

PINNER WOOD SCHOOL



HEALTH & SAFETY PLAN

Approval Authority

Effective From: November 2024

Date Ratified by GB:

Next Review Date: November 2025

Signed by Chair of GB:

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

Pinner wood School

Health and Safety Plan With wellbeing element

Last update - November 2024

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

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General Statement of Policy for Health and Safety

(to be read in conjunction with the School's Health and Safety Policy)

Our policy is to provide and maintain a safe and healthy environment for all our students and staff; to provide the information, training and supervisions they need to use and maintain our facilities in a safe condition and to look after their own safety and health. We also accept our responsibility for the health and safety of other people who may be affected by our activities, for example, members of the public and contractors working on our premises.

This plan shows how we have allocated duties and responsibilities for safety matters to named staff and the particular arrangements we have made to implement our policy and plan are set out below.

This plan will be kept up to date and changed to respond to changes in school. To ensure this, the policy and the way in which it has operated will be reviewed as and when necessary, and on annual basis.

Signed.....

Head Teacher

Date:

Please refer to Pinner wood school's HEALTH AND SAFETY POLICY

FOR HEALTH AND SAFETY - RESPONSIBILITIES

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<i>Overall responsibility for health and safety for the School/Sections is: -Sarah Marriott</i>	<i>Position Headteacher</i>	<i>Located / based Room 103 ext.- 200 Pinner wood School</i>
The Health and safety committee comprises of	Sarah Marriott, Ben Crowhurst, Carl Batson	
<i>Overall responsibility for health and safety in the absence of the above is: Johanna Bretayne</i>	<i>Position Deputy Head Teacher</i>	<i>Located / based Room 205 ext.- 260 Pinner Wood School</i>

<i>Supervisor or Line Manager & ext. No</i>	<i>Responsible for health and safety in the following areas;</i>	<i>Any special responsibility for health and safety:</i>
Mr Carl Batson Site Manager Pinner wood school ext.- 207	All common areas of Pinner Wood School	Updates the asbestos Management Plan for these premises. Is the responsible person for ensuring compliance with the legionella policy at these premises.
Mrs Johanna Bretayne	Responsible for -Whole school staff	Wellbeing co-ordinator

AREAS OF RESPONSIBILITY

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

Persons responsible for health and safety	Responsible for health and safety in the following areas	Location / based
Pabulum catering onsite manager	Pabulum Catering Kitchens and main office, Washing facilities and waste disposal area	Main Kitchen adjacent to lower hall
All Teaching staff and teaching assistants	Responsible for the safety and wellbeing of their class rooms and charges	All classrooms Staff Room Ext-302
Site Manager Cindy Tong Mr Jamie O'Brien Site Team	Resource rooms General offices PE stores Tower and Tank room	EXT/ 205 Ext / 305 Ext / 207
Teachers, MSA'S and Site Team	Playgrounds	Staff Room Ext- 302

NOTE: This part of the plan identifies those individuals within the School/Section that have line management responsibility for health and safety. The areas they are responsible for should be listed along with any other special responsibility e.g., premises manager, responsible and competent persons re fire safety

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**Name of School Manager/
Headteacher
Sarah Marriott**

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Overall responsibility for HS&E for Pinner wood School

Mr Carl Batson
HS&E co-ordinator
Contractors / general maintenance.
Legionella testing and asbestos plan

Johanna Bretayne
Deputy Headteacher
Responsible for management wellbeing

Miss Sharifa Abubarkar/ Sarah Marriott
Responsible for ASC safety.
Deputy HS&E co-ordinator.

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

ORGANISATION FOR HEALTH AND SAFETY - RESPONSIBILITIES

<i>Risk Assessment</i>	<i>Responsible person</i>	<i>Area(s) responsible for</i>	<i>Assessments are held by / located:</i>	<i>Standard review frequency:</i>
<i>General Risk</i>	Head Teacher/ Sarah Marriott Governor Mrs Tuli Palit	All Areas/ Classrooms	Main Offices	Annual
<i>Manual Handling</i>	Carl Batson	Whole School Staff	In general risk assessment	3 years
<i>DSE</i>	Purvi Shah	Whole School Staff	Welfare office	As appropriate
<i>Stress Risk Assessment</i>	Sarah Marriott/ Johanna Bretayne	Whole School	Miss Marriott	As appropriate
<i>ASBESTOS</i>	Carl Batson / referring to head teacher	Whole School	Reference held in Site office	monthly
<i>FIRE</i>	Trinity Fire	Whole School	In Meeting room with school policies	Annual or when any significant changes occur
<i>COSHH</i>	Mr Carl Batson	Hazardous substances	COSHH records kept in Smart Log	Annual/ any significant changes
<i>Playground equipment</i>	Mr Carl Batson	Whole School	Site office online	Weekly check

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

NOTE: This part of the plan identifies those individuals who have specific responsibilities for health and safety within the School or Section. They may also have line management responsibility for health and safety. Employees nominated for these roles must have the appropriate skills, abilities and authority, receive the appropriate support from their line manager and training from an approved source. Specialists will carry out some functions such as noise and asbestos assessments.

ARRANGEMENTS FOR HEALTH AND SAFETY TRAINING - IDENTIFICATION OF TRAINING NEEDS

<i>Type of health and safety training</i>	<i>Process / operation</i>	<i>Positions requiring the training</i>	<i>Who arranges?</i>	<i>Who Provides? (internal or external)</i>	<i>Refresher training required?</i>	<i>Frequency of refresher training?</i>
Personal Safety	Working with challenging behaviour	All support staff	Miss Sarah Marriott	Health and safety Services	Yes	Every 3 years
USE of Personal Protective Equipment If required	Preparation for science experiments If required	Class Teacher	Miss Sarah Marriott	(Science Lead) Miss Hannah Sheldrake	Yes	Every 3 years
Fire Procedures	Whole School	All staff	Miss Sarah Marriott	Internal- fire drills External-Trinity Fire	YES	Every 2 years
First Aid	Student and staff support and welfare	Please refer to attached list of qualified first aiders	Purvi Shah	Health and safety Services	Yes	Every 3 years
Moving and handling	Supporting pupils/staff with impaired mobility; dealing with large deliveries of paper, furniture etc	Site team	Anita Edwards	External – Various	No	
Carrying out risk assessments	Classrooms	ALL	Head of department/subject lead	Induction Training	No	Every 2 years

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

HS&E INDUCTION	General operation	All staff and contractors	Jo Bretayne	Adam Shaw / Carl Batson	Yes	Every 2 years
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NOTE: This part of the plan deals with health and safety training needs and lists the type of training that must be undertaken by employees within your School. The type and level of training will be identified from your risk assessments. For example, if your employees are exposed to the risk of violence training in personal safety will be needed.

FIRE SAFETY ARRANGEMENTS – FIRE WARDENS, COMPETENT and RESPONSIBLE PERSON

<i>Fire Wardens /responsible persons</i>	<i>Located & Ext No</i>	<i>Areas / Sites responsible for</i>	<i>Designated fire assembly point for area</i>
Miss Sarah Marriott	Room 103 ext. 200	Whole school	North playground/ sports field.
Phase Leaders			
All Class teachers		Individual classes	“
All Teaching Assistants		Individual classes	“
All office Staff		All staff not assigned to a class, visitors, contractors kitchen staff and cleaners	“

NOTE: Please see Fire risk assessment for current fire procedure. (Located with Health & safety policies – copy kept in office and Site Managers office)

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FIRE SAFETY ARRANGEMENTS: - MAINTENANCE OF FIRE FIGHTING EQUIPMENT AND FIRE DETECTION SYSTEMS.

<i>Fire safety measures</i>	<i>Who checks and at what frequency?</i>	<i>Who maintains / services firefighting equipment and at what frequency?</i>	<i>Service records / documentation held by / located?</i>
<i>Fire extinguishers</i>	TRINITY FIRE AND SECURITY	TRINITY FIRE AND SECURITY check and maintain annually	General office
<i>Fire blankets</i>	AS ABOVE	AS ABOVE	AS ABOVE
<i>Manually operated call points / alarm systems</i>	SITE staff check fire alarm call points weekly - Contractor bi-annual	TRINITY FIRE AND SECURITY	SITE office
<i>Automatic detectors / alarm systems</i>	TRINITY FIRE AND SECURITY	TRINITY FIRE AND SECURITY	Site Managers office
<i>Emergency Lighting / Luminaires</i>	TRINITY FIRE AND SECURITY	TRINITY FIRE AND SECURITY	Site Managers office
<i>Fire doors</i>	Site – Harrow Council	Door replacement program partially done	Fire risk assessment
<i>Fire exit routes / final fire exit routes</i>	Site Management checks routes daily	Daily	No records held

NOTE: Generally, arrangements should be in place for the maintenance and testing of firefighting and fire detection equipment. However, you must consider other buildings or areas where your employees work. These nominated people will be competent persons for fire safety purposes.

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FIRE SAFETY ARRANGEMENTS – EMERGENCY EVACUATION AND FIRE DRILLS

<i>Area / site?</i>	<i>Who arranges?</i>	<i>Fire drill frequency</i>	<i>Fire log book location</i>
MAIN SCHOOL SITE	Miss Sarah Marriott – Site manager	3 months	Site Managers office / Smart Log
AFTER SCHOOL AND BREAKFAST CLUB IN ROOM 110	Sharifa Abubarkar – Site Manager	3 months	Site Managers office / Smart Log

NOTE: List above the person nominated to make sure periodic training takes place with respect to emergency procedures.

Please refer to school emergency management plan.

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

FIRST AID ARRANGEMENTS - QUALIFIED FIRST AIDERS AND APPOINTED PERSONS

Qualified first Aiders	Located and Ext No	Area / site responsible for
<i>Please see a list of qualified first aiders at the end of the Health & Safety policy, in the welfare room and displayed around the school</i>		

Appointed person	Located & Ext No	Area / site responsible for
Purvi Shah	Medical room ext.- 208	Whole school

NOTE: You need to list above the arrangements that you have in place for providing first aid. Who are the first aiders and where are they located?

PLEASE REFER TO LIST OF CURRENT FIRST AIDERS AT THE END OF THIS DOCUMENT, POSTED ON H&S NOTICE BOARDS AND WELFARE ROOM

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

ARRANGEMENTS FOR HEALTH AND SAFETY COMMUNICATION AND CONSULTATION.

Significant findings of risk assessments, inspections and accident investigations etc.

<i>Method of Communication - team brief, notice board, tool box talks etc.,</i>	<i>Frequency?</i>	<i>Where held / located?</i>	<i>Chaired / co-ordinated / maintained by?</i>	<i>Records of minutes /areas discussed located at / held by:</i>
Agenda items daily briefings	daily	Staff room	Miss Marriott / Mrs Bretayne	Staff diary
Staff Notice board	Updated weekly	in staff room	Mrs Bretayne	N/a
Health and Safety update briefing.	As part of daily briefing	Staff room / meeting room	School Managers on rotation	Miss Sarah Marriott
HS&E Items issued via e-mail	WEEKLY	ISSUED FROM OFFICE	Miss Sarah Marriott	Miss Sarah Marriott
Notices	3 weekly	Briefing Notes	Miss Sarah Marriott	Miss Sarah Marriott

NOTE: List above the systems you have in place for communicating to and consulting employees on health and safety issues. Consider using existing systems that are already in place such as team meetings, notice boards, newsletters and leaflets.

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

ARRANGEMENTS FOR ACCIDENT REPORTING, RECORDING, AND INVESTIGATING.

<i>Recording</i>	<i>Who provides?</i>	<i>Who completes?</i>	<i>Where kept / held by?</i>
<i>Harrow Accidents/Incident Report Forms</i>	Welfare officer – Purvi Shah	First aider	Welfare room
<i>F2508 - Reporting under RIDDOR</i>	Health and safety executive by calling 0845 300 99 23	Miss Sarah Marriott with assistance of witnesses.	Main Office

<i>Accident Investigations carried out by: Name + extension No</i>	<i>Area / Location</i>	<i>Documentation/ reports held by / located?</i>	<i>Responsibility for implementing precautions?</i>
Miss Sarah Marriott Ext 200	Whole school	Head teacher or Deputy	Miss Sarah Marriott

NOTE: You need to list here the arrangements you have for reporting and investigating accidents. Managers and Supervisors are responsible for investigating all accidents however minor. The Health and Safety Service will assist and in the most serious accidents lead the investigation. Don't forget to investigate near misses and dangerous occurrences listed under RIDDOR too!

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

ARRANGEMENTS FOR THE PROVISION AND SAFE USE OF WORK EQUIPMENT

<i>Plant / Equipment</i>	<i>Location / process</i>	<i>Who provides?</i>	<i>Who maintains & frequency?</i>	<i>Who is responsible/ uses it?</i>	<i>Who Inspects & frequency?</i>	<i>Specific statutory requirement?</i>	<i>Log books / service records held by / located:</i>
Accessible lifts	Reception to first floor.	Pollock Lifts	Chiltern lift co	Site manager and assistant	Zurich Insurance inspection services yearly	Lifting of loads	Site Manager – Smart Log
Boilers	Basement	Harrow via MITIE	Higgins Building services annually	Site Manager	HSB yearly and Zurich insurance	Heating the school and providing domestic hot water	Site office – Smart Log

NOTE: This part of the plan is used for detailing the arrangements you have in place for the inspection and maintenance of plant you have responsibility for. These arrangements should be identified through the risk assessment process.

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

ARRANGEMENTS FOR THE SAFE USE OF ELECTRICAL APPLIANCES

<i>Plant / Equipment</i>	<i>User checks?</i>	<i>Formal inspection & test frequency:</i>	<i>Maintained and inspected by:</i>	<i>Portable appliance inventory / records held by / located:</i>	<i>Monitored and reviewed by: Ext no & Tel no</i>
Electrical Portable equipment	Portable appliance testing	Ongoing annual testing	PAT Testing Services Ltd	Site managers	Harrow Council external safety advisors
School electrical wiring	Hard wire electrical testing	every 5 years	GBEK from April 2021		Site Team

NOTE: You need to identify all the portable electrical appliances you are responsible for and ensure that they are tested by a competent person at the desired frequencies. Frequencies for tests will be determined by the competent person or alternatively advice is available from the health and safety Service.

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ARRANGEMENTS FOR ACTIVE MONITORING - SAFETY INSPECTIONS ETC

<i>Location, process, operation.</i>	<i>Frequency of inspection / monitoring?</i>	<i>By whom?</i>	<i>Records of inspection etc, held by?</i>	<i>Responsibility for ensuring findings implemented?</i>
Independent Audit	Annual HS&E Visit And spot checks	Harrow	School and governors	Head teacher and School governors, HS&E Group
Governors Health, Safety and Environment Group	Termly HS&E Group meetings, periodic tours of school when necessary	H,S&E Group	HS&E Group reports to Resources Committee Notes of meetings held on Governor_Hub	HS&E Group
PPE	Check glove/masks inventory with usage	Mr Batson	None held	Mr Batson
School playground equipment		Harrisons	Site Office	Mr Batson

NOTE: List the systems you have in place for the monitoring of effectiveness of control measures you have in place to reduce risk. For example, you may have a safety working procedure for personal safety but how do you actively monitor its effectiveness.

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ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

<i>Equipment Type</i>	<i>Plant, process operation.</i>	<i>Who provides?</i>	<i>Who maintains / inspects and frequency?</i>	<i>Who uses?</i>	<i>Specific training required? Yes/no</i>	<i>Records of inspections / log book, held by / located</i>
EVAC CHAIR	To safely carry an injured/disabled person down the stairs in an emergency	Site	TRINITY FIRE AND SECURITY	This Item has training when a child is unable to use the stairs	YES - training carried out by TRINITY FIRE AND SECURITY and cascaded to TA's	Original training by Civic centre, further training now by TRINITY FIRE AND SECURITY
PPE	To protect persons in the discharge of their duties	Pinner wood School Cleaning company	Wearer	Site Managers/ Cleaners / some teaching staff	No	No records held

Note: List here they type of PPE used and who is responsible for the various stages of its life at Harrow from managing its purchase and use to disposal.

Arrangements for the Management of Contractors and Contracts

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<i>Nominated person</i>	<i>Type of contract (state the type of service or product supplied).</i>	<i>Approval process completed by?</i>	<i>Monitoring of contract carried out by?</i>	<i>Records of inspections or other monitoring process, held by / located</i>
Site manager and assistant	Cleaning Contractor for main offices and classrooms IFS CLEANING LTD	Tender	Cleaning manager and Site manager / assistant	Central building information cabinet in meeting room
Site manager and assistant	<i>Higgins's building services ltd</i> <i>Boilers /plumbing/ gas safety</i>	Tender	<i>Site manager</i>	Central building information cabinet in meeting room
Site manager and assistant	<i>Fire alarms and extinguishers</i> <i>Trinity Fire</i>	Tender	<i>Site manager</i>	Central building information cabinet in meeting room
Site manager and assistant	<i>Air conditioning</i> <i>360 Degrees</i>	Tender	<i>Site manager</i>	Central building information cabinet in meeting room
Site manager and assistant	<i>Intruder alarm –Banham ltd</i>	Tender	<i>Site manager</i>	Central building information cabinet in meeting room

Note: List the person responsible for the management of contractors employed by your School. This will include any evidence of competence such as the CHAS scheme and details of ongoing monitoring such as minutes of meetings, inspection records, etc.

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

Arrangements for the Management of Wellbeing

Level	Ways we manage (examples)	Actions we are taking	Frequency
Our work environment -The Building	Overseen by Site Team-who note areas which require repair, renovation, etc .i.e. Whole school safety / ease of use tours Note HS&E Standards	Regular Tours of premises, ongoing repairs +programme of re-decoration	Ongoing
Our work Environment -Furniture and fittings	Overseen by siteteam, School administrator, Teachers. Notify items needing repair or removal etc .i.e., Whole school safety / ease of use tours Note HS&E standards	Regular Replacement of furniture –ensuring safety and comfort	Ongoing
Fitness for work -Treatment and rehabilitation	<ul style="list-style-type: none"> • Corporate well-being strategy-giving staff full entitlements • Referral to occupational health • Membership of EAP 	Full PPA time to all teaching staff, Monitoring of workloads Removal of Admin tasks from teaching staff	Ongoing
Monitoring	Sickness and absence are monitored by Jo Bretayne and Cindy Tong Workloads are monitored	Referral to Occupational health or individual discussions. Prevent further new initiatives without ceasing other activities	Ongoing
Performance management	Phased PM for all staff by team leaders / line managers	Agreement of targets for improvements Arrangement of training	Ongoing

The Group Plan Owner who is ultimately responsible for the management of stress and wellbeing within their jurisdiction. The focus is on primary interventions i.e., prevention

PINNERWOOD SCHOOL HEALTH AND SAFETY PLAN

SOURCES OF ADVICE AND CONSULTANCY

<i>Source of advice, consultancy etc.</i>	<i>Names, location or address</i>	<i>What they can provide</i>
Health and Safety Services	Room 153, Civic 6, Civic Centre, Station Rd, Harrow, HA1 2XF.	<ul style="list-style-type: none"> • Training including stress risk assessment • Facilitate group stress risk assessments and support for managers who have responsibility for risk assessments
Any of the three HS&E OFFICERS in the Civic centre	Civic Centre Harrow 0208 424 1407 / 07814 385 505	All HS&E assistance and advice
Occupational Health (Dataplan)	8863 5611 civic Center	
Human Resources and other contacts (Dataplan)	8863 5611 civic Center	

NOTE: List all your main contacts for health and safety advice and support.

