

Statement of Health & Safety Organisation & Responsibilities



Should be read in conjunction with the following policies: Fire, Lone Working, Risk Assessment, Security, First Aid, Equality, Accessibility, Contractor Management, Driving, Educational Visits, Food Allergies & Intolerance

Designated Lead: Vicky Bingham, Headmistress

Health & Safety Coordinator: Robert Jones, Director of Finance & Operations

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2 Policy Statement (GDST Wide)

Signed: Juliet Humphries (Chair of the Council), 02/10/19

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 capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. 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.
5. 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.
6. 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.
7. Consult and communicate with employees on health and safety matters through the Executive Officers of the Trust, each school's Head, Health & Safety Coordinator and Health & Safety Committee, and with staff at Trust Office.
8. Continually improve the standards of health and safety in the Trust in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. 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.
10. 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 and 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 schools. The Trust requires all schools to implement a 'Health & Safety Improvement Plan' with the guidance and support of the Trust H&S Advisers and attain the recommended standards set out in the 'Health and Safety' section of the Hub..

3 Policy Overview (School Policy)

The Head is 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. They are also responsible for ensuring that the requirements of the GDST's H&S Policy are implemented in the school.

The Head's specific responsibilities are as follows. Some of these responsibilities have been delegated in writing and this document describes these and also describes the advisory arrangements within the school.

- a) To ensure that:
 - a. 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. 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. 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;
 - d. 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. Surveyor (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 IT equipment is required).
 - e. all significant accidents, incidents, e.g. fires, and serious near misses are recorded on the Sphera / RIVO Safeguard website; to ensure all serious accidents, incidents and fires 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.
 - f. Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks.
- b) To appoint an appropriately qualified School Nurse and first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.
- c) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005.
- d) To make sure that the conditions of any local authority licences are observed.
- e) To ensure the safe storage, use and disposal of hazardous substances, in compliance with Trust procedures and statutory regulations.
- f) 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.
- g) (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 are aware of the

Employee Assistance Programme provided by 'Health Assured' through legal & General, and the Occupational Health Service provided via the GDST HR Department

- h) 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.
- i) 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.

4 Delegated Executive Responsibility

The Head is directly responsible for any area within the school (and any off-site school premises) and any activity for which they have not specifically delegated responsibility below. When they 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 the Head and the school's 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 minimise the risk 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 the Head and such employees and other persons as may be affected.

4.1 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 section 3 above are delegated to Heads of Department for their Department. A list of Heads of Departments, their rooms and telephone numbers and the Department for which they are responsible is below:

Initial	Name	Department/Role	Extension	Room
VBi	Vicky Bingham	Headmistress	32217	401
CS1	Caroline Spencer	Headmistress (Junior)	32272	Head's Office
AWe	Adam Westwood	Deputy Head (Academic)	32229	403
ZB	Zoë Brass	Deputy Head (Pastoral)	32302	404
RW	Richard White	Head of Sixth Form	32262	O206
RJ	Robert Jones	Director of Finance and Operations	32290	O408
EG	Ellen Gyapong	ICT Operations Manager	32219	54
LC1	Leann Cripps	Head of HR and Operations	32260	O312
JR	Johannah Read	School Nurse	32223	408
LB	Lisa Bullen	Finance Manager	32239	O412
CB	Charlotte Bluck	Head of Art	32236	621
MG	Robert Brady	Head of Computing	32212	512
NM	Natasha Marchant	Head of Classics	32234	635
SF	Sally Fanning	Head of DT	32226	421
KM	Kathryn Martin	Head of Drama	32231	

BHa	Barney Harkins	Head of English	32203	613
MMo	Matthew Morgan	Head of Geography	32237	634
HM	Hannah McDougall	Head of History; Politics	32235	635
	<i>Vacancy</i>	SENCO	32232	633
ME	Maria Egan	Head of Politics	32295	635
MB	Marcus Brainard	Librarian	32210	Library
JHa	Jon Hansford	Head of Mathematics	32304	514
MM	Matthew Morley	Head of Modern Foreign Languages	32266	707
SC	Stephen Collisson	Director of Music	32221	310
JM	Jenny Matthews	Director of Sport	32242	O402
JMS	Juliette Massey Smith	Head of Psychology	32262	O402
AJ	Amanda Johnson	Head of Theology and Religion	32291	708
ER	Emma Russo	Director of STEM	32213	615
JA	Jennifer Arundale	DofE Co-ordinator	TBC	TBC
SY	Stuart Yates	Catering Manager	32241	332

4.2 Health & Safety Coordinator

The Trust has appointed a team of Health & Safety Advisers to advise Heads and school staff on health and safety matters. In addition the Head has 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.

Primary: Director of Finance & Operations: Robert Jones

Deputy: Site Manager (Health & Safety): Bertie Clulow

The Health & Safety Coordinator is responsible for ensuring that:

- a) Heads of Departments regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;
- b) Heads of Departments implement the Trust's arrangements for Health and Safety (contained on the Hub and other communications from Trust Office) including:
 - a. 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);
 - b. Taking appropriate action where significant risks are identified;
 - c. 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 Departments advise / inform the Head, through the H&S Coordinator, of:
 - a. The measures needed to carry out work safely if deficiencies are identified;
 - b. Any breaches of health and safety regulations;
 - c. If any new or special risks are about to be introduced into the school.

- d) Coordinating the:
 - a. Annual completion of the Departmental H&S Self Evaluation Forms by Heads of Department and Action Plans are produced and implemented to address significant risks.
 - b. Actions necessary to fulfil recommendations made in:
 - i. Fire Safety Risk Assessment Reports
 - ii. H&S Audit Reports, e.g. Matura, CLEAPSS
 - iii. ISI reports (H&S elements)
 - iv. H&S SEF Action Plans
- e) In conjunction with the relevant Head of Department:
 - a. Completing the annual review of the school's H&S Strategic (Baseline) 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 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.
- f) Disseminating safety advice given by GDST H&S team, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
- g) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.
- h) Having a significant and effective role on the school's H&S Committee.

To assist in this work, the specialist advisers in the remainder of this section have been appointed.

4.3 Fire Officer

Fire Officer: Robert Jones, Director of Finance and Operations

Deputy Fire Officer (Senior): Bertie Clulow, Site Manager

Deputy Fire Officer (Junior): Derek Lacey, Site Manager

The Fire Officer is responsible for advising the Head on all matters relating to fire drills. S/he is also responsible for:

- a) 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;
- b) 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;
- c) 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;

- d) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- e) 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 have been appointed to assist the Fire Drill Officer and 'Key Duty Holders' have been appointed and given responsibility for specific aspects of fire safety. See the school's Fire Policy for specific details of the wardens and their responsibilities for all school sites.

4.4 Emergency Evacuation Coordinator

Emergency Officer: Director of Finance & Operations, Robert Jones

Deputy Emergency Officer: Head of HR and Operations, Leann Cripps

The Emergency Evacuation Coordinator is responsible for advising the Head on all matters relating to emergency evacuation. S/he is also responsible for:

- a) Carrying out a threat assessment for the school.
- b) 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 Officer (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
 - g. In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

4.5 Electrical Safety Supervisor

Site Manager (Facilities): Tom Miller

Is 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.

4.6 Radiation Protection Supervisor

Head of Physics: Emma Russo

Is responsible for advising the Head 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.nichollsl@wes.gdst.net

Tel - 07850 270735

Post – GDST Trust Office, 10 Bressenden Place, London, SW1E 5DH

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).

4.7 Educational Visits

Educational Visits Coordinator: Zoë Brass, Deputy Head Pastoral

Is responsible for advising the Head 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 visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of the Hub.

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

Email – p.cornall@wes.gdst.net

Tel - 07850 270734

Post – GDST Trust Office, 10 Bressenden Place, London, SW1E 5DH

4.8 School Nurse

School Nurse (Junior & Senior): Johannah Read

Is responsible for advising the Head 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 the Hub.

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
- 0191 281 1768 Ext: 16013

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

The School Nurse is also responsible for ensuring adequate provision of First Aid boxes and defibrillators are kept, and they are all well stocked and in working order.

4.9 Health & Safety Advisor

GDST Advisor: Peter Cornall

Responsible for providing support for the School, including attendance at regular meetings, updating the School on policy and arranging monitoring visits to ensure compliance.

4.10 Contractors

Primary: Director of Finance & Operations

Secondary: Site Manager (Facilities) & Site Manager (Junior): Tom Miller and Bertie Clulow-& Derek Lacey respectively

They are responsible for ensuring all contractors working within the building follow the appropriate Health & Safety guidelines both statutory and enforced by the School.

4.11 Accessibility Coordinator

Primary: Director of Finance & Operations

Secondary: Deputy Head Academic

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 HUBs Innovation & Learning pages.

5 Other Functions

5.1 Fire Wardens (Detailed Duties Contained Within Fire Policy)

The persons named below are the appointed Fire Wardens / Marshals with responsibility for their designated areas within the Fire & Evacuation Policy:

- Bertie Clulow
- Tom Miller

- Rob Clarke
- Adam Adamou
- Ellen Gyapong
- Lucian Pagurschi
- Dan Stevens
- Derek Lacey
- Lucy Szemerenyi
- Will Middlemore

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.

5.2 Key Duty Holders (Fire)

The persons named below are 'Key Duty Holders' with special responsibility for certain aspects of Fire Safety.

Robert Jones – Director of Finance & Operations

Ellen Gyapong – ICT Operations Manager

Bertie Clulow – Site Manager

Tom Miller – Site Manager

Derek Lacey – Site Manager (Junior School)

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 and pupils;
- Training staff, pupils and contractors working regularly on the Trust's premises, e.g. caterers and 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 fire safety procedures to ensure they 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/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 year and all call points in higher risk areas are 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

5.3 Display Screen Assessor

Kiran Kaur under the guidance of **Ellen Gyapong** is responsible for undertaking for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

5.4 Control of Asbestos

Primary: Director of Finance & Operations – Robert Jones

Secondary: Site Manager – Tom Miller

Is responsible for advising the Head on the status of the school's Asbestos Management Plan, regular monitoring, and keeping records in accordance with the Control of Asbestos regulations.

5.5 Control of Substances Hazardous to Health (COSHH)

Primary: Site Manager (Health & Safety) – Bertie Clulow

Secondary: Director of Finance & Operations – Robert Jones

Is responsible for ensuring policy relating to COSHH is current and staff are trained, in addition to auditing departments to ensure compliance. Is responsible for advising the Head on the status of the school's COSHH compliance.

5.6 Driving

Primary: DofE Coordinator – Jenny Arundale

Secondary: Head of HR and Operations – Leann Cripps

Is responsible for ensuring documentation is in place for all school drivers and the Driver Register is up to date on an annual basis. Is responsible for ensuring the Head is aware of who all drivers are, and has signed the driver register annually.

5.7 Control of Legionella

Primary: Site Manager – Bertie Clulow

Secondary: Director of Finance & Operations – Robert Jones

Is responsible for advising the Head on the status of the school's Legionella Control, regular monitoring, engaging external contractors in producing a risk assessment and keeping records in accordance with the Control of Legionella regulations.

5.8 Other Duties

- Personal protective equipment needed in this school can be obtained from: Bertie Clulow, Site Manager (Health & Safety)
- The individuals nominated to administer medicines are included within the First Aid Policy
- The individuals and their First Aid Qualifications are included the First Aid Policy
- Only individuals included on the Driving Register (held by the Head of HR and Operations) are permitted to use school vehicles
- Agnell Weekes & Teuta Zabergja are responsible for carrying out examinations of certain non-thermostatically controlled pressure systems, e.g. model steam engines, in the Science Department.

6 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:

1. Take reasonable care of their own and other people's health, safety and welfare.
2. Comply with the GDST's H&S rules and procedures and fully co-operate with regard to all health and safety matters.
3. 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 HUBs H&S pages and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
4. Protect themselves and others by wearing safety equipment issued to them, and by using any guards or safety devices provided.
5. Not interfere or misuse anything provided for health and safety purposes.

6. 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.
7. Offer any advice and suggestions that may improve health and safety.
8. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on the HUBs H&S pages.
9. 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, e.g. fire, violent intruder;
 - Action to take if someone requires first aid assistance
 - Welfare of students with allergies, asthma and epilepsy.
10. If in doubt about any process, or the safety of equipment, consult your line manager, or the Health & Safety Coordinator, or if necessary, myself.



Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.



What you must do

- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0845 300 9923**. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.



If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk.

Your health and safety representatives:

Other health and safety contacts:

Fire safety
You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights
Find out more about your employment rights at www.gov.uk.



Health and Safety Executive

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7 Reporting

7.1 RIVO (Reporting Accidents)

The Nurse is responsible for recording incidents on RIVO and where necessary, reporting accidents to the Health & Safety Executive. RIVO is the GDST system for the recording of accidents.

7.2 Near Misses & Concerns

A near miss form is located Incy.io (the school helpdesk). Any near miss must be recorded on this platform with as much information as possible. Email notifications are sent to the DFO, who is then responsible for recording them on RIVO. Incy.io is accessible from desktops or iPads and via the school intranet via automatic login.

The School also keeps a Near Miss Register which records all near misses, and actions which have come about as a result of the near miss. This is reported on at the H&S Committee meeting.

Accidents

8 Monitoring

8.1 Health & Safety Action Plan

The School has a Health & Safety Action plan which acts as a working document to address all Health & Safety issues within the building. This document is owned by the DFO and is updated weekly. This plan combines and triangulates issues from various input sources such as the Fire Risk Assessment, Self Evaluation Forms and external audits to provide a full list of all tasks required, deadlines and those responsible.

Link: S:\School Processes\Health & Safety

Filename: Health & Safety Action Plan - CURRENT (dd.mm.yyyy)

8.2 Health & Safety Committee

The Health & Safety Committee is the internal body that monitors Health & Safety within the School. It is a forum for raising issues, tracking performance and setting best practice. In accordance with the guidance in the 'H&S Committees' section on the HUBs H&S pages, the school's H&S Committee meets once a term and follows a standard agenda. The committee is chaired by the Director of Finance & Operations and meets termly.

The meeting is attended by:

Updated August 2020, DFO. Review due August 2021

- Director of Finance & Operations (RJ)
- Junior School Head (CS)
- ICT Operations Manager (EG)
- Director of STEM (ER)
- Head of DT (SF)
- Head of Art (CB)
- Head of Drama (KM)
- Site Manager (Health & Safety) (BC)
- School Nurse (JR)
- Director of Sport (JM)
- Director of Music (SC)
- Educational Visits Coordinator (ZB)
- GDST Rep (PC)

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.

Historical agendas and minutes of meetings can be found at: <https://shhs.fireflycloud.net/health-and-safety/health-and-safety-meetings>.

8.3 Self-Evaluation Forms

It is the responsibility of Heads of Department to complete an annual Self-Evaluation Form (SEF) by October Half Term each year.

SEFs require a department to prove/provide the following:

- An up-to-date, documented departmental H&S Policy document is in place which all staff in the department have received and signed for.
- Health & Safety is a standing item on departmental meetings.
- Appropriate staff briefings have taken place for all staff.
- Risk assessments have been completed for all activities undertaken by both staff and pupils within the department and records are available to confirm that all staff are aware of the risk assessments.
- All departmental staff have received appropriate training for departmental.

8.4 Departmental Audits

South Hampstead employs departmental audits on a yearly cycle. The Departmental Audit was introduced to supplement the SEF process and ensure actions are completed effectively, and Health & Safety is embedded into the daily life of departments. This continues to be improved, with submission of documentation now being online. This helps track progress but also real time reporting.

Updated August 2020, DFO. Review due August 2021

Departments are scored on their compliance, and actions are set within the audit for completion by the department or other parties.

8.5 External Audits

The GDST employs an external auditor to review Health & Safety procedures on a five yearly cycle. The last visit to the School was November 2015. The report can be found at the following link: S:\School Processes\Health & Safety\Audits\MATURA. The actions from this are fed into the Health & Safety action plan.

The GDST also employs Health & Safety advisors, allocated to the schools. The advisor visits at least once a term to review compliance and provide guidance to the Health & Safety Coordinator.

8.6 Audits.io

The School uses an external auditing tool (www.audits.io) to conduct the majority of its Health & Safety audits and compliance checks. We are continuing to move all compliance audits onto this space. The new version of the software also includes task allocation which should assist in the tracking of outcomes of audits, and allocation to individuals and their relative productivity.