

Health and Safety Plan

Primary person responsible for this policy: Donal Brennan

Job title: Headteacher

Last review date: June 2020

Next review date: June 2021

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

'Parents' refers to parents, guardians and carers.

SASG Health and Safety Plan

1. Introduction

The School Health and Safety Plan supports the Alpha Plus Group Health and Safety Policy and Arrangements which are accessible via the Group 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 Policy and Arrangements, but rather represents a statement of the actions taken by the Head/Principal 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 Headteacher 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:-

- **Donal Brennan** (*in addition to role as Headteacher*), Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Raffaella Merolla** Deputy Head. Health and safety issues as they relate to the welfare and protection of children
- **Chris Galvin**, 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

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.
- 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 training identified as and when needed i.e. manual handling, working at height.

3.2 Consultation

The Headteacher 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.

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

- Donal Brennan – Head (Chair)
- Raffaella Merolla –Head of Pastoral Care and Pupil Welfare
- Chris Galvin – Premises Manager

The arrangements for meetings and record keeping are as follows:

- Health and safety is an agenda item for weekly staff meetings
- Health and safety committee will meet once per term to discuss actioned items and any outstanding issues i.e. Progress towards actions on Law at Work report.
- Minutes kept by the Premises Manager

4. First Aid Arrangements

First aid arrangements are detailed in the St. Anthony's School for Girls [First Aid Policy](#).

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the St. Anthony's School for Girls [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 St. Anthony's School for Girls [Fire Policy and Procedure](#).

7. Lock Down Procedures

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

8. Security of premises

The Headteacher, Premises Manager, Deputy Headteacher and Julius Rutherford (Cleaners) are the designated key holders and are responsible for the security of the building. Custodian are the key holding company responsible for security of the building out of hours.

Closed circuit television is installed on the site and buildings are protected by intruder alarms. The School is secured at all times during the day by fob access gates and doors and is locked and alarmed 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 in on entering the building and sign out on leaving. The visitors' book can be found in the School Office.

9. Asbestos Survey and Management Plan

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

10. Driving and Vehicles

The school/college owns and operates the following vehicles:-

16 seater minibus

10.1 Maintenance of School Vehicles

Premises Manager and Minibus Driver, Chris Galvin, is responsible for the maintenance of the school minibus and for organising annual servicing and MOT.

10.2 Vehicle Checks

Our school minibus is subject to a weekly check using the checklist provided in the Safety Arrangement on Driving at Work. All defects will be reported to the Head.

The vehicle will be subject to a visual inspection prior to use with any defects reported to the Head.

10.3 Authorised Drivers

Members of staff who are authorised to drive for work are as follows:

(a) School Vehicles: the following drivers have been authorised to drive the school vehicle:-

- Chris Galvin – Premises Manager & Minibus Driver

All authorised drivers will be required to submit their driving licence for inspection at least annually.

10.4 Transportation of Children

Regarding transportation of children, please see the [Educational Visits Policy](#).

11. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school.

The Head 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. Templates are available to assist staff when preparing new risk assessments which may be required.

Risk assessments are made available to staff via <S:\HEALTH AND SAFETY\SASG RISK ASSESSMENTS 2018-2019>.

Internal/onsite

Art Room
Hall -Gym
Hall -Dining
Kitchen
Hallway
Entrance Hall
School Office
Staircase and bannisters
Headteacher Office
Medical Room
Toilets
Reception Classroom
Year 1 Classroom
Year 2 Classroom
Year 3 Classroom
Year 4 Classroom
Year 5 Classroom
Year 6 Classroom
SEN Classroom
Fire Escapes
Music Room
Teacher Workroom
Science Lab

External/Offsite

Park/Walking to
Front playground
Rear playground/garden
Swimming Pool
Reception Outdoor
Use of public transport