



Portland Place School

Health and Safety Plan 2021-2022

Policy reviewed by: Vicki Bromley

Review date: June 2021

Next review date: June 2022

Reviewers' Signatures: Vicki Bromley

Head Teacher's Signature: David Bradbury

Circulation: This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Portland Place School; 'parents' refers to parents, guardians and carers.

1. Introduction

Portland Place Schools Health and Safety Plan supports the Alpha Plus Group, Health and Safety Policy and Arrangements, which are accessible via the Alpha Plus Group Portal to staff. Information requests can be submitted, by emailing the Premises Manager at: pps.premises@portland-place.co.uk

The Health and Safety Plan is a statement of the practical and specific health and safety arrangements established within the Portland Place 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 Headmaster 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 Portland Place School as follows:

- **David Bradbury**, Headmaster. The responsibilities of the Headmaster are outlined in the Alpha Plus Group Health and Safety Policy. To ensure the effective management of health and safety within the Portland Place School specific health and safety responsibilities have been delegated as follows.
- **Jamie Whiteside**, Deputy Head. Deputising as appropriate for the Head on all responsibilities as listed in the Group Health & Safety Policy
- **Tomasz Maslona**, Assistant Head of Welfare (from Jan 22), Health and safety issues as they relate to the welfare and protection of children.
- **Vicki Bromley**, Operational responsibility for implementation and monitoring of this Health and Safety Plan. Liaison with APG Director of Property and outside contractors as required. Day-to-day safety, cleanliness and tidiness of the premises. Identifying risks and repairs, and resolving/escalating as appropriate.

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 Alpha Plus Group Health and Safety Policy and Arrangements and health and safety information/risk assessments specific to their role.
- Annual Health and Safety update during an Inset Training each year as required.
- Key reminders are briefed and circulated during September Inset 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.

3.2 Consultation

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 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 Portland Place School is as follows:

- David Bradbury (Headmaster)
- Vicki Bromley (Finance & Operations Manager)
- Ashleigh Wild (Admissions Registrar)
- Scott Rider (Head of PE)
- Holly Freeman (Head of Science)
- David Wood (Lead Teacher of Design)
- Gary Brazier (Administrator and Senior First Aider)
- Lillie Starkings (APG Estates Assistant)

Health and Safety committee meetings are scheduled termly – Finance & Operations Manager is the record keeper and leads on the escalation of Health and Safety issues.

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 DSL, ADSL or pastoral team. The issue will then be recorded and passed on to the relevant member of the health & safety committee.

Please use this link to the School's portal site for copies of the relevant documents highlighted below for staff: [Policy Portal](#)

4. First Aid Arrangements

First aid arrangements are detailed in the Portland Place School First Aid Policy.

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Portland Place School First Aid Policy.

6. Fire Safety

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Portland Place School Fire Procedures

7. Lock Down Procedures

Arrangements for lockdown are detailed in the Portland Place School Lockdown Procedure. Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal.

8. Lone Working Procedures

Arrangements for lone workers are detailed in the Portland Place School Lone working policy.

9. Risky Areas and Risk Assessments Procedures

Arrangements for risky area's and risk assessments are detailed in Portland Place School Pupil access to Risky Area's Policy, and Risk Assessment Policy

10. Security of Premises

The Headmaster, Premises Manager, Operations Manager, Site Officers, Catering Manager and Cleaning Supervisor are designated key holders. The cleaning company are responsible for the securing and alarming of the building at the end of each working day, and the key holding Company have keys for out of hour emergencies on weekday evenings and weekend response to intruder/fire alarms.

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

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

11. Asbestos Survey and Management Plan

Portland Place School maintains an Asbestos Register which is subject to Annual review, there is currently asbestos containing material in the lift motor room at 143-149 Great Portland Street, which is identified by warning notices and is regularly maintained for movement by the landlord (Langham Estate).

12. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school and are listed below. The Premises Manager 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 T:\Others\Facilities Policies and Staff H & S Information, or by contacting the Premises Manager at: pps.premises@portland-place.co.uk.