




HEALTH AND SAFETY POLICY

Policy Document (2024-2025)

Updated:	March 2024
Review date:	March 2025
Signed by:	S Hawthorne 
Approved by:	A. Lee Chair of Governors

Accessibility Statement

At Grow, we are committed to providing an accessible and inclusive environment for all our students, staff, parents, and visitors. We strive to ensure that everyone can fully participate in our educational community, regardless of any physical, sensory, cognitive, or neurodiverse conditions.

We can provide information in multiple formats, including printed, electronic, and audio versions. Please let us know your preferred format. We offer translation and interpretation services to support non-English speakers and those who use sign language.

We value feedback from our community to help us improve our accessibility measures. If you have any suggestions or require assistance, please contact us: office@growschool.co.uk

Thank you for helping us make Grow a welcoming and accessible environment for everyone.

Introduction

This document applies to all staff and students (both on and off-site), as well as to visitors to Grow Independent School.

Grow Independent School recognises that it has a legal duty under the Health and Safety at Work Act (1974) to ensure, as far as is reasonably practicable, the health, safety and welfare of employees, and the health and safety of visitors, including students.

The school will set up and regularly review policies and procedures that will ensure a safe environment as far as is reasonably practical, and will consult and take into account staff and others' proposals for improving health and safety standards in the school.

The effectiveness of the whole policy will rest on the willingness of all staff to meet essential standards of safety. This depends upon staff members being familiar with requirements and risk assessments. It also depends on their personal willingness to be alert and take responsibility for intervening in situations that may present risks or hazards for students and adults. No set of guidelines can cover every eventuality, which is why vigilance and initiative remain the most important factors.

Overview

The school (Grow Schools Ltd.) is responsible for the health and safety of employees, students and visitors.

The head teacher will monitor the health, safety and welfare policies and procedures in the school. Health and Safety is a standing agenda item at SLT meetings and the team regularly reviews data relating to safety and wellbeing.

Sarah Hawthorne, is the school's Health and Safety Officer (HSO) and 'Deputy Designated Safeguarding Lead'. Charlotte O'Brien is the school's 'Designated Safeguarding Lead' for all safeguarding matters.

Any union representatives may discuss health and safety issues with the HSO. The HSO will always take the views of staff and union representatives into account.

All members of staff as employees have a duty to ensure, as far as reasonably practicable, the health and safety of themselves, other employees, students and visitors.

All students are supported to develop their awareness of how to look after their own health and safety, as well as that of others in the school. This is addressed as part of the PSHE curriculum and in specific sessions e.g. Science, PE and DT.

Responsibilities

The head teacher will:

Have Health and Safety as a standing item on the SLT meeting schedule and consider data relating to Health and Safety including accidents, incidents, damage and compliance.

Make sufficient funds available within the budget to maintain the site's safety and support effective training.

Ensure that the Headteacher conducts a health and safety inspection of the school three times a year and make a report of the inspection to the SLT, including compliance with the Independent School Standards.

Regularly consider the implementation of the school's health and safety policies and procedures. Approve and communicate any changes which may be necessary to reflect site-specific concerns or changes in government guidance.

Ensure that relevant training is undertaken by staff with specific health and safety and child protection/safeguarding responsibilities e.g. Fire Marshall Training.

Ensure that *all* staff receive relevant and up to date training on health and safety.

Promote the development of health and safety and child protection awareness in the student community. Encourage staff to provide opportunities students are taught to assess risks and to take appropriate action to avoid, or minimise risks.

Ensure that appropriate risk assessments are made by the Head teacher and all members of child-facing staff.

The Role of the Health and Safety Officer (HSO)

- Act as the key contact and coordinator for health and safety at Grow School.
- Co-operate with any appropriate Local Authority Health and Safety services.
- Advise SLT on matters relating to Health and Safety, including compliance.
- Report to SLT on Health and Safety.
- Take or organise action required to minimise risks.

- Carry out regular site inspections and ensure that the necessary action is taken to remedy any deficiencies that have been identified.
- Coordinate the whole-school training programme and provide safety information and appropriate training to staff and students.
- Ensure that *new* employees are briefed about safety arrangements as part of their induction and know where to access a copy of the school's health and safety policy, who to contact in relation to perceived risks.
- Ensure temporary employees and contractors are given sufficient information, training and supervision to enable them to work safely and without risk to their health.
- Ensure that visitors and contractors are suitably briefed about health and safety, including fire safety. Where necessary, arrange for contractors and visitors to be supervised and informed of any hazards on the school premises of which they may be unaware.
- Oversee the recording and investigation of accidents and take all reasonable steps to prevent a recurrence.
- Oversee the Fire Marshall to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained, and that appropriate fire safety signs are in place.
- Oversee the Fire Marshall's records of fire drills and work with them to take any remedial action to improve safety e.g. ensuring personal evacuation plans are in place where required.
- Oversee the Teaching Teams' work to ensure that appropriate systems and arrangements are in place to enable pupils with disabilities to have access to the curriculum and premises as far as is reasonably practical.
- Oversee and maintain the accessibility plan to meet the requirements of the Disability Discrimination Act (DDA).
- Co-operate with Local Authority Health and Safety services as appropriate.

All Staff

- Attend and engage with training on Health and Safety.
- Follow school procedures for assessing risk and acting to minimise risk as well as reporting potential hazards to the Health and Safety Officer. Be alert to potential risks and hazards.
- Read and follow site and student-specific risk assessments (which can be found on the student's ILP).
- Provide supervision and support for young people to help to keep them safe on and off-site.
- Record incidents and accidents on the shared school drive and on CPOMS using the relevant forms.

This policy was reviewed by the governing body on Tuesday 19th March

This policy will be reviewed again in March 2025

Appendix A

HEALTH & SAFETY FORM

Reporting a health and safety concern at Grow Independent School

Please use the below form to notify management of any Health and Safety concern that you have or are made aware of at Grow Independent School:

Location of risk/concern	
Further details/description of the concern	
Perceived severity of risk	HIGH* / MEDIUM / LOW
Perceived likelihood of risk	HIGH* / MEDIUM / LOW
Any action taken by yourself?	

Date of report:

Name of reporter:

Please send this form to Sarah Hawthorne or Vikki Boyd at pendle@growtuition.co.uk or office@growschool.co.uk

IN THE CASE OF A RISK WITH HIGH LEVELS OF SEVERITY OR HIGH LIKELIHOOD OF RISK, PHONE CALL SHOULD BE MADE TO 01282 541949 or 07375 139328

This will be added to our 'live' health and safety log.