Langley Hall Arts Academy

SHPo1

HEALTH AND SAFETY (inc RISK ASSESSMENT) POLICY

POLICY	PROCEDURE	REFERENCE	FORMS
SHPo4 Fire Policy		The Education (Independent School Standards) Regulations 2014	
SSPo24 E-Safety Policy		The Management of Health and Safety at Work Regulations 1999	
		The Control of Asbestos Regulations 2012	
		The Control of Substances Hazardous to Health	
		The Health and Safety (Display Screen Equipment)	
		The Regulatory Reform (Fire Safety) Order 2005	
		The Manual Handling Operations Regulations 1992	
		The Work at Height Regulations 2005	
		DfE guidance on first aid in schools	
		DfE guidance on the prevent duty	
		The Health and Safety Executive (HSE)	

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Appendix 1: statutory risk assessments checklist

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Appendix 2: risk assessment template

1. Statement of Intent

The school policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information , and adequate training, to ensure employees are competent to do their work
- Provide personal protective equipment
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations

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- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism
- The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our Articles of Association.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The proprietary board

The proprietary board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal.

The proprietary body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
The Proprietary body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.1 The Principal and governing board

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The Principal has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Principal and staff members.

LHAA, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

:

4.2 The Principal
The Principal is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers
School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Principal to any risks they find which need assessing

4.4 Pupils and parents
Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors
Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Arrangements for Health & Safety

Risk assessment

- We will complete relevant risk assessments and take action
- We will review risk assessments when working habits or conditions change

Training

- We will give staff and subcontractors health and safety induction and provide appropriate training

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

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- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.

Premises Security, Protective Security and Public Protection

The Academy recognises its responsibility to provide and maintain a safe and secure environment for pupils, staff, visitors and members of the wider community. Site security and public protection arrangements form part of the Academy's wider health and safety, safeguarding and risk management framework.

The Academy will assess and manage risks associated with unauthorised access, criminal activity, serious violence, terrorism and other threats that may affect the safety and welfare of those on the school site or participating in school activities. Protective security measures will be reviewed regularly and will be proportionate to the nature of the premises, the activities taking place and the level of identified risk.

The Academy will maintain arrangements for evacuation, invacuation, lockdown, emergency communication and incident management. These procedures form part of a coordinated emergency response framework and will operate alongside safeguarding arrangements, fire safety procedures and business continuity planning. The Academy does not regard counter-terrorism planning as a separate system but as an integrated element of its overall health and safety and safeguarding arrangements.

The Principal will appoint an appropriately senior member of staff to oversee protective security arrangements and coordinate risk assessment, planning, training and review activities relating to site security and public protection.

All staff are expected to understand their responsibilities during emergency situations and will receive appropriate information, instruction or training relating to security procedures relevant to their role.

6. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.
We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors. The identification of hazards will include consideration of security and public protection risks, including unauthorised access, intruder incidents, serious violence, terrorism and risks associated with large public gatherings.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control

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measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

The review process will also consider emerging security threats, safeguarding intelligence, protective security advice and lessons learned from incidents, exercises or emergency responses.

Step 7: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Where the Academy hosts performances, concerts, productions, sporting fixtures, exhibitions, open events, community activities or other events involving visitors, an event-specific risk assessment will be undertaken where appropriate.
The Academy will consider whether the scale, nature, location or attendance profile of an event requires additional public protection arrangements, enhanced supervision, specific security controls, revised emergency procedures or liaison with external agencies.
Event planning will take account of health and safety requirements, safeguarding considerations, site security arrangements and emergency response procedures.

7. Monitoring arrangements

Risk assessments are written as needed and reviewed every year or when there is a relevant change in operation or buildings. The Health & Safety Manager will be able to advise and help with the drawing up of a Risk Assessment should it be needed.

This policy will be reviewed by the H & S Manager either on any change to the RA or at the school's annual review and updated accordingly, either annually at the point of a change of the Risk Assessment.

8. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Fire Policy
- Child Protection and Safeguarding Children Policy and Procedure

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- Medical Conditions and Allergies Policy
- Accessibility Policy
- Educational Visits Policy
- Mobile Phone and Smart Technology Policy

9. Policy Review

This policy will be reviewed on an annual basis

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Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

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Appendix 2: Risk Assessment template

Name of person completing the risk assessment					Date	
What are the hazards?	**Who might be harmed and how?**	**What control measures are already in place?** **Are they sufficient?**	**What additional control measures are needed?**	**Action by who?**	**Action by when?**	**Completed?**

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