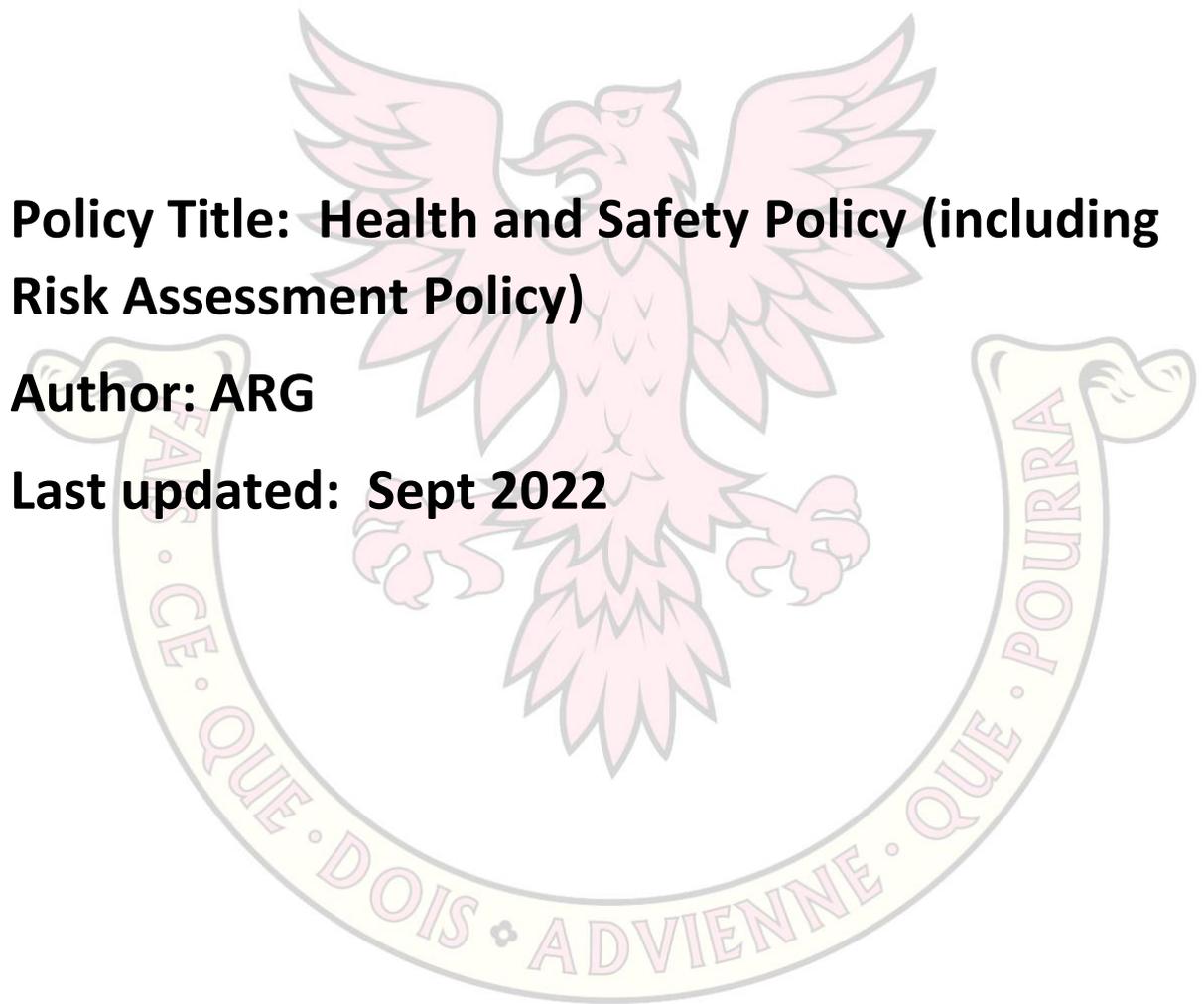


Policy Title: Health and Safety Policy (including Risk Assessment Policy)

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Last updated: Sept 2022



Health & Safety Policy (including Risk Assessment Policy):

The Whole School Policy including EYFS and Boarding

1. GENERAL POLICY STATEMENT

1.1 Hall Grove attaches the utmost importance to health, safety and welfare, and we aim to provide, so far as is reasonably practicable, a safe and healthy school for our staff, pupils, parents and visitors and others who could be affected by our activities. We comply with the provisions of the Health and Safety at Work Act 1974 and its regulatory regime. We also take heed of relevant DfE and ISI guidance as well as the HSE's advice on Sensible Health and Safety Management in Schools. This Policy should be read in conjunction with the Off-Site Activities and Educational Visits Policy.

1.2 At Hall Grove our focus is on real risks with the potential to cause harm and we take a sensible and proportionate approach to health and safety management, promoting risk awareness and taking steps to minimise risks so far as is reasonably practicable. It is about creating a safe learning environment, yet also giving pupils an appreciation of risk and how to deal with it. Hall Grove provides its pupils with challenging and exciting opportunities and activities; outdoor education plays a central part in this and is vital in developing confidence and resilience.

1.3 ***"Sensible risk management is about taking practical steps to manage real risks, not a process of bureaucratic back covering."***

"Address the real risks, not only to pupils, but also to the health and wellbeing of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it."

Sir Bill Callaghan, former Chairman, HSC (Health & Safety Commission).

2. ROLES AND RESPONSIBILITIES

2.1 The Principal as proprietor of the School carries overall responsibility for all matters relating to Health and Safety at Hall Grove. The Headmaster and Senior Leadership Team (SLT) act

as Hall Grove's Health and Safety Committee. Health and Safety is a collective responsibility of the entire school community and is at the heart of what we do. All members of staff are aware and regularly reminded of their responsibility for their own health and safety and that of others. All members of staff are also responsible for reporting any significant risks or issues to the SLT which acts as the Health and Safety Committee.

2.2 The Health and Safety Committee have overall responsibility for:

- a. Implementing this Policy
- b. Reporting to the Principal on Health and Safety matters
- c. Ensuring day to day management of Health and Safety, and drawing the Principal's attention to any issues
- d. Overseeing and checking risk assessments, and reviewing and updating them if necessary
- e. Ensuring that all staff are aware of the information in this Policy and all risk assessments produced in accordance with it, and comply with the required procedures.
- f. Ensuring staff are up to date and receive appropriate training eg. fire procedures
- g. Inducting new staff including temporary staff and work experience students
- h. Liaising with contractors to exchange Health and Safety information
- i. Ensuring subcontractors are familiar with our policy and procedures, and update their staff

2.3 The Health and Safety Committee will make the necessary assessments, identify safety training, and provide information and supervision for employees at all levels. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide any necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means. In summary, the management team will take steps, so far as is reasonably practicable to do so, to ensure

that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school operations, can work.

3. RISK ASSESSMENTS AND PRACTICAL CONTROL MEASURES TO REDUCE RISK

3.1 The School's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- a. The safe use, storage, handling and transport of articles and substances
- b. The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors
- c. The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work
- d. The provision of a safe and healthy place of work, including access to and egress from the premises, and adequate facilities and arrangements for the welfare of employees at work
- e. Consideration of the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

3.2 We recognise that procedures must be put in place to assess hazards and risks in order to be able to consider any steps which may be taken to minimise the risk to health and safety. Risk assessments are prepared in respect of the usual operation of the School and in respect of occasional risks, such as off-site activities and school trips. Risk assessments should be completed using Hall Grove's standard risk assessment form. The risk assessments are overseen and checked by the Headmaster.

3.3 The level of detail in a risk assessment should be proportionate to the risk. Many minor hazards identified will need little detail. However the assessment of significant hazards, such as use and storage of hazardous materials, will need to be much more detailed. Risk assessments are reviewed periodically and also after an accident, incident or near-miss or if there are any significant changes such as to staff. There is further guidance in the Off-Site Activities and Educational Visits Policy which has been prepared to ensure that such activities and visits can take place safely and without incident so far as is reasonably practicable.

3.4 Specialist risk assessments are carried out by specialists in the following areas and are kept separately to this Policy:

- a. Fire safety
- b. Asbestos (Asbestos register)
- c. Gas Safety
- d. Electrical Safety
- e. Swimming Pool
- f. Science Lab
- g. Water safety

3.5 Specific Risk Assessments have been prepared for high risk teaching activities including Science, PE & Games, Extra Curricular activities, Shooting club, Art, and Design & Technology. Designated staff are responsible for each of these areas and for producing risk assessments for the approval of the Headmaster.

3.6 A separate First Aid Policy has been prepared to ensure that appropriate provision is made both in school and on off-site activities.

3.7 Lunchtime and breaktime supervision of pupils is undertaken so as to ensure their safety; more details are provided in the Supervision of Children Policy.

3.8 Contractors who work on school premises are required to ensure safe working practices by their own employees, workers and volunteers, and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work Act 1974. Contractors are required to provide risk assessments in relation to their activities which are considered by the Principal and/or the Health and Safety Committee [caterers, cleaners, builders]

Reviewed: September 2022 (ARG)

