

Health and Safety Plan



Pembroke Hall School

Reviewed: June 2021

Next Review Date: June 2022



the **Gold Standard** in education



1. Introduction

The Pembroke Hall 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 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:-

- **Rebecca Raffan**, Deputy Head. Deputising as appropriate for the Head on all responsibilities as listed in the Group Health & Safety Policy
- **Nicola Mooney**, Assistant Head, Pastoral. Health and safety issues as they relate to the welfare and protection of children
- **Anna Maria Gil**, Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Lourenco Guedes**, Caretaker. 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.
- 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/Principal 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:

- co-ordinating 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



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- meeting regularly to discuss matters concerning health and safety
- carrying out an inspection of the School once every term
- reviewing and updating any risk assessments (where necessary)
- discussing training requirements

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

- Henry Keighley-Elstub – Headmaster
- Rebecca Raffan - Deputy Head
- Nicola Mooney - Assistant Head Pastoral
- Anna Maria Gil – Health and Safety Officer
- Lourenco Guedes – Caretaker

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 THE ASSISTANT 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 Pembridge Hall First Aid Policy ([link](#) to the Portal).

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Pembridge Hall First Aid Policy ([link](#) to the Portal)

Serious accident, illness or injury to, or death of, and the action taken must be reported to Ofsted, by the Head, within 14 days.

6. Fire Safety

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Pembridge Hall Emergency Evacuation Procedure and Fire Escape Routes ([link](#) to the Portal).

7. Lock Down Procedures

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



8. Security of Premises

The Head 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 Head Office, 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.

9. Asbestos Survey and Management Plan

Pembridge Hall 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

Pembridge Hall School does not own or operate any vehicles. Regarding transportation of children, please see the policy for Off-Site Visits and Related Activities ([link](#)).

School traffic and car parking is a hazard at Pembridge Hall due to its location in the highly congested Pembridge Square. Details of procedures to be followed are available on the school website, and on the Portal ([link](#)).

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:

- Classrooms
- Cloakrooms
- Toilets
- Stairs
- EYFS classrooms
- Kitchen - No10.G8, No18.B1
- Entrance hall – No10.G2-G5; No18
- Shower room – No10.A11
- Gym – No10.G14; No18.B4
- Drama room – No10.A1
- Music room – No10. A7; No18.T2



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- Science laboratory – No10.B13
- ICT suite – No10.T7; No18.S4
- Art room – No10.F12
- Art room – No18.B3
- Learning support room – No18.S6
- Peripatetic Rooms
- Playground – No10
- Patio No18
- Terrace No18
- DSE users
- New & expectant mother
- Lone working
- Manual handling
- Work at Height planning checklist

Clubs:

- Fencing club
- Dance display
- Gymnastics club
- Yoga club

Events:

- Christmas Party
- Church Assembly
- Summer Fete