



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)

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
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
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
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

JUNIOR SCHOOL			
NAME	COURSE ATTENDED	EXPIRY DATE	CERTIFICATE
SLT			
JULIE KELLER	3 DAY AT WORK COURSE	05/12/2016	✓
TEACHING STAFF/EYFS			
CAROLINE MYERS	2 DAY PAEDIATRIC COURSE	27/06/2017	✓
NICOLA BROWN	2 DAY PAEDIATRIC COURSE	19/01/2018	✓
SUPPORT STAFF			
EMMA DUCE	2 DAY PAEDIATRIC COURSE	17/11/2017	✓
KATE BAILEY	2 DAY PAEDIATRIC COURSE	29/09/2019	✓
BRENDA WILLIAMS	3 DAY AT WORK COURSE	07/07/2019	✓
EMERGENCY FIRST AID	APPOINTED PERSONS		
TEACHING STAFF			
PETER ELKINGTON	1 DAY APPOINTED PERSON	10/02/2018	✓
AMANDA EGGINTON	1 DAY APPOINTED PERSON	01/09/2018	✓
SOPHIE CRABTREE	1 DAY APPOINTED PERSON	01/09/2018	✓
HANNAH JOELS	1 DAY APPOINTED PERSON	04/06/2017	✓
MARK COX	1 DAY APPOINTED PERSON	04/06/2017	✓
SALLY BRAUD	1 DAY APPOINTED PERSON	04/06/2017	✓
JULIE CRAWSHAW	1 DAY APPIONTED Person	12/02/2017	✓
JEMMA PRICE	1 DAY APPOINTED PERSON	01/09/2018	✓
MARK ROLFE	1 DAY APPOINTED PERSON	20/06/2019	✓
ANGELA ROBINSON	1 DAY APPOINTED PERSON	01/09/2018	✓
OLIVIA WILDT	1 DAY APPOINTED PERSON	01/09/2018	✓
SAM COOPER	1 DAY APPOINTED PERSON	01/09/2018	✓
HANNAH WOOD	1 DAY APPOINTED PERSON	01/09/2018	✓

LOUISE DUNN	1 DAY APPOINTED PERSON	01/09/2018	✓
DEBBIE BAKER	1 DAY APPOINTED PERSON	01/09/2018	✓
KIM BUTLER	1 DAY APPOINTED PERSON	01/09/2018	✓
AMANDA JAMES	1 DAY APPOINTED PERSON	01/09/2018	✓
JO UTTING	1 DAY APPOINTED PERSON	01/09/2018	✓
SUPPORT STAFF			<input type="checkbox"/>
LESLEY SAIL	1 DAY APPOINTED PERSON	01/09/2018	✓
PAT ANDERSON	1 DAY APPOINTED PERSON	01/09/2018	✓
MEGAN TAYLOR	1 DAY APPOINTED PERSON	01/09/2018	✓

SENIOR SCHOOL FIRST AIDERS LIST

NAME	COURSE ATTENDED	EXPIRY	CERTIFICATE

3 DAY APPOINTED PERSON COURSE

SLT			
JULIE KELLER	3 DAY AT WORK	05/12/2016	✓
SUPPORT STAFF			
BRENDA WILLIAMS	3 DAY AT WORK	07/07/2019	✓
STEVE EVANS	3 DAY AT WORK	14/07/2018	✓
LIZ SHAMBROOK	3 DAY AT WORK	27/10/2017	✓
STEVE RIDGEWAY	3 DAY AT WORK	01/11/2019	✓
JEN LYNN	OUTDOOR LEARNING 1 st AID	15/02/2017	✓

EMERGENCY AID IN WORKPLACE- APPOINTED PERSON

TEACHING STAFF		-	
WENDY TAYLOR	1 DAY- APPOINTED PERSON	04/06/2017	✓
CHRIS NICKLIN	1 DAY- APPOINTED PERSON	18/06/2018	✓
PIP FLEWITT	1 DAY- APPOINTED PERSON	18/06/2018	✓
ALISON HENSHAW	1 DAY- APPOINTED PERSON	18/06/2018	✓
KATRINA HANDFORD-SMITH	1 DAY- APPOINTED PERSON	18/06/2018	✓
JENNY TOWLE	1 DAY- APPOINTED PERSON	18/06/2018	✓
MARK DENYER	1 DAY- APPOINTED PERSON	18/06/2018	✓
JAMES BROWN	1 DAY- APPOINTED PERSON	18/06/2018	✓
SARAH STOPARD	1 DAY- APPOINTED PERSON	18/06/2018	✓
JULIE ABBOTT	1 DAY- APPOINTED PERSON	20/06/2019	✓
JANE SKINNER	1 DAY- APPOINTED PERSON	20/06/2019	✓
MICHAEL TRACEY	1-DAY APPOINTED PERSON	20/10/2019	✓
HELEN TALBOT	1-DAY APPOINTED PERSON	20/06/2019	✓
MARK ROLFE	1-DAY APPOINTED PERSON	20/06/2019	✓
TIM ELLIS	1-DAY APPOINTED PERSON	20/06/2019	✓
LOUISE HOLMES	1-DAY APPOINTED PERSON	20/06/2019	
KATE JEPHSON	1-DAY APPOINTED PERSON	10/06/2017	✓
ALEX HALL	1-DAY APPOINTED PERSON	10/06/2017	✓

NATASHA OAKLEY	1-DAY APPOINTED PERSON	18/06/2018	✓
REBECCA CONNICK	1-DAY APPOINTED PERSON	18/06/2018	✓
EILEEN THORNE	1 DAY- APPOINTED PERSON	18/06/2018	✓
SUPPORT STAFF			✓
SHARON NEEDHAM	1 DAY- APPOINTED PERSON	04/06/2017	✓
SANDRA NORTH	1 DAY- APPOINTED PERSON	20/06/2019	✓
KEVIN SHEEHAN	1 DAY- APPOINTED PERSON	04/06/2017	✓
PETE CHAPPELL	1 DAY- APPOINTED PERSON	04/06/2017	✓
JEREMY HIND	1-DAY APPOINTED PERSON	04/06/2017	✓
SUSIE BULLING	1-DAY APPOINTED PERSON	18/06/2018	✓

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
 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)
 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 Egginton (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