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, Asbestos Management Plan

UPDATED BY	DATE OF ISSUE	NEXT REVIEW DATE
Nicole Brown, Director of Finance & Operations	August 2026	August 2027

Designated Lead: Anna Paul, Head
H&S Officer (Designated Responsibility): Nicole Brown, Director of Finance & Operations
Health & Safety Co-ordinator: Thomas Miller, Senior School Premises Manager

1 Contents

1 Contents 2
2 Policy Statement (GDST Wide) 3
3 Policy Overview (School Policy) 4
4 Delegated Executive Responsibility 6
4.1 Heads of Department 6
4.2 Health & Safety Coordinator 7
4.3 Fire Officer 9
4.4 Emergency Evacuation Coordinator 9
4.5 School Nurse 10
4.6 SLT Allergy Champion 10
4.7 Radiation Protection Supervisor 10
4.8 Educational Visits 11
4.9 Health & Safety Advisor 11
4.10 Contractors 11
4.11 Accessibility Coordinator 12
4.12 Staff Wellbeing Coordinator 12
5 Other Functions 12
5.1 Fire Wardens (Detailed Duties Contained Within Fire Policy) 12
5.2 Key Duty Holders (Fire) 13
5.3 Display Screen Assessor 14
5.4 Medicine Administration and First Aid 14
5.5 SpheraCloud (Reporting Accidents) 14
5.6 Dangerous Occurrences and Near Misses 14
5.7 Control of Asbestos 14
5.8 Driving 15
5.9 Pressure systems 15
5.10 Control of Legionella 15
6 Individual Responsibility 15
7 Special Hazards 17
8 Sources of Information 17
9 Staff Consultation, H&S Committee and Monitoring 17
9.1 Health & Safety Committee 17
9.2 Self-Evaluation Forms 18
9.3 External Audits 18
9.4 Audits.io 19

2 Policy Statement (GDST Wide)

GDST H&S Policy Statement

This policy applies to all GDST schools and locations, including Trust Office; to all phases: Senior, Junior and EYFS; and to all school / GDST activities that take place both on and off school / GDST premises. It also operates in conjunction with other GDST policies, notably the Safeguarding Policy and the Well-being Policy.

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 their 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 visitors may not be aware of all the risks arising from their use of the Trust's facilities.

4. Manage risks to all staff, pupils, parents and others e.g. volunteers and visitors in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to them.

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 GDST premises and their 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 undertaking 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 myGDST 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 myGDST.

Signed:

Vicky Tuck (Chair of the GDST Council)

Date: 11 December 2025

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 standards of health and safety are regularly checked, reviewed and monitored to ensure that all rooms, buildings and areas, machinery and equipment, working practices and procedures are safe and comply with legal requirements and GDST arrangements for Health and Safety (contained on myGDST's H&S pages) and undertake appropriate remedial action if shortcomings are identified;

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 MYGDST;

c) To ensure that:
    a. 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;
    b. 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).

d) To ensure all significant accidents, incidents (eg fires) and serious near misses are recorded on CPOMS and the Sphera website; are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary injuries and 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 MYGDST).

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 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.

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.

4 Delegated Executive Responsibility

The Head is responsible directly for any area within the school (and any off-site school premises) and any activity for which she has not specifically delegated responsibility below. When she has 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 her 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 her 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, sections a, b, c, d, h, i, j, k, and l, above are delegated to Heads of Department for their Department.

In addition, every Head of Department is responsible for:

a) Being familiar with the H&S regulations, arrangements and guidance and set out on the H&S pages of myGDST, relevant to their department
b) Investigating all health, safety and welfare concerns raised by department staff or students and ensure appropriate remedial action is taken in timely manner.
c) Informing the Head, through the H&S Coordinator, of:
    i. Any significant breaches of health and safety regulations that have occurred in their department
    ii. The measures needed to work safely in the department if deficiencies are identified that cannot be resolved by the Head of Department;
d) Completing the Departmental H&S Self Evaluation Forms annually and implementing Action Plans to address any risks or shortcomings.
e) Consulting with departmental staff prior to the school's termly H&S Committee meeting and raising any relevant issues or concerns with the H&S Coordinator.
f) Regularly reviewing and updating their 'Departmental H&S Policy.'

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
AP	Anna Paul	Head	32217	401
ZP	Zoe Paramour	Junior Head	32272	Head's Office
AWe	Adam Westwood	Deputy Head (Academic)	32229	403
CD	Chris Dearmer	Deputy Head (CCC)	32208	O302
ZB	Zoë Brass	Deputy Head (Pastoral)	32302	404
RW	Richard White	Director of Sixth Form	32262	O206
NB	Nicole Brown	Director of Finance and Operations	32290	O408
LP	Lucian Pagurschi	IT Manager	32250	O305
TM	Thomas Miller	Premises Manager	32267	Premises Office, Oakwood LG
GC	Gareth Curtis	Head of Operations	32264	O207
CM & LN	Chantelle McLeod Lucy Nash	School Nurses	32223	408
LB	Lisa Bullen	Finance Manager	32239	O412
HM	Rhiannon Holland-Bright	Head of Art	32236	621
AL	Alison Logan	Head of Biology	32244	526

LPo	Luke Poza	Head of Chemistry	32255	425
NA	Nicholas Ashford	Head of Computing and Assistant Head (Digital Strategy)	32212	510
OT	Ollie Thicknesse	Head of Classics	32234	635
TH	Tom Heaton	Head of DT	32226	421
KM	Kathryn Martin	Head of Drama	32231	634
HO	Gary Zawadzki	Head of Economics	32262	O402
BHa	Barney Harkins	Head of English	32203	607
BW	Beata Wilson	Head of Geography	32237	634
HM	Hannah McDougall	Head of History	32235	635
VP	Vidya Permanand	SENCO	32232	514b
ME	Maria Egan	Head of Politics	32295	635
MB	Marcus Brainard	Librarian	32210	Library
JHa	Jon Hansford	Head of Mathematics	32304	510
MM	Matthew Morley	Head of Modern Foreign Languages	32266	707
SE	Sophie Ellis	Director of Music	32221	310
JM	Charly Hardy	Director of Sport	32242	O402
FF	Flore Faille	Head of Physics	32213	615
NK	Niamh Kennedy	Head of Philosophy and Religion	32291	708
EW	Elisabeth Wilkinson	Head of Psychology	32262	634
JA	Jennifer Arundale	DofE Co-ordinator	32213	615
BT	Brian Turner	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 her on matters of safety within the school. If their advice is not taken by any member of the school, they should inform the Head 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 the Head subsequently.

Primary – H&S Officer: Director of Finance & Operations: Nicole Brown

Deputy – H&S Co-ordinator: Premises Manager: Thomas Miller

The Health & Safety Coordinator is responsible for advising the Head on how health and safety is being managed in the school. In addition, they are responsible for

1) 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 MYGDSTs 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 handing 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 MYGDST;

c) Heads of Departments 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 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. Clearwater, CLEAPSS

iii) ISI reports (H&S elements)

iv) H&S SEF Action Plans

3) In conjunction with the relevant Head of Department:

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 Medical Tracker and Sphera 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 injuries* and dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR. (* in conjunction with the School Nurse.)

4) 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;

5) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.

6) Having a significant and effective role on the school's H&S Committee.

4.3 Fire Officer

Fire Officer: Nicole Brown, Director of Finance and Operations

Deputy Fire Officer (Senior): Gareth Curtis, Head of Operations and Thomas Miller, 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, Nicole Brown

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 'Critical Incident 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 School Nurse

School Nurses (Junior & Senior): Chantelle McLeod and Lucy Nash (maternity leave 2026)

Is responsible for advising the Head 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 MYGDSTs H&S pages.

NB There is also a Consultant Nurse for the whole Trust: Alison Parkinson, the School Nurse at Northwood College, contactable via:

- a.parkinson@nwc.gdst.net

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.

The nurse is also responsible for practicing emergency medication response and developing pupil medical risk assessments.

4.6 SLT Allergy Champion

Senior Deputy Head (Pastoral): Zoe Brass

Ensures allergies are considered in strategic discussions and planning of all aspects of school life and promotes whole school allergy awareness

z.brass@shhs.gdst.net

4.7 Radiation Protection Supervisor

Head of Physics: Flore Faille

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.nicholls@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).

4.8 Educational Visits

Educational Visits Coordinator: Chris Dearmer, Deputy Head CCC; Zoe Paramour, Junior School Headmistress

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 MyGDST.

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

4.9 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 Managers: Tom Miller & Derek Lacey

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 MYGDSTs Innovation & Learning pages.

4.12 Staff Wellbeing Coordinator

Carolyn Daniel is responsible for advising me on matters relating to staff wellbeing, including initiatives to protect and promote good mental health and wellbeing amongst staff, such as the Positive Schools Programme and the Mental Health First Aiders; and monitoring occurrences of work related stress and ensuring these are investigated to identify if any changes can be made to prevent future occurrences.

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:

- Nicole Brown
- Thomas Miller
- Jorge Lopez
- Gareth Curtis
- Lucian Pagurschi
- Jo Mason
- Emma Jones
- Kabir Md Julfeker
- Derek Lacey
- David Maher
- Ewan Whannell

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.

Nicole Brown – Director of Finance & Operations

Thomas Miller – Senior School Premises 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
- Firefighting 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

Akhbar Hassan under the guidance of Lucian Pagurschi is responsible for undertaking for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

5.4 Medicine Administration and First Aid

The following people are nominated to administer medicines:

- Chantelle McLeod, Nurse, Ext. 32233
- Dawn Greengrass, Receptionist, Ext 32899
- Anu Goel, Receptionist, Ext 32220
- Charlene Collins, Receptionist, Ext 32220
- Margaret Gadow, Welfare Assistant & Librarian, Ext 32210
- Jade Day, Receptionist, Ext 32198

The individuals and their First Aid Qualifications are included the First Aid Policy

5.5 SpheraCloud (Reporting Accidents)

The Nurse and Health and Safety Co-ordinators are responsible for recording incidents on SpheraCloud. SpheraCloud is the GDST system for the recording of accidents.

5.6 Dangerous Occurrences and Near Misses

A near miss form is located '*Falcony'* (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 and Site Team,

who are then responsible for recording them on SpheraCloud. Falcony is accessible from desktops or iPads and via the school intranet (Firefly) 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.

5.7 Control of Asbestos

Primary: Director of Finance & Operations – Nicole Brown

Secondary: Premises Manager – Thomas 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.

5.8 Driving

Primary: Head of Operations – Gareth Curtis

Secondary: DofE Coordinator – Nicole Elliot; and Caretaker – Jorge Lopez

Is responsible for ensuring documentation is in place for all school drivers and the Driver Register is up to date on an annual basis and is responsible for ensuring the Head is aware of who all drivers are, and has signed the driver register annually. Only individuals included on the Driving Register (held by the Events and Operations Manager) are permitted to use school vehicles

5.9 Pressure systems

Agnell Weekes & Zena Alhashimi are responsible for carrying out examinations of certain non-thermostatically controlled pressure systems, e.g. model steam engines, in the Science Department.

5.10 Control of Legionella

Primary: Premises Manager – Thomas Miller; and Derek Lacey – Site Manager

Secondary: Director of Finance & Operations – Nicole Brown

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.

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 MYGDSTs 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 MYGDSTs 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.
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.

What you must do

1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people's health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

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**.

HSE

Health and Safety Executive

Updated August 2026, DFO. Review due August 2027

7 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	Limited amounts of Asbestos are to found at SHHS, in Oakwood, the Science Block and the Junior School.	The locations of asbestos can be found in the Asbestos folders held at the Senior and Junior receptions.
Chemicals	Chemicals are held in the Science, Art and DT departments; and also by the site team, cleaners and catering department	Each department holds their own COSHH register
Radioactive sources	Radioactive sources are held in a secure location in the Physics prep room	

8 Sources of Information

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

9 Staff Consultation, H&S Committee and Monitoring

9.1 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 MYGDSTs 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:

- Deputy Head CCC (CD)
- Director of Finance & Operations (NB)
- Head of Operations (GC)
- Junior School Head (ZP)
- IT Manager (LP)
- Head of Sciences (AL,LP,FF)
- Head of DT (TH)
- Head of Art (RHB)
- Head of Drama (KM)
- Premises Manager (Health & Safety) (TM)
- School Nurse (CM)
- Director of Sport (CH)
- Director of Music (SE)
- Educational Visits Coordinator (CD)
- Network Manager (LP)
- Catering Manager (BT)
- GDST Rep (PC)

- Estates Manager Business Partner (JP)

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. H&S is a standing item on all departmental meeting agendas.

At every half-termly staff meeting, the DFO raises pertinent H&S points with staff and staff are given the opportunity to ask questions. The Staff Consultative Committee also discuss and raise Health and Safety issues.

Historical agendas and minutes of meetings can be found at: *G:\Shared drives\SOU-Staff-WholeSchool\Health & Safety\H&S Committees*

9.2 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.

9.3 External Audits

The GDST employs an external auditor to review Health & Safety procedures on a three yearly cycle. The last visit to the School was in June 2024. The report can be found at the following link: *G:\Shared drives\SOU-Staff-WholeSchool\Health & Safety\Audits\Clearwater Summer 2024* . 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.

9.4 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.

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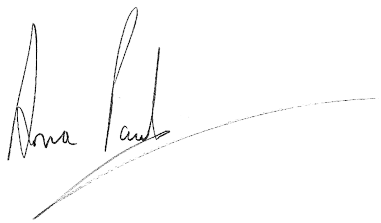
SIGNED BY HEAD OF SCHOOL



Anna Paul

DATE

8th October 2026