



ST. ANTHONY'S SCHOOL
FOR BOYS

Health and Safety Plan

Policy reviewed by CA

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Submission: June 2022

Policy actioned from: September 2021 – August 2022

Next review date: June 2022

Reviewer's Signature: CA

Head Teacher's Signature: RPB

Circulation: This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St. Anthony's School for Boys; 'parents' refers to parents, guardians and carers.

1. Introduction

The St. Anthony's School for Boys' Health and Safety Plan supports the [Alpha Plus Group Health and Safety Policy and Arrangements](#) which are available on the [Portal](#). 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 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:-

- **Catherine Arlsan**, Deputy Head (Pastoral). Health and safety issues as they relate to the welfare and protection of children in the Senior House.
- **Jonny Dunne**, Assistant Head. Health and safety issues as they relate to the welfare and protection of children in the Junior House.
- **Sam Hersi**, Premises 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.

3. H&S Communication and Consultation

Health and Safety is a standing item on the weekly Senior Leadership Meeting agendas. 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;
- Regular staff training;
- Through regular 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:

- 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;
- 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:

- Richard Berlie – Headmaster
- Catherine Arslan – Head of Senior House (Pastoral)
- Sam Hersi – Premises Manager
- Oliver Evelyn-Rahr – Head of ADT
- Justin Eniola – Head of Science
- Paula Masterton – Head of Drama
- Jonathan Dunne – Director of Sport

The Health and Safety Committee meets once every term and minutes are circulated to committee members.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEAD, AND IF IT RELATES TO CHILD WELFARE AND PROTECTION, TO THE DEPUTY HEAD, PASTORAL OR HEAD OF JUNIOR HOUSE.

The issue will then be recorded and passed on to the relevant member of the Health & Safety committee.

4. First Aid Arrangements and Administration of Medicines

All the school's policies and arrangements for [Health and Safety](#) are available on the **St. Anthony's School Health and Safety section of the [Portal](#)**.

Arrangements for First Aid and the Administration of Medicines are detailed in the *St. Anthony's School for Boys First Aid Policy* and *St. Anthony's School for Boys EYFS First Aid Policy*, which are available on the [Portal](#). SLT assesses the first aid requirement for the school annually and this is recorded in the First Aid Risk Assessment.

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the *St. Anthony's School for Boys First Aid Policy* and the *St. Anthony's School for Boys EYFS First Aid Policy*, which are available on the [Portal](#).

6. Fire Safety

St. Anthony's School has a full Fire Procedure in place and all floors display the emergency evacuation route. This includes a primary and a secondary escape route. All fire exits are clearly labeled and fire routes and exits are kept clear. Fire drills are carried out each term and evacuation times are recorded. The logbook for the recording and evaluation of practice drills is kept in the in the Front Hall, next to the fire alarm panel. A full fire alarm system is in place with most areas covered by automatic detectors to ensure early warning at all times. Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

Details of the school's fire safety and evacuation arrangements, are given in the following documents on the [Portal](#):

St. Anthony's School for Boys JH Fire Evacuation procedure;
St. Anthony's School for Boys SH Fire Evacuation procedure;
St. Anthony's School for Boys Fire Policy.

When a member of staff or pupil has a disability, either permanent or temporary, that requires them to be assisted to evacuate the building, a [Personal Emergency Evacuation Plan](#) needs to be completed.

7. Lock Down Procedures

Arrangements for lockdown are detailed in the *St. Anthony's School for Boys Lockdown Critical Incident Plan*, which is an appendix to the Business Continuity Plan which is available on the [Portal](#). Further Group guidance on Lockdown procedures is available on the [APG Health and Safety](#) section of the Portal.

8. Off-Site Visits

Arrangements for all off-site visits are detailed in the St. Anthony's School for Boys *Out of School Activities Policy* which is available on the [Portal](#). All planning for off-site visits should be made using [Evolve](#).

9. Sport

All sporting activities are organised by the Director of Sport with the health and safety of the pupils as a priority. This, in conjunction with Schemes of Work and Risk Assessments, ensures that all sport activities are organised and controlled correctly.

St. Anthony's School uses coaches for sports and always ensures that they are fully qualified in their particular discipline before engaging them. Should there be any issues with the coaches the Headmaster should be informed.

Members of the Health and Safety Committee meet annually with Brondesbury Cricket Club to review any Health and Safety matters which might affect the school's staff and pupils.

The Hall is used for PE as well as other activities. In this situation, care is exercised in the selection of activities so that injury from other non-sport equipment in the Hall is minimized. All equipment in the Hall is checked regularly by staff to ensure that it is safe to use. Whenever there is doubt about equipment, it is not used until such time as it has been repaired or replaced.

10. Security of Premises

The Head, Premises Manager and Caretaker are the designated key holders and are responsible for the security of the building. Closed circuit television is installed on the site and buildings are protected by intruder alarms. The School is locked at all times during the day and is locked at night.

The School has taken all reasonable steps to prevent unauthorised entry to its premises. Visitors are required to contact reception via intercom to identify themselves before being permitted to gain access to the school. A badge system is in operation to enable authorised visitors to be easily recognised and staff are required to challenge people who they do not recognise to establish whether or not they should be on the premises. All visitors are required to sign into the building using the Entrysign facility.

11. Asbestos Survey and Management Plan

St. Anthony's School maintains an Asbestos Register which is subject to Annual review.

12. Smoking

St. Anthony's is a non-smoking site. Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises is against the code of conduct.

Driving and Vehicles

St. Anthony's School for Boys does not own or operate any vehicles. Pupils should not be transported in personal cars, except in an emergency and with SLT approval.

A very limited number of staff have permission to park on the school forecourt. There are gates installed which separate vehicles and pedestrians.

13. Transportation of Pupils

St. Anthony's School for Boys uses coaches to transport pupils to and from sports lessons, fixtures and educational visits. These coaches wait and park down the street, in a designated safe area and pupils walk to the coaches. Coaches will also drop off at the same point. Pupils may also be transported by train or tube if this is deemed more appropriate. There are risk assessments available for all forms of transport, which should be followed at all times <T:\2018-19 New Folders\Reference, documents, information and forms for staff\Health and Safety\Risk Assessments>

14. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school. SLT and Heads of Departments are 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. Templates are available to assist staff when preparing new risk assessments which may be required. Support is available from SLT if required.

Risk assessments are made available to staff via the staff shared drive <T:\2018-19 New Folders\Reference, documents, information and forms for staff\Health and Safety\Risk Assessments>

The risk assessments are divided into the following folders:

ADT

Drama

Events

EYFS

Fire

First Aid and Accidents

General, which includes:

Classroom;

Staffroom;

Playground;

Road Crossing;

Cookery;

General premises;

Off-site

Music

Premises Management

Preventing terrorism

Science

Sport