



FALCONS PREP  
RICHMOND

## Health and Safety Plan

**Primary person responsible for this policy:** Andrei Russell-Gebbett

**Job title:** Health and Safety Officer

**Last review date:** May 2021

**Next review date:** May 2022

**Relevant ISI coding (if applicable):** 11

**Circulation:** This policy is available to parents on request. It is addressed to all members of staff and volunteers.

## 1. Introduction

Falcons Preparatory Richmond (FPR) Health and Safety Plan supports the Alpha Plus Group 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 Headmistress 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 to 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 Headmistress are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the school/college, specific health and safety responsibilities have been delegated as follows:-

**Sophie Wyatt**, Deputy Head: Pupil Welfare and Wellbeing.

- Health and safety issues as they relate to the welfare and protection of children

**Andrei Russell-Gebbett**, Health and Safety Officer.

- To deputise as appropriate for the Headmistress 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 Headmistress and the Senior Leadership Team (SLT)
- 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 Facilities Manager
- To lead and manage the school's Health and Safety committee ensuring health and safety walks are completed monthly
- To organise fire and lockdown practices on a termly basis
- To be responsible for the writing of all policies in relation to health and safety

**Michael Johnstone**, Facilities Manager.

- Joint operational responsibility for implementation and monitoring of this Health and Safety Plan.
- Day-to-day safety, cleanliness and tidiness of the premises.
- Identifying risks and repairs, and resolving/escalating as appropriate.

- Liaison with APG Director of Property and outside contractors as required.

### **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;
- Communicating the minutes of Health and Safety Committee meetings to all members of staff;
- 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 Headmistress 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/College is as follows:

- Olivia Buchanan - Headmistress
- Sophie Wyatt – Deputy Head: Pupil Welfare and Wellbeing
- Andrei Russell-Gebbett – Health and Safety Officer
- Michael Johnstone – Facilities Manager
- Tina Nagle – Head Teaching Assistant
- Andrew Dawkins – Head of Science
- Christopher Shaw – Director of Sport
- Louise Callero – Head Chief

The Health and Safety Committee meets once every half term and minutes are kept on the staff 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 THE DEPUTY HEAD, PASTORAL.**

**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 Preparatory Richmond First Aid Policy (click [here](#) to access the Portal).

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

Reporting of accidents and incidents (RIDDOR) are detailed in the Falcons Preparatory Richmond First Aid Policy (link [here](#) to the Portal) and is completed by the Matron and brought to the attention of the Health and Safety team.

A near miss is an unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation. In the event of a near miss, a near miss form should be filled out and returned to the Health and Safety Officer. This form can be found in T:\Admin\Health and safety\Reports.

#### **6. Fire Safety**

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Falcons Preparatory Richmond Fire Safety Policy (link [here](#)).

#### **7. Lockdown Procedures**

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

#### **8. Security of Premises**

The kitchen staff are the first to enter the building in the morning, and the cleaners are the last to leave in the evening

Michael Johnstone is responsible for a morning walk around to ensure all entrances, exits and fire doors are clear and secure. In addition, a daily check of all windows is completed.

The Headmistress, Facilities Manager, Oscar Cleaning Services (Cleaners) and The Keyholding Company are the designated key holders and are responsible for the security of the building.

The building 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 Facilities Manager or Spy Alarms in the event of an incident.

All visitors are required to report to the reception and must sign in and out and are given visitors' badges.

All traffic relating to Falcons Preparatory Richmond is to be directed into the car park of the Richmond Athletic Association (RAA). This includes school buses, which drop off and pick up pupils from here, and under no circumstance in front of the school.

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

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

## **10. Driving and Vehicles**

Falcons Preparatory School for Boys maintains and uses a 17-seater minibus for the transportation of small groups to off-site visits.

The following staff are the designated drivers for the minibus and are in possession of the appropriate license:

- Michael Johnstone
- Andrew Dawkins
- Ashley Martin
- Sophie Wyatt

Each individual is responsible for the necessary check to be carried out before use, to ensure the minibus is roadworthy. This information is recorded in a central minibus check-book.

Regarding transportation of children, please see the policy for Off-Site Visits and Related Activities ([link here](#)).

## **11. Risk Assessments**

Risk assessments have been prepared for identifying 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 at T:\15. HEALTH & SAFETY\3. Checks and Paperwork\Risk Assessments\2021-22 Risk Assessments, or on request from the Health and Safety Officer.

List of Risk Assessments/Policies with RA component:

- Astro RAA
- Asbestos at Work Policy
- Astro risk assessment
- Classroom Prep
- Contractors Safety
- Control of Substances Hazardous to Health
- Coronavirus: Games, Match Procedures
- Coronavirus: Old Deer Park
- Coronavirus: Old Deer Park Art Trip
- Coronavirus: Richmond
- Coronavirus: Richmond Park
- Design Technology
- Display Screen Equipment Procedure
- Driver Safety and Awareness
- Electricity
- Expectant Mothers
- External Front Entrance
- Fire Safety Policy
- First Aid Policy
- Gallery
- Gas Safety
- Holiday Club
- Homeworking Policy
- Infection Control and Sharps
- Innovation Hub
- Kew Foot Road bus
- Kew Foot Road road blockage
- Kitchen Safety
- Legionella
- Library
- Lifts
- Lone Working
- Lone Working, Maintenance
- Manual Handling Procedure
- Meeting Room
- Minibus travel
- Morning and evening bus travel
- Noise at work
- Office
- Old Deer Park, Football
- PE Astro
- PE or Games, Astro
- Playground
- Pools on the Park, Swimming
- Prep Music Peri
- Prep Stairs
- Public Transport from Richmond station
- RAA, Rugby
- Refectory

- Restricted Adult on Site
- Richmond CC, Cricket
- Road Obstruction
- School Office
- School Security
- Science Lab
- Science PPE
- Science Prep Room
- Side Gate Entry
- Staff Room
- Stress in the Workplace
- Teddington Swimming Baths, Swimming
- Toilets
- Violence at Work
- Visiting Speakers
- Water Hygiene Management Procedure
- Workplace Welfare
- Working at Heights Procedure
- Year 3 Classroom
- Young Persons