



National Health and Safety Directive: 5 (2018/19)

Re: Health and Safety Policy & Major and Critical Incident Policy

Date 26/09/18: Version 0

National Health & Safety directives are the new way of communicating clearly an action that must be undertaken at all, or a selection of Oasis Academies/sites.

This Direction is issued on behalf of the 'responsible officer', John Murphy – CEO

Applicable

to: All Oasis Academies / Sites

Action: Adopt (unedited) as your current Academy/site Health and Safety Policy from 17 September 2018.

Take all reasonable steps to ensure the policy is properly implemented and outworked.

Ensure all necessary local plans and procedures are in place to achieve compliance, including record keeping and self audit.

Ensure those staff with key responsibilities are aware, assigned duties and are competent (including training), including adequate capacity to complete the responsibilities.

Ensure all staff who have been issued with a copy of this policy over the and sign the statement to confirm (appendix A) Note, if this statement was signed in 2017/18 then there isn't a requirement to sign this year.

Ensure the Health & Safety Statement by Principals/Site Leader is printed, signed and returned to Angela Lusk by 12 October 2018

Ensure the Handsam system is at all times kept up to date as audit evidence of compliance

Ensure any animals kept are planned are in accordance with this policy

Put in place a system to achieve not less than 95% Compliance at all times.



Background

In the 17/18 Academic year OCL revised completely the H&S policy. This academic year has minor tweaks to clarify some of the language, but no other significant changes.

Detailed Directive

To comply with this policy you must.

- I. As Principal, read, understand and publish to all staff this policy.
- II. As Principal, ensure all staff sign individually Appendix A, keeping these records locally if this wasn't completed for the 17/18 H&S Policy.
- III. As Principal, sign and return the 'Health and Safety Statement' (2 pages), completing the key roles table – Please return to Angela Lusk by 12th October.
- IV. Ensure that all the roles with key Health and Safety responsibilities are assigned and understand these roles. Ensure such staff are competent with suitable stipulated training completed.
- V. As Principal complete the online IOSH Leading Safety course. If this was completed in the last academic year there is no need to complete this.
- VI. Ensure the local H&S champion has completed the IOSH Managing Safely Course. Please ensure this is completed by 31st December 2018.
- VII. Ensure all necessary local plans and procedures are in place to achieve compliance, including record keeping and self audit to outwork this policy
- VIII. Ensure all requirements of the Major and Critical Incident including Business Continuity policy are completed.
- IX. Ensure this and the wider policy framework are implemented for compliance.
- X. Ensure the frequency of all reviews and testing/scenarios test are planned and in place for the Academic year ahead
- XI. Ensure all accidents are recorded using the Handsam Incident Log
- XII. Engage with and use the Handsam system to ensure that all tasks are completed in a timely manner by appropriate staff. Ensure all tasks are assigned an appropriate owner.
- XIII. Ensure safe systems of work, including risk assessment are completed to mitigate risk for all activities
- XIV. Record all accidents/near misses on the Handsam incident system, training for this will be provided by Handsam and you should contact them directly for this.
- XV. Ensure where appropriate that RIDDOR reports are completed immediately and these are notified to the specified individuals

The CEO has set a target of not less than 95% compliance as reported by the Handsam compliance system.



Changes to Policies

Health and Safety Policy

- It removes the need for the H&S Champion to be non-teaching staff, but only with agreement from the Regional Director. It is still not permitted for the site team to carry out this role.
- The wording has been changed in some instances from 'Health and Safety' to 'Health, Safety and Welfare'.
- In the responsibilities sections the wording has been changed to clarify that risks should be reduced only if they can't be removed.
- Some clarification in documents required by each Academy/Site.
- A clarification around OCL's legal responsibility at Academy/Site level to engage with union H&S reps if they have been appointed.

Major and Critical Incident including Business Continuity Policy

The previous requirements of the Major and Critical Incident Policy remain unchanged. However it has now had Business Continuity Planning introduced within the same policy for the first time, creating a single policy which will make responsibility's clearer.

Previously Business Continuity Plans were formulated using some quite complicated templates which also had some significant crossover with the Major and Critical Incident Policy. The new policy has simplified this process and removed the crossover. It also highlights the need for correct document storage so that all relevant documents can be accessed when needed. The template for this is included in the Policy Appendices.