

Health and Safety Plan for Wetherby School

Primary person responsible for this policy: Samuel Birch

Job title: Deputy Head (Pastoral)

Last review date: July 2024

Next review date: July 2025

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Health and Safety Plan for Wetherby School

1. Introduction

The Wetherby School Health and Safety Plan supports the Inspired Education Group Health and Safety Policy and Arrangements. The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the school/college.

The Health and Safety Plan is not intended to duplicate the Policy and Arrangements, but rather represents a statement of the actions taken by the Head/Principal to ensure compliance with health and safety law.

The health and safety plan will be agreed by the senior leadership team and staff representatives and subject review annually or in the event of any significant change.

2. School Roles and Responsibilities

Key roles and responsibilities have been identified for the management of health and safety and the implementation of the health and safety plan within the school.

Paul David – Head

The responsibilities of the Head are outlined in the Inspired Education Group Health and Safety Policy. To ensure the effective management of health and safety within the school, specific health and safety responsibilities have been delegated as follows:

Samuel Birch – Deputy Head (Pastoral)

- To deputise as appropriate for the Head on all responsibilities as listed in the Group Health and Safety Policy
- To have operational responsibility for the implementation and monitoring of this Health and Safety Plan
- To hold responsibility for the welfare, health and safety of the boys in conjunction with the Headmaster and the Senior Management Team (SMT)
- To be responsible for health and safety in the school and the training of all the staff in health and safety matters
- To keep all necessary paperwork up to date relating to Health and Safety
- To write and review all external and internal risk assessments
- To ensure all annual audits and risk assessments are organised and any recommendations are actioned in conjunction with the school caretaker
- To lead and manage the school's Health and Safety committee ensuring health and safety walks are completed termly
- To organise fire practices on a termly basis
- To be responsible for the writing of all policies in relation to welfare, health and safety
- To ensure that DSE assessments are carried out for all staff who are significant users of display screen equipment
- To be responsible for Health and Safety issues as they relate to welfare and protection of children

Houssin Mehmoul – Caretaker

- To be responsible for ensuring the safety of the property on a day to day basis, including identifying and making small repairs, cleanliness and tidiness of the school premises
- To identify risks and repairs and resolve/escalate as appropriate
- To liaise with APG Director of Property and outside contractors as required
- To manage and organise all necessary Health and Safety certificates for the school in conjunction with Inspired Education Property Director
- To complete weekly checks of the fire alarm system

Ross Christie – Head of Reception

- To be responsible for health and safety at 19 Pembridge Villas and report any concerns to the Deputy Head (Pastoral) and caretaker

3. H&S Communication and Consultation

3.1 Communication of Health and Safety Information

Health and Safety Information will be communicated to staff as follows:

- As part of their induction at commencement of employment. This will include the Inspired Education Group Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role
- Through
 - ad-hoc staff meetings; as part of staff appraisals and one to one meetings with line management
 - display of relevant health and safety information on staff noticeboards
 - access to the Inspired Education Group Portal
 - weekly staff meetings at 11 Pembridge Square and 19 Pembridge Villas
 - staff training e.g. fire safety, first aid
 - weekly SMT meetings
 - e-mail communications

3.2 Consultation

The Head has established a Health and Safety Committee in line with the requirements of the Inspired Education Group Health and Safety Policy and Safety Arrangement on Communication and Consultation.

The Health and Safety Committee is responsible for:

- coordinating the implementation of the Health and Safety plan. They will regularly review measures taken to ensure the health and safety of employees, pupils and staff
- meet regularly to discuss matters concerning health and safety
- carry out an inspection of the School once every term
- review and update any risk assessments (where necessary)
- discuss training requirements

Membership of the Health and Safety Committee for Wetherby School is as follows:

- Paul David – Head
- Samuel Birch – Deputy Head (Pastoral)

- Houssin Mehmoul – Caretaker
- Ross Christie – Head of Reception

The arrangements for meetings and record keeping are as follows:

The Health and Safety Committee meets once every half term. Minutes are written and recorded by the Deputy Head (Pastoral). These minutes are kept on the staff shared area.

A termly health and safety walk-around takes place. Minutes are written and recorded by the Deputy Head (Pastoral). This is subsequently discussed in the Health and Safety Committee Meeting. Points are actioned by the caretaker.

Issues that cannot be dealt with by the caretaker will be reported to the Property Director.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEADMASTER OR DEPUTY HEAD (PASTORAL), AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DEPUTY HEAD (PASTORAL), WHO IS THE DSL.

The issue will then be recorded and passed on to the relevant member of the Health & Safety committee.

4. First Aid Arrangements

First aid arrangements are detailed in the Wetherby First Aid Policy.

4.1 First Aiders

An up to date list of trained Paediatric First Aiders and Emergency Paediatric First Aiders is maintained centrally on the staff shared area. A rolling programme of first aid training occurs throughout the year and the list of first aiders is updated accordingly.

4.2 Head Injuries

The protocols outlined in the Wetherby First Aid policy will be followed in the event of a head injury. PARENTS MUST BE INFORMED, BY PHONE, OF ANY INJURY THAT THEIR SON RECEIVES TO HIS HEAD. A 'head bump' form will be completed by a member of staff and countersigned by SMT outlining the description, location and severity of the accident. The school office will contact the parent or carer concerned.

4.3 Administration of Medicines

The arrangement for the administration of medicines is outlined in the Wetherby Medication Policy.

5. Accident/Incident Reporting and Recording Arrangements

The specific procedures for reporting and investigating accidents/incidents at Wetherby School are outlined in the Wetherby First Aid Policy.

All accidents, incidents, near misses and dangerous occurrences will be reported to the Deputy Head (Pastoral) and recorded in the Accident Book

All accidents/incidents will be subject to review and investigation (where appropriate) by the Deputy Head (Pastoral) to ensure that action is taken to prevent a recurrence. A review of recent accidents/incidents will be a fixed agenda item at the termly Health & Safety Committee Meeting.

6. Fire Safety

The following arrangements have been established for fire safety within the school:

6.1 Fire Marshals, wardens and officers

A list of fire wardens and marshals is maintained centrally on the staff shared area. Fire warden and marshal training occurs annually.

6.2 Fire Evacuation Procedures

Wetherby School fire evacuation procedures are detailed in the Crisis Management and Emergency Procedures.

6.3 Personal Emergency Evacuation Plans

In the event of a pupil or member of staff having disabilities that require them to be assisted to evacuate the building, a personal emergency evacuation plan will be completed, stored centrally on the staff shared area and communicated to and practiced with all relevant individuals.

7. Lock Down Procedures

Arrangements for lockdown are detailed in the Wetherby Lockdown Procedure.

8. Security of Premises

The Head, the Deputy Head (Pastoral) and Caretaker are the designated key holders and are responsible for the security of the building.

Both buildings have CCTV cameras positioned outside the external doors. Office staff can clearly see who is entering or leaving the building. Doors are kept locked and shut at all other times. The recorded CCTV disc can be accessed by the caretaker, Head Office, or the installation company, in the event of an incident.

CCTV cameras are positioned at the front, rear and throughout the communal areas of both buildings.

The school has a secure door entry code system. Codes are updated 3 times a year.

All visitors are required to report to the reception at both buildings, they must sign in and out and are given visitors badges.

All visitors are supervised at all times. Any contractors carrying out work in the building are accompanied at all times by the caretaker.

9. Asbestos Survey and Management Plan

Wetherby School maintains an Asbestos Register that is subject to annual review. There are currently no instances of asbestos on the premises.

10. Driving and Vehicles

Wetherby School does not own or operate any vehicles.

The arrangements for transportation of children are detailed in the Educational Visits and Journeys Policy. and the Educational Visits and Journeys Policy for EYFS.

10.1 Transportation of Children

The children are transported, to and from venues the school hires, by coach. The coaches are booked through StudentSafe.

11. Risk Assessments

Risk assessments are prepared for identified significant hazards within the school for each room that children access.

Additionally, risk assessments are completed for all activities and locations outside of the school premises, including:

- Hyde Park and Perk's Fields
- Kensington Leisure Centre
- Porchester Pool
- Square (Pembroke Square)
- St Matthew's Church
- The Tabernacle
- Westway
- Getting on and off the coach
- Forest School

A risk assessment is written for all educational trips.

Risk assessments are on display in each room throughout the school, are made available to staff via SharePoint, and/or on request from the Deputy Head (Pastoral).

The Deputy Head (Pastoral) is responsible for the communication of risk assessments to relevant staff and for carrying out regular reviews to ensure that risk assessments remain suitable and sufficient.