



Health and Safety Policy

Policy Lead:	School Business Manager (Site and Staff) Assistant Headteacher – SENDCo (Pupils)
Last Review Date:	June 2026
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Approval needed by:	Local Governing Body

Distribution of Copies

Personnel	Signed	Dated
Headteacher	Peter Kingdom	1.3.24
Chair of LGB	Mary Massey	1.3.24

Introduction

The school adheres to The Learning Partnership Policy with regards to health and safety, this can be viewed by visiting [Policies & Reports | The Learning Partnership](#). The Oaks Academy recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.

Purpose

The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.

The purpose of the Policy is to:

- provide the necessary authority and support for staff as they make their respective contributions to health and safety,
- set out duties and responsibilities,
- recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met,
- emphasise the importance of keeping hazards under control by making an assessment of operating risks.

The Local Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

Implementation of Policy

The Trust's Director of Compliance is responsible for ensuring that there is effective health and safety policy within trust schools, and will work with the Headteacher to ensure effective implementation of health and safety. The Headteacher has overall responsibility for the implementation of this Policy within their own school. To facilitate this, the Headteacher has designated the School Business

Manager to be the Health and Safety Co-ordinator for site and staff, and the Assistant Headteacher SENDCo for pupils for The Oaks Academy. Each line manager will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the Board of Trustees requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.

Consultation

Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Board of Trustees welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

Contractors carrying out work for the school will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Board of Trustees and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Inspection and Monitoring

The School Business Manager will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Local Governing Body.

Accident / Incident Reporting

Every injury should be reported in the school accident management system (Smartlog), accessed through an online portal. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the RIDDOR Accident reporting criteria, the accident must be reported to RIDDOR by the relevant member of staff, submitted to the Health and Safety Team.

Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the School Business Manager. Relevant subject areas (e.g. Science, Design & Technology, Food Technology and Performing Arts) produce a health and safety manual. This is available for employees to access within the 'All Staff' Microsoft Team.

Health and Safety Audits and Policy Review

This Policy will be reviewed annually and the Local Governing Body will receive a copy of the annual Health and Safety Review.