



# FALCONS PRE-PREPARATORY SCHOOL

## Health & Safety Plan – September 2021

### 1. Introduction

The Falcons Pre-Preparatory School Health and Safety Plan supports the [Alpha Plus Health and Safety Policy](#) and Arrangements which are available on the Portal ([link here](#)). 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 Group 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. The responsibilities of the Head are outlined in the Alpha Plus 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:-

- **Liz McLaughlin**, Head, PSHEE Lead
- **Adel Thomson**, Deputy Head, DSL, Well-being Lead, Health and safety issues as they relate to the welfare and protection of children
- **Yann Kerneis**, Facilities Manager. Day-to-day safety, cleanliness and tidiness of the premises. Identifying risks and repairs, and resolving/escalating as appropriate. Operational responsibility for implementation and monitoring of this Health and Safety Plan. Liaison with APG Director of Property and outside contractors as required.
- **Delia Thompson, Head of EVC**. Oversees risk assessments of off-site trips
- **Sharon Falcon**, PA to the Head. Checking Contractor DBS details and recording of SCR.
- **Catriona Martin** – GDPR Officer

### 3. H&S Communication and Consultation

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

- As part of their induction at commencement of employment. This will include the Alpha Plus 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 Alpha Plus Group Portal
- Through email communications

The Head has established a Health and Safety Committee in line with the requirements of the Alpha Plus 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 the School is as follows:

- Liz McLaughlin – Head
- Adel Thomson – Deputy Head, DSL
- Leanne Bnidar – Head of Early Years
- Yann Kerneis – Health and Safety Officer
- Delia Thompson – Head of EVC

The Health and Safety Committee meets once every half term and minutes are kept on the teachers' shared drive.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER, AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO A DESIGNATED SAFE GUARDING LEADER**  
**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 Falcons Pre Preparatory School First Aid Policy ([link here](#) to the Portal).

## **5. Mental Health**

Mental Health arrangements are detailed in the Falcons Pre Preparatory School Mental Health Policy ([link here](#) to the Portal).

## **6. Accident/Incident Reporting and Recording Arrangements**

Reporting of accidents and incidents (RIDDOR) are detailed in the Falcons Pre Preparatory School First Aid Policy ([link here](#) to the Portal)

## **7. Fire Safety**

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Falcons Pre Preparatory School Crisis Management Policy ([link here](#) to the Portal).

## **8. Lock Down Procedures**

Arrangements for lockdown are detailed in the Falcons Pre Preparatory School Lockdown Procedure ([link here](#) to the Portal). Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal ([link here](#)).

## **9. Security of Premises**

The Head, School Secretary and Facilities Manager 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 Facilities Manager, or the installation company, in the event of an incident.

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

## **10. Asbestos Survey and Management Plan**

Falcons Pre Preparatory School maintains an Asbestos Register which is subject to Annual review, though there are currently no instances of asbestos on the premises.

## **11. Driving and Vehicles**

Falcons Pre Preparatory School operates a mini bus which is owned by Alpha Plus Group. Regarding transportation of children, please see the Bus Travel Policy and Educational Visits Policy ([link here](#)).

School traffic and car parking is a hazard at the school due to its location in the highly congested Burnaby Gardens. Parents are advised at the start of the academic year where they

can and cannot park. Outside the school there are parking restrictions during the drop off and pick up times of the school.

## **12. Risk Assessments**

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

Risk assessments are made available to staff via the staff shared drive, or on request from the Health and Safety Officer.

### **List of Risk Assessments:**

- Classrooms
- Toilets
- Stairs
- EYFS classrooms
- Kitchen
- Gym hall
- Music room
- Playground – Under EYFS Site Risk Assessment
- DSE users
- New & expectant mother
- Lone working
- Manual handling
- Manual Handling Sports Equipment
- Work at Height planning checklist
- Minibus
- Regular offsite trips (Games field, park etc)
- Swimming
- Local Park Playground RA
- PPE
- Road Crossing
- Games
- Displays

### **Clubs:**

- Holiday Club
- Golf Club

### **Events:**

- Church Visits
- Summer Fair
- Watermans Theatre