

## **Croydon High School GDST Whole School Health and Safety Policy**

**Responsibility:** Director of Finance and Operations  
**Last review:** September 2023  
**Next review:** January 2024

This policy originates from the Girls' Day School Trust.' It includes the School Statement of Safety Organisation. This policy informs practice in the Senior and Junior Departments of the School including the Early Years Foundation Stage.

'The GDST acknowledge their overall responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements to ensure the health, safety and welfare of pupils, staff and visitors. An annual (or as GDST decides) review of this policy and associated procedures and the efficiency with which associated duties have been discharged will be undertaken so that any deficiencies or weaknesses can be remedied without delay.'

### **General Statement of Policy**

This policy reflects the commitment to Health & Safety by Croydon High School. All reasonably practicable steps will be taken to secure the health, safety & welfare of pupils, in particular, and everyone legally on School premises. The School recognises and accepts responsibilities under the Health & Safety at Work Act 1974 and, so far as is reasonably practicable, will provide safe places to work, safe equipment and safe working practices for pupils, staff and visitors to the School. This policy and H&S standards in the School will be reviewed as part of the GDST Chief Executive Annual School Review, or when there is a material change to the School's organisation, or a change to relevant legislation. The School H&S policy covers relevant Early Years Foundation Stage activities.

Responsibility for updating the Health and Safety Policy lies with the Director of Finance & Operations who will present the policy to the GDST Health and Safety Coordinator on an annual basis for review of its effectiveness.

The procedures and arrangements for Health and Safety have been put in place to:

- Ensure that staff receive training in Health and Safety that includes specific training for Risk Assessment.
- Allow for consultation on these arrangements and procedures with employees and other stakeholders

- Record and report accidents, incidents and near misses to staff, pupils and visitors using the GDST SPHERA reporting system and CPOMS for minor accidents. This includes reporting of incidents to the HSE that are reportable under RIDDOR.
- Ensure that policy and procedures are in place for off-site visits, including residential visits and school led adventure activities.
- Deal with Health and Safety emergencies, using a well-established and robust critical incident plan where necessary, that has been reviewed and tested regularly.
- Ensure that First Aid is administered appropriately and that specific medical needs are supported by reference to the First Aid policy.
- Make staff aware of the GDSTs commitment to Occupational Health and the management of work-related stress.
- Ensure that the workplace is safe for teachers, pupils and visitors
- Create a safe environment for staff, pupils and visitors by regularly reviewing security procedures on the site.
- Set out a policy for dealing with violence to staff, linking to the School's behaviour policy and Code of Conduct
- Minimise the risk of manual handling and provide suitable training for this.
- Minimise slips and trips on site, by regularly reviewing the site and providing suitable training.
- Ensure that vehicles are moved around the site with care to avoid accidents.
- Manage asbestos on site, working with GDST appointed contractors, adhering to the asbestos policy and management plan.
- Control hazardous substances on site.
- Select suitable contractors to work on site and manage them appropriately.
- Maintain, examine and test (where necessary) plant and equipment e.g. pressure systems, gas appliances, electrical equipment, lifting equipment & exhaust ventilation equipment.
- Manage fire safety across the site to include testing of alarms and evacuation procedures, referring to the Fire Policy.

Croydon High School also adheres to and is committed to the GDST Health & Safety Policy Statement, below. An Organisation Statement from the Head is also reviewed and circulated at the beginning of each academic Year

## **GDST Health & Safety Policy Statement**

This policy applies to all GDST schools and to all phases: Senior, Junior and EYFS, and to all school / GDST activities that take place both on and off school / GDST premises.

The Council of The Girls' Day School Trust (GDST) ('the Council' and 'the Trust' respectively), and the Board of GDST (Enterprises) Ltd recognise and accept that under the Health & Safety at Work etc, Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Council and the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and competent manner and recognise and manage risk.
3. Provide and maintain a safe environment for all visitors to Trust schools, Trust Office and other Trust premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the Trust's facilities.
4. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees, pupils and others.
5. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
6. Have effective emergency procedures in the event of fire or other significant incidents affecting the school and its occupants.
7. Consult and co-operate with partners working with the Trust in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
8. Consult and communicate with employees on health and safety matters through the Executive Officers of the Trust, each school's Head, Health and Safety Coordinator and Health & Safety Committee, and with staff at Trust Office.
9. Maintain and continually improve the standards of health and safety across the Trust by adopting a 'Plan-Do-Check-Act' health and safety management model and undertake regular H&S reviews and audits.

10. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all Trust employees and can be used as a practical working document.
11. Keep this Policy Statement and the detailed health and safety procedures and guidance on the Health and Safety section of the Hub under regular review in line with changing safety practices and current legislation.

The Trust is determined that good standards of health, safety, welfare and risk management are achieved in all its premises and activities, and has a H&S Strategy and H&S Operations Group to achieve this. Each school's H&S status and achievements are monitored and reported to the GDST H&S Committee and to Council via the Trustee H&S Champion and the Annual H&S Report.

The Trust requires all schools to implement a 'Health & Safety Improvement Plan' with the guidance and support of the Trust's H&S Advisers and attain the recommended standards set out in the 'Health and Safety' section of the Hub.

Signed:

**Juliet Humphries** (Chair of the GDST Council)

Date: 14 December 2022

## Croydon High School Statement of Safety Organisation

### 1. Head's Responsibilities

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

My specific 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.

- a) To ensure that:
  - Area, Activity, Hazard Specific (e.g. Manual Handling) 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;
  - All working practices and procedures are safe and in compliance with Trust Guidance and any relevant codes of practice;
  - All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices.
  - Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks;
- b) To inform the school's H&S Co-ordinator and the relevant staff at Trust Office of any special or newly identified risks or new risks about to be introduced.
- c) To ensure all accidents, incidents, e.g. fires and serious near misses are recorded on the SPHERA Safeguarding website, or CPOMS as directed by Trust Office; to ensure all serious accidents, incidents and fires are investigated and, where possible, actions are taken to prevent them reoccurring.
- d) To ensure that the school H&S Baseline Risk Register is updated annually and an Action Plan is produced to address significant risks.
- e) To appoint an appropriately qualified School Nurse and first aiders and to provide appropriate first aid equipment and facilities which are checked regularly.
- f) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005 (**See Fire Safety section on H & S on the GDST Hub.**)
- g) To make sure that the conditions of any local authority licences are observed.
- h) To ensure the safe disposal of hazardous wastes, in compliance with Trust procedures and statutory regulations.
- i) To ensure, as far as possible, that preventative health measures are taken.

- j) 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/safety equipment.

## **2. Delegated Executive Responsibility**

I am responsible directly for any area within the school (and any 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 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.

**(i) Director of Finance & Operations (DFO), (who is the H&S Co-ordinator) has overall responsibility for the safety of:-**

1. Fabric of the School buildings and the grounds, which he will sub-delegate to the Facilities and Health & Safety Manager.
2. Equipment in the kitchen and equipment used by Catering staff, which he will delegate to Thomas Franks Catering.
3. Resources Room, main School Office, other support staff offices and Library.

The DFO is also responsible for ensuring arrangements are made to test fire extinguishers in accordance with Health and Safety Notes of Guidance.

The DFO is also responsible for ensuring arrangements are made to test all portable electrical equipment as on the GDST Health and Safety HUB.

The DFO will be assisted and supported by the Facilities and Health & Safety Manager in all Health & Safety matters

### **(ii) e.g. Heads of Department/Subject Co-ordinator**

Every Head of Department/Subject Co-ordinator 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 1 above (sections a, b, c, g, h, i) are delegated to Heads of Department/Subject Co-ordinator for their Departments. A list of Heads of Department/Subject Co-ordinator, their rooms and telephone numbers and the Departments for which they are responsible is set out as follows:

<b>Names</b>	<b>Departments</b>	<b>Extension</b>
Mrs S Pendleton	Junior Department	20507
Mrs E Smith	Art & Design	20530
Mrs R Conrad	Biology (& HOD Science)	20524
Mrs H Howgego	Chemistry	20523
Mrs L Morgan-Collins	Drama	20513
Ms M Serradila	Economics & Business	20513
Ms A Cotton	English	20513
Ms A Paris	French	20513
Ms A Mollison	Geography	20513
Ms R Sigusch	German	20513
Ms K Fenwick	History	20513
Mr R Seal	Mathematics	20520
Mr M Suranyi	Music	20518
Ms Libby Head	Physical Education	20533
Mrs A Karteepan	Physics	20522
Mrs N James	Psychology & Sociology	20513
Mrs K Gavin	Religious Education	20513
Ms Diez Ramos	Spanish	20513

**(ii) Other Staff**

- (a) Premises. Facilities and Health & Safety Manager, Premises Manager, caretakers, cleaners, admin staff, groundsmen, other support staff (not mentioned elsewhere) 20505.
- (b) Kitchens. Accent Catering Manager 20517
- (b) Laboratory Technicians Mr Coley 20522.
- (c) School computer network, ICT Systems and support, computers and related peripherals and hardware/software Mr S Haridasan 20498, Mr M Elms 20498
- (d) Sports Club, Mr C Grimshaw 20534.
- (e) Learning Resources Centre, Ms L Tapsfield 20526.
- (f) ICT Suites, Mr K Murphy 20548.

In addition the following have executive responsibility in respect of specific functions:

**(iii) Persons authorized to check chlorine levels in swimming pool**

Mr L Mutti (Premises Manager)

**(iv) Person authorized to check refrigeration temperatures in kitchen**

Catering Manager (Accent) 20567.

**(v) Persons authorized to probe hot food for temperature**

Catering Manager (Accent) 20567.

**(vi) Persons authorized to change and dress abrasive wheels**

No-one in the school has authority for this. We call upon the services of Tecomak, an outside company, for this.

**(vii) Persons authorized to erect and dismantle tower scaffolds**

Mr L Mutti / Mr L Butler

**(viii) In addition, the following have executive responsibility in respect of specific functions:**

1. Abrasive wheels - (Senior School) Head of Design Technology
2. Air handling systems – Facilities & Health & Safety Manager / Premises Manager
3. Asbestos – DFO / Facilities & Health & Safety Manager / Premises Manager
4. Audio-visual equipment – Audio-visual Technician
5. Boilers & boiler rooms Premises Manager / Premises Assistants
6. Catering – Accent
7. Drink vending machine – Accent Catering & Ceri Grimwood
8. Class change bell systems – Premises Manager
9. Cleaning (catering areas) –Accent Catering
10. Cleaning (non-catering areas) – Facilities & Health & Safety Manager / Premises Manager
11. Cleaning (including hazardous substances) – Thomas Franks Catering/ Facilities & Health & Safety Manager / Premises Manager
12. Contractors (procedures for selecting / managing following GDST guidelines - Oracle) DFO & Facilities & Health & Safety Manager
13. Disposal of waste –Premises Manager / Premises Assistants / Cleaners
14. Duke of Edinburgh Award - DoE Coordinator
15. Electrical intakes – Facilities & Health & Safety Manager / Premises Manager
16. Emergency lighting - Facilities & Health & Safety Manager / Premises Manager
17. Fertilizers – Grounds Contractor
18. Fire alarms – Facilities & Health & Safety Manager / Premises Manager
19. Fire doors – Facilities & Health & Safety Manager / Premises Manager
20. Fire escape routes – DFO / Facilities & Health & Safety Manager / Premises Manager
21. Fire extinguishers – Facilities & Health & Safety Manager / Premises Manager
22. Fire notices – DFO / Facilities & Health & Safety Manager / Premises Manager
23. Fish/wildlife pond - Head of Biology
24. Fume cupboards (Biology) - Head of Biology
25. Fume cupboards (Chemistry) - Head of Chemistry
26. Grounds maintenance - Facilities & Health & Safety Manager / Premises Manager
27. Hand tools (Premises Assistants) – Premises Manager
28. Hand tools (DT Senior School) - DT Technician
29. Hazardous substances – DFO / HoD / Nurse / Premises Manager/Thomas Franks Catering
30. ICT hardware & control systems – Senior IT Operations & Development Manager



31. Insecticide sprayers, pesticides, leaf sweeper – Premises Manager / Grounds Contractor
32. Interactive whiteboards - Senior IT Operations & Development Manager
33. Intruder alarms – Premises Manager
34. Ladders – Premises Manager
35. Lasers - Head of Physics
36. Legionella – DFO / Premises Manager
37. Lift – DFO / Facilities & Health & Safety Manager / Premises Manager
38. Manual handling – Premises Manager
39. Medical facilities - School Nurse
40. Minibus operation and control – DFO / Facilities & Health & Safety Manager / Premises Manager
41. Portable electrical equipment – DFO / Facilities & Health & Safety Manager / Premises Manager / Physics Technician
42. Pressure cookers - Head of Biology
43. Tallescope - The persons authorised to erect and dismantle tallescopes is the Premises Manager and the Assistant Head Co-Curricular
44. Stage lighting - AV Technician
45. Stage sound equipment - AV Technician
46. Music sound equipment - Director of Music
47. Sound equipment (other) - AV Technician
48. Slips and trips – Premises Manager
49. Tractor - Premises Manager & Premises Team
50. Visual display units / equipment – Senior IT Operations & Development Manager

### **3. Advisory Responsibility for Safety**

The Trust has appointed a team of Health & Safety Advisers to advise Heads and school 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.

#### **(i) Health & Safety Co-ordinator**

**Director of Finance and Operations (DFO)** 20505 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:**

- a) Heads of Department monitor standards of safety in their departments, and undertake appropriate remedial action if shortcomings are identified.
- b) Heads of Department implement the Trust's arrangements for Health and Safety (contained in Hub, Circulars, and other communications from Trust Office) including:
  - The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. educational visits or drama productions) and specific hazards (e.g. manual handling, use of DSE and employee pregnancy);

- Taking appropriate action where significant risks are identified;
- Identifying H&S training needs and arranging appropriate training for their staff;

c) Heads of Department advise /inform the Head, through the H&S coordinator, of:

- The measures needed to carry out work safely if deficiencies are identified;
- Any breaches of health and safety regulations;
- If any new or special risks are about to be introduced into the school;
- Actions necessary to fulfil recommendations made in:
- Fire Safety Risk Assessment Reports
- H&S Audit Reports, e.g. Matura, CLEAPSS
- ISI reports (H&S elements)
- H&S SEF Action Plans

2.) Coordinating (via the Facilities and Health & Safety Manager) the:

- Annual review of the school's H&S Baseline Risk Register and Action Plan and submitting to the Trust H&S Team when requested;
- Annual completion of the Departmental H&S Self Evaluation Forms and Action Plan and submitting to the Trust H&S team when requested.

3.) In conjunction with the relevant Head of Department supported by the Facilities and Health & Safety Manager:

- 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 SPHERA safeguard incident recording system or CPOMS;
- Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
- 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.

To assist in this work, the following specialist advisers have been appointed:

## **(ii) Fire Drill Officer**

**The Director of Finance and Operations (via the Facilities and Health & Safety Manager)** is responsible for advising me on all matters relating to fire drills. He 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.) Ensure the fire evacuation procedure is regularly reviewed and up to date.
- 3.) Ensure records are kept 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 (via the Human Resources & Compliance Manager) 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.

Fire Wardens/Marshalls have been appointed to assist the Fire Drill Officer and 'Key Duty Holders' (see below) have been appointed and given responsibility for specific aspects of fire safety.

The Fire Drill Officer will attend such training as is identified and provided for him/her to perform his/her duties in this role.

## **(iii) Emergency Evacuation Coordinator**

**The Director of Finance and Operations** is responsible for advising me on all matters relating to emergency evacuation. He is also responsible for:

1. Carrying out a threat assessment for the school
2. Devising a 'Threat Plan' which covers:
  - a) Plans for continued checking and vigilance for the school
  - b) An evacuation procedure
  - c) A violent intruder/lock down procedure
  - d) Details of the local Police CPO and CPD and records of advice given
  - e) Details of the Emergency Evacuation Coordinator and Deputy Emergency Evacuation Coordinator and of appropriate staff and pupil training
3. Ensure the emergency evacuation procedure is regularly reviewed and updated.

Staff carry the following responsibilities as outlined:

### **Senior School**

- Evacuation of Buildings – All staff
- Establishing area affected by fire – Premises Manager / Premises Team
- Prevention of vehicle access to site – Premises Team
- Greeting Fire Brigade – Director of Finance & Operations/Premises Manager
- Checking pupils against Registers – Form Tutors
- Checking staff against Signing-In sheet – Reception Team
- Checking visiting tutors, visitors and contractors against Visitor Records – Reception Team or Head of Department
- Confirmation of 'all clear' to Head – Premises Manager
- Instructions to return to buildings – Head/Deputy Head

### **Junior School**

- Evacuation of Buildings – All staff
- Establishing area affected by fire – Premises Manager / Premises Team
- Greeting Fire Brigade – Director of Finance & Operations / Head of Junior School / Premises Manager
- Checking pupils against Registers – Class Tutors
- Checking staff against Signing-In sheet – Deputy Head of Junior School
- Checking visiting tutors, visitors and contractors against Visitor Records – Deputy Head of Junior School
- Confirmation of 'all clear' to DFO / Head of Junior School – Premises Manager
- Instructions to return to buildings – Head of Junior School

### **(iv) Electrical Safety Supervisor**

**The Director of Finance and Operations**, Telephone 20505, is responsible for advising me on all matters relating to electrical safety.

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.

These may be delegated to the Facilities and Health & Safety Manager with DFO maintaining oversight and checking of procedures.

### **(v) School Nurse/ Welfare Officer/Senior First Aider**

Mrs J Bloxsome **Medical Room Telephone 20516** 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 H&S Hub.

NB There is also a Consultant Nurse for the whole Trust: Vicki Wilson, the School Nurse at Newcastle High School, contactable via:

- V.wilson@new.gdst.net
- external dial 01159 354 411

**(vi) Radiation Protection Supervisor**

The Head of Physics Telephone 20522 or Staff Room 20512 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.

The Trust Radiation Protection Officer is Craig Nicholls (H&S Adviser). He can be contacted at:

Email – [c.nicholls@wes.gdst.net](mailto:c.nicholls@wes.gdst.net)

Telephone **078 5027 0735**

Post – GDST Trust Office, 10 Bressenden Place, London

The Trust Radiation Protection Adviser is Melanie Rolliston. She can be contacted via the CLEAPSS Helpline (01895 251496).

**vii) Educational Visits Coordinator**

**Mrs E Webb, Assistant Head, Telephone 20521** 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/School Trips section of H&S GDST Hub.

The Trust Educational Visits Adviser is Peter Cornall (H&S Adviser). He can be contacted at:

Email – [p.cornall@wes.gdst.net](mailto:p.cornall@wes.gdst.net)

Tel – 07850 270734

Post – GDST Trust Office, 10 Bressenden Place, London

**(viii) Accessibility Coordinator**

**Director of Finance & Operations. Telephone 20505.** 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 "Accessibility Strategy" section of H&S GDST Hub.

**(ix) Junior Department**

**Mrs S Pendleton. Head of Junior School, Telephone 20507** is responsible for advising the Health & Safety Co-ordinator on matters of Health & Safety in the Junior Department.

**4. Other Functions**

- (i) The persons named below are the appointed **Fire Wardens/Marshalls**, with responsibility for their designated areas:

**Mr D King, Deputy Head (Pastoral), Telephone 20506**  
**Mr John Nelson, Director of Finance and Operations Telephone 20505**  
**Mr Matt Taylor, Facilities & Health & Safety Manager Telephone 20545**  
**Mr David Johnston, Assistant Head Juniors**

(ii) The persons named below are '**Key Duty Holders**' with special responsibility for certain aspects of **Fire Safety**

**Director of Finance and Operations Telephone 20505**

The aspects of fire safety that must be specifically allocated to a named Key Duty Holder are:

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment Action Plan' as tasks are completed;
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff;
- Training staff, pupils and contractors working regularly on the Trust's premises, e.g. caterers, cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- 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, (e.g. coats) and displays,
  - Fire doors – not damaged, fit/close correctly, not wedged/hooks open, will open easily
  - Alarm activated door closers – ensure they activate when alarm sounds
  - Fire-fighting equipment, eg 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 once a term.
  - 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

(iii) **Display Screen Assessor Matt Taylor. Telephone 20545.** is responsible for ensuring there are a suitable number of DSE assessors and that DSE assessments on users' workstations are completed and any necessary remedial actions are completed.

(iv) **Personal protective equipment** needed in this school can be obtained from:

**Mr L Mutti Premises Manager, Telephone 20516**

(v) The following people are nominated to administer medicines:

Mrs Jane Bloxsome, Nurse, Telephone 20516  
 Mrs Barbara Congram, Administrator, Telephone 20503  
 Mrs Hope Elkins Receptionist/Admin  
 Mrs Emma Decambre Receptionist / Admin  
 Mrs Samantha Vaughan Office Manager 20545

### **Names of fully qualified first aiders**

#### **Three-day course completed**

<b>Name</b>	<b>Location</b>	<b>Number</b>	<b>Qualification expires</b>
Jane Bloxsome	Medical room	20516	Dec 2025
Ceri Grimwood	Sports Centre	20534	Dec 2024
Lisa Miller	Sports teacher		Dec 2022
Melissa Bellarby	Sports Centre	20534	Sep 2023
Alison Botham	PE		Dec 2025

#### **Qualified Early Years First Aiders (Paediatric) TWO DAYS.**

<b>Name</b>	<b>Location</b>	<b>Number</b>	<b>Qualification expires</b>
Sarah Grinham (re Brock)	Nursery	20508	Apr 2025
Karen Redmond	Junior School	20561	Apr 2025
Julie Bullock	Junior School		Apr 2025
Samantha Garrett	Junior School	20508	Apr 2025

#### **Qualified Early Years First Aiders (Paediatric) ONE DAY**

<b>Name</b>	<b>Location</b>	<b>Number</b>	<b>Qualification expires</b>
Laura Threadgold	Junior School	20508	Apr 2024
Jane Monaghan	Junior School	20508	Apr 2024
Alex Wilks	Junior School	20508	Apr 2024
Jo Harrison	Junior School	20508	Apr 2024
Emily Wragg	Junior School	20508	Apr 2024
Nicola Crossfield	Junior School	20508	Apr 2024
Clare Male	Junior School	20508	Apr 2024
Karen Bower	Junior School	20508	Apr 2024
Linda Khan	Junior School	20508	Apr 2024
Amanda- Jane D'Aranjo	Junior School	20508	Apr 2024
Sarah Delany	Junior School	20508	Apr 2024
Effie Nathanial	Junior School	20508	Apr 2024
Anna Johnson	Junior School	20508	Apr 2024
Rosemary Abrahams	Junior School	20508	Apr 2024
Robin Bass	Junior School	20508	Apr 2024
Julie Adkins	Junior School	20508	Apr 2024
Michele Bass	Junior School	20508	Apr 2024
Anita Reeves	Junior School	20508	Apr 2024
Maya Krishnamurthy	Junior School	20508	Apr 2025
Wendy Butler	Lunchtime asst	20508	April 2025

**'Appointed person' First Aiders, i.e., one day course completed – Senior School**

Rachel Conrad	Biology	May 2025
Elizabeth Smith	Art	May 2025
Maria Maquieira	Spanish	May2025
Emma Webb	Drama	May 2025
Marcus Suranyi	Director of Music	May 2025
Johann Ting	Music	May2025

<b>Emergency one day first aid at work</b>		
Lee Butler	Caretaker	Apr 2024
Andrzej Lubinski	Caretaker	Apr 2024
Amanda Barnet	Art Tech	Apr 2024
Sam Vaughan	Senior Reception	Jan 2025
Hope Ekins	Senior Reception	Jan 2025
Emma Decambre	Senior Reception	Jan 2025
Barbara Congram	Senior Reception	Jan 2025
Winsome Pryce	School Counsellor	Oct 2025
Libby Head	Director of Sport	Oct 2025
Susan Gower	Geography	Oct 2025
Romy Sigusch	Languages	Oct 2025
Alice Mollison	Geography	Oct2025
Katy Fenwick	History	Feb 2026
James Loudon	Latin/classics	Feb 2026
Phil Coley	Physics	Feb 2026
Alison Cotton	English	July 2026
Alissia Paris	French	July 2026
Kitty Howie	English	July 2026
Maria Murray	History	July 2026
Marta Diez	Spanish	July 2026
Martina Brierley	Spanish	July 2026
Nicola Baptist	Chemistry	July 2026
Simon Corcoran	Driver	July 2026

<b>Sports First Aid</b>		
Elliot Baker	September 2024	
Sue Beck	September 2024	
Alice Mollison	Geography	Oct 2025 Outdoor first aid



**First Aid Boxes** are located at:

Medical Room  
Art Room  
Upper and Lower Dining Room  
3D Art & Design  
Senior School Office  
Main Kitchen – Cook Office  
Laboratories – Biology Prep Room near Room 33  
Chemistry Prep Room near Room 40  
Physics Prep Room near Room 38

P.E. Department – Gym Hall Staff Room

Sports Hall/Swimming Pool

First Aid kits are in Travel Bag held in Staff Room by Head of P.E.

Junior School Medical Room. In addition, there are small kits of plasters and ice packs available in nursery and reception

### **Accidents and Near Misses**

All accidents and near misses should be reported immediately to:

- School Nurse OR
- Premises Manager

(x) All dangerous occurrences or near misses should be reported to:

- School Nurse or
- Premises Manager

This is then reported to the H&S Committee who maintain oversight of trends and major incidences. These are also reported on SPHERA which automatically produces a report to Trust Office including the Health and Safety Executive. A RIDDOR referral is carried out where relevant.

(x) The following members of staff are authorised to:

a) **Drive the school minibuses** or minibuses hired from authorised suppliers:

S Beck, R Broyd, C Male, L Butler, P Gridley  
L Miller, R Conrad, A Lubinski,  
E Webb, D King, L Head

b) **Drive other school vehicles**, e.g. vans, tractors

Just tractors: L Butler

c) Use their own cars to transport pupils:

Any staff who comply with GDST Hub's terms but staff are advised NOT to use their own cars if this can be avoided.

## 5. Individual Responsibility

All members of the 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 procedures 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.

### All Staff MUST:

- i. Make sure that all work is carried out in a safe way and in accordance with the guidance in H&S GDST Hub and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- ii. Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
- iii. Obey all instructions given by a responsible person in respect of health and safety.
- iv. 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.
- v. Offer any advice and suggestions that you may think may improve health and safety.
- vi. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on the H&S GDST Hub.
- vii. Familiarise yourself with the guidance in the GDST H&S Handbook and the procedures for:
  - Action to take in the event of an emergency, e.g. fire, violent intruder;
  - Action to take if someone requires first aid assistance
  - Welfare of pupils with allergies, asthma and epilepsy;

If in doubt about any process of the safety of equipment, consult your supervisor or the Health & 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 the relevant departments and from the Health and Safety Co-ordinator.

Analgesics: Nurse	Medical room/filing cabinet Main Office
Chlorine Store: Premises Manager	Outside, near external entrance to pool, between pool & hotel
Compactor: Premises Manager	Outside, adjacent to pick up/drop-off area

Chemical Store: HoD Chem.	Outside between the science block and the sports block
Oil: Premises Manager	Tractor shed
Radioactive Sources Storage Safe: HoD Physics	Physics Laboratory Room 37
Oxygen/Hydrogen/Carbon Dioxide cylinders: HoD Chem.	Chemistry lab & 3D design
Scaffolding Tower: Site Manager	Junior Department hall
Swimming Pool: Premises Manager and HoD PE	Sports Block
Pond: HoD Bio.	Inner courtyard outside Biology Laboratories
Kilns: HoD Art	Art Room
Art Materials Store: HoD Art	Art Dept ground floor
Cleaning Material Store: Premises Manager	Off lower dining room
Dark Room: HoD Art	Music Dept lower corridor
Tallescope: Site Manager	Senior department hall
Ducts: Premises Manager	Under Senior & Junior Departments
Acid Store & Pool water handling plant room: Premises Manager	Near entrance external to pool
Pool air handling plant room: Premises Manager	Inside external entrance to pool
Electrical intake room & Electricity substation: Premises Manager	Across drive from main kitchen
Boiler room: Premises Manager	Under K block
Recycling Bins: Premises Manager	Outside kitchen entrance, next to compactor
Flat roofs: Premises Manager	Senior Department, Junior Department and sports block

## 7. Sources of Information

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

## 8 . Staff Consultation & School Health & Safety Committee

In accordance with the guidance in the 'Safety Representatives and Safety committees' section of H&S GDST Hub, the school's H&S Committee meets once a term and follows a standard agenda as detailed. The committee members are:

Ms Davies	Head
Mr J Nelson	H & S Co-ordinator
Mrs S Pendleton (or Ms L Threadgold)	Head of Junior School
Mr D King	Deputy Head (Pastoral)
Mr C Nicholls (Trust Office)	GDST Health & Safety Adviser
Mr M Taylor	Facilities and Health & Safety Manager
Ms H Howgego (as required)	Head of Chemistry
Mrs E Smith	Head of Art & Design
Mrs R Conrad (represents all of science)	Head of Science

Ms A Karteepan (as required)	Head of Physics
Mr M Elms	Senior IT Operations & Development Manager
Mr P Coley (as required)	Senior Technician
Mrs J Bloxsome	School Nurse, Senior First Aider
Ms L Head	Head of PE
Mr C Grimshaw	Sports Centre
Mr L Mutti	Premises Manager
Ms E Webb	Head of Drama & EVC

Prior to each School H&S 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 H&S Committee and report back to staff.

SIGNED BY HEAD OF SCHOOL

**All Staff must sign to indicate they have understood all Health 7 Safety requirements**

**School Statement of Safety Organisation 2023 (attached)**

**GDST Health and Safety Handbook (on the GDST Portal and Staff server)**

**Signing-off Sheet**

I confirm that I have:

- Read and understood the information contained in the GDST H&S Handbook and the School Statement of Safety Organisation.
- Will follow its guidance, and
- Will ask for more information from my manager or the school's H&S Coordinator if I have any questions, or do not understand anything.

Name:

Signed:

Dated:

**Please return this form to Amanda Phillips, HR and Compliance Officer.**