



# Notting Hill & Ealing High School GDST

## Health and Safety Organisation at NHEHS

### Whole School policy including EYFS

#### 1. INTRODUCTION

As Acting Head, I am responsible for supervising the safety policy of The Girls' Day School Trust (GDST) in respect of the health, safety, security and well-being of pupils, staff and visitors to the school premises and in respect of all activities carried on both on the school premises and off school premises where these are arranged under the auspices of the school.

My responsibilities are detailed below. Some I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

(a) To ensure that:

- (i) Area, Activity, Hazard Specific and Person Specific Risk Assessments are completed and regularly reviewed;
- (ii) The school's H&S Baseline Risk Register is updated annually and an Action Plan is produced to address significant risks;
- (iii) Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced to address significant risks;
- (iv) All procedures used are safe and in compliance with any relevant codes of practice;
- (v) Information arising from risk assessments and instruction in safe practice is provided to those affected; and
- (vi) All staff, pupils and visitors are appropriately and adequately trained in safe procedures.

(b) To inform the Trust of any special or newly identified risks or new risks about to be introduced.

(c) To investigate and keep a record of all incidents and fires; to report immediately to the Trust any serious or potentially serious accidents or incidents.

(d) 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.

(e) To appoint a school Nurse and qualified first aiders and to have first aid boxes checked regularly.

(f) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005 (See section HS 4.1 for guidance). This includes:

- (i) Ensuring that adequate fire fighting equipment and appliances are provided and ensuring that taking prompt action is taken to remedy deficiencies.
- (ii) Ensuring that fire escape routes are kept clear of obstructions and ensuring that walls and doors along escape routes are maintained so as to be suitably fire resisting.
- (iii)
- (iv) Testing fire detection and alarm systems regularly.
- (iv) Holding fire drills at regular intervals.
- (g) To make sure that the conditions of any local authority licences are observed.
- (h) To ensure the safe disposal of hazardous wastes, in compliance with Trust procedures and statutory regulations.
- (i) To ensure, as far as possible, that preventative health measures are taken.

## 2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the school (and off-site premises) and any activity for which I have not specifically delegated responsibility below. Where 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 they may be 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.

### a) Heads of Department / Subject Coordinators

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of pupils, staff, and all other persons in their Department. In particular, the responsibilities listed in 1 above (sections a, c, d, g, k) are delegated to Heads of Department for their Departments. A list of Heads of Departments, their rooms and telephone numbers and the Departments for which they are responsible is set out below:

Department	Head of Department	Extension
Art	Ms S Plowden	22042
Biology	Mr S Trickett	22030
Chemistry	Ms F Johnson	22028
Classics	Miss E Nicoll	22034
Computer Science	Mr P Nelkin	22078
Drama	Ms D Whitmarsh	22032
DT	Miss M Young	22002
Economics	Mr J Adams	22034
English	Miss H Silvester	22040
Geography	Dr S Jones	22054
History/G&P	Mr J Pepper	22054

Department	Head of Department	Extension
History of Art	Miss T Morgan	22034
Junior School	Ms S Silva	20050
Mathematics	Miss H Croft	22045
MFL	Miss A Romero-Wiltshire	22034
Music	Mr P Jeanes	22039
PE	Miss N Evans	22031
Physics	Mr J Schneider	22027
Psychology	Miss I Davies	22034
RS	Mrs C Elderkin	22034
Support Functions	Mr J Baines	22017

### b) Abrasive Wheels

The person authorised to change and dress abrasive wheels is:

Miss M Young, Room P3 (x 22002)

### **c) Pool Area**

The person responsible for day to day monitoring of the pool, the pool water and pool plant room is:  
Mr R Bent, Pool office (x 22037)

## **3. ADVISORY RESPONSIBILITY FOR SAFETY**

The Trust has appointed a Health & Safety Manager and two Health & Safety Advisers to advise Heads and staff on Health and Safety matters. In addition I have appointed the following to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me and if necessary, the Chief Executive Officer of the Trust. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

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

Mr J Baines, Director of Finance & Operations (x 22017) is responsible for:

- 1) Ensuring that:
  - (a) Heads of Departments 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 including:
    - i) The completion and regular review of area (e.g. classrooms), activity (e.g. educational visits or drama productions) and hazard specific risk assessments (e.g. manual handling);
    - ii) Taking appropriate action where significant risks are identified;
    - iii) Identifying H&S training needs and arranging appropriate training;
  - 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 the safety regulations;
    - iii) If any new or special risks are about to be introduced into the school;
- 2) Co-ordinating the:
  - i) Annual review of the Baseline Risk Assessment and completion of the school's H&S Baseline Risk Register and Action Plan and submitting to the H&S Manager;
  - ii) Annual completion of the Departmental H&S Self Evaluation Forms and Action Plan and submitting to the H&S Manager.
- 3) In conjunction with the relevant Head of Department:
  - a) 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;
  - b) Investigating complaints/concerns by employees regarding health, safety, security and welfare matters and ensuring appropriate remedial action is taken;
  - c) Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales.
- 4) Disseminating safety advice given by Trust Office, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;

- 5) In liaison with the Acting Head (as only the Acting Head will know about a member of staff's non-visible disabilities unless they personally alert people to their condition) completing Risk Assessments for members of staff with disabilities and ensuring that relevant information is cascaded to the relevant peoples and departments, e.g. surveyor (if physical adaptations are required to the building), caretaker (if ramps, etc are required), ICT (if specialist ICT equipment is required) in order that appropriate action can be taken.
- 6) Liaising with the Trust H&S Manager / Advisers and Executive Officers on matters where advice or assistance is required, or information is requested by the Trust;

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

**(ii) Fire Officer**

Mrs B Henry is responsible for:

- (1) In the event of the fire alarm activating, clearing the buildings and conducting such roll calls or checks as may be necessary up to the time when responsibility is handed over to the attending Fire Service Officer. Fire Wardens (see 4 (i), below) have been appointed to assist the Fire Drill Officer.
- (2) Arranging regular fire evacuation drills from all school buildings and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- (3) 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;
- (4) 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;
- (5) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- (6) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;
- (7) Assisting in the completion of the school's Fire Safety Risk Assessment.
- (8) She will attend such training as is identified and provided for her to perform her duties in this role.

**(iii) Emergency Evacuation Co-ordinator**

The Acting Head, Mrs R Irwin (x 22013) is responsible for those tasks listed in the Health & Safety section of GDST Oracle with either Deputy Head Academic, Mr A Smith (x 22023) or Acting Deputy Head Pastoral, Mrs K Swift (x 22025) as the Deputy Coordinators.

**(iv) Electrical Safety Supervisor**

Mr J Baines, Director of Finance & Operations (x 22017) is responsible for all matters relating to electrical safety.

He is also responsible for overseeing arrangements for portable appliance 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.

#### **(v) School Nurse**

Mrs H McGinn, Lodge Medical Room (x 22006) is responsible for advising the Health & Safety Co-ordinator on matters of first aid and for monitoring the effectiveness of arrangements. In addition she has the executive responsibility to carry out the duties described in the Medical Health & Safety section of GDST Oracle.

#### **(vi) Radiation Protection Supervisor**

Mr J Schneider, Physics department (x 22027) is responsible for liaison 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.

#### **(vii) Trust Radiation Protection Adviser**

The Trust has appointed Melanie Rolliston via CLEAPSS as the Trust's Radiation Protection Adviser. She can be contacted through Craig Nicholls (Trust Radiation Protection Officer) or CLEAPSS can be contacted directly.

Craig Nicholls: 07850 270 735 [c.nicholls@wes.gdst.net](mailto:c.nicholls@wes.gdst.net)  
CLEAPPS: 01895 251 496 [science@cleapps.org.uk](mailto:science@cleapps.org.uk)

#### **(viii) Display Screen Assessor**

Mr S Patel, IT office (x 22005) is responsible for those tasks listed in the ICT Health & Safety section of GDST Oracle.

#### **(ix) Educational Visits Co-ordinator**

Mr P Jeanes, Acting Deputy Head and EVC (x 22039) is responsible for ensuring that all staff organising school visits plan properly and conduct appropriate risk assessments in accordance with the advice in the EVC Health & Safety section of GDST Oracle.

#### **(x) DDA Coordinator**

Mr J Baines, Director of Finance & Operations (x 22017) is responsible for ensuring that progress with the school's DDA Accessibility Plan is monitored and reviewed in accordance with the guidance in the Health & Safety section of GDST Oracle.

### **4. OTHER FUNCTIONS**

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

Junior School: Ms S Silva, Head of Juniors (x 22050); Mrs N Pitt, Deputy Head of Juniors (x 22063)

Sixth Form Centre: Ms J Bushell, Acting Head of Sixth Form (x 22067)

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

Mr J Baines, Director of Finance & Operations (x 22017)  
Mrs B Henry, Accounts & Facilities Office (x 22018)

These include:

- Documenting and updating the school 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;

- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff;
- Training staff in fire safety and evacuation procedures;
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
  - Escape routes – kept clear, not obstructed, clear of combustible items,
  - Fire doors – not damaged, fit/close correctly, not wedged/hooded open, will open easily
  - Alarm activated door closers – ensure they activate when alarm sounds
  - Fire fighting equipment, eg extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
  - Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a quarter,
  - Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
  - Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed]

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

All labs  
 Room P3  
 Main Kitchen  
 Main Boiler Room  
 Pool Plant Room

(v) The following persons are **Qualified First Aiders**:

A list can be found on the school's intranet at:

<U:\CENTRAL DATA\School Nurse\2016 2017\First Aiders Qualified Staff Sept 2016.docx.xlsx>

An up to date list of first aid trained personnel is held in the staff room and the Medical Room.

(v) **First Aid Boxes** are located at:

Art Department	Junior Art / DT Room	Minibus	Science Prep Rooms
Boiler Room	Junior Medical Room	PE (off site kit)	Trip Packs
DT Room P3	Junior Office	Senior School office	
Medical Room	Junior Science Room	DFO office	

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

Mrs H McGinn, Medical Room (x 22006)

or during holiday periods to:

Mr J Baines, Director of Finance & Operations (x 22017)

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

Ms S Silva (x 22050) or Mrs N Pitt (x 22063) for Junior School then passed to Mr J Baines (x 22017)

Mr J Baines, Director of Finance & Operations (x 22017) for Senior and Junior School

(viii) The following person is responsible for **reporting accidents to the Health and Safety Executive**:

Mrs H McGinn and Mr J Baines.

Accidents must be reported in accordance with Trust procedures to the Health and Safety Executive either:

- Online via the HSE website <http://www.hse.gov.uk/riddor/index.htm>, or
- By telephone 0845 300 9923 (Monday to Friday 8:30am to 5:00pm), or
- By fax 0845 300 9924, or
- By email after downloading the correct form from <https://www.hse.gov.uk/forms/incident/index.htm> or
- By post after downloading the correct form from <https://www.hse.gov.uk/forms/incident/index.htm> and sending to:

Incident Contact Centre,  
Caerphilly Business Park,  
Caerphilly  
CF83 3GG

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

**a. Drive the school minibuses:**

Mr D Barrett, Mr C Edwards, Mr R Bent, Ms D Dunkley, Miss A Greenslade and Mr P Quarmby.

**b. Drive minibuses hired from authorised suppliers**

None

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

None

**d. Use their own cars to transport pupils:** Only staff authorised by the Acting Head

## **5. INDIVIDUAL RESPONSIBILITY**

All members of the school and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with health and safety matters provided by the Trust and/or the school and must not interfere with anything provided in the interests of health and safety. Those in charge of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of who to approach for advice.

### **YOU MUST:**

- (i) Make sure that all work is carried out in a safe way and in accordance with the Special Hazards Section and the Trust's Health and Safety policy and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- (ii) Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
- (iii) Obey all instructions given by a responsible person in respect of health and safety.

- (iv) Warn the Acting Head and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.
- (v) Offer any advice and suggestions that you think may improve health and safety.
- (vi) Report all potentially dangerous incidents or accidents.
- (vii) Familiarise yourself with the location of policy, guidance and procedures for:
  - fire fighting equipment, alarm points and escape routes;
  - welfare of staff and students, allergies, asthma and epilepsy;
  - schools expeditions and visits.

If in doubt about any process of the safety of equipment, consult your supervisor or the Health & Safety Co-ordinator or if necessary, the Acting Head.

## 6. SPECIAL HAZARDS

The following present special or unusual hazards in this school. Safe systems of work have been drawn up and are available from the Health & Safety Co-ordinator.

Swimming Pool	ESCA ladder in Recital Hall
Pool Plant room	Pond in Junior School
External Chemicals store	Pond in Senior School
Radioactive Cupboard	

## 7. SOURCES OF INFORMATION

Information on possible hazards and their control in this school can be found in the Health & Safety section of GDST Oracle. Technical advice may also be sought from the Health & Safety Manager, Health & Safety Advisers, Legal Director and Director of Human Resources at Trust Office (as appropriate).

## 8. SCHOOL HEALTH AND SAFETY COMMITTEE

The School H&S Committee meets once a term and follows a standard agenda detailed by GDST. The committee members are:

Head	Mrs R Irwin
Acting Deputy Head Pastoral	Mrs K Swift
Acting Deputy Head, EVC	Mr P Jeanes
Director of Finance & Operations	Mr J Baines
Head of Art	Ms S Plowden
Head of Biology	Mr S Trickett
Head of Drama	Ms D Whitmarsh
Head of DT	Miss M Young
Head of PE	Miss N Evans
Swimming Coach	Mr R Bent
Fire Officer	Mrs B Henry
School Nurse	Mrs H McGinn
IT Operations Manager	Mr S Patel
GDST H&S Adviser	Faye Abel
GDST Surveyor	James Johnson



**Mrs Rebecca Irwin (Acting Head)**

October 2016