



WETHERBY SENIOR SCHOOL

HEALTH & SAFETY PLAN

Version 1.1

Primary person responsible for this policy: David Lawrence

Job title: Deputy Head Staff & Operations

Last review date: October 2023

Next review date: June 2024

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

‘Parents’ refers to parents, guardians and carers.



Health & Safety Plan

1. Introduction

The Wetherby Senior School Health and Safety Plan supports the [APG Health and Safety Policy](#). 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 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:-

- **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.
- **Mark Leverage**, Assistant Head (Staff & Operations). Assists in the for implementation and monitoring of this Health and Safety Plan.
- **Diether Gyamfi**, 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.
- **Hannah Walters** Assistant Head Co-curricular and Educational Visits Co-ordinator . Responsibility for implementation and monitoring of Health and Safety Plan, as far 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:

- coordinating 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)
- Assistant Head (Staff & Operations) – Mark Leverage – Deputy Health & Safety Officer
- Head of Co-Curricular – Hannah Walters – EVC
- Head of Science – Mehrnoush Attai
- Director of Sport and Outdoor Activities – Tom Davey
- Head of Art & Design – Nicky Bradley
- Premises Manager – Diether Gyamfi

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:

[WSS Document Portal](#)

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.