OASIS COMMUNITY LEARNING

HEALTH & SAFETY POLICY

September 2022

CONTENTS

Appendices are available for download in Word format on the OCL Policy Portal

1.   At a Glance

This Health and Safety Policy informs the processing of managing and organising health and safety which is essential in ensuring we are compassionate and recognise the needs of our students in being able to fully participate in Academy learning.

In setting a health and safety policy, the Oasis vision is important. Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential. Our ethos is a statement of who we are and it is an expression of our character. Rooted in the story and beliefs of Oasis, we describe our ethos through a particular set of values that inform and provide the lens on everything we do.

- A passion to include
- A desire to treat people equally respecting differences
- A commitment to healthy, open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

2.   Checklist

- We approach managing health and safety by underpinning the Oasis Ethos and 9 Habits
- We will create and maintain healthy, open relationships to ensure we treat people equally and will intentionally focus on being patient, honest, humble and forgiving.
- We will work with parents and students with regards to their health and safety needs to ensure we are compassionate and fully inclusive
- We will manage the legal and DfE guidance aspects of Health and Safety to ensure our policy and procedures are compliant
- We will set out Oasis Community Learning's requirements for managing Health and Safety;
- We will make clear the aims and objectives that underpin how we manage Health and Safety;
- We will give guidance and support on the safe and responsible management of Health and Safety;
- We will ensure the roles and responsibilities for those involved in managing Health and Safety are assigned and managed;
- We will ensure training is provided to facilitate the management Health and Safety.

3.   In Brief

This policy aims:

- to set out Oasis Community Learning's requirements for managing Health and Safety;
- to make clear the aims and objectives that underpin how we manage Health and Safety;
- to set out procedures to ensure the safe and responsible management of Health and Safety;
- to provide a summary of the roles and responsibilities for those involved in Health and Safety; and
- to supply the documents to be used in managing Health and Safety.

4. Policy Statement

4.1 Health & Safety Policy – Statement of Intent

Oasis Community Learning (OCL) accepts its legal responsibilities under The Health and Safety at Work Act 1974, to ensure the Health, Safety and welfare of its employees, students, contractors, volunteers, and visitors, together with its duty of care to all others who are affected by its actions. OCL is a single legal entity including all Academies and this policy is applicable at each and every Oasis Academy and Oasis Community Learning sites where staff are employed. Therefore, this is the single Health and Safety policy applicable to all Oasis employees; all Oasis Academies; and all Oasis sites.

OCL recognises that this is only the minimum standard and will endeavour to fulfil its moral responsibilities to ensure best practice.

OCL recognises that within an Academy context, the person most able to ensure that this policy is appropriately outworked is the principal.

OCL recognises that the person most able to ensure the policy is being outworked across a region is the Regional Director.

OCL recognises that within its National Office, the person most able to ensure that this policy is appropriately outworked is the Chief Operating Officer as the line manager of all leaders of these services.

OCL recognises that within all other sites, the person most able to ensure that this policy is appropriately outworked is the named leader of each site. To support those who are involved in ensuring compliance with this policy and relevant legislation, OCL will ensure either internally or through the use of consultants that competent advice is available to all employees.

Where reasonably practicable OCL will:

a) Ensure all places of work are safe, secure, and healthy environments
b) Ensure the wellbeing, welfare and mental health of staff is considered and supported in line with our ethos
c) Ensure compliance with statutory requirements as a minimum
d) Ensure compliance with OCL nationally directed good practice to support statutory requirements

e) Assess and control risks from curriculum and non-curriculum work activities
f) Ensure safe working methods and provide safe working equipment
g) Ensure that all members of staff receive sufficient information, training, instruction, and supervision to allow them to carry out their designated work safely
h) Ensure adequate resources are available for Health and Safety matters at each location
i) Ensure a suitable management system is in place, making accountability clear and full outworking of policy is auditable in each location.
j) Consult with staff and their representatives on relevant Health and Safety matters.
k) Monitor, review and audit the outworking of this policy to ensure it is effective Be both an active and reactive learning organisation, ensuring suitable audits and investigations are carried out following incidents as well as monitoring performance to implement a cycle of continuous improvement
l) Strive to create a culture where everyone's health, safety and welfare is considered in everyone's everyday work and activities.
m) Review this policy annually as a minimum or when legislation or significant change requires.
n) Strive to ensure:
   • Each and every member of OCL staff recognise they have a personal responsibility for their safety, as well as for the safety of anyone who may be affected by their acts or omissions at work
   • Convey that each and every member of staff have a responsibility to co-operate with OCL in fulfilling its duties under legislation and outworking this policy
   • That in so far as reasonably practical through the influence of the employer, the work / life balance of all staff allows a healthy life-style

and balance to minimise work driven fatigue, which negatively affects function and could increase risk

OCL recognise and accept the importance of its responsibilities laid out in Keeping Children Safe in Education and the Oasis Safeguarding Policy and how they relate to Health and Safety

Oasis Community Learning Chief Executive Officer _____

Dated _____

4.2 Oasis Academy / Oasis Site: Health & Safety Statement by Principal or Site Leader

This Health & Safety Policy is accepted as the policy for all Oasis Academies and OCL sites where staff and/or volunteers are employed or engaged. Therefore, this policy replaces all other predecessor policies that may exist in any location.

I accept this is the Health & Safety policy applicable to my Oasis Academy / site.

I accept this policy and my responsibilities within, and those to be formally designated to members of staff at my Academy / site by me.

I accept that within an Academy / site context, I am the person most able to ensure that this policy is appropriately outworked.

I accept that despite responsibilities being delegated to key individuals at my Academy / site, this by no means negates my overarching responsibility to comply with this policy.

I will ensure adequate resources, time and focus is placed on Health & Safety at my Academy/site.

I will ensure those staff with designated responsibilities are provided with adequate resources, time and support, together with training to ensure they are competent at all times to understand their responsibilities and outwork this policy.

I will distribute this policy to all OCL employees, including employees of other related organisations who report to OCL employees and relevant individuals/organisations at this Academy/site, and ensure they sign a written statement to confirm:

- Receipt

- Acknowledge they have read it
- Acknowledge they understand it and their responsibilities

I will, at all times keep an up to date record of these statements.
I will include this policy in all locally arranged management agreements
ensuring that this is the only policy in place for activities at this Academy/site.

I will ensure appropriate management systems will be created and put into use to ensure the obligations and responsibilities can be appropriately outworked, monitored, audited, and can form a platform to improve upon.

I will ensure the OCL national system for Health & Safety monitoring is kept up to date at all times, and all necessary records are kept.

I will ensure appropriate and sufficient internal audits are completed to ensure this policy is outworked appropriately at my Academy / site.

I will return this form on request from the OCL CEO, and in the event of any of the named individuals changing.

Below are the key, named members of staff for this Academy / site:

Health and Safety Responsible Role	OCL Role & minimum Competence Expectations	Named Person(s)
OCL Responsible Person	OCL CEO	John Murphy
Local Lead Responsible Person	Principal, Hub Leader, Director of Services Minimum competency: IOSH Directing Safety or equal similar approved	George Fraser

Academy / Site Health and Safety Champion	Non site staff. Teaching Staff may only be appointed as agreed with your Regional Director. Minimum competency: IOSH Managing Safely certificate (Including annual updates)	Martin Avery
Designated Safeguarding Lead		Faye Morgan
Major Incident / Crisis Management Team	Often the SLT	George Fraser, Zak Willis, Faye Morgan, Tom Barnecut, Martin Avery
Academy / Site Head First Aider	Current FAW trained	Steph Carter
Academy / Site Fire Officer	Competent Person	Rob Price

If any of the above key staff change, I will communicate this to the

National Office immediately, by recompleting and resubmitting this signed statement

I accept this policy and my responsibilities within. I will distribute this to all OCL employees on this site and ensure they sign to say they have read and understand it.

Principal / Site Lead:

Oasis Academy / Site: Oasis Academy Connaught

Dated: 29th September 2022

5. Responsibilities

This Policy is for anyone, at any level, who has any involvement in Health & Safety

5.1 OCL Board

The OCL Board are responsible for ensuring the CEO fulfils their role as responsible person.

Compliance

- Ensure a signed, compliant policy is in place.
- Ensure adequate resources are allocated.
- Ensure suitable management systems are employed to assess and reduce risk if removal of risk is not Reasonably Practicable. Monitoring
- Receive reports as to on (i) the overall compliance position for the organisation and (ii) significant incidents/risks (iii) continuous improvement plans People
- Ensure the CEO understands their responsibilities as responsible person and is competent to lead the organisation with regards to Health and Safety

Environment

- Strive to ensure a culture of Health and Safety exists throughout the organisation

5.2 OCL Chief Executive Officer (CEO)

The OCL CEO holds overall Health and Safety responsibility for the

organisation as the 'responsible officer', on behalf of the Board.

These specifically are; Compliance

- Ensure a signed, compliant and implemented policy is in place at each Academy/site
- Issue Health & Safety Directives for significant actions to comply with the policy as exceptions
- Ensure suitable management systems are employed to assess and reduce risk if removal is not possible, Ensure the Governance structure is effective to support implementation and monitoring of the policy Adequate resources, time and training are allocated
- Ensure appropriate records are kept

-

-
- Monitoring

- On a frequency of not less than monthly, through Regional Directors, hold Principals and Site leaders to account for health and safety compliance and incidents
- Ensure suitable monitoring systems and intervention is in place
- Report to the board on (i) the overall compliance position for the organisation and (ii) significant incidents/risks (iii) continuous improvement plans
- Ensure the national system for monitoring is utilised and up to date at all times
- Set annual targets
- Ensure a programme of governance audit occurs People

- Ensure the appointment of one or more competent persons with the responsibility of providing Health and Safety assistance.
- Ensure those staff with key responsibilities are competent and receive adequate and appropriate training Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

5.3   Chief Operating Office; Regional Directors & Deputy Regional Directors (and all line managers of Principals/site leaders)

Those listed all hold significant roles of Health and Safety responsibility for

the organisation, on behalf of the CEO. The key responsibilities are'

Compliance

- Ensure a signed, compliant, and implemented policy is in place at each Academy/site in your control (line management) and understood by Principals/site leaders
- Ensure an up-to-date Business Continuity Plan, Critical incident and Lockdown plan is in place
- Ensure Health & Safety Directives are complied with
- Ensure suitable management systems are employed to assess and reduce risk at each site
- Ensure adequate resources, time and training are allocated to appropriate individuals with key responsibilities
- Ensure all staff have been issued with a copy of the policy (and any agreed updates) and have a signed statement (appendix A) to confirm receipt; acknowledge they have read it; acknowledge they understand it and their responsibilities
- Ensure appropriate records are kept

Monitoring

- On a frequency of not less than monthly, hold Principals / Site leaders to account for health and safety compliance, ensuring the policy is fully implemented, actions are taken timely, reducing risk
- Ensure suitable monitoring systems and intervention are in place and effective
  • Report to the CEO monthly (i) the overall compliance position for Oasis Academies / sites in your line management and (ii) significant incidents/risks (including RIDDORs)
- Ensure the national system for monitoring is utilised and up to date at all times
- Monitor performance to annual targets
- Ensure a programme of audit occurs at an Academy / site level People

- Ensure those staff with key responsibilities are competent and receive adequate and appropriate training Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

5.4   Leader with ultimate responsibility for an Oasis Academy / site: Executive Principal / Principal / Site Leader / Manager / Hub Leader (OCL site)

Compliance

- Ensure a signed, compliant and implemented policy is in place at each Academy/site in your control (line management) and understood by staff with key responsibilities
- Ensure all staff have been issued with a copy of the policy (and any agreed updates) and have a signed statement (appendix A) to confirm receipt; acknowledge they have read it; acknowledge they understand it and their responsibilities
- Take all reasonable steps to ensure the policy is properly implemented, including all Health and Safety Directives issued
- Ensure suitable management systems are employed to manage Health and Safety; and assess and remove or reduce risk at each site
  Ensure the national OCL policy framework and any TUPE applicable local policies are understood and complied with in respect of our responsibilities in for Health & Safety
  Ensure an up to date Business Continuity Plan is in place, together with emergency procedures, and these are both adequately communicated to staff – ensure scenario tests are run at least once a year, together with annual reviews
- Ensure adequate resources, time and training are allocated to appropriate individuals with key responsibilities
-

-
- Ensure appropriate records are kept
- Ensure a suitable First Aid procedure and facilities are in place.
- Ensure all accidents/incidents/near misses have been appropriately recorded and investigated with lessons learnt.
- Ensure a suitable evacuation plan is in place and communicated.
- Ensure a safe system of work is employed at all times, ensuring Risk Assessments are carried out at all site(s), and findings are recorded and control measures to remove or reduce risk implemented
- Ensure the 'Health & Safety Statement' is signed and returned to the CEO, and on change is immediately resubmitted
- Ensure Health and Safety is an agenda item on all SLT meetings, Academy council meetings and Academy level joint consultative committees – formal reports should be compiled termly to understand performance; improvements required, and lessons learnt
- Ensure the site and premises and all machinery are well maintained and kept in a compliant condition
- Ensure site security has been risk assessed and appropriate actions taken timely. Ensure an annual review takes place or if circumstances change.
- Ensure a lock-down procedure and plan is established, in accordance with the Major and Critical Incident policy

Monitoring

- On a frequency of not less than monthly, hold staff with key responsibilities within your Academy / site to account for health and safety compliance, ensuring the policy is fully implemented, actions are taken timely, reducing risk
- Ensure suitable monitoring systems and intervention are in place and effective
- Report not less than monthly to your line manager (i) the overall compliance position for Oasis Academies / sites in your line management and (ii) significant incidents/risks (including RIDDORs)
- Ensure the national system for monitoring is utilised and up to date at all times
- Monitor performance to annual set targets and intervene to improve performance
- Ensure a programme of self-audit occurs at an Academy / site level
- In July each year, complete a review of all Health & Safety performance for the Academic year, and identified continuous improvement

People

- Ensure those staff with key responsibilities are competent and receive adequate and appropriate training; support and time to perform the role
- Formally consult with staff and their recognised representatives on health and safety matters
- Appoint at all times a competent Health and Safety Champion (HSC) at each site
- The HSC should be accredited as a minimum with a 4-day IOSH Managing Safely course or equal approved
- Ensure all staff undertake as a minimum an annual Health and Safety training update delivered by your HSC to remind them of their responsibilities and share lessons learnt/best practice and highlight any specific site risks
- Ensure all newly appointed staff undertake the above annual update as part of their induction
- Ensure al authorised people using and accessing the site(s) have suitable information/inductions made available to keep themselves and others safe Environment
- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

5.5 The Health and Safety Champion (HSC)

The Health & Safety Champion shall not be the Principal or site and premises staff. The HSC should be a permanent member of staff who are part of the SLT unless previously agreed with your Regional Director: Compliance

- Be responsible for ensuring and maintaining their own competency and training needs and ensuring these are met
- Be the first point of contact with regulatory bodies on behalf of the Academy / site
- Ensure the policy is in place at each Academy/site and understood by staff with key responsibilities
- Take all reasonable steps to ensure the policy is properly implemented and outworked, including all Health and Safety Directives issued
- Ensure suitable management systems are employed to adequately manage Health and Safety; assess and remove or reduce risk at each site
- Ensure an up-to-date Business Continuity Plan is in place, together with emergency procedures, and these are both adequately communicated to staff – ensure scenario tests are run at least once a year, together with annual plan reviews

-

-

-
  Ensure appropriate records are kept with a consistent quality of all Health & Safety matters

  Ensure a competent Chief first aider is in place at all times and adequate first aid facilities

  Ensure a suitable evacuation plan is in place and communicated.
- Ensure a safe system of work is employed at all times, ensuring Risk Assessments are carried out at all site(s), and findings are recorded and control measures to remove/reduce risk implemented – applicable to all people on the site including contractors/consultants/3rd party organisation
- Ensure Health and Safety is raised at all SLT meetings, Academy council meetings and Academy level Joint Consultative Committees – formal reports should be compiled termly to understand performance; improvements required, and lessons learnt reporting into these forums
- Ensure the site and premises and all machinery/equipment are well maintained and kept in a safe compliant condition (including where national services/3rd parties are completing activities on behalf of the Academy / site)
- Ensure all RIDDORs, accidents, incidents and near misses are recorded on the Handsam incident Log, and suitably investigated – all RIDDORs are to be immediately reported to the CEO
- A cycle of learning and continuous improvement is in place to support Health & Safety
- Ensure site security is subject to a risk assessment and appropriate timely actions are taken

Monitoring

- Regularly, audit staff with key responsibilities within your Academy / site to monitor health and safety compliance, ensuring the policy is fully implemented and outworked, actions are taken timely, reducing risk
- Ensure suitable monitoring systems and intervention are in place and effective
- Report not less than monthly to your line manager (i) the overall compliance position for Oasis Academies / sites in your line management and (ii) significant incidents/risks (including RIDDORs)
- Ensure the national system for monitoring is utilised and up to date at all times
- Monitor performance to annual set targets and intervene to improve performance
- Ensure a programme of self-audit occurs at an

  Academy / site level People

-
- Be the first point of contact and reference for all staff at the Academy / site for Health and Safety
- Ensure that all Health and Safety training at the Academy / site is appropriate and implemented for all staff
- Ensure those staff with key responsibilities are competent and receive adequate and appropriate support, resources, and time allocation to perform the role

  Ensure that all staff with key delegated responsibilities have a clear understanding of these and a consistent quality approach is employed throughout the Academy / site to record/evidence inspection; assessment; actions and these are recorded
- Participate in termly regional peer to peer sharing of best practice forum and training
- Formally consult with staff and their recognised representatives on health and safety matters
- Be at all times a competent Health and Safety Champion (HSC)
- The HSC should be accredited as a minimum with a 4-day IOSH Managing Safely course or equal approved
- Ensure all staff undertake as a minimum an annual Health and Safety training update delivered by your HSC to remind them of their responsibilities and share lessons learnt/best practice and highlight any specific site risks
- Ensure all newly appointed staff undertake the above annual update as part of their induction
- Ensure all authorised people using and accessing the site(s) have suitable information/inductions made available to keep themselves and others safe

  Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

5.6 Heads of Department or Heads of National Service / Faculties / Year Groups / Specialisms (e.g. Science, SEND or P&E / IT / Year 6)

Compliance

- Ensure the policy and key staff with responsibilities understand these and are competent to outwork them
- Take all reasonable steps to ensure the policy is properly implemented and outworked, including all Health and Safety Directives issued
- Ensure suitable management systems are used to adequately manage Health and Safety; assess and reduce risk
- Ensure a safe system of work is employed at all times, ensuring Risk Assessments are carried out at all site(s), and findings are recorded and control measures to mitigate risk implemented

-

-

- Ensure appropriate records are kept with a consistent quality of all Health & Safety matters
- Ensure Health and Safety concerns are escalated through to your line manager and the HSC
- Ensure all machinery/equipment are well maintained and kept in a safe compliant condition (including where national services/3 parties are completing activities on behalf of the Service / Academy / site)
  Ensure all RIDDORs, incidents and near misses are reported and thereby recorded and suitably investigated in conjunction with the HSC
  A cycle of learning and continuous improvement is in place to support Health & Safety
- Inform the HSC of any risk or issues outstanding of out of your control
- Ensure staff in their department receive adequate training, instruction, information, and supervision
- Ensure Health & Safety is on the agenda of all department meetings

Monitoring

- Regularly, audit staff with key responsibilities within your area of operation to monitor health and safety compliance, ensuring the policy is fully implemented and outworked, actions are taken timely, reducing risk
- Ensure suitable monitoring systems and intervention are utilised
- Report not less than monthly to your line manager (i) the overall compliance position for your area of operation (ii) significant incidents/risks (including RIDDORs)
- Ensure the national system for monitoring is utilised and up to date at all times

People

- Be the first point of contact and reference for all staff in your area of operation for Health and Safety
- Ensure that only competent individual operate machinery or handles chemical, having received instruction, training, and direction together with adequate supervision
- Ensure those staff with key responsibilities are competent and receive adequate and appropriate support, resources, and time allocation to perform the role/duties
- Ensure that all staff with key delegated responsibilities have a clear understanding of these and a consistent quality approach is employed throughout the Service / Academy / site to record /

-
  evidence inspection; assessment; actions and these are recorded
- Participate in peer to peer sharing of best practice and training
- Ensure all newly appointed staff undertake the suitable and appropriate training and direction as part of their induction Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

5.7 All Teaching Staff

Teaching staff are directly responsible for the students in their immediate care and therefore have specific responsibilities.

-
-

Compliance

- Take all reasonable steps in the learning space to ensure no immediate Health and Safety risks prevail unaddressed
- Ensure students are adequately supervised
- Give clear instructions, direction, and supervision in case of emergencies, ensuring the safety of students and themselves at all times.
- Complete regular safety checks and inspection of the learning space and equipment for use
- Ensure all classroom equipment and machinery is visually safe to use including guarding fitment, reporting where applicable to relevant members of staff.
- Ensure all classroom equipment and machinery is used only in a safe manner and adequate supervision is provided together with suitable compliant PPE
- Ensure that high risk activities have been risk assessed and you are familiar with a safe method of working

Monitoring

- Report all incidents and near misses in writing

People

- Be the first point of contact for students in the immediate learning space in respect of Health and Safety and report any issues appropriately

Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

5.8 All Staff

All staff are expected to act in a safe manner at all times and adhere to

the Health and Safety Policy, direction and instruction.

Compliance

- Be aware, and take all reasonable steps to ensure no immediate Health and Safety risks prevails unaddressed
- Follow all instructions and directions by those in senior positions and role of responsibility as defined above

- Ensure students are adequately supervised in your immediate vicinity
- Act in accordance with training provided
- Understand that risk assessments are required as a method of managing risk – take the action identified to mitigate risk
- Cooperate with all others in ensuring safe environments and working practices, together with good housekeeping
  Make your line manager formally aware of any personal consideration that need to be considered in your safe methods of working
  Safely use any item (PPE or equipment)
- Follow all emergency procedures including evacuation and first aid

Monitoring

- Report all incidents and near misses in writing

People

- Act as the first point of contact for students in the immediate space in respect of Health and Safety and report any issues appropriately

Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

6.   Mandatory Compliance with OCL National Policy Framework & Local TUPE Applicable Policies

To comply with this Health and Safety policy requires compliance with the wider policy framework. For example: Safeguarding and Health & Safety despite being distinctly different mandatory legislation areas, are inherently linked in some respects. Therefore, to comply with this policy requires compliance with the Safeguarding policy.

The OCL and local TUPE applicable policy framework is published and available for all staff to view, consider and outwork in order to comply with this Health & Safety Policy.

The following sections include key minimum requirements from the wider OCL policy framework. They should not be considered to be complete requirements, please refer to the wider OCL policy framework.

-
-

7. Managing Risks in the Workplace

7.1 Safe Systems for Work: Assessing Risk

Risk Assessments must be carried out for all activities where significant hazards have been identified. Where appropriate these should be recorded.

All actions arising from Assessments must be completed in a timely manner.

Guidance for Assessing Risk

A significant requirement in managing Health and Safety is the correct assessment of risk, and taking mitigation actions to reduce or remove risk.

All risk assessments should be completed in conjunction between the person carrying out the activity and a competent person. Nobody should carry out a risk assessment unless they have received appropriate instruction and training.

Only competent individuals should sign off risk assessments. Include relevant employees when assessing risk.

For 3rd party contractors, the OCL Permit to Work Policy provides a safe system of work to assess risk for contractors coming onto our sites and completing work. Work is defined as repairs/improvements/maintenance to the fabric and services of our built estates or grounds, IT installations or other infrastructure. Fundamental to the OCL Permit to Work Policy is risk assessment as a safe system for work. Consideration should also be given and advice sought as to whether CDM 2015 regulations are applicable in these cases.

Where 3rd party organisations are conducting activities with students or staff, the HSC shall ensure that the designated member of responsible staff have made an assessment of risk and completed any necessary formal risk assessment, together with safeguarding checks.

In completing our designated work activities/duties as part of our employment/operations, this policy directs that written risk assessments will be completed for:

(i)   Site security (with an annual review) or if circumstances change
(ii)   First Aid
(iii)   Fire Safety

(iv)   High risk activities involving activities or substances (to assess if the risk is high, complete the risk assessment process)

(v)   Asbestos Management

(vi)   Where change in a routine activity is planned

(vii)   New activities

(viii)   Where new staff/persons are introduced to new activities

(ix)   New students/persons are introduced to new activities

(x)   Where students/persons have particular personal circumstances that will increase risk e.g. partial sight

(xi)   Where new equipment or machinery is to be used

(xii)   All offsite activities

(xiii)   Lone working

(xiv)   Where directed to do so

Notwithstanding the direction above, risk assessments should be considered for all activities and all significant risks should be written down. Local competent judgment should be made, and if in any doubt, a written risk assessment should be completed.

All written risk assessments should be undertaking use a standard OCL pro-forma risk assessment one of which is contained in appendix 2. This template should be used across all Oasis Academies/sites.

All completed written risk assessments should be copied to the HSC and held in a single location/file for each Academy/site as evidence records from the safe system of work.

The recommended risk mitigation actions from all completed risk assessment should be actioned timely be a competent person and recorded as completed. A verdict of 'risk assessed and no significant finding' is also acceptable from a risk assessment.

8. Maintain a Safe and Healthy Working Environment

8.1 Generally

It is the responsibility of the Principal/site leader to ensure that the building and its grounds are safe and well maintained.

Provide safe routes for moving around the site as well as access and egress.

Ensure adequate welfare provisions are available for all staff, students and visitors.

Guidance for providing safe buildings, grounds, and welfare:

- Ensure buildings are in good repair and not at risk of failure or high risk to users

- Ensure safe egress for movement and fire exit

- Comply with the DfE publication 'Standards for School Premises'

- Comply with OCL 'Building Assets Policy'

- Ensure Statutory Compliance Guidance for cleanliness:

- Comply with the DfE publication 'Standards for School Premises'

- Ensure there is a regular programme of cleaning

- Provide suitably clean premises, furniture and fittings
- Provide suitable containers for waste materials
- Remove waste regularly
- Clear up spillages promptly   <u>Guidance for welfare:</u>

- Comply with the DfE publication 'Standards for School Premises'

8.2 Site Security & Safeguarding

The security and safety of those within the site is the responsibility of the principal/site leader. A site security risk assessment shall be completed and reviewed or if circumstances change.

Guidance for site security is contained in the principal's handbook and the OCL policy framework including the Safeguarding policy.

A separate major and critical incident policy exists to inform each Academy/site having local procedures and plans, including business continuity.

<u>Guidance for Security Risk Assessment:</u>

The risk assessment should consider as a minimum:

(i)   In hours and out of hours security

(ii)   Any shared or 3rd party site organisation operations

(iii)   Any hub activities

(iv)   Access for parents/carers and visitors

(v)   Traffic and pedestrian access, routes and egress

(vi)   Changes in levels, steps, ramps and widths of critical route and any falls to either side of them

(vii) Automated/programmable egress systems installed

(viii) Fence line and gate/door entry to the site at boundaries

(ix)   Main entrance and point of entry/exit to the building

(x)   Internal egress

(xi)   Access to sensitive/confidential materials or high value equipment/vehicles

Notwithstanding the above, site security should not inhibit community use and hib activities in so far as reasonably practical.

9. Emergency Plans

It is too late to plan for emergencies once they have occurred therefore the following assessments and plans **must** be in place at all times having been properly implemented, tested and rehearsed. It is your duty to ensure up to date plan are kept up to date, accessible and regularly reviewed.

    (i)   Emergency Evacuation Plan

    (ii)   Fire Safety Management Plan

    (iii)   First Aid Plan

    (iv)   Major and Critical Incident Plan (including Lockdown)

    (v)   Business Continuity Plan

A separate, but related, Major and Critical incident policy is published. It is a requirement of this Health & Safety Policy that compliance with the Major and Critical incident policy is undertaken.

9.1 Emergency Evacuation

A plan must be in place to ensure the safe evacuation of all staff, students, visitors and contractors in the case of an emergency.

This plan must be clearly displayed and communicated to all entering the site.

A full, planning emergency evacuation must be caried out termly and details recorded.

Guidance for Emergency Evacuation Plan

- Means of alerting all on site than an evacuation is taking place
- Systems of ensuring clearly laid out directions for those who may not be familiar with the site or who may have mobility issues.
- Maintain clear routes at all times
- Adequate lighting, available in the event of power failure.
- Personal Plans for those who may have a disability preventing normal evacuation.
- Systems for ensuring the building has been fully vacated with everyone accounted for.

- System in place for contacting emergency services.
- Clear chain of command including authority to communicate with emergency services.
- No access back into the building until the emergency services or those designated give the all clear.
- Out of Hours emergency evacuation plans.
- At least one planned emergency activation annually must be completed with restricted egress, e.g. shut down a designated staircase.

In simple terms the evacuation procedure is as follows;

- Immediately sound the alarm by activating the nearest alarm point.
- Only attack the fire if trained to do so – do not put yourself or others at risk.
- Evacuate the building by the nearest available exit and proceed to the designated assembly point.
- Do not stop to collect personal belongings.
- Do no re-enter the building until told it is safe to do so.

9.2 Fire Safety

Ensure a Fire Risk Assessment has been carried out and all appropriate actions completed in a timely manner.

Guidance for Fire Safety

It is a legal requirement for each site to have a Fire Risk Assessment. Its findings must form the basis of an action plan to ensure ongoing compliance.

The Health and Safety Executive offer the following key requirements:

- Carry out a fire safety risk assessment
- Keep sources of ignition and flammable substances apart
- Avoid accidental fires, e.g. make sure heaters cannot be knocked over
- Ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn
- Have the correct fire-fighting equipment for putting a fire out quickly
- Keep fire exits and escape routes clearly marked and unobstructed at all times

- Ensure your employees receive appropriate training on procedures they need to follow, including fire drills

- Ensure all those on site are aware of their responsibilities and plans.

9.3 First Aid

Ensure a first aid needs assessment is carried out to ensure you have sufficient first aid coverage. Where appropriate all RIDDOR incidents must be reported within the appropriate timeframe. Where accidents or incidents occur these should be investigated to ensure that lessons are learnt.

Guidance for First Aid Assessment

You should take the following into account when considering your first aid needs assessment.

(i) Any specific higher risk activities that may be carried out. (ii)

Working hours of first aiders or specific working patterns.

(iii)   The size and shape of the academy/site.

(iv)   Distance from any emergency services.

(v)   Accident history, this can inform if any area of the site should have extra cover.

Remember that you must ensure you have adequate coverage at all times, including at out of hours events or during school holidays where there are staff on site.

You must appoint a chief first aider who will be responsible for ensuring all first aid boxes are adequately stocked and co-ordinate with the Health and Safety Champion to ensure adequate first aid provision.

All accidents/incidents/near misses must be reported using the online reporting section of Handsam.

Guidance for RIDDOR

All RIDDOR incidents must be reported immediately using the OCL on-line Handsam system.

There is further guidance in Appendix 4.

Guidance for Investigations

OCL is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, OCL recognises that failures can occur and will ensure all accidents/incidents and near misses are investigated to identify the immediate and underlying causes so as to prevent recurrence.

- Examine all incident/accident/near-miss reports and identify trends
- Be proportionate in any investigation, according to the level of risk identified. Establish what happened, when, where and why.
- Collect evidence
  - Consider what the evidence shows
  - Compare what you have found against industry standards/HSE guidance etc.
- Investigate accidents with a high priority – before people's memories fade and while evidence is still available.
- Look at root or underlying issues not just immediate causes:
  - Immediate causes – premises, plant and substances, procedures, or people
  - Underlying causes – management arrangements and organisational factors such as design, selection of materials, maintenance, management of change, adequacy of risk controls, communication, competence etc
- Record and keep findings - they may be required later in a formal investigation or legal proceedings.
- Engage specialist help to support complex investigations, e.g. an operation involving major accident hazards.

9.4   Major & Critical Incident including Lockdown and Business Continuity Plans

Ensure a local procedure and plans in accordance with this policy, including lockdown and business continuity have been completed.

Locally your incident management; lock-down and business continuity plans and procedures should be kept up to date, regularly reviewed (not less than annually) and tested (not less than annually). Such plans and procedures must be compiled locally given the varied context.

Ensure a system of continuous learning and improvement flows from all incidents locally, as we are a learning organisation.

Guidance for Critical Incident Procedure

Please refer to Major or Critical Incident (including Business Continuity and Lockdown) Policy.

10. Ensuring Competency; Training Instruction and Supervision

No member of staff should carry out any activity for which they are not competent.

Ensure adequate training and competence is present in key staff and those with responsibilities.

<u>Guidance for ensuring Competency</u>

Each line manager shall ensure that those employees who report to them have received adequate training, instruction, information and supervision. An assessment must be carried out on each employee to ensure this competency.

It is important to prioritise training where there is a higher risk of harm occurring.

This may require specific specialised training, including but not limited to;

(i)	Induction
(ii)	Manual Handling
(iii)	Working at Height
(iv)	Asbestos
(v)	Fire Marshal
(vi)	First Aid at Work
(vii)	Risk Assessments
(viii)	COSHH
(ix)	Food Safety
(x)	Display Screen and Equipment
(xi)	Specialised Equipment

Those with specific Health and Safety responsibilities must have successfully complete the following courses as a minimum
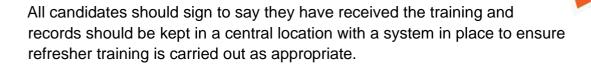
IOSH Leading Safely (or equivalent) (1 day Online Course)

- Deputy/Regional Director

- OCL COO

- OCP CEO

- Principal

IOSH Managing Safely (4 day Course)

- Health and Safety Champion – First Aid at Work

- Chief First Aider

Where this training is not offered within Oasis then courses should be through approved training suppliers.

All candidates should sign to say they have received the training and records should be kept in a central location with a system in place to ensure refresher training is carried out as appropriate.

11. Continuous Improvement

To ensure continuous improvement of all Health and Safety systems, regular consultation must take place.

Full reviews should be completed not less than annually.

Guidance for Health and Safety Representation with union representation

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school or site leader in writing when a health and safety representative has been appointed and, where this is the case, the academy/site will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Academy/site will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The Academy will ensure that paid time is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

Guidance for Health and Safety consultation in all cases

At regular intervals of not less than termly, a specific Health and Safety meeting will be convened and chaired by the Principal/site leader. The meeting will be attended by the following:

- All staff with Key responsibilities as defined in section 5.5
- Staff elected/designated Health and Safety Representative
- Lead site 'Property, Estates and New Business' representative
- Lead site 'IT' representative

The agenda shall be set locally but as a minimum shall include:

(i)   Overall compliance position and trends year to date

(ii)   Compliance position for departments/faculties/year groups

(iii) Identify improvements to be made by who, by when

(iv)   Analyse incidents, accidents and near misses to identify lessons to be learn; trends and how to reduce future risks

(v)   Review of safe system of work in use for effectiveness (permit to work; risk assessments etc)

(vi)   Review and identify training and future needs

<u>Guidance for Health and Safety Review</u>

The Principal/site leader shall ensure that a Health and Safety annual review is completed. The review shall consider the following as a minimum:

(i)   Compliance position throughout the year and trends

(ii)   Incidents/Accidents and near misses and identify change in environments or management systems to reduce future risk

(iii) Performance of staff with key responsibilities

(iv)   Any significant risk not managed or identified

(v)   Future Training needs

(vi)   Ensuring staff have sufficient time to carry out responsibilities

12. Key Actions Planning Checklist

The following list has been prepared as a minimum checklist of **key** actions only for each Academy/site.

The list is not exhaustive and should not be used in isolation as the single action list.

Academy/Site Checklist		
Policy/Area of Focus	Main Consideration	Supporting Notes
Health and Safety Policy	Signed, current policy	
Health and Safety Policy	Signed Oasis Academy/ Oasis site Health and Safety Statement	Section 4 of this document
Business Continuity Plan	Completed template.	
Major and Critical Incident Plan	Local plans and procedures in place and tested.	
Health and Safety Committee minutes	Regular meetings, evidence of action points being completed.	
Security Plan	Assessment with management system in place and evidenced.	
First Aid plan	Assessment with management system in place and evidenced.	
Emergency procedures including PEEPS	Assessment with management system in place and evidenced.	
Health and Safety Policy communicated	Signed acceptance of policy from all employees	Template appendix 1
Induction Training Records	Records indicating all staff have received induction training in Health and Safety.	
Training Records	Set of training records for all key H&S staff with renewal plan	
Contractor Competency Records	Training Records; DBS; RAMS	
Cleaners	Cleaning contract in place or cleaners employed directly, with risk assessments, COSHH assessments and training	
Accident Records	On Handsam	
RIDDOR Records	Evidence of proper submission and on Handsam	
Near Miss/incident Records	On Handsam	
Investigation reports	Recorded and filed with actions completed/planned	

Care Plans for relevant students		
PPE Maintenance records	List and Management plan	
Vehicle Checklist records	Signed checklists, copies of driving licences.	
Vehicle movement	Assessment of all vehicle movements on site	
Classroom Machinery maintenance records	Asset list and evidence of regular maintenance.	
Evacuation drill records	Evidence of drills; action plans following	
COSHH Assessments	List of all hazardous substances on site; full COSHH assessments; Evidence of plan and communication.	
Copies of all relevant Material Safety Data Sheets on file	Full suite of MSDS against COSHH checklist	
COSHH Cupboard	Evidence of COSHH cupboard properly ordered according to COSHH assessment	

Science Dept Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Radioactive materials	Assessment, letter of appointment of RPO and RPA, training certificates	See CLEAPSS L93
Membership of CLEAPPS	Secondary and all through Academies only.	
Animals in Academy	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW Welfare plan for all relevant species.	
PE Dept Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Drama + Theatre Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Art Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
DT Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	Include Hand/Arm vibration assessments
Food Tech Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
ICT Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Classroom Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Performance and Out of Hour event assessments	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Cleaning Risk Assessment + SSW	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Activities outside Classroom Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
First Aid Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
DSE assessments	Suitable and Sufficient assessment; Action Plan.	
Lone Working Risk Assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Working at Height assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	

Health & Safety Policy

Manual Handling assessment	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	

Voice Care plan	Suitable and Sufficient assessment; Action Plan. Evidence of SSOW	
Safety Signage	Relevant safety signage is in place throughout site.	
Staff Training needs analysis	Analysis of all staff outline training needs.	Including, but not exclusively, working at height and manual handling.

Site & Premises Checklist		
Policy/Area of Focus	Main Consideration	Supporting Notes
Legionella risk assessment	Full system assessment required to include schematic drawing. Identification of control measures.	
Legionella control measures implemented.	Risk assessed regime in place	
Fire Risk Assessment	Suitable and Sufficient assessment; Action Plan.	
Fire Alarms service	Accredited company to undertake	
Emergency alarm Call	Operational test records	
Emergency lighting	Full discharge test once per year and functional test at six monthly intervals. Records	
Wet riser / Dry riser	Records of inspections and servicing	
Extinguishers	Service inspection every 12 months	
Sprinkler System	Records of services as per manufacturer's instructions	

Fire suppression systems	Visual, training, panel test, inspect and test records	
Smoke extract systems, exhaust curtains, power ventilators	Monthly test by site FM and annual test, inspection, and service Records	
Fire doors	Monthly inspection records	
Boiler & Plant service	Two services required each year – major in summer, minor in winter. Records	
Loler inspection – pressure vessels	Written scheme of examination undertaken by our insurer.	
	Records	
Pipework review	Service contract to include tank and pipework inspection when boiler is serviced.	
Lift servicing	Compliant Inspections	
Loler inspection - lifts	Compliant Inspections	
Loler inspection – Hoists, pallet trucks, Slings etc.	Compliant Inspections	
Kitchen and food technology equipment	Service records of all gas and electrical equipment and specialist equipment	
Kitchen extract duct clean	Specialist cleaning company required. Please retain before and after photographs.	
Portable Appliance testing Annually	Frequency of individual items to be determined by risk assessment.	
Fixed wiring electrical (20% per year)	20% of circuits of each distribution board to be tested annually	
Standby generator or CHP	Compliant Inspections	
Lightning conductor	Compliant Inspections	
Stage Lighting and rigging.	Various requirements including; installation electrical wiring, fixed suspension equipment and raising and lowering mechanisms for drapes, lighting and scenery both electrically and manually operated. Electrical equipment including luminaries, spot bars, control systems and sound systems.	
Identify size and number of Air Conditioning units	Service contract which must include keeping of an F Gas register.	

Chillers	Written scheme of examination undertaken by our insurer. Service contract required. Frequency dependant on type of plant.	
Radon Risk assessment (to include measurements)	Must have an initial survey in place. If no risk present, no further action required simply keep report on file.	
Glazing Risk assessment	Initial undertaking by accredited company then review thereafter.	
Swimming Pool Water testing (if applicable)	Service contract supported by competent operational checks following training	
Swimming pool (if applicable) Water Analysis	As above	

Swimming Pool Legionella and bacterial testing (if applicable)	As above	
Swimming pool Plant service (if applicable)	Compliant Inspections	
Eye bolts	Compliant Inspections	
Ladder inspection and record	In house monthly and annually by our insurers	
Asbestos Management Survey	Specialist report required bespoke to each academy. A management survey covering the entire site is the minimum accepted Oasis standard.	
Asbestos Management Plan	Oasis have written and asbestos management plan which is located on SharePoint	
Fume cupboards	Service contract required	
Machine extraction	Service contract required in line with manufacturers recommendations. Records must be kept for 5 years.	
Powered doors examination and test	Examination six monthly by Site FM service annually by Accredited company.	
Roller Shutters Maintenance test and inspection	Annual service	
Display Energy Certificate	A valid DEC is required every 12 months for buildings over 1000m2. For a building with a useful floor area between 500m2 - 1000m2 the certificate is valid for 10 years.	
Health and Safety Law Poster	Must be displayed in a prominent position for staff to see.	
Certificate of Employers Liability Insurance	Must be displayed in a prominent position for the public to see.	
System of controlling waste	Duty of care note required from waste collection company. Additionally, a system of retaining collection notes when using skips.	
Waste compactor servicing	Compliant Inspections	
WEEE	Records or collections	

D T Machinery and car lifts	According to manufacturer's recommendations and annually as minimum. Point of use inspections weekly and before use by trained staff.	

Kiln	NICEEC accredited contractor for electric kilns. Gas Safe accredited contractor for gas kilns	
Playground equipment	Weekly inspection by Site FM	
Access gantry	Load test	
Tables and movable seating, walls	Annual inspection	
Tree inspections	Catalogue all trees on site. Inspect annually or following a significant weather event.	

RACI Matrix

Policy Element	Board	Leadership			Academy		National	
		OCL CEO	OCL COO	Regional Director	Academy Principal	H&S Champion	National H&S Lead	National Director of Facilities & Estates
Health & Safety Policy				C	A&R	I	A	A
Managing Risks					A&R	I		
Ensuring Competency; Training Instruction and Supervision					A&R	I		
Policy Evaluation	I	I	I		A&R	I		
							C	C

R: *Responsible* **A:** *Accountable* **C**: *Consulted* **I:** *Informed*

Health & Safety Policy

Appendix 1 – All Staff Health and Safety Policy Acceptance Statement

All staff are expected to act in a safe manner at all times and adhere to the Health and Safety Policy, direction and instruction. Compliance

- Be aware, and take all reasonable steps to ensure no immediate Health and Safety risks prevails unaddressed
- Follow all instructions and directions by those in senior positions and role of responsibility as defined above
- Ensure students are adequately supervised in your immediate vicinity
- Act in accordance with training provided
- Understand that risk assessments are required as a method of managing risk – take the action identified to mitigate risk
- Cooperate with all others in ensuring safe environments and working practices, together with good housekeeping
- Make your line manager formally aware of any personal consideration that need to be considered in your safe methods of working
- Safely use any item (PPE or equipment)
- Follow all emergency procedures including evacuation and first aid

Monitoring

- Report all incidents and near misses, ensuring these are recorded as part of a single system

People

- Act as the first point of contact for students in the immediate space in respect of Health and Safety

Environment

- Endeavour to ensure a positive culture of Health and Safety exists throughout the organisation

I have read and understood the content, requirements and expectations of the Health and Safety Policy for employees a Oasis Community Learning. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Oasis Community Learning.

I understand that if I have questions, at any time, regarding the Health and Safety Policy, I will consult with my immediate manager of my Health and Safety Champion.

Please read the Health and Safety Policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Health & Safety Policy

Appendix 2 – Risk Assessment Template

1. RISK ASSESSMENT DETAILS

NAME OF ACADEMY:		**DEPARTMENT:**	
SUBJECT OF RISK ASSESSMENT:			
ASSESSED BY:		**DATE OF ASSESSMENT:**	
DETAILS OF WORKPLACE ACTIVITY:		**PERSONS AFFECTED** (*WHO MAY BE HARMED?*):	

2. ASSESSMENT OF HAZARDS & RISKS

The hazards and controls noted below are an example of that which may be present when completing such a task. The Risk Assessment template is an example only and should either be used as a reference only or amended to reflect the actual hazards and controls identified on site by the risk assessor. When further controls are identified, these should be completed before the assessed task is carried out.

	HAZARDS & RISKS	EXISTING CONTROL MEASURES	RISK LEVEL	ADDITIONAL CONTROLS REQUIRED	WHO IS RESPONSIBLE?
1.0					
2.0					
3.0					
4.0					
5.0					

3. RISK ASSESSMENT APPROVAL & REVIEW DETAILS

NAME & SIGNATURE OF RISK ASSESSOR:		DATE:	
NAME & SIGNATURE OF LINE MANAGER:		DATE:	
PROPOSED REVIEW DATE:			

Health & Safety Policy

APPENDIX 1.0 – ASSESSING THE LEVEL OF RISK

The level of risk is expressed qualitatively as **Low, Medium, High** or **Very High**. Underlying these descriptors of risk is a probabilistic model which factors the likelihood of an accident or event against the severity of harm that may occur.

The **risk rating**, calculated as **likelihood** x **severity**, maps into the qualitative terms used as follows:

		SEVERITY			
		Minor Injury	REPORTABLE INJURY	SERIOUS INJURY	CRITICAL
LIKELIHOOD	UNLIKELY	Low	Low	Low	Medium
	POSSIBLE	Low	Medium	High	High
	PROBABLE	Medium	High	High	Very High

Health & Safety Policy

Appendix 3 – Job Roles and Responsibilities in the Academy

Please use form as a guide and adapt as necessary to ensure all your key responsible people are listed in a single place. You must keep this up to date and available for viewing.

If any roles are irrelevant in your academy, please enter 'N/A' in the relevant box

(e.g. 'Early Years' would not be relevant in a Secondary Academy)

Job Role	Name
Principal	
Health and Safety Champion	
Academy's Health and Safety 'Competent Person'/Service	
Health and Safety Committee Members	
Business Manager	
Site/Facilities Manager	
Designated Safeguarding Lead	
Deputy Designated Safeguarding Lead	
Appointed Person for Pastoral Care	
Head of E-Safety	
Educational Visits Coordinator (EVC)	
Person to whom Mini-Bus incidents must be reported	
Responsible Person for Science Department	
Head Science Technician	
Radiation Protection Supervisor	
Radiation Protection Officer	
Radiation Protection Advisor	

Responsible Person for Design and Technology Department	
Responsible Person for Physical Education Department	
Responsible Person for Dance/Drama Department	
Responsible Person for Onstage Safety	
Responsible Person for Backstage Safety	
Responsible Person for Early Years	
Responsible Person for Key Stage 1	
Responsible Person for Key Stage 2	
Responsible Person for Equal Opportunities	
Responsible Person(s) for Special Educational Needs and Disability	
Responsible Person for Co-ordinating the Dayto-Day Provision of Education for pupils with Special Educational Needs at the Academy	
Special Educational Needs Coordinator (SENCO)	
Special Educational Needs Team Members	
Responsible Person for First Aid	
Name of School Nurse(s)/Service	
Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPs)	
Responsible Person for Managing Medicines	
Responsible Person for Managing Pregnant Staff	
Responsible Person for Investigating Accidents	
Responsible Person for Electrical Equipment	
Responsible Person for Asset Register	
Responsible Person for Waste Management	
Nominated Responsible Person for Fire Safety	
Fire Service Liaison Officer (FSLO)	
Responsible Person for Inspecting Fire Safety Signage	
Responsible Person for Inspecting Walkways and Escape Routes	

Responsible Person for Inspecting Fire Resisting Doors	
Responsible Person for Checking Fire Service Has been Called	
Responsible Person for Fire Training	
Responsible Person for Legionella	
Competent Person for Working at Height	
Permit Issuer for Working at Height	
Permit Issuer for Confined Spaces	
Permit Issuer for Hot Works	
Permit Issuer for Electrical Work	
Permit Issuer for Asbestos	
Crisis Management Team Members	
Head of Crisis Management Team	

Appointed Competent Person for Managing Contractors	
Responsible Person for Hiring and Letting	
Responsible Person for Display Screen Equipment	
Responsible Person as Data Controller for CCTV	
Delegated Person for Arranging Home Visit Arrangements	

Dated: _____

Appendix 4 – RIDDOR

The Reporting of Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) are a set of regulations which ensure that certain work place injuries or occurrences are reported to the Health and Safety Executive, primarily for statistical purposes, but also to ensure that investigations are undertaken when required.

There are three main categories of reportable incidents.

- Dangerous Occurrences
- Reportable Diseases
- Certain Injuries including but not limited to Specified Injuries

For more detailed explanations of Dangerous Occurrences, Reportable diseases and Specified Injuries please see definitions following the diagrams below. Illness of injury picked up whilst not working or, in the case of non-employees, within the academies boundaries are not reportable.

For reporting injuries, please follow the flow charts on pages 2 or 3 depending on whether the injured party is an employee or non-employee. There are slightly different recording guidelines for these two groups so please ensure you use the correct flowchart.

OCL policy states the responsibility of reporting and RIDDOR rests with the school and should be carried out within the specified period and should also be reported to the CEO, COO, RD and Health.Safety@oasisuk.org

RIDDOR reports are completed online here: http://www.hse.gov.uk/riddor/report.htm

In the case of a reportable fatality, you should contact HSE by telephone on 0345 300 9923.

General Further Information regarding RIDDOR can be found here:
http://www.hse.gov.uk/riddor/

Education specific information can be found here:
http://www.hse.gov.uk/pubns/edis1.pdf

Accident to an Employee

Did the accident arise out of a work-related activity?

No → Not RIDDOR

Yes ↓

Did the Accident result in a specified injury?

Yes → RIDDOR – report without delay

No ↓

Did the accident result in the injured party unable to carry out their normal duties for 7 days?
(Not counting the day of injury but including weekends, bank holidays etc.)

Yes → RIDDOR – report within 15 days of accident

No → Not RIDDOR

Did the accident arise out of a work-related activity?

- A failure in the way that the work was organised (lack of supervision, lack of maintenance etc)
- The way that any building or substances were being used.

No

Yes

Not RIDDOR

Did the Accident result in death?

Yes

No

RIDDOR – report without delay

Did the accident result in the injured party being taken to hospital and did they receive treatment? (Please note that examinations and diagnostics tests do not class as treatment)

Yes

No

RIDDOR – report within 15 days of accident

Not RIDDOR

Accident to student or visitor to Academy including Contractors

Definitions

Dangerous Occurrences - there are 27 defined dangerous occurrences of these, most aren't relevant to an Academy situation. Some of the key ones that could be are;

- The collapse or failure of load-bearing parts of lifts and lifting equipment;
- The accidental release of a biological agent likely to cause severe human illness;
- The accidental release or escape of any substance that may cause a serious injury or damage to health;
- An electrical short circuit or overload causing a fire or explosion.
- Structural collapse.

Reportable Occupational Diseases - these need to be reported when they have been diagnosed by a doctor and there is a direct link to work carried out.

- Carpal Tunnel Syndrome - where the person's work involves regular use of percussive or vibrating tools
- Cramp of the hand or forearm - where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis - where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- Hand Arm Vibration Syndrome - where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma - where the person's work involves significant or regular exposure to a known respiratory sensitizer
- Tendonitis or tenosynovitis - in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movement

Specified Injuries -

- Fractures, other than to fingers, thumbs, and toes - Bone fractures include a break, crack, or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'.
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes - Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) –Which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system, or other vital organs

- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia Death

Appendix 5 – Health and Safety Organisational Structures

Oasis Community Learning (OCL) will use its established professional governance structures to outwork this policy from CEO to all staff, including those with distinct responsibilities. These structures fall into two distinct groups:

(i)   From Board, via CEO to Academy Principal / Site Leader

Regional Offices are located within Oasis Academies, they are to be treated as part of the Academy building and therefore within the above governance structure.

Within OCL there are a number of situations of employees line managing members of staff from other organisations. There is a management agreement between OCL, OCT and OCP which lays out that Health and Safety practice will be mirrored between the organisations to ensure consistency at a local level. OCL staff will abide by this policy in its entirety. OCP and OCT staff will operate in accordance with their mirrored policies and will therefore report through the organisational structures set out in their respective policies.

Health & Safety Policy

(i) From Board, via CEO to our National OCL Office

Document Control

Changes History

Version	Date	Owned and Amended by	Recipients	Purpose
0.1	27/2/17	Bryan Goddard	Andy Simpson	Comment
0.2	3/3/17	Andy Simpson	Bryan Goddard	
0.3	9/3/17	Bryan Goddard	Andy Simpson	Comment
0.4	20/3/17	Bryan Goddard	Andy Simpson	Final Draft
0.6	13/4/17	Bryan Goddard	Andy Simpson	Revised final draft
0.7	09/5/17	Andy Simpson	Bryan Goddard	Final Comments
0.8	30/6/17	Bryan Goddard	Andy Simpson	
0.9	4/8/17	Bryan Goddard	Andy Simpson	
1	21/8/17	Bryan Goddard		Consultant advised changes/ Final Changes
1.1	24/8/17	Andy Simpson	John Barneby	Final Approval
1.2	6/9/17	Bryan Goddard		Response to final comments
1.3	15/9/17	Bryan Goddard	All Staff	
2	13/7/18	Bryan Goddard		Consultation
2.3	31/8/18	Bryan Goddard	All Staff	Final Approval
3	14/07/22	Lynda Jarvis	All Staff	Policy Review

Policy Tier

☒ Tier 1 ☐

Tier 2

☐ Tier 3

☐ Tier 4

Owner

Lynda Jarvis

Contact in case of query lynda.jarvis@oasisuk.org **Approvals**

This document requires the following approvals.

Name	Position	Date Approved	Version
John Barneby	COO	6/9/17	1.1
CSG	Core Strategy Group	08/10/18	2.2

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

☒ Yes

☐ No

If yes, the policy status is:

☐ Consulted with Unions and Approved

☐ Fully consulted (completed) but not agreed with Unions but Approved by OCL

☐ Currently under Consultation with Unions

☐ Awaiting Consultation with Unions

Date & Record of Next Union Review

Location

Tick all that apply:

☐ OCL website

☒ Academy website

☒ Policy portal

☐ Other: state

Health & Safety Policy

Customisation

☐ OCL policy

☒ OCL policy with an attachment for each Academy to complete regarding local

arrangements

☐ Academy policy

☐ Policy is included in Principals' annual compliance declaration

Distribution

This document has been distributed to:

Name	Position	Date	Version
Andy Simpson	National Director of Services	27/2/17	0.1
Andy Simpson	National Director of Services	9/3/17	0.3
Andy Simpson	National Director of Service	20/3/17	0.4
Regional Directors National Leaders Core Strategy Group	National Leaders & Executive Team	17/5/17	0.7
Principals	Service Bulletin	19/6/17	0.7
Murray McKirdle	Union Consultation	6/9/17	1.2
Core Strategy Group	Executive Team	31/8/18	2.2
	All Staff	14/9/18	2.2