



Health and Safety and Risk Assessment Policy

This policy applies to the whole school, including the EYFS

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Definitions:

"DfE"	Department for Education
"HSE"	Health and Safety Executive
"PPE"	Personal Protective Equipment
"RIDDOR"	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
"SEN"	Special Educational Needs

1. Introduction

The SMT of Alegra School is fully committed to promoting the safety and welfare of all in our community to enable effective education. Our highest



priority is ensuring that all school operations, both educational and support, are conducted safely, complying with legal requirements and best practices.

1.1. Risks are inherent in everyday life; therefore, we must identify them and adopt systems for minimising them. Our pupils are educated on coping safely with risks. This policy reflects the guidance given in the 2014 DfE guidance on Health & Safety and the Spanish Ley 31/95, covering the need for risk assessments.

1.2. A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (eg. fire)
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (eg. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of the unfettered risk (eg. staff training, procedures, alarms, fire drills)

1.3. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong.

2. Areas of risk- Risk Assessments

2.1. There are numerous activities carried out at our school, many of which require a separate risk assessment. The most important of these cover:

- Fire safety and procedures: Please, read [Alegra Emergency Plan](#) (annually updated Emergency Teams) and [Fire and Safety Procedures Policy](#).
- Educational visits and trips
- Certain educational areas (eg. science during experiments, using art equipment, PE & sports activities)

2.2. We make use of model risk assessments and adapt them to our own needs. Our Risk Assessment coordinator (Mrs Belen Lantermo) is responsible for updating all risk assessments on an annual basis and ensuring that all areas are covered. This also includes an annual check up of lift, blinds, fire extinguishers and alarms and general maintenance.

Annual risk assessments are also carried out by the Infants and Juniors coordinators to report any possible hazard to our Maintenance Team.

2.3. Pastoral

Our PSHE programme, assemblies and talks are directed towards promoting an increasing understanding of the risks that exist in both the real and the



electronic worlds, and on sensible precautions that should be taken. This also includes internet access. We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service (Lazarus), selected links, and child friendly search engines. Children are taught how to use the internet safely during ICT lessons. Please, see our [e-safety policy](#). We also seek parental permission at the beginning of the year before using photographs of children or their work on the school's website, or in newsletters and other publications.

2.4. Medical and First Aid- Please, read our [First Aid Policy](#)

This area covers first aid, allergies, administering medicines and all related procedures. Accident forms are used and the first aider on duty ensures that a copy is sent home to parents where a child is in the Early Years or if the injury is deemed to be significant.

Details about allergies are requested upon entry to the school and records are updated regularly. The School Nurse is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parents, visitor or contractor to the HSE in accordance with RIDDOR.

Please see protocol for [school nurse absence](#) and individual healthcare plan for specific students (available in staff rooms and Policies folder).

2.5. Unsupervised Access & Security

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the kitchen during any cooking activity or the construction working areas.

A risk assessment also exists for security and intruders.

All visitors and contractors are required to sign in at our Reception where they are issued with a visitor's sticker, which should be worn at all times that they are on the School property. Visitors should wait until they are collected by the person they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

2.6. Child Protection & Safeguarding

Our Child Protection & Safeguarding Policy and training for all staff form the core of our child protection risk management. A Safer Recruitment Policy and procedures ensure that the school is not exposed to the risk of employing staff



who are barred from working with children, are not allowed to work in the UK or Spain or are prohibited from teaching. By extending this regime to include Governors, volunteers and student teachers wherever possible, and by ensuring that everyone in our community receives appropriate training according to their role in school, for example in areas such as child protection, the Prevent Duty, anti-bullying and safer recruitment, we manage this risk to an acceptable level.

2.7. Support Areas

Separate risk assessments also exist for each classroom and a wide variety of support areas, including various Early Years areas, the boiler room, assemblies, classrooms, early identification and provision for children with SEN and/or learning difficulties, evening functions. Risk assessments for outside school include the arrival & departure of pupils, use of the car park area, play and recreational areas & equipment. All school trip risk assessments must be read and signed by each member of staff accompanying the children. They are all saved in the [School Trip Risk Assessment Drive Folder](#).

3. **Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard both as part of the PSHE and within the normal school curriculum.

We teach children respect for their bodies, and how to look after themselves and we reinforce these points in PSHE and Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE/Neuromotor lessons.

‘Funfit’ lessons also form part of the PE/ Neuromotor programme.

Health and safety issues arise when we teach care for the environment, and awareness of the dangers of litter. Recycling products, the saving of water and electricity use are encouraged.

We believe that everybody in our school can and should promote everybody else’s safety, so we teach children to spot hazards in the classroom or around the school buildings and grounds, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE and Character Development curriculum, through special events, assemblies and through daily mass.

Each class has the opportunity to discuss problems or issues of concern with their teacher and junior and senior pupils individually with their tutors. Teachers help



children to discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4. Meals

Our school provides healthy hot meals, cooked on the premises.

Children are not allowed to bring their own packed lunch, or to leave the premises at lunchtime.

Children are supervised at all times whilst eating.

Our school promotes a healthy lifestyle. Snacks for breacktime are therefore encouraged to consist of a fresh fruit, a cereal bar or a healthy alternative. We advise parents that sweets, chocolates and fizzy drinks are not allowed. Healthy eating is promoted via various areas of the school curriculum.

Due to the fact that a number of children within the school at any time may have nut allergies, parents have been requested not to send nuts into school.

5. Transport

We only use vehicles with seat belts. We instruct the children to use seat belts at all times when the vehicle they are travelling in is moving.

Although not a legal requirement, children in the Early Years (and infants if required) may make use of the school's booster seats when travelling in a bus.

6. Conducting a risk assessment

6.1. We use the model: "Five Steps to Risk Assessment". 1 – Identify the hazards; 2 – Decide who might be harmed and how; 3 – Evaluate the risks and decide on precautions; 4 – Record your findings and implement them; 5 – Review your assessment and update if necessary.

6.2. Our pupils do not carry out any high risk activities; they are mostly low risk. We may undertake a few medium risk activities with older pupils providing specialists are involved, safety briefings are given and protective equipment is worn.

6.3. We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. Staff and pupils are advised to wear personal protective



equipment (PPE) for tasks that have been assessed as requiring its usage, eg: science experiments.

- 6.4. Specialists or relevantly qualified staff carry out risk assessments in areas such as asbestos, legionella, electrical and fire safety, play apparatus.
- 6.5. All risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident or major incident.
- 6.6. All members of staff are given an induction into the school's arrangements for risk assessments and health & safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for co-operating with the Head of Prep School and members of the SMT in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Head or member of the Health & Safety Committee.

7. Role of the SMT

- 7.1. The Alegra SMT keeps under review any major risks to the school, including (amongst other things) strategic risk, loss of fee income, damage to reputation, risk of a child protection issue, gaps in governor skills, employment disputes, major health and safety issues (including risk of fire), poor cash flow management and fraud.
- 7.2. The measures taken to protect the school against such risks include safer recruitment of staff (as well as governors, volunteers and peripatetic teachers), measures to ensure the selection, training and appraisal of appropriately qualified staff and governors, insurance, strong financial controls and use of professional advice from lawyers, accountants, architects, surveyors etc. as needed.

8. Monitoring and review

- 8.1. It is the responsibility of the Head to monitor and evaluate the effectiveness of this policy.
- 8.2. This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

Signed: Marta J de G/ Maria AT

This policy will be reviewed every 2 years



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Version	4
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This policy should be read in conjunction with the following related policies:

First Aid Policy; Fire Safety & Procedures; Safeguarding Policy; E-safety Policy; Safer-Recruitment Policy



Date:

Risk Assessment

Assesment Carried out By:

Activity:

What are the hazards?	Who might be harmed and how?	Existing Control Measures. <i>What are you already doing to prevent hazards?</i>	What further action is necessary?	Action by who and when?	Completed