

# SCHOOL STATEMENT OF HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

Updated August 2022

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## I. HEAD'S RESPONSIBILITIES

As Head I am responsible for the health, safety and welfare of the staff, pupils and visitors to the school and in respect of all activities carried on both on 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'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 standards of health and safety are regularly reviewed and monitored to ensure that all areas, machinery and equipment, working practices and procedures are safe and in compliance with legal requirements and Trust guidance
- (b) To ensure that all staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the HUB
- (c) To ensure that:
  - i. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed, the controls are implemented, and significant information arising from the risk assessments is provided to those affected
  - ii. Risk Assessments for members of staff with special needs or disabilities are completed and relevant information is cascaded to the necessary people and departments in order that appropriate action can be taken, e.g. Trust Estates Manager (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), premises team (if ramps, etc are required), IT teams (if specialist ICT equipment is required)
- (d) To ensure all significant accidents, incidents, e.g. fires, and serious near misses are recorded on the Sphera/RIVO Safeguard website; are investigated and, where possible, actions are taken to prevent them reoccurring, and to ensure where necessary incidents are reported to the HSE under the RIDDOR
- (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 the H&S HUB)
- (g) To make sure that the conditions of any local authority licences are observed
- (h) To ensure the safe storage, use and disposal of hazardous substances, in compliance with Trust procedures and statutory regulations
- (i) To ensure that the risk of slip, trip and fall incidents is, as far as possible, eliminated by maintaining all internal and external flooring, walkways and pedestrian routes in good condition and free of obstructions and contamination that might cause a hazard
- (j) To ensure, as far as possible, that preventative health measures are taken to address occupational illnesses, such as work-related stress, and to ensure that staff

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are aware of the Employee Assistance Programme provided by “Health Assured” through Legal and General, and the Occupational Health Service provided via the GDST HR Department

- (k) 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
- (l) 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.

## 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 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 Faculty/Heads of Department

Every Head of Faculty/Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons in their Faculty/Department. In particular, the responsibilities listed in I above [sections a, b, c, d, h, i, j, k and l] are delegated to Heads of Faculty/Heads of Department. A list of Heads of Faculties/Departments, their rooms and telephone numbers and the Departments for which they are responsible is set out below:

### SENIOR SCHOOL

Subject	Staff Name	Rooms	Contact
Biology	Mrs M Harding Mrs A Wright	Biology labs 1 and 2 Biology prep room	X10020
Business and Economics	Mrs M Rumble	Room 36	
Chemistry	Mrs C Tinney Mr R Lefevre	Chemistry labs 1 and 2 Chemistry prep room	X10021
Classics	Mrs D Birt	Room 6	
Counselling	Mrs R Fraser-Andrews	Wellbeing Room, Music House	X10054
Creative Technologies	Mr J Millichamp Miss C Walton	Hampden House, S1, P2 (DT Equipment)	X10015
Drama	Mrs P Tombs	Drama Studio	

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Subject	Staff Name	Rooms	Contact
English	Mr R Aldridge	Rooms 13, 20, 21 & 22, English Office in the Loft	X10031
Estates	Mr N Jones  Mr J Gorman Mrs L Stolarczyk	Old Hall, Workshop, stores, boiler rooms, garages, grounds, pathways, car park and general areas within the School grounds Tower Scaffolds Out of hours Cleaning, toilets, staff rooms/kitchens	07757 299503  07800 726856 07794 071429
Exams	Mrs C Stevenson	Exams Room	X10030
Finance	Mrs F Fox	Finance and Facilities Offices, Head and Deputy Head Offices	X10007
Geography	Mrs K Anderson	Room 30	
History and Humanities	Ms E Davies	Rooms 1, 2, 32	X10018
ICT	Mr A Petford	Room KC2 and KC4	
IT Support	Mrs L Gosney	Room KC3 and Server Room	X10002
Junior School	Mrs K Millichamp Mr S Blenkinsop Mr R King	27 and 28 Town Walls, Room 31  Reception	X10207 X10208 X10209
Kitchen	Mr P Duckett	Kitchen, dining room and associated stores, office and changing rooms	X10012 or X10045
Library	Miss A Hale	Library	X10016
Marketing	Mrs J Jepson	Room 19	X10013
Maths	Mrs J Mills	Rooms 35, 37, 38 and Maths Office	X10004
Medical	Mrs S Livesey	Medical Room, First Aid kits	X10028
MFL	Mrs G Irvine	Rooms 3, 4, 7, 8 and 9	X10014
Music	Mr C Bunn	Music House	X10024
Office	Mrs J Jepson	Reception (Senior School) Reception (Junior School) Waiting room, stationery store	X10011
Office – Head’s PA	Mrs J Humphreys	Head’s PA office	X10034

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Subject	Staff Name	Rooms	Contact
Pastoral	Miss J Shenton Mr R Allen Mrs C Anthony	Head of Stage Lower School Office Head of Stage Year 9 Office Head of Stage Middle School Office	X10051 X10017 X10025
PE	Mrs S Fenner	Sports Hall and store, outside pitches including astro and sports field PE Office, Gym Stores, Changing Rooms, New Hall, Junior Changing Room	X10023
Period X	Mrs M Reece	Period X Office, Loft Storage, Loft	X10003
Physics	Mr A Pyle Mr S Palmer	Physics labs 1 and 2 Physics prep room Physics Office	X10026
Psychology	Mrs V McQueen	Room KCI and Store	
Religious Studies, Philosophy and Ethics	Mrs C Tonks	Room 33	
Reprographics	Mrs T Pardoe	Reprographics Office	X10009
SENDCO	Mrs N Thomas Mrs E Lock	SENDCO Office (Senior School) SENDCO Office (Junior School)	X10027 X10206
Sixth Form	Mr J Allan	Sixth Form House, Old Library, Quiet study area, library	X10008
Transport	Mrs S Edwards	School Minibus Fleet	X10011

All staff have a general responsibility to ensure good safe practice around the school and to report any hazards to **the Director of Finance and Operations**.

### 3. ADVISORY RESPONSIBILITY FOR SAFETY

The Trust has appointed a team of 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.

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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 Coordinator**

**MRS FIONA FOX – ext 10007 (01743 494007)** is responsible for advising me on how health and safety is being managed in the school. In addition she is responsible for:

- 1) Ensuring that:
  - a. Heads of Faculty/Department regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified
  - b. Heads of Faculty/Department implement the Trust's arrangements for Health and Safety (contained on the HUB's H&S pages and other communications from Trust Office) including:
    - i. 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 and employee pregnancy)
    - ii. Taking appropriate action where significant risks are identified
    - iii. Identifying H&S training needs and arranging appropriate training for their staff. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the HUB
  - c. Heads of Faculty/Department advise/inform the Head, through the H&S Coordinator, of:
    - i. The measures needed to carry out work safely if deficiencies are identified;
    - ii. Any breaches of health and safety regulations;
    - iii. If any new or special risks are about to be introduced into the school.
- 2) Coordinating the:
  - a. Annual completion of the Departmental H&S Self Evaluation Forms by Heads of Faculty/Department and Action Plans are produced and implemented to address significant risks
  - b. Actions necessary to fulfill recommendations made in:
    - i. Fire Safety Risk Assessment Reports
    - ii. H&S Audit Reports eg Clearwater, CLEAPSS
    - iii. ISI reports (H&S elements)
    - iv. H&S SEF Action Plans.
- 3) In conjunction with the relevant Head of Faculty/Department:

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- a. Completing the annual review of the School's H&S Strategic Risk Register and Action Plan to address significant risks
  - b. 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/RIVO safeguard incident recording system
  - c. Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken
  - d. Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- 1) Disseminating safety advice given by GDST H&S team, specialist advisers or enforcement officers to the appropriate Heads of Faculty/Department in order that they can take appropriate actions
  - 2) Liaising with the Trust H&S Advisers and Estate Managers on matters where advice or assistance is required, or information is requested by the Trust
  - 3) Having a significant and effective role on the School's H&S Committee.

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

## ii. **Fire Drill Officer**

**MRS FIONA FOX (Seniors) – ext 10007 (01743 494007) and MRS KATE MILLICHAMP (Juniors) – ext 10207 (01743 494207)** are responsible for advising me on all matters relating to fire drills. They are 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.

Fire Wardens/Marshalls (see 4 (i), below) have been appointed to assist the Fire Drill Officer and 'Key Duty Holders' (see 4(ii) below) have been appointed and given responsibility for specific aspects of fire safety.

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## iii. Emergency Evacuation Co-ordinator

**MRS FIONA FOX – ext 10007 (01743 494007)** is responsible for advising me on all matters relating to emergency evacuation. She 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. A procedure for search and re-entry
  - e. Details of the local Police Crime Prevention Office (CPO) and records of advice given
  - f. 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.

## iv. School Nurse

**MRS SUSAN LIVESEY – ext 10028 (01743 494028)** is responsible for advising me on matters relating to pupil health and medicine administration 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 the HUB's H&S pages.

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

- [v.wilson@ncl.gdst.net](mailto:v.wilson@ncl.gdst.net)
- 0191 281 1768 Ext: 16013

It is the School Nurse's responsibility (or her deputy in cases of absence) to report all notifiable accidents to the HSE.

## v. Radiation Protection Supervisor

**MR ANTHONY PYLE – ext 10026 (01743 494026)** 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)
- **Tel** – 07850 270735

The Trust has appointed a **Radiation Protection Adviser**. They can be contacted via the Trust's Radiation Protection Officer **or** the CLEAPSS Helpline (01895 251496).

## vi. Educational Visits Co-ordinator

**MRS EMILY BRICK – SENIOR SCHOOL – ext 10021 (01743 494021)**

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is responsible for advising me on matters relating to educational visits, ensuring that all educational visits and school trips are planned using the Evolve website 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 the HUB's H&S pages.

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

## vii. Accessibility Coordinator

**MRS FIONA FOX – ext 10007 (01743 494007)** 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 Policy' on the HUB's Innovation and Learning pages.

## 4. OTHER FUNCTIONS

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

**Senior School: MRS FIONA FOX – ext 10007 (01743 494007);**

**Junior School: MRS KATE MILLICHAMP – ext 10207 (01743 494207)**

In the event of an evacuation they are responsible for:

- Helping everyone to leave the areas / buildings they are responsible for quickly and safely
- Checking all rooms within their areas / buildings, including offices, staff rooms, cloakrooms and workrooms, to ensure everyone has left
- Using firefighting equipment, if the fire is small, it is safe to do so, and they have been trained to use fire-fighting equipment
- If it is safe to do so, shutting down any equipment that has been left on, and closing any doors that have been left open / not closed properly
- Reporting the status of their area to the Emergency Evacuation Coordinator.

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

### **MRS FIONA FOX – ext 10007 (01743 494007)**

- 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
- Training staff, pupils and contractors working regularly on the Trust's premises, eg caterers and cleaners, in fire safety procedures
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities.



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## **MRS SUSAN LIVESEY – ext 10028 (01743 494028)**

- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff and pupils

## **MR NICK JONES – 07757 299503**

- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
  1. Escape routes – kept clear, not obstructed, clear of combustible items (eg coats) and displays
  2. Fire doors – not damaged, fit/close correctly, not wedged/hooded open, will open easily
  3. Alarm activated door closers – ensure they activate when alarm sounds
  4. Fire-fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
  5. 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 year and all call points in higher risk areas are tested once a term,
  6. Emergency lighting - serviced and tested quarterly by engineer, not damaged/covered/obstructed, each light tested for functionality at least once a month
  7. Fire signage – in place on all exit routes and by each extinguisher, not damage/covered /obstructed.

- (iii) **Display Screen Assessor MRS LIZ GOSNEY – ext 10002 (494002)** is responsible for undertaking for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

- (iv) The following people are nominated to **administer medicines**:

## **MRS SUSAN LIVESEY, SCHOOL NURSE – ext 10028 (01743 494028)**

- (v) The following people are qualified **First Aiders**:

### **SENIOR SCHOOL**

<b>Name</b>	<b>Location</b>	<b>Expires</b>
<b>School Nurse</b>		
Mrs S Livesey	Medical Office, Kingsland Centre	N/A
<b>First Aid at Work – 3 Day Course</b>		
Mr P Duckett	Kitchen	25 <sup>th</sup> November 2024
Mr J Gorman	Caretaking/Out of Hours	25 <sup>th</sup> November 2024
Mr S Blenkinsop	Junior School	21 <sup>st</sup> September 2023

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Ms L Solarczyk	Site Team	25 <sup>th</sup> November 2024
<b>Emergency first aid (outdoors)</b>		
Mrs K Anderson	Geography	9 <sup>th</sup> November 2024
Mr J High	Geography	9 <sup>th</sup> November 2024
<b>Emergency Aid in the Work Place – One Day Appointed Persons Cover first aiders in nurse’s absence</b>		
Mrs S Fenner	PE	25 <sup>th</sup> May 2024
Mrs E Brick	Chemistry	19 <sup>th</sup> May 2025
Miss D Evans	Reception, Seniors	10 <sup>th</sup> May 2024
Mr S Newell	Minibus Driver	19 <sup>th</sup> May 2025
Mrs T Pardoe	Reprographics	19 <sup>th</sup> January 2024
Mrs J Bayliss	Reception, Seniors	10 <sup>th</sup> May 2024
Mr M Abel-Richards	Minibus Driver	24 <sup>th</sup> May 2024
Mr D Kirkham	Minibus Driver	25 <sup>th</sup> May 2024
Mr R Allen	English	19 <sup>th</sup> May 2025
Miss E Varas Solana	Spanish	18 <sup>th</sup> September 2022
Mrs R Sadd	Sixth Form, PE	29 <sup>th</sup> June 2024
Mrs C Anthony	PE	24 <sup>th</sup> May 2024
Mrs G Bywater	Reception, Seniors	8 <sup>th</sup> October 2024
Mr D Evans	Minibus Driver	8 <sup>th</sup> October 2024
Mr M Jenks	Minibus Driver	8 <sup>th</sup> October 2024
Mr R Aldridge	Minibus Driver	17 <sup>th</sup> June 2025
Mr P Hawkins	Minibus Driver	19 <sup>th</sup> January 2024
Miss J Evans	Minibus Driver	19 <sup>th</sup> January 2024
Mrs M Reece	PE	17 <sup>th</sup> June 2025
Mrs C Tinney	Chemistry	3 <sup>rd</sup> February 2023
Miss S Cooke	Maths	3 <sup>rd</sup> February 2023
Mrs S Francis	Finance Office	4 <sup>th</sup> March 2023
Mr T Crook	Minibus Driver	25 <sup>th</sup> August 2023
Mr A Sharples	Minibus Driver	25 <sup>th</sup> August 2023
Mrs L Farrow	Marketing Office	19 <sup>th</sup> January 2024

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Mr J Millichamp	Art	21 <sup>st</sup> September 2023
Mrs K Bennett	Kitchen	19 <sup>th</sup> January 2024
Ms J Cook	Maths	21 <sup>st</sup> September 2023
Mrs J Viani	Food Tech/DT/Learning Enhancement	24 <sup>th</sup> May 2024
Mrs A Wright	Biology/Forest School	29 <sup>th</sup> June 2024
Mrs M Harding	Biology	29 <sup>th</sup> June 2024
Mr C Bunn	Music	24 <sup>th</sup> May 2024
Mrs H Gill	Junior School	24 <sup>th</sup> May 2024
Mrs R Wakeley	Junior School	18 <sup>th</sup> September 2022
Mr G Carter	Junior School	24 <sup>th</sup> May 2024
Mr T Pearson	Minibus Driver	25 <sup>th</sup> November 2024
Ms Grace Ward	Reception, Junior School	25 <sup>th</sup> November 2024
Mr John Bulmer	Minibus Driver	25 <sup>th</sup> November 2024
Mr T Pyle	Physics	25 <sup>th</sup> November 2024
Mrs J Mills	Maths	19 <sup>th</sup> January 2024
Mrs K Turner	Art	19 <sup>th</sup> January 2024
Mr N Jones	Site Team	19 <sup>th</sup> May 2025
Mrs A Brown	Junior School	19 <sup>th</sup> May 2025
Mrs F Griffiths	Junior School	19 <sup>th</sup> May 2025
Mrs P Tombs	Drama	19 <sup>th</sup> May 2025
Mr I Kidd	Relief Bus Driver	19 <sup>th</sup> May 2025
Mr C Holmes	Relief Bus Driver	17 <sup>th</sup> June 2025
Mrs E Lock	SENDCO, Juniors	17 <sup>th</sup> June 2025
Mr J Allan	Head of 6 <sup>th</sup> Form, History	17 <sup>th</sup> June 2025
Mrs A Lingen	English	17 <sup>th</sup> June 2025
Mrs G Styles	Junior School	17 <sup>th</sup> June 2025

Name	Department	Expires
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<b>Paediatric– 2 Day Course</b>		
Mrs E Dixon	Junior School	11 <sup>th</sup> May 2024
Miss T Davies	Junior School	11 <sup>th</sup> May 2024
Mr R King	Junior School	11 <sup>th</sup> May 2024

(vi) All **accidents** should be reported immediately to:

**MRS SUSAN LIVESEY, SCHOOL NURSE – ext 10028 (01743 494028)**

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

The appropriate **Head of Faculty/Department** and the Health and Safety Co-ordinator  
– **MRS FIONA FOX – ext 10007 (01743 494007)**

All accidents and near misses must be reported using the GDST wide RIVO online system in accordance with GDST guidelines.

(viii) The following people are responsible for **reporting serious accidents and dangerous occurrences to the Health and Safety Executive**:

**MRS FIONA FOX – ext 10007 (01743 494007)**

**MRS SUSAN LIVESEY – ext 10028 (01743 494028)**

(ix) **School Transport**

**MRS SALLY EDWARDS– ext 10011 (01743 494011)** is responsible for managing school transport and vehicle safety, including: ensuring that all staff who drive vehicles are adequately trained, competent and appropriately licensed; all school vehicles are safe, well maintained and appropriately licensed and insured, and all transport operators used by the school follow the GDST requirements.

The following members of staff are authorised to:

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

Mark Abell Richards, Ceri Anthony, Jane Atkins, John Bulmer, Trevor Crook, David Evans, Jen Evans, Sian Fenner, Peter Hawkins, Jon High, Craig Holmes, Martin Jenks, Nick Jones (Maintenance), Ian Kidd, Dave Kirkham, Lee Malik-Mansell, Steve Newell, Tony Pearson, Michelle Reece, Rachel Sadd, Anthony Sharples.

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

Nick Jones, Lee Malik-Mansell, Trevor Sheperd.

(x) The following person is responsible for carrying out examinations of certain non-thermostatically controlled pressure systems eg model steam engines, in the Science Department:

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**MR TONY PYLE – ext 10026 (01743 494026)**

## 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 the health and safety procedures provided by the Trust and 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 who to approach for advice.

### EVERY EMPLOYEE MUST

- i. Take reasonable care of their own and other people's health, safety and welfare
- ii. Comply with the GDST's H&S rules and procedures and fully co-operate with regard to all health and safety matters
- iii. Make sure that all work is carried out in a safe way and in accordance with any training or instructions they have received, the guidance on the HUB's H&S pages and any other relevant safety documents. If in doubt, always seek expert advice from those listed above
- iv. Protect themselves and others by wearing safety equipment issued to them, and by using any guards or safety devices provided
- v. Not interfere or misuse anything provided for health and safety purposes
- vi. Warn their line manager and the Health & Safety Co-ordinator if there are any special, new or preventable risks in their working environment or working procedures that are putting anyone's health, safety and welfare at serious risk
- vii. Offer any advice and suggestions that you think may improve health and safety
- viii. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on HUB's H&S pages
- ix. Familiarise themselves with the guidance in the GDST H&S Handbook and the school's procedures for:
  - action to take in the event of an emergency, eg fire, violent intruder
  - action to take if someone requires first aid assistance
  - welfare of students with allergies, asthma and epilepsy.

If in doubt about any process of the safety of equipment, consult your line manager or the Health & Safety Coordinator 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 & Safety Coordinator.

- Asbestos
- Chemical stores
- Radiation
- DT equipment

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- Grounds equipment
  - Scaffold towers.

## 7. SOURCES OF INFORMATION

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

## 8. STAFF CONSULTATION and SCHOOL H&S COMMITTEE

In accordance with the guidance in the 'Health and Safety Committees' section on the HUB's H&S pages, the school's H&S Committee meets once a term and follows a standard agenda. The committee members are:

Ms J Sharrock – Head (Chair)  
Mr D Payne – Senior Deputy Head (Deputy Chair)  
Mrs K Millichamp – Head of Juniors  
Mrs F Fox - Director of Finance and Operations  
Mrs E Brick – EVC  
Mrs S Fenner – Director of Sport  
Mr P Cornall – Regional H&S Advisor  
Mrs S Livesey – School Nurse  
Mr J Millichamp – Head of Art and Design Faculty  
Mrs M Harding – Head of Science Faculty  
Mr T Pyle – Head of Physics  
Mrs C Tinney – Head of Chemistry  
Mr N Jones – Head of Operations  
Mrs P Tombs – Head of Drama  
Mrs L Gosney – IT Development Manager  
Mr P Duckett – Head Chef.

Prior to each School H&S Committee meeting, Heads of Faculty/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 Faculty/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 .....

DATE .....