



WETHERBY SENIOR SCHOOL

HEALTH & SAFETY PLAN

Created by DAL: October 2017

Adopted: October 2017

Reviewed by David Lawrence, Deputy Head: Staff & Operations July 2021

Next review by DAL: June 2022

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

Health & Safety Plan

1. Introduction

The Wetherby Senior School Health and Safety Plan supports the [Alpha Plus Group Health and Safety Policy](#) and Arrangements 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 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 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:-

- **Joe Silvester**, Headmaster. All responsibilities as listed in the Group Health & Safety Policy
- **David Lawrence**, Deputy Head (Staff & Operations). Deputising as appropriate for the Head on all responsibilities as listed in the Group Health & Safety Policy & Health and Safety Officer. Operational responsibility for implementation and monitoring of this Health and Safety Plan.
- **Ian Waters**, 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 outside contractors as required.
- **James Sullivan**, Head of Co-curricular and Educational Visits Co-ordinator (Maternity Cover). Responsibility for implementation and monitoring of Health and Safety Plan, insofar as it affects pre-planned School trips.

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; and a meeting with the School Health and Safety Officer.
- Annual Health and Safety update during the September Inset Training each year.
- 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.
- Through the circulated minutes of the Health and Safety Committee meetings.

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, pupils and staff
- meet termly to discuss matters concerning health and safety
- review and update any risk assessments (where necessary)
- discuss training requirements

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

Health and Safety Committee:

- Headmaster – Joe Silvester
- Deputy Head (Staff & Operations) – David Lawrence – Chair (Health & Safety Officer)
- Head of Co-Curricular – James Sullivan – EVC
- Head of Science – Tim Pimlott
- Director of Sport – James Sullivan
- Director of Drama – Abbey Twomey
- Director of Art & Design – Sam Smith (maternity cover)
- Head of ICT & Computing – Ilia Avroutine
- Premises Manager – Ian Waters

The Health and Safety Committee meets once every term and minutes are kept on the staff 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 DSL, ADSL OR PASTORAL TEAM.

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

Please use this link to the School's portal site for copies of the relevant documents highlighted below:

<https://egiportal.alphaplusgroup.co.uk/school/wss/Pages/all-documents.aspx>

4. First Aid Arrangements

First aid arrangements are detailed in the Wetherby Senior School First Aid Policy.

5. Accident/Incident Reporting and Recording Arrangements

Reporting of accidents and incidents (RIDDOR) are detailed in the Wetherby senior School 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 Wetherby Senior School Fire Procedures

7. Lock Down Procedures

Arrangements for lockdown are detailed in the Wetherby Senior Lockdown Procedure. Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal.

8. Security of Premises

The Headmaster, Deputy Head (Staff & Operations), Academic and Pastoral Deputies, Assistant Premises Manager, Catering Manager and Cleaning Supervisor are designated key holders. The Headmaster's PA has two spare keys for staff to sign out for weekend access. The cleaning company are responsible for the securing and alarming of the building out of hours on weekday evenings.

The site has CCTV cameras positioned outside the main building external doors; and rear access gates. Office staff can clearly see who is entering or leaving the building. Doors and gates are kept and shut at all other times.

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

9. Asbestos Survey and Management Plan

Wetherby Senior 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

The School owns no vehicles.

11. Risk Assessments

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

