

inspired



Inspired Education Group UK

Health and Safety Plan

Wetherby School Kensington

June 2024

Health and Safety Plan for [School]

1. Introduction

The School Health and Safety Plan supports the Inspired Education Group UK 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.

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 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 implementation of the health and safety plan within the school as follows: -

2.1 Head

The responsibilities of the Head are outlined in the Inspired Education Group UK 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: -

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 staff
- 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 premises manager
- 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, in conjunction with the Head, health and safety issues as they relate to welfare and protection of children

School Premises Manager

- 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
- To complete weekly checks of the fire alarm system

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 Group UK 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
- Through Inset days throughout the academic year
- Display of relevant health and safety information on staff noticeboards
- Access to the Inspired Education Group UK Portal

3.2 Consultation

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

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

- Head
- Deputy Head Pastoral
- Head's PA
- Premises Manager

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 Head's PA. These minutes are kept on SharePoint.

A termly health and safety walk-around takes place. Minutes are written and recorded by the Head's PA. This is subsequently discussed in the Health and Safety Committee Meeting. Points are actioned by the premises manager.

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

4. First Aid Arrangements

4.1 Assessment of First Aid Requirements

The following arrangements have been established for the provision of first aid within the school:

First aid arrangements are detailed in the Wetherby School Kensington First Aid Policy

4.2 First Aiders

An update to date list of qualified first aiders are available from the school on request and is stored in our Sharepoint. We adhere to the EYFS Statutory Framework on Pedatric First Aid requirements as well as assessing our risk on additional needs within the school to support all students, staff, and visitors.

4.3 Head Injuries

The protocols outlined in the Wetherby School Kensington First Aid policy will be followed in the event of a head injury

PARENTS MUST BE INFORMED, BY PHONE, OF ANY INJURY THAT THEIR CHILD RECEIVES TO HIS HEAD.

4.4 Administration of Medicines

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

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to *a member of the SLT* and recorded in the Accident Book/Incident Log.

All accidents/incidents will be subject to review and investigation by Deputy Head Pastoral to ensure that, where appropriate, action is taken to prevent a recurrence.

6. Fire Safety

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

6.1 Fire Marshall

Head or member of SLT onsite at time of fire

6.2 Fire Wardens

A list of fire wardens and marshals is maintained centrally on the SharePoint. Fire warden training occurs annually.

6.3 Fire Evacuation Procedures

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

6.4 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 SharePoint and communicated to and practiced with all relevant individuals.

7. Security and Lock Down Procedures

Arrangements for lockdown are detailed in the Wetherby School Kensington Lockdown Procedure

The Head and premises manager are the designated key holders and are responsible for the security of the building.

The school has 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 premises manager, Head Office or the installation company in the event of an incident.

CCTV cameras are positioned at all entrances and exits to the school.

The school has a secure door entry system. Only staff who work at Wetherby Kensington will have a fob which allows them access into school.

All visitors are required to report to the reception, they must sign in and out and are given visitors labels.

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

8. Asbestos Survey and Management Plan

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

9. Driving and Vehicles

Wetherby Kensington does not own or operate any vehicles.

9.1 Maintenance of School Vehicles

Wetherby Kensington does not own or operate any vehicles.

9.2 Transportation of Children

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. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school and are listed below.

- Hyde Park
- Kensington Leisure Centre
- Chelsea Pools
- St Mary's the Boltons Church
- St Stephen's Church
- St Luke's
- Getting on and off the coach
- Forest School
- Fulham Prep

The Deputy Head Pastoral and Head of Sport are 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.

Risk assessments are made available to staff via Sharepoint.