



Health and Safety Plan

Wetherby Senior School

June 2024

Health and Safety Plan

1. Introduction

The School Health and Safety Plan supports the Inspired Education Group UK Health and Safety Policy and Arrangements. 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 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 as follows: -

2.1 Head

The responsibilities of the Head are outlined in the Inspired Education Group UK 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: -

- **Robert Garvey**, 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

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 Inspired Group UK 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
- Through Inset days throughout the academic year
- Display of relevant health and safety information on staff noticeboards
- Access to the Inspired Education Group UK Portal
- [1.0 Inspired Education Group UK Health and Safety Policy V1.3 reviewed June 2024.pdf](#)

3.2 Consultation

The Head has established a Health and Safety Committee in line with the requirements of the Inspired Group UK Health and Safety Policy and Safety Arrangement on Communication and Consultation.

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

Health and Safety Committee:

- Headmaster – Robert Garvey
- 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 arrangements for meetings and record keeping are as follows:

The Health and Safety Committee meets once every term and minutes are kept on the staff shared drive.

4. First Aid Arrangements

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

First aid arrangements are detailed in the [First Aid Policy- Wetherby Senior School - Oct24.pdf](#).

4.1 Assessment of First Aid Requirements

Details of current first aid qualified staff and the locations of first aid equipment is provided in the [First Aid Policy- Wetherby Senior School - Oct24.pdf](#)

4.2 First Aiders

All staff are required to complete basic first aid training (either online or in-person). The list of staff with the more in-depth FAW training qualification can be found in the [First Aid Policy- Wetherby Senior School - Oct24.pdf](#).

4.3 Head Injuries

Details of the school's protocols for assessing, treating and reporting head injuries can be found in the [Head Injury Policy- Wetherby Senior School - Nov24.pdf](#)

4.4 Administration of Medicines

Details of the school's protocols for the administration of medicines can be found in the [Medicines policy - Supporting pupils with medical conditions - Wetherby Senior School.pdf](#)

5. Accident/Incident Reporting and Recording Arrangements

All accidents, incidents, near misses and dangerous occurrences will be reported to David Lawrence (Deputy Head Staff and Operations) and recorded in the Accident Book.

All accidents/incidents will be subject to review and investigation by David Lawrence (Deputy Head Staff and Operations) with the assistance of the Premises Manager to ensure that, where appropriate, action is taken to prevent a recurrence. Investigations will follow the procedure

outlined in the Safety Arrangement on Accident Reporting and Investigation for assessment of any potential RIDDOR requirements.

6. Fire Safety

The arrangements for fire safety within the school are detailed in the school's [Fire Safety Policy - Wetherby Senior School \(1\).pdf](#)

6.1 Fire Marshall

Diether Gyamfi, Facilities Manager deputised by his assistant, Robbie Boulton

6.2 Fire Wardens

The allocation of named wardens is detailed in the school's [Fire Safety Policy - Wetherby Senior School \(1\).pdf](#)

6.3 Fire Evacuation Procedures

The arrangements for fire evacuation are detailed in the school's [Fire Safety Policy - Wetherby Senior School \(1\).pdf](#)

6.4 Personal Emergency Evacuation Plans

The Assistant Head Staff and Operations produces PEEPS as required. He works with the Registrar, admin staff and the Director of Sport to identify any individuals with either a temporary or permanent disability or incapacity. PEEPS are circulated to all staff.

7. Security and Lock Down Procedures

The Headmaster, Deputy Head (Staff & Operations), Premises Manager, Assistant Premises Manager, Catering Managers 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 in either building, they must sign in and out and are given visitors' badges as detailed in the school's [Visitor Policy - Wetherby Senior School.pdf](#)

Visiting contractors follow the same arrival protocol as all other visitors but are given a green lanyard and will be supervised by facilities staff.



The school's lockdown arrangements are detailed in the [Lockdown Procedure - Wetherby Senior School.pdf](#)

8. Asbestos Survey and Management Plan

The school has up-to-date and comprehensive asbestos risk registers, risk assessments and asbestos management plans for both buildings on the campus. A hard copy of all documentation is retained on both sites. All visiting contractors are required to read the relevant risk register upon arrival and sign and date the log book.

9. Driving and Vehicles

The school doesn't own or operate any vehicles.

10. Risk Assessments

Risk assessments have been prepared for identified significant hazards within the school and are listed below.

Diether Gyrfali and David Lawrence 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 Staff Team. Reference should be made to the [Risk Assessment Policy - Wetherby Senior School.pdf](#)