

Health & Safety “H&S” Policy - General Practices

Purpose

H&S 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 area of H&S.

Monitoring and Review of H&S Arrangements:

An annual check is carried out by the Spanish retained H&S Inspectorate - ‘Grupo Previn’. They will inspect and monitor the upkeep of buildings and grounds to ensure that the premises are compliant with H&S requirements. Any report from the inspectors will be used to inform the SIP. A H&S Inspection also takes place during the NABSS or BSO Inspection process.

Responsibilities:

The School will:

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

The Head Teacher will:

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

All staff are responsible for H&S 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 H&S risks or hazards to the school office immediately

Keeping the school informed: Students and visitors should sign in and out from the School Office when entering or leaving school. Parents and guardians should keep the School Office updated of any changes of contact details.

School Access:

- Before 08.55, students and parents may use the two entrances in Calle Mirador la Cumbrita. After this time the doors are locked and visitors or late arrivals should enter via the Primary entrance. Students arriving late for school will not be allowed into class until 09.55 - Lesson 2. All visitors or late arrivals must sign in at the School Office via the Primary entrance.

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. A detailed route can be seen on the school website.

Contractors:

- When on site they are expected to follow the school H&S 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 “AIR” Forms** are available from the School Office and must be completed as soon as possible after the event. All AIR Forms are checked and countersigned by the Head Teacher.

Mr M Howells
Head of Wingate School

Date of review: August 2025