



# HEALTH & SAFETY POLICY



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## At a glance

As an employer, OCL are responsible for health and safety management and must implement systems to enable us to comply with health and safety law as well as the moral duty to prevent injury and harm.

OCL is part of the wider Oasis family with a shared vision for community, a place where everyone is included, making a contribution and reaching their God-given potential.

To enable everyone to reach their potential, OCL as a trust and each academy must implement practical steps to reduce the risk of harm and provide a safe working and teaching environment. This requires striking a balance so that significant risks are managed and learning opportunities are experienced to the full.

## Checklist

We approach managing health and safety through the underpinning of the Oasis Ethos and 9 Habits.

- We will intentionally focus on being patient, honest, humble and forgiving in our management of health and safety to promote a strong safety culture.
- We will ensure clear roles and responsibilities are assigned.
- We will follow the legal and best practice guidance to manage health and safety.
- We will strike a balance to ensure real risks are managed.
- We will manage health and safety responsibly and proportionately to give students an appreciation of risk and how to deal with it.
- We will provide clear guidance and support to facilitate management of health and safety.
- We will ensure training is provided to facilitate the management of health and safety.

## In brief

This policy aims:

- to set out OCL's vision for good health and safety management;
- to provide a summary of roles and responsibilities;
- to outline the overall management system for health and safety;
- to outline procedures to ensure key health and safety topics are explained; and
- to introduce guidance documents to facilitate local management of health and safety.

## Health and safety policy – statement of intent

Through enacting the Oasis Ethos, we embody our deeply rooted commitment to the care and safety of people, whatever their role or position in Oasis. 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. This is the single health and safety policy applicable to all OCL employees; all Oasis academies; and all OCL sites.

OCL are committed to:

- a) Ensure all places of work are safe, secure, and healthy environments.
- b) Ensure the wellbeing, welfare and mental health of staff is supported in line with our ethos.
- c) Ensure compliance with statutory requirements as a minimum.
- d) Assess and control risks from curriculum and non-curriculum work activities.
- e) Ensure safe working methods are followed and provide safe equipment.
- f) Ensure that all members of staff receive sufficient information, training and instruction to allow them to carry out their designated work safely.
- g) Ensure adequate resources are available for health and safety management.
- h) Consult with staff and their representatives on health and safety matters.
- i) Monitor, review and audit the implementation of this policy to ensure it is effective.
- j) 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.
- k) Strive to create a culture where health, safety and welfare is considered as part of everyday work and activities.
- l) Review this policy annually as a minimum or when legislation or significant change requires.
- m) Strive to ensure:
  - Each member of 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.
  - That each member of staff understands their responsibility to co-operate with OCL in fulfilling its duties.
  - 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.

## Roles and Responsibilities

This section outlines responsibilities for health and safety within OCL. Note that individuals may fall within more than one role with the responsibilities of 'all staff' applying to all.

### *OCL Board*

The OCL Board are the employer and are accountable for health and safety at OCL.

Specifically, they ensure:

- a signed, compliant policy is in place;
- adequate resources are allocated for health and safety management;
- suitable management systems are employed to assess and reduce risk if removal of risk is not reasonably practicable;
- the CEO understands their health and safety responsibilities as responsible person and is competent to lead the organisation with regards to health and safety; and
- they are informed through reporting on the overall compliance position for the organisation, significant incidents/risks and continuous improvement plans.

### *OCL Chief Executive Officer (CEO)*

The OCL CEO holds overall responsibility for the organisation as the 'responsible person', on behalf of the Board. These specifically are to ensure:

- the health and safety policy is in place and implemented at each academy/site;
- suitable management systems are employed to assess and reduce risk if removal is not possible;
- the governance structure is effective to support implementation and monitoring of the policy;
- adequate resources, time and training are allocated;
- appropriate records are kept;

- a programme of governance audit occurs; and
- suitable reporting to the board on compliance, significant incidents/risks and improvement plans.

### *Regional Directors and National Directors*

On behalf of the CEO, the key responsibilities are to:

- Ensure the policy is implemented at each academy/site or directorate in their control.
- That those reporting to them have fulfilled the health and safety responsibilities of their role.
- Ensure adequate resources, time and training are allocated to appropriate individuals with key responsibilities.
- Ensure appropriate records are kept both to demonstrate oversight and within the areas of their control.
- On a frequency of not less than monthly, hold Principals / departments to account for health and safety compliance, ensuring the policy is fully implemented, ensuring actions are taken timely and reducing risk.
- Ensure the national system for monitoring is utilised and up to date at all times.
- Monitor performance to annual targets.
- Ensure staff with key responsibilities are competent and receive adequate and appropriate training, which is updated as required.
- Support a positive culture of health and safety throughout the organisation.

### *Director of Estates & Facilities*

The Director of Estates and Facilities through Property and Estates ensures:

- The OCL estate is managed in line with the DfE guidance document 'Good estate management for schools'.
- There is a system to ensure completion of statutory compliance tasks.
- That premises and /equipment are well maintained and kept in a safe condition.
- Security measures are maintained.
- That Property and Estates have clear arrangements for the control of contractors on OCL premises.
- That the duties of 'Client' in the Construction Design Management (CDM) regulations are met.
- Suitable records are held for each property.

- Effective asbestos management is in place at each premises and where required staff are provided with information on location and what to do if it is disturbed.

Where OCL occupy PFI sites it is recognised that responsibility for maintenance sits with the PFI provider through the Local Authority.

### *National Health and Safety Lead*

The National Health & Safety Lead develops and leads on health and safety management across OCL ensuring that all aspects of policy and practice meet statutory requirements and there is a culture that prioritises the health and safety of children and adults.

Specifically, they will:

- Ensure health and safety policies and procedures are reviewed, amended and updated as necessary and in line with legislative requirements.
- Provide procedures and guidance to facilitate the implementation of health and safety across OCL.
- Ensure the OCL Board and CEO are well informed so they can fulfil their duties effectively.
- Be a point of expert health and safety advice.
- Ensure a suitable programme of audit is in place.
- Coordinate a programme of fire risk assessments.
- Manage a suitable accident management system.
- Provide a training model and core health and safety training resources.
- Coordinate the Radiation Protection Officer service.

### *Principals/Executive Principals - Leader with responsibility for an Oasis academy*

- Take all reasonable steps to ensure the policy is properly implemented.
- Ensure appointment of key roles in the academy including a Health and Safety Champion (HSC).
- Ensure adequate resources, time and training are allocated to individuals with key responsibilities.
- Be the first point of contact with regulatory bodies on behalf of the academy.
- Ensure appropriate records are kept in line with the health and safety policies and supplementary procedures.
- Ensure staff are informed of accident and near miss reporting arrangements.
- Ensure all accidents/incidents/near misses have been appropriately recorded on the OCL chosen system and investigated with lessons learnt.

- Ensure suitable management systems are employed to manage health and safety.
- Ensure an up-to-date Business Continuity Plan is in place, together with a security risk assessment, emergency and lockdown procedures, and these are adequately communicated to staff.
- Ensure all staff have a minimum annual health and safety training briefing to remind them of their responsibilities and share lessons learnt/best practice and highlight any specific local risks.
- Ensure a suitable evacuation plan is in place and communicated.
- Ensure the health and safety committee meets at least once a full term and attend the meetings in person.
- Formally consult with staff and their recognised representatives on health and safety matters.
- Ensure health and safety is an agenda item on all SLT meetings.
- Meet regularly with the HSC to ensure their role is fulfilled.
- Ensure that actions from fire risk assessments and any external health and safety audits are completed.
- Ensure site security has been risk assessed, annually reviewed and appropriate actions taken.
- Ensure a programme of self-audit occurs including annual audits of practical teaching in line with CLEAPSS or other recognised best practice.
- Ensure the national system for monitoring health and safety is utilised and up to date at all times.
- 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 completed in a timely manner and risk is minimised.
- At least annually, complete a review of all health and safety performance for the academic year, and implement plans for improvement.
- Ensure those staff with key responsibilities are competent and receive adequate and appropriate training; support and time to perform the role.
- Ensure all staff are provided with appropriate time to fulfil training requirements and health and safety tasks.
- Ensure all users of the academy/site have suitable information/inductions made available to keep themselves and others safe.

### *Operations / Business Manager*

Within academies the Operations/Business Manager will be delegated specific operational duties by the Principal to assist them meeting their responsibilities.



However, the responsibility remains with the Principal to ensure these are completed.

### *Health and Safety Champion (HSC)*

The HSC coordinates health and safety management at each academy and supports the Principal in meeting their responsibilities.

The HSC is a permanent member of staff who is usually the Operations Manager but may be another member of staff allocated the time to fulfil the role. However, they should not be the Principal. They will:

- Support the Principal to ensure the policy is properly implemented.
- Utilise OCL management systems to adequately manage health and safety.
- Be a point of contact with the national health and safety team and source advice when required.
- Keep abreast of communications and safety alerts from the national health and safety team and ensure they are communicated and addressed locally.
- Be the first point of contact and reference for all staff at the academy / site for health and safety.
- Maintain appropriate records in line with health and safety policies and procedures.
- Coordinate completion of the actions from fire risk assessments, any external health and safety audits and OCL audits.
- Ensure a suitable evacuation plan is in place and communicated.
- Support the Principal to ensure that suitable risk assessments are documented, centrally held and shared with academy staff.
- Ensure all accidents, incidents and near misses are recorded on the national incident system, and suitably investigated.
- Prepare reports for the health and safety committee in line with the OCL committee meeting agenda.
- Audit staff with key responsibilities to monitor health and safety compliance, ensuring the policy is fully implemented.
- Report not less than monthly to the Principal the overall compliance position, significant incidents and risks.
- Ensure the national system for monitoring is utilised and up to date at all times.
- Coordinate a programme of self-audit within the academy in line with the policy.
- Coordinate health and safety training at the academy including delivery of a local induction.

- Participate in OCL forums and training for HSCs.
- Support the Principal in delivering at least an annual health and safety update to all staff.
- Ensure all authorised people using and accessing the site have suitable information/inductions to keep themselves and others safe.

### *Health and safety representatives*

Health and safety representatives make up our health and safety committees. They:

- Attend health and safety committee meetings.
- Represent colleagues on health and safety generally to ensure that potential hazards are brought to the attention of the SLT.

### *Union Representatives*

Recognised union representatives are also members of health and safety committees but have additional rights under law and can:

- represent employees generally and when consulted about specific matters that will affect the health, safety and welfare of the employees;
- represent employees when Health and Safety Inspectors from HSE or local authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- present the findings of investigations to OCL;
- inspect the workplace; and
- attend Health and Safety Committee meetings as a representative of employees.

To fulfil the role they will be given reasonable paid time.

### *National Lead Practitioners*

National Lead Practitioners are specialists in their area of teaching and should ensure that health and safety best practice is considered within the OCL curriculum. This includes specifying the industry sources of best practice that academies are expected to follow for specific teaching including CLEAPSS, the Association for PE (AfPE), national governing bodies for sports and other sources of best practice.

### *National Catering Manager*

The National Catering Manager manages the catering contracts and OCL delivered catering provision at each academy. They are responsible for ensuring OCL meet due diligence requirements with regard to food hygiene from both contractors and in-house provision.

They are also responsible for the Allergy Awareness policy and its implementation.

### *Heads of Department/Service and Line Managers*

Heads of Department and line managers have additional responsibility for their teams and should:

- Ensure the policy is implemented within their department.
- Ensure risk assessments are carried out and controls understood and followed by their department.
- Identify training and competency needed by their teams and ensure this is completed.
- Ensure recognised best practice is understood and followed for their specialism within their department.
- Ensure appropriate records are kept with a consistent quality in line with OCL policies and best practice guidance required by their specialist area.

### *Educational Visits Coordinator (EVC)*

Each academy has an EVC who is required to fulfil this role as described in the OCL Trips and Visits policy. This includes reviewing the arrangements for each trip focusing on safety, risk management and financial perspectives.

### *All Teaching Staff*

In addition to the responsibilities that all staff have, teaching staff are directly responsible for the students in their immediate care and therefore have specific responsibilities.

- Take all reasonable steps in the learning space to manage risk.
- 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 that risk assessments have been completed for activities and safe methods of working are followed.
- Follow best practice where relevant to specific subjects such as CLEAPSS or AfPE.

### *All Staff*

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

- Be aware of, and take all reasonable steps to minimise risks and follow safe working practice in line with risk assessments.
- Follow all instructions and directions by those in senior positions and roles of responsibility as defined above.
- Act in accordance with training provided.
- 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.
- Report all incidents and near misses, including physical and verbal abuse in line with the OCL accident reporting arrangements.
- Act as the first point of contact for students in the immediate space in respect of health and safety and report any issues appropriately.
- Support a positive culture of health and safety within OCL.

## **Arrangements for health and safety management**

### *Competent advice*

The National Health and Safety Lead along with the Regional Health and Safety Leads fulfil the role of 'Competent person' within OCL as described by the HSE and DfE. They will source additional competent advice as needed.

National Lead Practitioners and Heads of Department are required to follow the best practice guidance provided by recognised educational or specialised industry bodies in provision or the curriculum. This includes CLEAPSS, AfPE and specific sporting governing bodies. As specialists in their area, they are required to keep up to date with changes in their field and source additional advice when required.

### *Consultation with employees*

Staff will be consulted on the following:

- Changes that may affect their health and safety at work including work arrangements or introduction of new technology.
- Arrangements for competent advice.
- Information for staff.
- Plans for health and safety training.

Consultation may be through key projects or through local representatives and health and safety committee.

### *Health and safety committees*

Every academy should hold a formal health and safety committee at least once a term. A committee meeting provides the opportunity to discuss, with employee representatives, key areas of health and safety including changes affecting health and safety. It also enables upwards reporting of safety matters and ensures that any issues are managed to completion.

A national health and safety committee is held termly so that each directorate has representation as well as JCNC union representatives.

Where directorates have large numbers of staff, they should hold formal health and safety committees so that matters relevant to their discipline can be discussed.

Guidance on who should attend health and safety committees is outlined in the health and safety pages on OasisZone along with an example agenda template which should be used to ensure that the objectives of a committee are met.

### *Consultation with recognised unions*

OCL are committed to work together with recognised trade unions to consult and negotiate where appropriate on matters relating to the health, safety and wellbeing of staff. This includes attendance at a Joint Negotiation and Consultation Committee (JNCC).

### *Communication of health and safety matters*

The following methods of communication are used:

- OasisZone – Health and safety area.
- National bulletins.
- Health and safety champions 'Teams' chat.
- Health and safety committee meetings.
- Local meetings including inset days, keeping in touch, one-to-ones and staff briefings.

## *Risk assessment*

Each academy and national service team must document risk assessments that consider the hazards created by the environment, job roles and activities.

Whilst templates and examples can be used, the risk assessments must be specific to the academy or department.

For low hazard teaching space, the HSE classroom checklist should be used each term.

Risk assessments must be reviewed at least annually, shared with those they apply to and filed within the shared drive or the academy or department so they can be retrieved for audit or spot check purposes.

## *Training*

The National Health & Safety Lead will publish a general training needs matrix for academies. This includes mandatory health and safety training which is delivered online through the Learning Development Zone along with guidance on training need for other key roles within an academy.

Additional training need may be highlighted through academy risk assessments or as recommended by sources of best practice.

In addition to mandatory training, National teams will manage their additional training need in line with best practice for their specialism.

## *Helpdesk*

The National Health and Safety team manage a help-desk for all health and safety queries. This ensures that each is followed up effectively.

The process for raising help-desk tickets is described on OasisZone.

## *Record keeping*

This policy, other health and safety policies and the arrangements for meeting these have a number of record keeping requirements and will specify where these will be held.

## *Audit and review*

The National Health & Safety Lead will coordinate a programme of internal and external audit to review health and safety performance and assess the effectiveness of this policy. This includes:

- An annual OCL review of health and safety management.
- Half termly review of accidents, incidents and near misses.
- A programme of local audit and spot checks.

At each academy audits must be carried out in line with best practice guidance in practical teaching departments at least annually.

## *Reporting*

The following reporting mechanisms are used to ensure those with responsibilities are kept informed:

- Quarterly report to the OCL Board.
- Half termly report to the OCL Audit and Risk Committee.
- Monthly report to the CEO and COO.
- Monthly status report to Regional Directors.
- Report to recognised unions via local H&S committees and National H&S Committee.

Recipients of reports are responsible for cascading as required and driving any required change.

## **Specific arrangements**

Arrangements for specific health and safety topics are outlined below. Further information and procedures along with required forms are shared within the health and safety area on OasisZone to support academies and National teams in meeting these requirements.

## *Accident reporting*

We are required to record all incidents involving colleagues, students, visitors and contractors. Records should be in line with the OCL incident report and investigation procedures. This ensures that we meet statutory requirements, helps prevent reoccurrence and have suitable evidence should it be required.

Arrangements for incident reporting are outlined in the First Aid policy and within the health and safety area of OasisZone and include the requirement to use our chosen electronic accident management system.

OCL encourage a culture of reporting to minimise risk through continual improvement.

### *Asbestos*

Asbestos management plans are maintained by P&E for each property. This links to the contractor management arrangements and construction management arrangements which control access and work on the property.

Refer to OCL Asbestos Management Policy

### *Construction (CDM)*

Discharge of the principal duties of the CDM regulations on academies as a 'Client' are undertaken by the Property and Estates team who follow a documented procedure to ensure these duties are met for all projects.

### *Contractors (control of)*

OCL retain responsibility for contractors working on our premises and we must consider safety to employees, students and the contractors themselves.

Property and Estates will manage contractors and act as 'gate-keeper' to anyone working on the properties by implementing robust documented control of contractor arrangements.

Any other departments employing contractors to work on the buildings and infrastructure are required to follow the documented arrangements for contractor management and liaise with P&E in all instances. This is to ensure that their activities do not increase risk to the contractors themselves, OCL staff or students.

### *Disability*

Each location will take all reasonable measures to ensure that facilities and services are accessible to all in line with a local Accessibility Plan. The requirement for an Accessibility Plan is explained in the OCL Special Educational Needs and Disabilities (SEND) Policy.

Each academy documents personal care plans and reviews these annually.

Procedures will be implemented to ensure the safe evacuation of all people, whose ability to evacuate the premises may be impeded, safely and quickly through the use of personal emergency evacuation procedures (PEEPs).



Where OCL staff have disabilities or are returning to work, risk assessments must consider them individually to ensure that they are not at greater risk than others in the same role.

### *Display screen equipment (use of)*

A 'user' of display screen equipment is a person who habitually uses DSE as a significant part of their day. DSE users must complete training on set up and use of DSE by following the guidance on OasisZone and complete a DSE self-risk assessment:

Any remedial requirements are then followed up by the HSCs and line managers. Workstation assessments must be reviewed at least every 2 years or if anything changes.

Eyesight tests are provided at OCL expense. If corrective glasses are then required for computer work these will be provided.

### *Driving (including minibuses)*

Please refer to OCL Minibus policy and OCL Driving for Work policy.

### *Educational visits*

Please refer to Trips and Visits policy.

### *Electrical safety*

We recognise the potentially fatal hazards associated with electrical supply and equipment.

- Equipment must only be used in the environment for which it is intended.
- All staff will check their equipment is visually safe to use and report faults or damage and remove from use.
- Inspection of the electrical infrastructure is completed by Property and Estates every 5 years (or 20% each year) and remedial works completed.
- Portable appliance testing (PAT) is completed by an external contractor arranged by Property and Estates at a frequency determined by risk.
- Property and Estates maintain a record of all formal inspections and repairs carried out to equipment or installations.

## *Emergency preparedness*

We are required to plan for emergencies that may have wider impact. This includes severe weather, fire or security breaches.

Please refer to the Fire Safety Management Policy, Major or Critical Incident (including Business continuity and lockdown) policy and the First Aid Policy.

## *Events*

It is likely that our academies will have a variety of events over the academic year. Good planning and organisation of any event must include risk assessment. This enables the key hazards to be recognised and suitable measures to be put in place such as first aid, communications and additional staff.

## *Fire safety*

Please refer to the First Safety Management Policy.

## *First aid*

Please refer to the First Aid Policy.

## *Food hygiene*

The National Catering Manager will:

- Manage the relationship with our catering partners.
- Request audit reports from our catering provider for each academy at least annually.
- Ensure that in-house catering provision meets recognised food hygiene standards and manage suitable audit.
- Ensure requirements of the OCL Allergy Awareness Policy are met by our catering partners and in-house provision.

Where food is prepared and served elsewhere in academies this must be recognised in local risk assessments and staff should have suitable food hygiene training, including that specified in the Early years foundation stage (EYFS) statutory framework.

## *Gas safety*

Gas is used within our properties for heating, cooking, science teaching and in DT.

Property and Estates are responsible for maintaining gas appliances.

Where departments use gas appliances, this should be reflected in their local risk assessments.

Any bottled gases must be stored in a secure, ventilated cage.

### *Glazing safety*

To ensure the safety of students, glazing must be safe and protected against breakage.

Property and Estates manage glazing safety in all properties by way of glazing surveys. However, academy leadership teams are also required to manage risk of breakage through supervision of students and ensuring ball games are played in designated areas.

### *Hazardous substances/Control of substances hazardous to health (COSHH)*

The COSHH Regulations apply to activities where hazardous substances are used and to activities which produce hazardous substances.

Hazardous substances can be found in science, art, DT, cleaning and maintenance. At each academy we will:

- Maintain lists of hazardous substances used within departments.
- Ensure locations and registers are available with the fire management plan to facilitate sharing with the Fire and Rescue Service.
- Ensure up to date safety data sheets are obtained for all hazardous substances used and held at storage locations.
- Ensure COSHH risk assessments are compiled for all hazardous substances (including those generated through work).
- Ensure the findings of COSHH risk assessments are communicated to all users of such hazardous substances.
- Ensure hazardous substances are stored in accordance with the control measures stated in the COSHH risk assessments.
- Ensure that current CLEAPSS 'haz cards' are held in science departments and these are followed.

### *Home working*

You're a home worker if you permanently work from your home or split your working time between the workplace and home (hybrid working). OCL have the same health

and safety responsibilities whether people are working at home, an office or in an academy. The main hazards associated with home working are:

- Stress and mental health.
- Use of display screen equipment.
- Poor work environment.

Line managers are responsible for ensuring home working is suitably managed through risk assessment and line management of their teams.

### *Infections (control of)*

Please refer to the Control of Infections policy.

### *Ionising radiation*

Sources in science:

Low level sources are used for demonstrations within physics teaching. These are controlled by:

- Appointment of a Radiation Protection Officer service to audit departments every 2 years.
- Appointment of a Radiation Protection Supervisor at each academy storing and using sources.
- Strict adherence to CLEAPSS guidance on radioactive sources.

Radon:

Radon is a colourless, odourless radioactive gas. It's formed by the radioactive decay of small amounts of uranium that occur naturally in all rocks and soils. Some areas of the UK have elevated levels and this can build up in properties if not controlled.

Recognising that we have academies in areas of the country with elevated radon levels, Property and Estates are responsible for risk assessment and monitoring.

### *Legionella*

Legionellosis is a collective term for diseases caused by Legionella bacteria including the most serious Legionnaires' disease. People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria.

To manage the risk of Legionella bacteria in water systems, Property and Estates will:

- Have a suitable and sufficient Legionella risk assessment for each premises.
- Control risk through maintenance and monitoring in line with written control schemes.

### *Lettings and other premises users*

When a hire is authorised, an academy hire agreement will be put in place between OCL and the hirer. Relevant risk assessments will be obtained from hirer and scrutinised to assess that their risks are being managed to minimise risk to OCL property, our students and staff and our reputation. The Principal or person in control of the premises will ensure local risk assessments and emergency arrangements are shared with the hirer by the academy.

### *Lifting equipment*

Lifting equipment means work equipment for lifting and lowering loads. This includes passenger lifts, cherry pickers and hoists as well as accessories such as eyebolts and slings.

Property and Estates are responsible for:

- Managing the statutory examination requirements of all lifting equipment and maintaining suitable records.
- Managing suitable servicing and maintenance.

Where there is equipment that is used by academies such as hoists, the Principal is responsible for ensuring that suitable training is provided and risk assessments are in place.

### *Local exhaust ventilation*

Local exhaust ventilation (LEV) is used in academies to remove hazardous substances. For example within design technology teaching space or as fume cupboards in laboratories.

Property and Estates will manage the testing of LEV at least every 14 months.

Departments are required to use the equipment in line with their department risk assessments.

## *Lone working*

Lone working is defined as working by yourself or without close or direct supervision. This may apply to those working from home, in remote areas of OCL sites, out of hours or making home visits.

The risk of lone working must be considered in local risk assessments and suitable controls implemented.

## *Manual handling*

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. Measures should be put in place to:

- avoid hazardous manual handling, so far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling operations that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling to as low as reasonably practicable.

For the majority of roles, this will involve including manual handling as a hazard within a wider risk assessment. All OCL staff have basic manual handling instruction as part of the mandatory training which includes guidance on when a specific manual handling assessment is required.

## *New and expectant mothers*

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding.

A risk assessment must be completed for pregnant workers and new mothers. This applies to workers who are pregnant, have given birth in the last 6 months, or are currently breastfeeding.

## *Noise*

Excessive noise levels can cause permanent damage to hearing, which can reduce an individual's ability to hear normal conversation.

Heads of Department are responsible for identifying any sources of noise from equipment which may be harmful. They will ensure relevant risk assessment and measurement is carried out and implement the controls that are required as a result of the risk assessment. This may include changing equipment, working arrangements, training, ear protection and health surveillance.

## *Personal protective equipment (PPE) and Respiratory protective equipment (RPE)*

Where the use of personal protective equipment is identified as needed through risk assessment, COSHH assessment or as part of industry best practice users must receive clear instruction on the use and care of the equipment. For RPE this includes relevant face fit testing.

Line managers are responsible for ensuring any required PPE is used where required. Teaching staff are responsible for ensuring that students wear any PPE required.

## *Plant and high risk areas*

Access to plant rooms, roofs and higher risk workshops and teaching space must be restricted at all premises to authorised persons only. For high risk areas and activities the control of contractors arrangement must be followed which includes a permit to work process.

## *Playground safety*

Play equipment will be subject to inspection arranged through P&E. Additionally, there are daily inspections and routine maintenance inspections.

Each academy must have clear arrangements for pre-use checks and supervision of playgrounds and equipment and this must be reflected in risk assessments.

## *Pressure systems*

Where pressure systems are present within properties, Property and Estates ensure inspection and testing in line with written schemes of examination.

Where pressure systems are used as part of the curriculum the Head of Department must ensure the CLEAPSS guidance on inspection and testing is followed.

## *Security*

All staff and students must be able to work in a safe and secure environment. We must also protect OCL property to avoid disruption to education. Security must be considered alongside safeguarding and lockdown arrangements.

Each academy must have a security risk assessment which considers the general and local security risks. Security on educational visits must also be considered in risk assessments.

### *Slips trips and falls*

Slips and trips are the most common cause of injury at work and such incidents can cause major injuries. Slips and trips can occur for a number of reasons, including uneven surfaces, obstructions and spillages.

Slip and trip hazards should be considered in risk assessments and controlled through a local programme of cleaning, maintenance, inspection, accident and near miss reporting.

### *Smoking and vapes/e-cigarettes (No Smoking policy)*

As an organisation that promotes health, it is recognised that academy staff act as role models for students in all aspects of academy life. Therefore, to protect staff, pupils and visitors:

- Smoking or vaping is not permitted on any OCL premises (either inside or outside), within OCL vehicles or in a private car when travelling with a colleague.
- Academies should have measures via signage and communication to parents to request no smoking or vaping immediately outside the gates.
- Staff should take measures to ensure that if they do smoke or vape, that they do this well away from academy sites (including off-site activities) and out of sight of students.
- Smoking and vaping should be covered in the academy behaviour policy as prohibited items with suitable arrangements for searching, confiscating and disposing of when reasonable to do so.

### *Statutory notices*

A Health and Safety Law poster ISBN 978 0 7176 6314 9 must be displayed in each building. National staff who work remotely should read the Health and Safety law leaflet. This is shared on OasisZone.

Current Certificates of Employers' Liability Insurance are displayed in each academy and OCL offices.

Within academies there should be a designated notice board for health and safety matters in the staff room.



### *Stress management (work related)*

We recognise the need to assess the risk of stress throughout OCL and act on it. As required by the HSE, OCL will document an organisational stress risk assessment and manage the six main areas of work design as outlined in the HSE's Management Standards.

### *Tree safety*

We recognise that poorly maintained trees can pose a risk. To reduce the risk of falling trees or branches:

- Property and Estates follow their standard operating procedure – Tree risk management.
- To manage risk, sites are zoned so trees in more highly populated areas are prioritised.
- External specialists are used to carry out tree surveys, inspections and remedial work as required based on risk.
- In house visual inspections are carried out by the Facilities teams.

### *Vehicles on OCL property*

Each premises must have a risk assessment that considers the movement of vehicles paying particular attention to separation of vehicles and pedestrians. Academies must recognise that the beginning and end of the school day present an elevated risk and there must be clear arrangements for these times.

### *Vibration*

Hand-arm vibration (HAV) can be caused by operating hand-held power tools. Departments must ensure that risk assessments identify the risk of vibration where relevant and that suitable controls and training are implemented.

### *Violence towards staff and personal safety*

Please refer to the Securing Staff Safety & Well-being: Violence & Abuse Against Oasis Staff Policy.

### *Visitors*

Visitors to OCL premises must be provided with the necessary information to keep safe. This includes arrangements in case of an emergency.

### *Voice care*

The nature of teaching means that teachers are at greater risk of experiencing vocal problems. Each academy must share a voice care plan.

### *Work at height*

Work at height is working in any place where if precautions are not taken, a person could fall from one level to a lower level.

Where work at height is necessary it must be suitably planned and supervised and carried out by someone competent using suitable equipment.

All OCL staff receive mandatory basic work at height training. This provides the basic skill for short duration work on stools and short steps. Additional training is required for anyone doing more than this so that they can assess the work, select the correct access equipment and carry out the task safely.

### *Work equipment*

Work equipment is any machinery, appliance, tool or installation for use at work. We must ensure that equipment is suitable and only used for the purpose it was intended, maintain it and ensure it is only used by those competent to do so. Staff must not bring tools in from home.

Every department using work equipment should ensure that it is maintained and inspected in line with industry best practice or manufacturer's instructions. Additionally, users must be competent to use equipment and students instructed and supervised where relevant.

### **Statutory requirements**

Health and Safety at Work etc Act 1974  
Regulatory Reform (Fire Safety) Order 2005  
Food Safety Act 1995

Management of Health and Safety at Work Regulations 1999

The health and safety team will maintain a Legal Register of other current regulations that are relevant to OCL activities and reference additional guidance on OasisZone.

## RACI Matrix

[Please write “R” for anyone who is “Responsible” for a task listed in the policy, an “A” for anyone who is “Accountable”, a “C” for anyone who must be “Consulted” under the policy and “I” for anyone who must be “Informed” about aspects of the policy. Delete and columns that are not needed.]

Policy Element	Leadership				Academy				Property & Estates		National Services					
	Board	OCL CEO	OCL COO	Regional Director	National Lead Practitioners	Academy Principal	H&S Champion			National H&S Lead	National Director of Facilities & Estates	National Catering Manager	Service Directors			
Health and safety policy	A						I			A&R	A	I	I			
Assignment of roles and responsibilities				A		A & R	I					I				
Management of risk						A & R	I					R	A & R			
Legal best practice					A		I			A&R						
Guidance and support							I			R	A					
Training and competency						A & R	I									
Audit programme										R						

## Document Control

### Changes History

Version	Date	Owned and amended by	Recipients	Purpose
1	24/04/24	Vicki Filson	H&S team + CH	Initial draft
2	01/05/24	Vicki Filson	H&S team + CH	Added role of EVC
3	04/06/24	Vicki Filson	Sarah Graham, NET and Service Directors	Shared for initial feedback
4	15/01/25	Vicki Filson	NDs	Final following Union comment
4	February 2025	Vicki Filson	Compliance, Policy and Legal Directorate.	For upload

### Policy Tier

- Tier 1
- Tier 2
- Tier 3
- Tier 4

### Owner

Vicki Filby-Filson, National Health and Safety Lead

### Contact in case of query

Christopher Hodgins, Director of Estates & Facilities, [Chris.Hodgins@oasisuk.org](mailto:Chris.Hodgins@oasisuk.org)

### Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
Directors' group		03/02/25	4

### 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
Not applicable / Insert

**Location**

Tick all that apply:

- OCL website
- Academy website
- Policy portal
- Other: state

**Customisation**

- OCL policy
- OCL 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