



Peregrines Nursery and Falcons School for Girls

Health and Safety Policy

Primary person responsible for this policy: Sara Williams-Ryan

Job title: Headmistress

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable): 11

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

1. Introduction

The Falcons School for Girls 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/college specific health and safety responsibilities have been delegated as follows:-

- **Lucy Price**, Deputy Head. Deputising as appropriate for the Head on all responsibilities as listed in the Group Health & Safety Policy
- **James Kelly**, Assistant Head (Pastoral). Health and safety issues as related to the welfare and protection of children.
- **Sara Williams-Ryan**, Headmistress. Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Yann Kerneis**, 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 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 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

The Health and Safety Committee meets once every 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 HEAD.

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 Falcons School for Girls First Aid Policy.

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Falcons School for Girls First Aid Policy.

6. Fire Safety

Fire safety and evacuation arrangements, including the name of the Fire Officer and emergency evacuation plans are detailed in the Falcons School for Girls Fire Safety Policy.

7. Lock Down Procedures

Arrangements for lockdown are detailed in the Falcons School for Girls Lockdown Procedure which can be found in the school 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 Head and Caretaker are the designated key holders and are responsible for the security of the building.

Both sites 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 buildings No11 and No22, they must sign in and out and are given visitors badges.

9. Asbestos Survey and Management Plan

The Falcons School for Girls maintains an Asbestos Register which is subject to Annual review.

10. Driving and Vehicles

The Falcons School for Girls operates its own minibus. Vladimir Matsak (from Student Safe) is the authorised driver. Details of procedures to be followed on the minibus are available on the school website, and on the Portal. Regarding transportation of children, please see the Educational Visits Policy.

Car parking could be a hazard at Falcons School for Girls. Staff using the school car park must be parked by 8 a.m. and leave after 5 p.m., to ensure that no cars are moved when the pupils are on the premises.

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:

Risk Assessment for Buildings 22 and 24

No 22 Ground Floor.
G52 Music Room
G57 Hall.22
G53 Drama Room
Playground. 22 /24
Peripatetic & storage Hut A
Peripatetic & storage Hut B
First Floor No 22.
F54 Year 4G
F56 Office.
F57 Year 4S.
F58 First Aid.
F51 Art Room
F60 Staff Room.
F50 Office.
Second Floor
S53 Year 3P.
S50 Wellbeing Hub.
S55 Science.
No 24 Ground Floor.
G73 Staff Room.
G71 Year 5L
G74 Library.
G75 Year 5M
First Floor.
F70. Spare classroom
F76 Year 6K.
F71 Deputy Head.
F74 Senco.
All toilets
High Risk Areas
Cellars and Lofts
Water temperature

Risk Assessment for Buildings 7 and 11

<u>Building No 7 Ground floor.</u>
G08- G09 Nursery.
G07 Nursery small room.
G02 Zen Den.
Playground No 7
EYFS outdoor learning area no.7
EYFS Decking
<u>First Floor.</u>
F04 First Aid Room.
F06-F07 Creation Station and multi-use room.
F05 Playroom.
<u>Second Floor.</u>
S03 Head of EYFS Office.
S05 Finance Officer office.
S06 Staff Room.
<u>Building11 Ground Floor.</u>
Playground No 11
G22. School Office.
G29 Music Room
G32 Little Library
G35 Staff Room No 11.
G24 Kitchen. CH & Co risk ass
G31 Hall.11
F20 P.A. Office.
F21 Meetings Room
F23 Art.
F22 P.E. Office.
F25 Year 2A
F28 Year R/1G
F30 Headmistress Office.
Showers
All toilets
High risk areas
Cellars and Lofts