



Hilden Grange School

Health and Safety Plan

Policy reviewed by: Joan Ciacciofera
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Reviewer's Signature: Joan Ciacciofera
Head Teacher's Signature: M. Gough

Please note: 'School' refers to Hilden Grange School; 'parents' refers to parents, guardians and carers.

1. Introduction

The Hilden Grange School 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 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 to review annually or in the event of any significant change.

2. School/College 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/college specific health and safety responsibilities have been delegated as follows:-

- **Malcolm Gough**, Head Teacher. All responsibilities as listed in the Group Health & Safety Policy
- **Rosemary Jubber**, Deputy Head. Deputising as appropriate for the Head on all responsibilities as listed in the Group Health & Safety Policy
- **Joan Ciacciofera**, Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan
- **Paul Barker**, Site Manager. 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. Together with the Headmaster, operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Gareth Withers**, Educational Visits Co-ordinator. Responsibility for implementation and monitoring of Health and Safety Plan, insofar as it affects pre-planned School trips.
- **Clare Wood**, School Nurse. Responsibility for all healthcare related aspects of this and the Group Health and Safety Policy.

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; and a meeting with the School Health and Safety Officer.
- Annual Health and Safety update during the September Inset Training each year.
- 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.
- Through the circulated minutes of the Health and Safety Committee meetings.

The Headmaster 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 termly to discuss matters concerning health and safety
- review and update any risk assessments (where necessary)
- discuss training requirements

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

- Malcolm Gough – Head Teacher
- Rosemary Jubber – Deputy Head and DSL
- Joan Ciacciofera – Health and Safety Officer
- Gareth Withers – Educational Visit co-ordinator/Head of Boys’ Games
- Juliet Houghton – Head of Girls’ Games
- Sheena Sowerby – Head of Pre-Prep and EYFS
- Lisa Beal – Head of Science
- Rebecca Bruce – Head of Art
- Charlotte Parker – Head of Drama
- Peter Patience – I.T. Support
- Clare Wood – School Nurse
- Paul Barker – Site Manager and Fire Officer
- Chris Cheeseman – Head of DT

The Health and Safety Committee meets once every 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 D.C.P.O./PASTORAL TEAM.
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 Hilden Grange First Aid Policy. [here](#)

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Hilden Grange First Aid Policy. [here](#)

6. Fire Safety

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Hilden Grange Emergency Evacuation Procedure and Fire Escape Routes [here](#)

7. Lock Down Procedures

Arrangements for lockdown are detailed in the Hilden Grange Security and Lockdown Policy [here](#) . Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal.

8. Security of Premises

The Headmaster, Deputy Head, Site Manager, Office Manager, and Cleaning Supervisor are the designated key holders and are responsible for the security of the building.

The site has CCTV cameras positioned outside the main building external doors; and side access gates. Office staff can clearly see who is entering or leaving the building. Doors and gates are kept locked and shut at all other times.

All visitors to the site are required to report to the school office/reception, they must sign in and out and are given visitors badges.

9. Asbestos Survey and Management Plan

Hilden Grange School 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

Hilden Grange School operate four minibuses. Regarding transportation of children, please see the policy for Off-Site Visits and Related Activities [here](#)

School traffic and car parking is a hazard at Hilden Grange due to its location on Dry Hill Park Road near to Hilden Oaks School; several Tonbridge School day and boarding houses; and close to the B245 which links North Tonbridge with Hildenborough and Sevenoaks.

To facilitate safer traffic flow at the start of the school day, Hilden Grange operates a one-way drop off scheme between 0800 and 0830 during term time. Details of procedures to be followed are available on the school website, and on the Portal.

11. 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 include:

- Classrooms
- Cloakrooms
- Toilets
- Stairs
- EYFS classrooms
- Pavilion
- Music rooms
- Science laboratories
- ICT suite
- Art room
- DT room
- Muga/Tennis Courts
- DSE users
- New & expectant mother
- Lone working
- Manual handling
- Work at Height planning checklist

Events:

- HGA Fireworks
- HGA Summer Fair
- HGA Christmas Fair
- HGA Discos
- Other HGA Events as planned throughout the year

12. Covid-19

Details of plans and arrangements implemented due to Covid-19 can be found in the Covid-19 Policy and Covid-19 Risk Assessment. Staff are kept up to date with these procedures through the Head and Deputy Head Teacher by email and in meetings. [here](#)