



H&S Policy - General Practices

PURPOSE

Health and Safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors. H&S is a complex issue and certain crucial areas have been separated into individual policies but fall under the umbrella of H&S.

Monitoring and Review of Health and Safety Arrangements:

An annual check is carried out by a Health and Safety Inspectorate. They will inspect and monitor the upkeep of buildings and grounds to ensure that the premises are compliant with Health and Safety requirements. Any report from the inspectors will be used to inform the SIP. A H&S Inspection also takes place during the BSO Inspection process.

Responsibilities:

The School will:

- Ensure health and safety is considered an important and often an essential element of child safety
- Consult staff and provide training opportunities where necessary
- Regularly monitor and review Health and Safety procedures across the school

The Head Teacher will:

- Encourage a common-sense approach to develop a Health and Safety culture throughout the school
- Annually review Health and Safety arrangements across the school
- Take day to day operational decisions
- Draw up Health and Safety procedures as necessary
- Ensure staff are aware of their responsibilities

All staff are responsible for Health and Safety within their working environment. They should take all reasonable steps to:

- Ensure - as far as is reasonably practicable, that their classroom or work area is safe for all adults and children
- Report any potential health and safety risks or hazards to the school office immediately

Keeping the school informed: Students and visitors should sign out from the Office (or the notice board in the staff room for teachers) before leaving school. Parents and guardians should keep the Office updated of any changes of contact details. The School endeavours to keep parents informed via the school website and regular emails and newsletters.

School Access:

- Before 09.10, students and parents may use the two entrances in Calle Mirador la Cumbrita. After this time the gates are locked and visitors or late arrivals should enter via the main school entrance using the key code or the office entrance, though both have intercom. All visitors or late arrivals must either sign in or report to the school office

Vehicles:

- Both car parks follow a one-way system at peak times in the morning arrival and afternoon dismissal. Vehicles enter from Calle Mirador la Cumbrita and leave from the bottom of the car park

Contractors:

- when on site are expected to follow the school Health & Safety procedures and ensure their working areas are safe for all students and staff. The Bursar or Head Teacher will liaise with contractors as appropriate.

If an event occurs, **Accident and Incident Report Forms** are available from the office and must be completed as soon as possible after the event. All AIR Forms are checked and countersigned by the Head Teacher.

A handwritten signature in black ink, appearing to read 'Colin Macrae', is written over a horizontal line.

Mr Colin Macrae
Head of Wingate School

Date of review: September 2019