



Local Health and Safety Policy

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Statement of intent

At Orion Academy we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, as is reasonably practicable.

1. Risk assessment

- The Co-Headteachers have overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school
- Risk assessments are in place for all areas of the school that have potential hazards and are updated if necessary. They identify all potential risks along with the necessary solutions or control measures
- The governing body is informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- The senior leadership team ensures risk assessments are completed by staff leading day trips or residential stays.
- Where a student presents as a risk to themselves or others a risk assessment is put in place.
- Risk assessment folders are in classrooms. They contain signed copies of the risk assessments in place for shared areas of the school as well as individual risk assessments relating to the class.
- Risk assessments are reviewed annually at the beginning of each academic year and implemented/updated if new risks are identified.

2. Off-site visits

- The school will ensure that it has at least one trained Educational Visits Co-ordinator
- All off-site visits will be risk assessed accordingly
- The school will ensure that appropriate insurance is in place

3. Health and Safety Monitoring and Inspections, including KPI data

- Health and safety inspections take place annually
- Monitoring will be carried out by the Local Governing Body
- The School Business Manager will work in partnership with the Estates Manager to ensure that the Trust monitoring software (SmartLog) is maintained

4. Fire evacuation and other emergency arrangements

- Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Firefighting equipment will be checked on an annual basis by an approved contractor
- The school will test evacuation procedures each term

5. Fire Prevention, Testing of Equipment

- Firefighting equipment will be checked on an annual basis by an approved contractor
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the school office
- The school will have a fire risk assessment in place that is reviewed annually
- The school will ensure that the fire alarms undergo a biannual service

6. First aid and medication

- The school will ensure ample provision of first aid trained personnel and first aid equipment on-site
- Locations of first aid boxes can be found on signage located around the building
- Following an accident/injury, the first aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- If there is no first-aider immediately available, a commonsense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- The school will ensure sufficient members of staff are administration of medication trained

7. Accident reporting procedures

- All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible using the Accident Report Form.
- Should an incident require reporting to the Gallery Trust, the School Business Manager or a person appointed on their behalf will file a report as soon as is

reasonably possible.

- Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the Health and Safety Executive as soon as possible by email or telephone.
- All accidents and near misses, however small, will be investigated by an appointed party and the outcomes recorded.
- The length of time dedicated to each investigation will vary on the seriousness of the accident.
- After an investigation takes place, if it is deemed necessary a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- The senior leadership team will undertake regular evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends to take corrective action and minimise the reoccurrence of any incident/illness.

8. Health and Safety Information and Training

- Induction training will be provided for all employees
- Job specific training will be provided
- Training records are maintained by the school administration team
- Training records are saved in staff personnel files
- Information is located throughout the school site on noticeboards

9. Personal Safety / Lone Working

- Lone working will be risk assessed and reviewed annually or when staffing changes
- HSE guidance on protecting lone workers will be followed when assessing the school's lone working risks
- The school will not put lone workers at more risk than other workers
- Risk assessments will include manual handling, violence, the medical suitability of the employee to work alone, requirements for training and levels of experience
- Communication methods and procedures will be in place for all lone workers
- Working from home is classed as lone working and should be considered in risk assessments
- Arrangements for periods of school closure or weekend working should be risk assessed
- Access to first aid facilities will be considered

10. Premises Work Equipment

- The School Business Manager will work in partnership with the school Site Managers and the Estates Manager to ensure the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant equipment, ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as required
- The School Business Manager will be supported by the Site Manager in identifying

- all equipment needing maintenance
- The School Business Manager will be responsible for ensuring that all identified maintenance is carried out
- No unauthorised electrical equipment is to be used on school premises

11. COSHH

- The School Business Manager will work in partnership with the Site Manager and Estates Manager to ensure compliance with COSHH
- A COSHH risk assessment will be in place
- Safety Data Sheets for all chemicals used will be in a folder behind reception
- Training will take place for relevant staff
- Appropriate equipment and PPE will be provided

12. Asbestos

- There is no asbestos

13. Obligations of contractors

- When the school is used for purposes not under the direction of the Co-Headteachers, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- Contractors working on the school premises are required to identify and control risks arising from their activities
- Contractors will inform the Co-Headteachers of all potential risks to staff, pupils and visitors

14. Working at Height

- The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- The site manager retain ladders for working at height
- Contractors are expected to provide their own ladders for working at height
- Access to high levels, such as roofs, is only permitted by trained persons
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

15. Moving and Handling

- The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely
- The school will ensure that basic manual handling training is given to all staff members

16. Display Screen Equipment

- Display screen assessments will be carried out by line managers for teaching staff and administrative staff who regularly use laptops or desktops computers

17. Vehicles

- The School Business Manager oversees the completion of the annual maintenance of the school vehicles, including MOTs and road tax
- Minibus drivers must have a current license, be aged 25 years or over, and hold a full licence in Group A or passenger carrying vehicles (PCV)
- Drivers must complete the driving declaration form annually and supply a photocopy of their driving licence
- The school vehicles will carry strictly one person per seat and seat belts must be worn at all times
- Starting and closing mileage, along with any potential risks or defects identified, will be recorded
- A record will be kept of all staff members who hold the required licence and have completed specific training allowing them to drive minibuses.

18. Lettings

- This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

19. Electrical Installation Certification

- The school will ensure that a five-yearly test and inspection takes place on fixed electrical systems
- Electrical installation certificates will be obtained for any new electrical installations
- Electrical installation certificates will be obtained for any alterations made to existing electrical installations

20. Stress

- Staff will be aware of the symptoms of stress that include sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible
- Staff will be aware of the Stress Management Policy. For those staff that are showing symptoms of stress a risk assessment will be carried out along with an action plan
- All staff have access to the Employee Assistance Programme.

21. Legionella

- The school will ensure that Legionella risk assessments take place annually
- The school will ensure that water outlets that are rarely used are regularly flushed
- The school will ensure that all water outlets are flushed following a prolonged bout of them not being used (e.g., after a half term holiday)
- The school will ensure that water testing takes place annually

22. School Swimming

- The school will ensure that a school swimming risk assessment is in place
- All staff involved in swimming will have read and understood the risk assessment
- Training will take place for those staff acting as spotters or joining pupils in the pool

23. Insurance Information

- Copies of insurance certificates can be found on noticeboards

24. Reporting hazards

- Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- In the main, reporting should be conducted verbally to a member of the senior leadership team as soon as possible, who will then inform the Co-Headteachers as appropriate.

25. Our active monitoring system

- It is good practice to actively monitor systems before accidents, ill health or incidents take place. This involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - Regularly examining documents to ensure compliance with standards.
 - Regularly inspecting premises, plants and equipment.
 - Annual audits include fire risk assessments and health and safety audits.
 - Regular reports and updates to the Co-Headteachers.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

26. Crisis incidents

- Upon receipt of information regarding a serious threat to either school site, either evacuation or lockdown procedures will be engaged. These will be agreed with co-located partners and will be reviewed annually.
- The Co-Headteachers will communicate such an event to the relevant parties

27. Visitors to the school

- All visitors must sign in to reception
- Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned
- No contractor will execute work on the school site without prior arrangement
- Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school
- Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking
- Visitors and contractors will always wear a visitor's badge while on school grounds
- Cleaning contractors will always wear an easily identifiable uniform or badge
- Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off-site
- With regards to uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call

28. Smoking

- The school is a non-smoking premises and no smoking will be permitted on the grounds

29. Housekeeping and cleanliness

- Regular cleaning audits take place. Special consideration will be given to hygiene areas
- Waste collection services will be monitored by the School Business Manager in conjunction with site staff
- Special consideration will be given to the disposal of clinical and personal waste

30. Infection control

- Orion Academy actively prevents the spread of infection through the following measures:
 - Routine immunisation
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
- Orion Academy employs good hygiene practice in the following ways:
 - Displaying posters throughout the school encouraging all pupils, staff

members and visitors to wash their hands after using the toilet, before eating or handling food and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing

- Ensuring there is sufficient liquid soap, warm water and hand drying facilities available for everyone to wash their hands throughout the school
 - Employ cleaners to carry out thorough and frequent cleaning that follows national guidance
 - Providing personal protective equipment where necessary
 - Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant and always wear protective clothing. Mops should not be used to clean up body fluid spillages, instead, paper towels should be used and discarded properly following the procedures for clinical waste
 - Washing all laundry in a separate dedicated facility and washing any soiled linens separately
 - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
 - Encouraging students to wash their hands after coming into contact with any of the school pets
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- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and advised to take the appropriate action e.g. not return to school within 48 hours of the last episode of vomiting or diarrhoea
 - All staff are subject to a full occupational health check before starting employment
 - Orion Academy keeps up to date with national and local immunisation scheduling and advice
 - Orion Academy communicates with parents regularly about the immunisation of pupils.
 - Hand sanitiser is available around the school.

31. Security and theft

- Closed circuit television (CCTV) systems will be used in some areas to monitor events and identify incidents taking place.
- CCTV systems may be used as evidence when investigating reports of incidents.
- Money must be held in a safe and banked regularly to ensure large amounts are not held on-site.
- Money should be counted in an appropriate location and staff should not be placed at risk of robbery
- Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage
- Thefts may be reported to the police. Staff (and pupils if necessary) are expected to assist police with their investigation
- All members of staff are expected to take reasonable measures to ensure the security of school equipment being used
- Missing or believed stolen equipment must be reported immediately to a senior staff member

32. Severe weather

- The Co-Headteachers will make a decision on school closure on the grounds of health and safety.

The following policies should be read in conjunction with this policy:

- The Gallery Trust Health and Safety Policy
- Fire Evacuation and Lockdown Procedure
- First Aid Policy
- Lone Working Policy

Electronic copies of policies and procedures can be found in the policies folder in the staff shared drive.