

Thrive Independent School



Health And Safety Policy Statement

Date of Issue: June 2025

Why do we exist?

Provide students the opportunity to re-engage in learning. Champion individual pathways to success, fostering confidence, building resilience and developing the knowledge and skills needed to succeed in their next steps of life.

How do we behave?

Work hard. Respect. Grow

What do we do?

We establish high-performing alternative provisions, which maximise attainment in core areas, value diversity, develop character and build cultural capital.

How Will Students Thrive?

Attendance: Students guided and supported to attend Thrive for full time education.

Curriculum: Access a curriculum which matches abilities of our learners.

Pathways: Aim to provide students with a successful pathway back to mainstream education and further careers.

Aims

The School aims to provide a well-resourced, safe and secure environment for all those who work and learn within our schools. The Headteacher recognises and accepts its responsibility to provide a safe and healthy environment for all employees, pupils, parents, contractors, visitors, and any other individuals who use the premises. Ensuring a safe and secure environment supports the entire school community and enables the school to fulfil its vision.

The school commits to financing and resourcing all matters related to health and safety, including relevant training for all employees. The Headteacher will take all reasonable and practical steps within their power to meet their responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999. To support this, the Headteacher and school leadership focus on maintaining equipment and safe systems of work, establishing safe procedures for using, handling, storing, and transporting articles, materials and substances, providing appropriate information, instruction, training and supervision for employees, and maintaining a safe and healthy workplace with adequate welfare facilities.

The key individuals responsible for Health and Safety in the School is the Headteacher. Coordination of Health and Safety is carried out by the Headteacher external Facilities Management. These individuals are committed to reviewing this policy regularly. The Headteacher is responsible for devising and approving health and safety policy, establishing strategies for implementation, assigning responsibilities, reviewing performance, and ensuring these practices are integrated into school improvement planning.

The Headteacher assist in developing the policy, implementing it, assigning and reviewing responsibilities, involving staff, setting up risk controls and procedures, securing resources, and reporting performance to Headteacher.

The external facilities Management has specific responsibilities in their job description and risk assessments. They ensure premises checks, complete and implement risk assessments, report issues to the Headteacher and Headteacher, coordinate specialist advice, and stay up to date with legislation and good practices. The School has access to competent health and safety advice through the Schools Health, Safety and Wellbeing Service (SHSW), which supports policy development, promoting a safety culture, strategy planning, risk assessment, and monitoring.

All employees have a duty to care for their own safety and that of others, to cooperate with management, follow safe procedures, ensure the correct use of protective equipment, report hazards and incidents, and check that their work areas and equipment are safe.

The Headteacher monitors accident trends, review audit reports, ensure appropriate training occurs, help develop procedures, and ensure risk assessments are implemented and reviewed.

Health and Safety Representatives investigate incidents, consult with managers, raise concerns, inspect the workplace and liaise with inspectors. They are appointed by trade unions and given paid time off to carry out duties and attend training.

- Risk Assessors complete risk assessments as directed.
- First Aiders provide immediate care for injuries or illness.
- Fire Marshals ensure their designated areas are evacuated and report to the fire coordinator.
- Educational Visit Coordinators support and advise staff organising trips.

Procedures for implementation include control of documentation, with specific documents delegated, issued with dates, and listed in Appendix 2. Some records, like those for accidents, are stored for legally defined periods. Health and Safety cooperation is maintained through termly meetings involving Headteacher, leadership, facilities management, and union representatives, with minutes taken and shared. Communication relies on the LA Health and Safety website, bulletins, meetings, and staff briefings. The Facilities Management ensures H&S law posters are visible and that audits are prepared and actions tracked.

All staff receive health and safety induction. Training needs are assessed and recorded in a School training plan. Temporary staff, agency workers, and students on placement receive proportionate training. Supervision helps evaluate training effectiveness. Risk Assessments are required under law to evaluate and reduce risks to staff, pupils and others. These are prepared and authorised by relevant staff and leaders and cover topics like COSHH, manual handling, display screen equipment, infectious diseases and trips. Each school site has a fire risk assessment prepared and stored by the Facilities Manager.

Contracted work must consider all risks, select competent contractors, and monitor them. Council-approved contractors are preferred. The Facilities Manager oversees contractor selection and ongoing monitoring. Meetings and liaison arrangements are required where multiple contractors are involved. Inspectors from the HSE or LFEPA can visit any time. Scheduled or unscheduled visits are allowed. The Council's health and safety service must be notified and may attend the visit.

Accidents and incidents are reported via the Itrent electronic form. Minor pupil accidents not linked to school activity are recorded separately. Serious incidents must be reported to the HSE and LA immediately. Investigations are proportional to the seriousness and must include a full report with conclusions and recommendations. The Facilities Manager is the competent person for Legionella. They ensure all tasks, flushing, and testing are performed, recorded, and reviewed. They report concerns and stay within their competence, seeking LA advice when needed.

Audits are conducted annually by the LA SHSW service. Actions are taken by the Headteacher and discussed with leadership. Reviews of health and safety are performed termly by the Headteacher using audit data, accident reports, legislative updates and performance targets.

Appendix 1

Schools Organisational Structure:

Headteacher: Mr R. Hussain

School Business Manager: Miss R. O'mard

Health and Safety Representative: Premium facilities management

LA Health and Safety Advisor: Schools Health Safety and Wellbeing Team

Qualified First Aiders:

See posters displayed around the school.

Appendix 2

Forms in circulation Form

Forms	Prepared by	Date of issue	How long to store completed forms
Greenwich accident Form (Itrent electronic form)	Greenwich council and school staff	As and when an accident happens	At least 5 years but note that pupils have until they are 21 to make a civil claim
Risk assessment forms	Facilities Manager Leadership Teaching staff Support staff	Dependent on need of risk assessment	12 months and any review notes
Induction forms	Leadership Team	Revised Annually and issued when staff start at the school.	As long as member of staff employed in school (kept in staff file)
School Accident Letters and Log	Leadership team	Completed when needed.	Copies of letters stored in pupil files. Accident Log stored for 7 years.

Appendix 3

Risk assessors and areas assessed

Name of Assessor	Area Assessed / Assessments Prepared	Where Assessments Are Stored
Teachers	Educational Visits PE/Sports Equipment Outdoor play equipment	EVC Folder By Sports lead EYFS area
External facilities Management	Various areas and equipment use related to Premises	Premises Risk Assessment Folder
External facilities Management or Leadership Team Member	Areas to be used by Contractors	Contractors Folder

The general risk assessments are completed following steps outlined below.

STEP 1: Look for the hazards

STEP 2: Decide who might be harmed and how

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

STEP 4: Findings are recorded

STEP 5: Review your assessment and revise it if necessary

STEP 1 Look for the hazards

Decide what could reasonably be expected to cause harm. serious harm or affect a number of people.

Some examples include:

- Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. used in chemistry)
- Moving parts of machinery
- Work at height
- Electricity (e.g. poor wiring)
- Manual handling
- Poor lighting

Sources of information you may wish to use include:

Staff who already do the job or who are familiar with it

- Manufacturer's instructions for equipment
- Industry or Trade Association guidance
- HSE guidance
- Accident records
- National and Industry standards
- Legislation
- Approved Codes of Practice

STEP 2 Decide who might be harmed and how

Think about staff who are exposed to hazards whilst at work and others who may be affected as a result of the school's activities.

- You need to pay particular attention to:
- Young workers, work experience, trainees, new and expectant mothers, staff with disabilities, etc who may be at particular risk
- Cleaning operatives, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- Peripatetic workers
- Members of the public if there is a chance they could be hurt by your activities
- Pupils

STEP 3 Decide whether existing precautions are adequate or more should be done

Remember the risks to health as well as safety

Ask yourself whether the existing precautions:

- As a minimum meet the standards set by a legal requirement
- Comply with a recognised industry standard
- Represent good practice
- Reduce the risk as far as reasonably practicable

Ask yourself whether you have provided:

- Adequate information, instruction, or training
- Adequate systems or procedures

If so, then the risks are adequately controlled, but, you need to indicate the precautions you have in place.

If not, you need to ask yourself the following:

- Can the hazard be eliminated?
- If not, how can the risk be controlled?

In controlling the risks, apply these principles if possible in the following order:

- Try a less risky option
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment – use this only as a last resort

STEP 4 Record your findings

Write down the significant hazards and control measures.

STEP 5 Review and Revise if necessary

Set a date for the review of the assessment – assessments must be reviewed:

- Following accidents or incidents
- If monitoring shows the current system to be inadequate
- Where working practices change
- On at least an annual basis – the frequency must reflect the extent and nature of the risk and the consequence of the hazard occurring

When reviewing your assessments, check that the precautions for each hazard still adequately control the risk. If not, indicate the action needed and who will complete it.