



## STATEMENT OF SAFETY ORGANISATION

### INTRODUCTION

As Head, I am responsible for the health, safety and welfare of staff, pupils and visitors to the school and in respect of all activities carried on both on the school premises and off school premises where these are arranged under the auspices of the school. I am also responsible for ensuring that the requirements of the GDST health and safety policy are implemented at the school.

My responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

1. To ensure that:
  - 1.1. area, activity, hazard specific (e.g. fire) and person specific (e.g. employee pregnancy) risk assessments are completed and regularly reviewed, and significant information arising from the risk assessments is provided to those affected;
  - 1.2. all working practices and procedures are safe and in compliance with Trust guidance and any relevant codes of practice;
  - 1.3. all staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices;
  - 1.4. departmental health and safety self-evaluation forms are completed annually and action plans are produced to address significant risks.
2. To inform the school's Health and Safety Co-ordinator and the relevant departments at Trust Office of any special or newly identified risks or new risks about to be introduced.
3. To keep a record of all accidents, incidents and fires; to investigate all serious accidents, incidents and fires and report them to the relevant departments at Trust Office.
4. To ensure that the school's health and safety baseline risk register is updated annually and an action plan is produced to address significant risks.
5. To appoint a school nurse and qualified first aiders and to have first aid equipment and facilities checked regularly.
6. To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. This includes
  - 6.1. ensuring that adequate fire fighting equipment and appliances are provided and ensuring that prompt action is taken to remedy deficiencies.
  - 6.2. ensuring that fire escape routes are kept clear of obstructions and ensuring that walls and doors along escape routes are maintained so as to be suitably fire resisting.
  - 6.3. testing fire detection and alarm systems regularly.
  - 6.4. holding fire drills at regular intervals.
7. To make sure that the conditions of any local authority licences are observed.
8. To ensure the safe disposal of hazardous wastes, in compliance with Trust procedures and statutory regulations.
9. To ensure, as far as possible, that preventative health measures are taken.
10. To post warning notices and signs that comply with the Health and Safety (Safety, Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions and safety equipment.

## **2. DELEGATED EXECUTIVE RESPONSIBILITY**

I am responsible directly for any area within the school (and off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Trust's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the School Health & Safety Co-ordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to combat the hazard and they must report to me any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

### **Heads of Department**

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons in their department. In particular, the responsibilities listed in sections 1, above [sections a, b, g, h, i, j] are delegated to Heads of Department for their departments. See the Staff Handbook for a list of heads of departments, their rooms and telephone numbers and the departments for which they are responsible.

## **3. ADVISORY RESPONSIBILITY FOR SAFETY**

The Trust has appointed a Health & Safety Manager and two Health & Safety Advisers to advise Heads and staff on health and safety matters. In addition I have appointed the following people to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me and if necessary, the Chief Executive Officer of the Trust. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

### **Health & Safety Co-ordinator**

Jeremy Dunn ext 24004 (Deputy Steve Evans ext 24007) is responsible for advising me on how health and safety is being managed in the school. In addition, he is responsible for:

1. Ensuring that:
  - 1.1. Heads of Departments monitor standards of safety in their departments, and undertake appropriate remedial action if shortcomings are identified
  - 1.2. Heads of Departments implement the Trust's arrangements for Health and Safety (contained in Oracle, Circulars, and other communications from Trust Office) including:
    - 1.2.1. The completion and regular review of risk assessments for areas (e.g. classrooms), activity (e.g. educational visits or drama productions) and hazard specific risk assessments (e.g. manual handling, use of DSE and employee pregnancy);
    - 1.2.2. Taking appropriate action where significant risks are identified;
    - 1.2.3. Identifying health and safety training needs and arranging appropriate training;
  - 1.3. Heads of Departments advise and inform the Head, through the Health and Safety Coordinator, of:
    - 1.3.1. The measures needed to carry out work safely if deficiencies are identified;
    - 1.3.2. Any breaches of health and safety regulations;
    - 1.3.3. If any new or special risks are about to be introduced into the school;
2. Co-ordinating the :

- 2.1. Annual review of the school's baseline risk assessments, health and safety baseline risk register and action plan, and submitting to the Trust health and safety team when requested;
- 2.2. Annual completion of the departmental health and safety self- evaluation forms and action plans, and submitting to the Trust health and safety team when requested.
3. In conjunction with the relevant Head of Department:
  - 3.1. Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded on the RIVO safeguard incident recording system;
  - 3.2. Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
  - 3.3. Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales.
4. Disseminating safety advice given by GDST H&S Advisers, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
5. In liaison with the Head (as only the Head will know about a member of staff's non-visible disabilities unless they personally alert people to their condition) completing Risk Assessments for members of staff with special needs or disabilities and ensuring that relevant information is cascaded to the relevant people and departments, e.g. Surveyor (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), Caretaker (if ramps, etc. are required), ICT (if specialist ICT equipment is required) in order that appropriate action can be taken
6. Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust

### **Fire Drill Officer**

Katrina Handford-Smith, Deputy Head is responsible for advising me on all matters relating to fire drills. She is also responsible for:

1. Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
2. Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
3. Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
4. Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
5. Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;
6. Assisting in the completion of the school's Fire Safety Risk Assessment.
7. The Fire Drill Officer will attend such training as is identified and provided for him/her to perform his/her duties in this role.

### **Fire Marshalls**

The persons named below are the appointed Fire marshals', with responsibility for their designated areas:

Deputy Head: Katrina Handford-Smith – co-ordination on all-weather courts (teaching staff)

Office Manager: Linda Anstey - co-ordination on all-weather courts (support staff)

May 2016

Caretakers: Kevin Sheehan and/or Pete Chappell – fire panel & Arboretum Street

Head Chef: Sandra North – Main kitchen

Food Service Supervisor: Sharon Needham -dining hall

Porter: Windell Barrett - domestic staff time cards

Premises: John Silver & Gardner- Music & Balmoral entrances to the campus

### **Emergency Evacuation Co-ordinator**

Steve Evans, General Services Manager, has with special responsibility for aspects of fire safety specifically allocated:

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff;
- Training staff in fire safety procedures;
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
  - Escape routes – kept clear, not obstructed, clear of combustible items,
  - Fire doors – not damaged, fit/close correctly, not wedged/hooked open, will open easily
  - Alarm activated door closers – ensure they activate when alarm sounds
  - Fire fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
  - Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a quarter,
  - Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
  - Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed]

Jeremy Dunn (deputy: Steve Evans) is responsible for advising me on all matters relating to emergency evacuation. They are also responsible for:

1. Carrying out a threat assessment for the school.
2. Devising a 'Threat Plan' which covers:
  - 2.1. Plans for continued checking and vigilance for the school
  - 2.2. An evacuation procedure
  - 2.3. A procedure for search and re-entry
  - 2.4. Details of the local Police CPO and CPD and records of advice given
  - 2.5. Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
3. In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

### **Electrical Safety Supervisor**

Jeremy Dunn (deputy: Steve Evans) is responsible for advising me on all matters relating to electrical safety.

May 2016

He is also responsible for overseeing arrangements for portable electrical equipment testing, for ensuring that the fixed wiring test is carried out every 5 years and for ensuring that comprehensive records of portable electrical equipment are maintained.

### **School Nurse**

Brenda Williams is responsible for advising me on matters relating to first aid and the arrangements made by the school to meet the requirements set out in the First Aid, Accident Reporting and Pupil Medical Procedures sections on Oracle's Health and Safety section.

Brenda Williams is also a Consultant Nurse for the whole Trust.

### **Radiation Protection Supervisor**

Colin Aspley (Head of Physics) is responsible for advising me on matters relating to radiation safety and liaising with the Radiation Protection Officer at Trust Office, and the GDST's Radiation Protection Adviser, who are responsible for advising on all aspects of radiation safety.

**Radiation Officer** is Craig Nicholls (GDST Trust Health and Safety Adviser).

**Email** [c.nicholls@wes.gdst.net](mailto:c.nicholls@wes.gdst.net)  
**Tel** 07850 270735  
**Post** The Girls' Day School Trust, 100 Rochester Row, London, SW1P 1JP

**Radiation Protection Adviser** Melanie Baylis CLEAPSS

**Email** [melanie.baylis@ge.com](mailto:melanie.baylis@ge.com)  
**Tel** 01895 251496  
**Post** C/O CLEAPSS, The Gardiner Building, Brunel Science Park, Kingston Lane, Uxbridge, UB8 3PQ.

### **Educational Visits Co-ordinator**

Katrina Hansford-Smith is responsible for advising me on matters relating to educational visits and ensuring that all staff organising school visits are competent, plan properly and conduct appropriate risk assessments in accordance with the advice in the Educational Visits section of Oracle.

**Educational Visits Adviser** is Peter Cornall

**Email** [p.cornall@wes.gdst.net](mailto:p.cornall@wes.gdst.net)  
**Tel** 07850 270734  
**Post** The Girls' Day School Trust, 100 Rochester Row, London, SW1P 1JP

### **DDA Coordinator**

Jeremy Dunn ext 24004 is responsible for advising me on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Disability Discrimination Accessibility Strategy' section of H&S Oracle.

#### **4. OTHER FUNCTIONS**

##### **Display Screen Assessor**

Steve Evans is responsible for undertaking assessments on display screen equipment (DSE) users' workstations and ensuring that any necessary remedial actions are completed.

##### **Personal protective equipment (PPE)**

PPE needed in this school can be obtained from Steve Evans.

##### **Qualified First Aiders**

Julie Keller	3 Day at Work
School Support Staff:	
Brenda Williams	3 Day at Work
Steve Evans	3 Day at Work
Liz Shambrook	3 Day at Work
Steve Ridgeway	3 Day at Work
Jen Lynn	Outdoor Learning First Aid
Susie Bulling	1 Day Appointed Person
Jeremy Hind	1 Day Appointed Person
Senior Teaching Staff:	
Wendy Taylor	1 Day Appointed Person
Chris Nicklin	1 Day Appointed Person
Pip Flewitt	1 Day Appointed Person
Alison Henshaw	1 Day Appointed Person
Katrina Handford-Smith	1 Day Appointed Person
Jenny Towle	1 Day Appointed Person
Mark Denyer	1 Day Appointed Person
James Brown	1 Day Appointed Person
Sarah Stoppard	1 Day Appointed Person
Julie Abbott	1 Day Appointed Person
Jane Skinner	1 Day Appointed Person
Michael Tracey	1 Day Appointed Person
Helen Talbot	1 Day Appointed Person
Alex Hall	1 Day Appointed Person
Tim Ellis	1 Day Appointed Person
Louise Holmes	1 Day Appointed Person
Natasha Oakley	1 Day Appointed Person
Kate Jephson	1 Day Appointed Person
Rebecca Connick	1 Day Appointed Person
Eileen Thorne	1 Day Appointed Person
Estates Staff:	
Sharon Needham	1 Day Appointed Person
Sandra North	1 Day Appointed Person

Peter Chappell	1 Day Appointed Person
Kevin Sheehan	1 Day Appointed Person

#### Junior School

##### Teaching Staff/EYFS:

Kate Bailey	2 Day Paediatric Course
Nicola Brown	2 Day Paediatric Course
Caroline Myers	2 day Paediatric Course
Support Staff	
Emma Duce	2 Day Paediatric Course

##### Junior Teaching Staff:

Peter Elkington	1 Day Appointed Person
Mandy Eggington	1 Day Appointed Person
Sophie Crabtree	1 Day Appointed Person
Hannah Joels	1 Day Appointed Person
Mark Cox	1 Day Appointed Person
Sally Braud	1 Day Appointed Person
Julie Crawshaw	1 Day Appointed Person
Jemma Price	1 Day Appointed Person
Angela Robinson	1 Day Appointed Person
Olivia Wildt	1 Day Appointed Person
Sam Cooper	1 Day Appointed Person
Hannah Wood	1 Day Appointed Person
Louise Dunn	1 Day Appointed Person
Debbie Baker	1 Day Appointed Person
Kim Butler	1 Day Appointed Person
Amanda James	1 Day Appointed Person
Jo Utting	1 Day Appointed Person
Mark Rolfe	1 day Appointed Person
Junior Support Staff	
Pat Anderson	1 Day Appointed Person
Lesley Sail	1 Day Appointed Person
Megan Taylor	1 Day Appointed Person

#### **Accident reporting**

All accidents should be reported immediately to the following for processing onto RIVO:-

Brenda Williams - School Nurse for all pupils and teaching staff  
Pat Anderson – Junior School  
Steve Evans - Support staff and contractors

May 2016

Julie Abbott – Head of PE  
Jeremy Hind - DT department  
Maggie Johnson- Science department

All **dangerous occurrences** or **near misses** should be reported to:

As above

The following person is responsible for reporting serious accidents and dangerous occurrences to the Health and Safety Executive:

Brenda Williams - School Nurse  
Steve Evans - Support staff and contractors

#### **Drivers - minibus**

The following members of staff are authorised to drive the school minibus or minibuses hired from authorised suppliers.

Julie Abbott (Head of PE)  
Ingrid Broomfield (Librarian)  
Alex Hall (PE)  
Jane Skinner (PE)  
Kate Jephson (Teacher)  
Phil Read (Teacher)  
Steve Price (Teacher)  
Jen Lynn (Head of Outdoor Learning)  
Helen Talbot (PE)  
Steve Evans (GSM)  
Pete Chappell (Caretaker)  
Kevin Sheehan (Caretaker)  
Trevor Critchley (Teacher)  
Richard MacFarlane  
Mark Rolfe (Teacher)  
Pete Elkington (Teacher)  
Mandy Eggington (Teacher)  
Mark Cox (Teacher)  
Sally Braud (Teacher)  
Emma Furness (Teacher)  
Rebecca Connick (Teacher)  
Chris Nicklin (Teacher)  
Colin Aspley (Teacher)

#### **Drivers - other school vehicles, e.g. vans, tractors:**

Steve Evans, General Services Manager  
Kevin Sheehan, Caretaker  
Pete Chappell, Caretaker  
Windell Barrett, Porter  
John Silver, Groundsman



## **5. INDIVIDUAL RESPONSIBILITY**

All members of school staff and other persons entering the school's premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with health and safety procedure provided by the Trust and/or the school and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of whom to approach for advice.

### **YOU MUST**

1. Make sure that all work is carried out in a safe way and in accordance with the guidance in Oracle and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
2. Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
3. Obey all instructions given by a responsible person in respect of health and safety.
4. Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.
5. Offer any advice and suggestions that you think may improve health and safety.
6. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section in Oracle.
7. Familiarise yourself with the guidance in the GDST Health and Safety Handbook and procedures for:
  - fire fighting equipment, alarm points and escape routes;
  - action to take if someone requires first aid assistance;
  - Welfare of staff and students, allergies, asthma and epilepsy.

If in doubt about any process of the safety of equipment, consult your line manager or the Health and Safety Co-ordinator or if necessary, myself.

## **6. SPECIAL HAZARDS**

The following present special or unusual hazards in this school. Risk assessments have been completed and are readily available in relevant departments and from the Health & Safety Co-ordinator.

- Chain saws – Grassington Road
- Scaffolding towers – Drama Studio

## 7. SOURCES OF INFORMATION

Information on possible hazards and risks in this school and their control can be found in the Health and Safety section on Oracle. Technical advice may also be sought from the GDST Health & Safety team at Trust Office.

### STAFF CONSULTATION AND SCHOOL HEALTH AND SAFETY COMMITTEE

In accordance with the guidance in the 'Safety Representatives and Safety Committees' section of Oracle, the school's Health and Safety Committee meets once a term and follows a standard agenda. The committee members are:

- Julie Keller                      Head - Chair
- Julie Abbott                     Head of PE
- Allan Barter                     Network Manager
- Jeremy Dunn                    Director of Finance and Operations  
Health and Safety Coordinator
- Tim Ellis                         Head of DT
- Steve Evans                     General Services Manager
- Sam Fruin                        Head of Art
- Alison Henshaw                ATL representative
- Katrina Hansford-Smith      Deputy Head  
Educational Visits Coordinator
- Peter Cornall                    Trust H&S Advisor
- Natasha Oakley                Head of Drama
- Colin Aspley                    Head of Science
- Laura Fowler                    Head of Junior School
- Brenda Williams                School Nurse
- Linda Anstey                    Office Manager - Minutes

Prior to each committee meeting heads of department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff.

Heads of department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the committee and report back to staff.

Signature

Julie Keller  
Headmistress