

**Health and Safety Plan**

**Policy reviewed by** AC

**Review date:** January 2024

**Submission:** January 2024

**Policy actioned from:** September 2023 – August 2024

**Next review date:** January 2025

**Reviewer’s Signature:** AC

**Head Teacher’s Signature:** RPB

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

Please note: ‘School’ refers to St. Anthony’s School for Boys; ‘parents’ refers to parents, guardians and carers.

**This policy is also applied to pupils in the EYFS**

1. **Introduction**

The St. Anthony’s School for Boys’ Health and Safety Plan supports the [Alpha Plus Group Health and Safety Policy and Arrangements](https://livealphaplusgroupco.sharepoint.com/:b:/r/sites/APG-PoliciesInternal/Shared%20Documents/APG%20Information%20and%20Policies/Health%20and%20Safety%20Policies/1.0%20Alpha%20Plus%20Group%20Health%20and%20Safety%20Policy%20V1.2%20reviewed%20June%202022.pdf?csf=1&web=1&e=jeRwcx) which are available on the [Portal](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/SitePages/Staff%20Portal%20Homepage.aspx). 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.

## 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 as follows:-

## Head/Principal

The responsibilities of the Head/Principal (Richard Berlie) 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:-

* **Catherine Arlsan**, Deputy Head (Pastoral). Health and safety issues as they relate to the welfare and protection of children in the Senior House.
* **Jonny Dunne**, Assisstant Head. Health and safety issues as they relate to the welfare and protection of children in the Junior House.
* **Anthony Christoforou**, Health and Safety Officer. Will ensure the school environment is safe and promotes the physical wellbeing of pupils, staff and visitors.
* **Adetoro Oguntade**, 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.

## H&S Communication and Consultation

* 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

Health and Safety is a standing item on the weekly Senior Leadership Meeting agendas. 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;
* Regular staff training;
* Through regular 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.

## Consultation

The Head/Principal 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 is as follows:-

* + Richard Berlie – Headmaster
  + Catherine Arslan – Head of Senior House (Pastoral)
  + Anthony Christoforou – Health and Safety Officer
  + Aderoto Oguntade– Premises Manager
  + Claire Hullock – Creative Arts Teacher
  + Micky Banert -Lucas – Head of Science
  + Natalie Speranska– Head of Creative Arts
  + Jonathan Dunne – Director of Sport

The arrangements for meetings and record keeping are as follows:

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 circulated to committee members.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEAD, AND IF IT RELATES TO CHILD WELFARE AND PROETECTION, TO THE DEPUTY HEAD, PASTORAL OR HEAD OF JUNIOR HOUSE.

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

Any Accident & Dangerous Occurrences must be reported to the Head and Deputy Head and recorded on the Accident & Dangerous Occurrences Reporting Log by the Health and Safety Officer.

## First Aid Arrangements

The following arrangements have been established for the provision of first aid within the school:

## Assessment of First Aid Requirements

**All the school’s policies and arrangements for Health and Safety are available on the St. Anthony’s School Health and Safety section of the** [**Portal**](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/SitePages/Staff%20Portal%20Homepage.aspx)**.**

Arrangements for First Aid and the Administration of Medicines are detailed in the *St. Anthony’s School for Boys First Aid Policy,* which is available on the [Portal](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAPG%2DPoliciesInternal%2FShared%20Documents%2FSt%20Anthony%27s%20School%20for%20Boys&FolderCTID=0x012000D208604595A68147A0FD505D0204E153). SLT assesses the first aid requirement for the school annually and this is recorded in the First Aid Risk Assessment.

* 1. **First Aiders**

Please refer to St. Anthony’s School for Boys First Aid Policy

## Head Injuries

**All the school’s policies and arrangements for** [**Health and Safety**](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAPG%2DPoliciesInternal%2FShared%20Documents%2FSt%20Anthony%27s%20School%20for%20Boys&FolderCTID=0x012000D208604595A68147A0FD505D0204E153) **are available on the St. Anthony’s School Health and Safety section of the** [**Portal**](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/SitePages/Staff%20Portal%20Homepage.aspx)**.**

Arrangements for Head Injuries are detailed in the *St. Anthony’s School for Boys Head Injuries Policy,* which is available on the [Portal](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAPG%2DPoliciesInternal%2FShared%20Documents%2FSt%20Anthony%27s%20School%20for%20Boys&FolderCTID=0x012000D208604595A68147A0FD505D0204E153).

* 1. **Administration of Medicines**

Arrangements for First Aid and the Administration of Medicines are detailed in the *St. Anthony’s School for Boys First Aid Policy* this is recorded in the First Aid Risk Assessment.

## Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to *(****Junior House:*** *School Administrator – Junior House Reception and* ***Senior House:*** *Fabienne Beaubrun – Senior House Reception. They should be* recorded on an Incident Log and emailed to parents.

All accidents/incidents will be subject to review and investigation by Jonathan Dunne (Junior House / Catherine Arslan (Senior House) to ensure that, where appropriate, action is taken to prevent a recurrence.

Reporting of accidents and incidents (RIDDOR) are detailed in the St. Anthony’s School for Boys First Aid Policy, which is available on the [Portal](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/SitePages/Staff%20Portal%20Homepage.aspx).

## Fire Safety

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

## Fire Marshall

Catherine Arslan/ Chris Kearns

## Fire Wardens

Anthony Christoforou

## Fire Evacuation Procedures

St. Anthony’s School has a full Fire Procedure in place and all floors display the emergency evacuation route. This includes a primary and a secondary escape route. All fire exits are clearly labeled and fire routes and exits are kept clear. Fire drills are carried out each term and evacuation times are recorded. The logbook for the recording and evaluation of practice drills is kept in the in the Front Hall, next to the fire alarm panel. A full fire alarm system is in place with most areas covered by automatic detectors to ensure early warning at all times. Fire Risk Assessment in line with the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the School.

Details of the school’s fire safety and evacuation arrangements, are given in the following documents on the [Portal](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAPG%2DPoliciesInternal%2FShared%20Documents%2FSt%20Anthony%27s%20School%20for%20Boys&FolderCTID=0x012000D208604595A68147A0FD505D0204E153):

*St. Anthony’s School for Boys JH Fire Evacuation procedure;*

*St. Anthony’s School for Boys SH Fire Evacuation procedure;*

*St. Anthony’s School for Boys Fire Policy.*

* 1. **Personal Emergency Evacuation Plans**

When a member of staff or pupil has a disability, either permanent or temporary, that requires them to be assisted to evacuate the building, a Personal Emergency Evacuation Plan needs to be completed.

## Security and Lock Down Procedures

Arrangements for lockdown are detailed in the *St. Anthony’s School for Boys Lockdown Critical Incident Plan*, which is an appendix to the Business Continuity Plan which is available on the [Portal](https://livealphaplusgroupco.sharepoint.com/sites/APG-PoliciesInternal/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAPG%2DPoliciesInternal%2FShared%20Documents%2FSt%20Anthony%27s%20School%20for%20Boys&FolderCTID=0x012000D208604595A68147A0FD505D0204E153). Further Group guidance on Lockdown procedures is available on the APG Health and Safety section of the Portal

## Driving and Vehicles

The school owns and operates the following vehicles:- The school owns and operates the following vehicles:- Peugeot Boxer (Reg: CN18KNS)

## Maintenance of School Vehicles

Maintenance of School Vehicles

MOT – 05/07/23

Insurance – 01/09/23

Tax – 01/08/23

## Vehicle Checks

Vehicle Checks School vehicles will be subject to a weekly check using the checklist provided in the Safety Arrangement on Driving at Work. All defects will be reported to Lillie Starkings.

All vehicles will be subject to a visual inspection prior to use with any defects reported to Lillie Starkings. Alpha Plus Group Health and Safety Policy reviewed June 2022 17

## Authorised Drivers

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

1. School Vehicles: the following drivers have been authorised to drive the school vehicle:-

* **Anthony Christoforou**

All authorised drivers will be required to submit their driving licence for inspection at least annually. Business drivers will also require to submit evidence of vehicle insurance including use for business purposes for inspection annually.

Staff will be responsible for the maintenance of their own vehicles.

## Transportation of Children

St. Anthony’s School for Boys uses coaches to transport pupils to and from sports lessons, fixtures and educational visits. These coaches wait and park down the street, in a designated safe area and pupils walk to the coaches. Coaches will also drop off at the same point.

Pupils are also transported using the school minibus (maximum 14 pupils), accompanied by the driver and another adult.

Pupils may also be transported by train or tube if this is deemed more appropriate. There are risk assessments available for all forms of transport, which should be followed at all times [T:\New Folders\Reference, documents, information and forms for staff\Health and Safety\Risk Assessments](file:///T:/New%20Folders/Reference,%20documents,%20information%20and%20forms%20for%20staff/Health%20and%20Safety/Risk%20Assessments)

1. **Risk Assessments**

Risk assessments have been prepared for identified significant hazards within the school. SLT and Heads of Departments 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. Templates are available to assist staff when preparing new risk assessments which may be required. Support is available from SLT if required.

Risk assessments are made available to staff via the staff shared drive T:\New Folders\Reference, documents, information and forms for staff\Health and Safety\Risk Assessments

The risk assessments are divided into the following folders:

ADT

Drama

Events

EYFS

Fire

First Aid and Accidents

General, which includes:

Classroom;

Staffroom;

Playground;

Road Crossing;

Cookery;

General premises;

Off-site

Music

Premises Management

Preventing terrorism

Science

Sport

1. Animals in School

The Head Master, Richard Berlie, has two small dogs belongs that are occasional brought to school and always kept in his office, which has two doors separating them from the rest of the school. The Head master, Richard Berlie, and his PA, Adriana Fritz, are responsible for the dogs at all times. Risk assessments have been carried out and the dogs are kept up to date with all required vaccinations and parasite treatments. Mr Berlie ensures that all aspects of the Alpha Plus Animals in School Policy is followed.