and weekly checks on fire extinguishers. We also contract experts to do cyclical tests e.g. fire door inspections, servicing extinguishers, emergency light testing and testing electrical equipment.

The fire alarm is tested weekly with all call points on a rolling cycle. The system is serviced annually by ADT. The school has replaced it's call points with keyed units to prevent pupil activated false alarms and staff and adult visitors are issued with a key.

Appendix 6 - First Aid and Medication

First Aid is managed via the First Aid policy which is available on the Staff Drive. Our approach is to train all support staff so that pupils can be supported by a familiar adult to reduce stress levels. First Aid is overseen by the Co-Headteacher.

Medication in school is managed via the Supporting Pupils with medical needs policy which is available on the Staff Drive. Medication is kept in locked cabinets within the designated Bridge area.

Appendix 7 - Accident Reporting Procedures

Accidents are reported via an Incident, Accident & Over 3 day injuries reporting form. These are completed by first aiders and checked by SLT before a copy is made and sent home. The form then goes to the office for recording. Adults who have an accident are required to complete the form and follow the same process. Injuries due to harm from a pupil are covered by both of these forms. Near misses are recorded on the Near Misses log.

In the case of a serious incident which we define as anything leading to a pupil or staff member requiring hospital treatment, or an incident that had the potential to cause this, we hold a serious incident review lead by a member of SLT which aims to identify root causes and what we can improve.

We analyse our accident and incident data each half term and record the results on Smart Log.

Appendix 8 - Health and Safety Information and Training

When joining the school staff are given Health and Safety training as part of their induction process. On the first day they are given fire safety information and the remaining training is completed within two weeks covering general health and safety at work and role specific training (e.g. a site manager will be required to complete detailed COSHH training but classroom staff will have a more basic overview of COSHH).

Staff are given general Health and Safety updates through a whole school staff meeting at least annually and as well as covering general H&S this focuses on identified needs. If a specific H&S need is identified training is prioritized for the next available meeting.

Health and Safety managers are sent on OCC's Health & Safety for Managers one day course.

Polices and Risk assessments are available to all staff on the Staff Shared drive.

Appendix 9 - Personal Safety / Lone Working

Orion Academy trains all of its staff in Team Teach which covers de-escalation and physical management to enable them to safely manage pupils and keep themselves and others safe around challenging behaviour. The level of training depends on the role of the individual and the needs of pupils as identified on their risk assessments and Positive Support Plans.

Orion's approach to lone working is to eliminate it where possible, for the majority of it's opening times no one will be alone on site. In the school holidays, where there is more likelihood of lone working individuals complete a risk assessment with the Academy Business Manager before term ends and safety measures are put in place.

Appendix 10 - Premises Work Equipment (PUWER, LOLER)

Plant equipment is subject to inspection by a competent contractor in line with statutory timelines. It is also inspected by the insurance provider annually. Maintenance needs are addressed promptly. All records are recorded on Smart Log

Small tools e.g. the drills are locked away in the site managers office which is not accessed by pupils. Their use by the site manager is risk assessed and budget is made available to replace them when needed to avoid the risk of damaged tools remaining in circulation.

Appendix 11 – Chemical Safety (COSHH)

The school completes COSHH risk assessments and reviews it's COSHH register monthly. New COSHH items are assessed before they go into use. Records of risk assessments and reviews are held on Smart Log.

Secure COSHH specific storage cabinets are located in the site managers office, depending on the risk assessment, items may also be stored in locked cleaning cupboard, locked classroom cabinets (e.g. board cleaner) or freely available in school (e.g. hand soap).

Training for staff on COSHH depends on their job role with the site manager and cleaners completing in depth COSHH modules on Smart Log.

Copies of safety data sheets are kept in cleaning cupboards and COSHH cupboards with the master file located in the school office.

Appendix 12 – Asbestos

Due to the school opening in 2020 there is no Asbestos on the school grounds.

Appendix 13 – Selecting and Use of Contractors

Selection of contractors is based on competence judged by qualifications, reputation, experience and industry specific licences. The level of procurement required will depend on the value of the contract (refer to the Financial Handbook). The school aims to use suppliers on the Trust's approved supplier list in the first instance. Where a new supplier is proposed we consult with the Estates Manager to assist in our decision making.

Appendix 14 - Working at Height

Where working at height cannot be avoided it is risk assessed. Contractors using scaffolding or working on roofs are required to provide method statements, risk assessments and PASMA certificates (where relevant) before work is permitted. Staff who are identified as being likely to work at height are given specific training (e.g. the Site Manager).

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

Orion Academy trains all of its staff in Team Teach which covers de-escalation and physical management to enable them to safely manage pupils and keep themselves and others safe around challenging behaviour. The level of training depends on the role of the individual and the needs of pupils as identified on their risk assessments and Positive Support Plans. Where required staff may have an occupational health assessment and an individual risk assessment will be prepared for them using it.

Training for general lifting and handling is role specific with the Site Manager receiving the most in-depth manual handling training. Manual handling is risk assessed and equipment provided where required.

Appendix 16 - Display Screen Equipment and Workstation Ergonomics

Staff whose normal working pattern includes regular computer use will complete a DSE self-assessment assisted by the School Business Manager. Where a risk is identified or a staff member has a specific medical need then a workstation assessment will be booked with the Trust's Occupational Health provider.

Appendix 17 – Vehicles, and Driving for Work

The school follows the Trust's Driving For Work policy which is available on the Staff Drive.

School vehicles are subject to 12-weekly inspections by a competent contractor in addition to annual servicing and MOT. Vehicles are visually inspected before each use and mileage and journeys tracked. Checks are recorded on Smart Log.

Appendix 18 - Lettings and Community Use of Academy Facilities

The school does not let out its facilities.

Appendix 19 - Electrical installation certification

Electrical Installation Certification is completed every 5 years by a competent contractor. Works identified on the inspection are completed promptly.

Appendix 20 - Stress at Work

Stress at work is managed via the Trust's Stress at Work policy which is available on the Staff Drive.

Appendix 21 – Legionella

A Legionella risk assessment is prepared every two years by a competent contractor and any actions identified by it are completed promptly. Annual disinfection and testing is completed by a competent contractor. In school, testing of sentinel points and flushing little used outlets are completed weekly with other outlets tested monthly. Results of tests are recorded on Smart Log.

Appendix 22 - School Swimming Pools and Hydrotherapy Baths

The school does not have a swimming pool or hydrotherapy bath.

Appendix 23 – Risk Protection Arrangement and other Insurance information

The school is insured, via the Trust, through the Risk Protection Arrangement.

Motor Vehicle insurance is arranged by the Trust on behalf of the school.