



the Gold Standard in education

Health & Safety Plan

September 2021

Wetherby-Pembridge School New York

1. Introduction

The Wetherby-Pembridge 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 of School 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/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 of School 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:-

- **George Kinsey**, Deputising as appropriate for the Head of School on all responsibilities listed in the Group Health & Safety Policy.

- **Kate Bailey, Head of School and George Kinsey:** health and Safety issues as they relate to the welfare and protection of children.
- **Kate Bailey, Head of School:** Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **WPNY Security Officer (Citadel Security)/ Facilities 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 Head of School and outside contractors in New York 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
- Feedback from DOHMH Visiting officials and the FDNY in New York and Premises Manager surveys
- Display of relevant health and safety information on staff noticeboards
- Access to the Alpha Plus Group Portal
- Through email communications

The Head of School 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/survey of the School once a term
- Review and update any risk assessments (where necessary)
- Discuss training requirements (eg. fire training)

Membership of the Health and Safety Committee 2021-2022 for the School is as follows:

- Kate Bailey – Head of School
- George Kinsey – Operations and Compliance Coordinator
- Charmaine Cooper – School Registrar
- WPNY Citadel Security Officer- Angel Rosado
- WPNY Facilities Manager- Maliek Rainey
- Tivoli Evans – Early Years

The Health and Safety Committee meets twice a term and minutes are kept on the WPNY Share Point under Health and Safety Meetings and in the Head of School Filing Cabinet under Health and Safety.

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 OF SCHOOL AND DDSL, GEORGE KINSEY.

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

4. First Aid Arrangements

The following arrangements are detailed in the Wetherby-Pembridge First Aid Policy ([link here](#))

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are incorporated in the Wetherby-Pembridge First Aid Policy and all forms are kept in Class Teacher Admin Folders in each Class, at Reception, in the Admin Office on the 4th Floor. Forms will be copied in the case of an incident and kept in both class folders and pupil files in the Admin Office at all times.

All accidents, incidents, near misses and dangerous occurrences will be reported to the Head of School and recorded in the Accident Book/Incident Book in each Class and copied to the Admin Office immediately to be kept in individual pupil folders.

All accidents/incidents will be subject to review and investigation by the Head of School to ensure that, where appropriate, action is taken to prevent a recurrence.

6. Fire Safety

The following arrangements have been established for fire safety within the school:

6.1 Fire Marshalls, wardens and officers.

Kate Bailey, Head of School – last to leave the building and sweeps 2nd and 3rd floors once children have left from top floors

Charmaine Cooper, School Registrar – sweep of 5th and 4th floors, shutting doors behind and ensuring all pupils and staff have left building before she does.

WPNY Facilities Manager – leaves building last, ensuring all staff and pupils have left. Gives the go-ahead to re-enter building. They sweep the basement and 1st floors.

WPNY Citadel Security Officer – first out to Carriageway door on East 96th with registers and sign-in sheets. Responsible for safety of pupils and staff leaving the building and whilst lined-up on the sidewalk. Responsible for print-out of people on-site – will then check those are present.

6.2 Fire Evacuation Procedures

See details for all Fire Drills in the School Emergency Evacuation Plan on the Alpha Plus Portal ([Link](#)).

6.3 Personal Emergency Evacuation Plans

In the event of a pupil or member of staff having disabilities that require them to be assisted to evacuate the building, a personal emergency evacuation plan will be completed, stored centrally on the staff shared area and communicated to and practiced with all relevant individuals.

7. Lock Down Procedures

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

8. Security of premises

The Facilities Manager, Security Officer and Cleaning Supervisor are the designated key holders and are responsible for the security of the building

The building has 16 CCTV cameras which are positioned on each floor of the School. The Security Officer and School Registrar in the 4th Floor Admin Office can clearly see who is entering and leaving the premises. Gates are kept locked and shut at all times. The Security Officer holds responsibility for security access and all authorised and unauthorised visitors from 7am-5pm, Monday to Friday when school is in session. The

recorded CCTV disc can be accessed by the installation company – Sabre Integrated and Cliff Franklin – from 1 September 2021 – in the event of an incident.

All visitors are required to report to the Reception on the First Floor at WPNY, they must sign in and out and are given visitor's badges. All visitors are informed about fire and safeguarding procedures at WPNY.

During times of COVID-19, all visitors are met at the Carriageway door by the security officer and not permitted into the building without previous authorisation – see COVID School Reopening Documents (21-22).

9. Asbestos Survey and Management Plan

Wetherby-Pembridge School maintains an Asbestos Register which is subject to review when the building is under construction (refer to Health and Safety Folder in Share Point).

10. Driving and Vehicles

Wetherby-Pembridge School does not own or operate any vehicles. Regarding transportation of children, please see the School Policy for Educational Visits.

11. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school/college and are listed below. The Operations and Compliance Lead and the school EVC, 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.

Risk assessments are made available to staff via the staff Share Point, or on request from the Operations and Compliance Lead and the EVC.

Outside Area (Nursery) and Carriageway

WPNY EYFS sample on-site and off-site risk assessments

Stairways

Toilets (pupil and staff)

Basement – Lunch Halls (top and bottom)

Kitchen (warming pantry)

Classrooms:

- **Art Room on the 3rd floor**
- **Founders' Hall on the 2nd floor**
- **Science Lab on the 2nd floor**

- **Library on the 2nd floor**
- **Kindergarten on the 3rd floor**
- **Grade 2 on the 3rd floor**
- **Grade 1 on the 4th floor**
- **Music/Spanish Room on the 4th floor**
- **Top Terrace and Play Room on the 5th floor**
- **Grade 3 on the 5th floor**
- **Nursery on the 1st floor**
- **Pre-K on the 1st floor**

Clubs:

- **There are Risk Assessments for all September 2021 Clubs on the school programme which is released in August**

Lessons:

- **Music**
- **Spanish**
- **PE**
- **Swimming**
- **Gym**

Travel, Trips and Outings: overseen by the WPNY EVC 2021-2022

- **Central Park: 96th and 98th – East Meadow and playgrounds**
- **Travelling to and from 92Y**
- **Top Terrace on 5th Floor – garden area**
- **Staff Room on the 2nd Floor Mezzanine**