



WETHERBY
PREPARATORY SCHOOL



the **Gold Standard** in education

Wetherby Preparatory School
Bryanston Square
London W1H 2EA

020 7535 3520

Health and Safety Plan

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| Policy reviewed by: | Nick Baker |
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| Next review date: | June 2022 |
| Reviewer's signature: |  |
| Headmaster's signature: |  |

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

Please note: 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

1. Introduction

The Wetherby Preparatory School Health and Safety plan supports the Alpha Plus Group Health and Safety policies which are available on the 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 Group 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 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:

- **Stephen Blundell**, Deputy Head. Deputising as appropriate for the Head on all responsibilities as listed in the Group Health & Safety policy.
- **Alice Furnell**, Deputy Head. Health and safety issues as they relate to the welfare and protection of the boys.
- **Thomas Metherell**, Assistant Head Compliance and Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety plan.
- **Hal Ogden**, Premises Manager. Day-to-day safety, cleanliness and tidiness of the premises. Identifying risks and repairs, and resolving/escalating as appropriate. Liaison with Alpha Plus Group Director of Property and outside contractors as required.

3. Health and Safety 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 the Monday 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 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:

- co-ordinating the implementation of the Health and Safety plan. They will regularly review measures taken to ensure the health and safety of employees, boys 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 is as follows:

- Nick Baker – Headmaster
- Stephen Blundell – Deputy Head
- Alice Furnell – Deputy Head
- Thomas Metherell – Assistant Head Compliance and Health and Safety Officer
- Hal Ogden – Premises Manager

The Health and Safety Committee meets once every half 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 DEPUTY HEAD.

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

4. First Aid Arrangements

First aid arrangements are detailed in the Wetherby Preparatory School First Aid policy ([link to the Portal](#)).

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Wetherby Preparatory School First Aid policy ([link to the Portal](#)).

6. Fire Safety

Fire safety and evacuation arrangements, including details of fire officers and personal emergency evacuation plans, are detailed in the Wetherby Preparatory School Fire Safety policy and Fire Escape Routes ([link to the Portal](#)).

7. Lockdown Procedures

Arrangements for lockdown are detailed in the Wetherby Preparatory School Crisis and Emergency Procedures ([link to the Portal](#)). 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 Headmaster, Bursar and Premises Manager are the designated key holders and are responsible for the security of the Bryanston Square buildings.

Both buildings 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 the School, Head Office, or the installation company, in the event of an incident.

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

9. Asbestos Survey and Management Plan

Wetherby Preparatory School maintains an Asbestos Register which is subject to annual review, though there are currently no instances of asbestos on the premises.

10. Driving and Vehicles

Wetherby Preparatory School does not own or operate any vehicles. Regarding transportation of children, please see the Educational Visits policy (link [to the Portal](#)).

School traffic and car parking is a hazard at Wetherby Preparatory School due to its location in congested Bryanston Square. Details of procedures to be followed are available in the Staff Handbook, the Parents' Handbook and on the Portal ([link here](#)).

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:

- Central areas
- Basement
- First Floor
- Second Floor
- Third Floor
- Fourth Floor
- Art Room
- Drama Suite
- Pioneer Hall
- Science Labs
- Assembly at the Church
- Wetherby Sports Ground
- Manual Handling
- Site Security
- Airfix Club
- Cookery Club
- Cricket Club
- Fencing
- Horse Riding Club
- Rock Climbing Club
- Running Club
- Swimming Club