



# Organisation of Health & Safety at NHEHS

## Whole School including EYFS

### 1. INTRODUCTION

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

My specific responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

- a. To ensure that:
  - (i) 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;
  - (ii) Standards of health and safety are regularly reviewed and monitored to ensure all working practices and procedures are safe and in compliance with legal requirements and Trust guidance;
  - (iii) All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; and
  - (iv) Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks;
- b. Complete Risk Assessments for members of staff with special needs or disabilities and ensure that relevant information is cascaded to the relevant 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), Caretaker (if ramps, etc. are required), ICT (if specialist ICT equipment is required).
- c. 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.
- d. To ensure all accidents, incidents, e.g. fires, and serious near misses are recorded on the RIVO Safeguard website; to ensure all serious accidents, incidents and fires and investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.
- e. To appoint an appropriately qualified School Nurse and first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.
- f. To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005 (See Fire Safety section on H&S Oracle).
- g. To make sure that the conditions of any local authority licences are observed.
- h. To ensure, as far as possible, that preventative health measures are taken.



- i. To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.

## 2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the school (and 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 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 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, b, c, d, g, h, i, j) are delegated to Heads of Department for their Departments. A list of Heads of Departments, telephone numbers and the Departments for which they are responsible is set out below:

Department	Head of Department	Extension
Art	Mrs R Fisher-Black	22042
Biology	Ms L Brown	22030
Chemistry	Ms F Johnson	22028
Classics	Dr L Snook	22034
Computer Science	Mr A Gill	22078
Drama	Mrs Laura Moore	22032
DT	Mr O Futter	22002
Economics	Mrs C Watkins	22034
English	Miss H Silvester	22040
Geography	Mr A Livings	22054
History/G&P	Miss Louise Hunter	22054

Department	Head of Department	Extension
History of Art	Miss Stephanie Farmer	22034
Junior School	Ms S Silva	20050
Mathematics	Miss H Croft	22045
MFL	Mrs J Schindler-Smith	22034
Music	Mrs M Sheard	22039
PE	Miss S Nicholas	22031
Physics	Miss Olivia Motyer	22027
Psychology	Miss Catherine McHenry	22034
PRE	Mrs C Woolner	22081
Science	Ms L Brown	22027
Support Functions	Mr J Baines	22017

- b. **Abrasive Wheels.** The person authorised to change and dress abrasive wheels is: Mr O Futter, 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 team of Health & Safety Advisers to advise Heads and school staff on health and safety matters. In addition, I have appointed the following people to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me and if necessary, the Chief Executive Officer of the Trust. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.



- a. **Health & Safety Co-ordinator.** Mr J Baines, Director of Finance & Operations (x 22017) is responsible for advising me on how health and safety is being managed in the school. In addition for:
- i. Ensuring that Heads of Departments regularly review and monitor standards of safety in their departments, and undertake appropriate remedial action if shortcomings are identified;
  - ii. Ensuring that Heads of Departments implement the Trust's arrangements for Health and Safety including:
    - 1) 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);
    - 2) Taking appropriate action where significant risks are identified;
    - 3) Identifying H&S training needs and arranging appropriate training;
  - iii. Ensuring that Heads of Departments advise /inform the Headmaster, through the H&S coordinator, of:
    - 1) The measures needed to carry out work safely if deficiencies are identified;
    - 2) Any breaches of the safety regulations;
    - 3) If any new or special risks are about to be introduced into the school.
  - iv. Coordinating the annual completion of the Departmental H&S Self Evaluation Forms.
  - v. Coordinating Actions necessary to fulfil recommendations made in:
    - 1) Fire Safety Risk Assessment Reports;
    - 2) H&S Audit Reports, e.g. Matura, CLEAPSS;
    - 3) ISI (Estyn in Wales) reports (H&S elements);
    - 4) H&S SEF Action Plans.
  - vi. In conjunction with the relevant Head of Department:
    - 1) Completing the annual review of the school's H&S Strategic (Baseline) Risk Register and Action Plan to address significant risks;
    - 2) 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;
    - 3) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
    - 4) Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
  - vii. 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.
  - viii. Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.



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

- b. **Fire Drill Officer.** Mr J Baines, Director of Finance & Operations (x 22017) is responsible for advising me on all matters relating to fire drills. He is also responsible for:
- i. 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;
  - ii. 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;
  - iii. 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;
  - iv. Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
  - v. Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;

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

- c. **Emergency Evacuation Co-ordinator.** Mr J Baines, Director of Finance & Operations (x 22017) is responsible for advising me on all matters relating to emergency evacuation. He is also responsible for:
- i. Carrying out a threat assessment for the school.
  - ii. Devising a 'Threat Plan' which covers:
    - 1) Plans for continued checking and vigilance for the school
    - 2) An evacuation plan
    - 3) A violent intruder / lock down procedure
    - 4) A procedure for search and re-entry
    - 5) Details of the local Police Crime Prevention Officer (CPO) and records of advice given
    - 6) Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
    - 7) Completing the annual review of the school's H&S Strategic (Baseline) Risk Register and Action Plan to address significant risks;
  - iii. In the event of an emergency evacuating of the premises and at the appropriate time making the decision to re-occupy
- d. **Electrical Safety Supervisor.** Mr D Barrett, Premises Manager (x 22009) 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.
- e. **School Nurse.** Mrs H McGinn, Lodge Medical Room (x 22006) is responsible for advising me on matters relating to First Aid and the arrangements made by the school to meet the



requirements set out in the 'First Aid', 'Accident Reporting' and 'Pupil Medical Procedures' sections on H&S Oracle.

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

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

It is the **School Nurse's** responsibility (or the Director Finance & Operations in cases of absence) (Office Manager at Trust Office) to report all notifiable **accidents** to the HSE.

- f. **Radiation Protection Supervisor (Schools).** Mrs M Heppenstall, Physics department (x 22027) is responsible for advising me on matters relating to radiation safety and liaising with the Radiation Protection Officer at Trust Office, and the GDST's Radiation Protection Adviser, who are responsible for advising on all aspects of radiation safety.

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

- **Email** – c.nichollsl@wes.gdst.net
- **Tel** - 07850 270735
- **Post** – GDST Trust Office, 100 Rochester Row, London

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

- g. **Educational Visits Co-ordinators.** Mrs K Swift, Assistant Head (x 22082) and Ms S Silva, Head of Juniors (x22050) are responsible for advising me on matters relating to educational visits; ensuring that all educational visits and school trips are planned using the Evolve website; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of H&S Oracle.

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, 100 Rochester Row, London

- h. **Accessibility Coordinator.** Mr J Baines, Director of Finance & Operations (x 22017) is responsible for advising me on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Accessibility Strategy' section on Oracle.

- i. **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.



#### 4. OTHER FUNCTIONS

- a. 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: Miss Lianne Aherne, Head of Sixth Form (x 22067)

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

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

**Mr Dave Barrett, Premise Manager (x 22009)**

**Mrs Bella Henry, Facilities Manager (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/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 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]

- c. **Personal protective equipment** needed in this school can be obtained from:

All labs

Room P3

Main Kitchen

Main Boiler Room

Pool Plant Room

- d. The following people are **Qualified First Aiders**:

<U:\CENTRAL DATA\School Nurse\2018 2019\Senior\First Aid\First Aiders Qualified Staff 2018-2019.xlsx>

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



e. **First Aid Boxes** are located at:

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

f. 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)

g. 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

h. The following person is responsible for **reporting serious and dangerous occurrences to the Health and Safety Executive:**

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

i. The following members of staff are authorised to:

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

Mr D Barrett, Mr C Edwards, Mr R Bent, Ms D Dunkley, Miss A Greenslade, Mrs Jennie Scott, Mrs Sonia Vao, Mr P Quarmby, Ms S Nicholas, Mr A Livings, Mr D Coxhall and Mr Jeremy Baines.

ii. **Drive other school vehicles, e.g. vans, tractors:** None.

iii. **Use their own cars to transport pupils:** Only staff authorized by the Headmaster.

## 5. INDIVIDUAL RESPONSIBILITY

All members of the school staff and other persons entering the school's premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with the health and safety procedures provided by the Trust and/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:

a. Make sure that all work is carried out in a safe way and in accordance with the guidance in H&S Oracle and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.

b. Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.

c. Obey all instructions given by a responsible person in respect of health and safety.

d. Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.



- e. Offer any advice and suggestions that you think may improve health and safety.
- f. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on H&S Oracle.
- g. Familiarise yourself 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.

If in doubt about any process of the safety of equipment, consult your supervisor or the Health & Safety Coordinator or if necessary, myself.

## 6. SPECIAL HAZARDS

The following present special or unusual hazards in this school. Risk Assessments have been completed and are readily available in the relevant departments and from the Health & Safety Co-ordinator.

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

## 7. SOURCES OF INFORMATION

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

## 8. STAFF CONSULTATION and SCHOOL HEALTH AND SAFETY COMMITTEE

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

Headmaster ( <b>Chair</b> )	Mr M Shoults
Senior Deputy Head Pastoral	Mrs R Irwin
Head Junior School	Mrs S Silva
Director of Finance & Operations ( <b>Deputy Chair</b> )	Mr J Baines
Head of Sixth Form	Miss Lianne Aherne
Assistant Head, EVC	Mrs Katie Swift



Head of Art	Mrs R Fisher-Black
Head of Computer Science	Mr A Gill
Head of Drama	Mrs Laura Moore
Head of DT	Mr O Futter
Head of PE	Miss S Nicholas
Head of Science	Ms L Brown
Swimming Coach	Mr R Bent
Facilities Officer	Mrs B Henry
Premises Manager	Mr D Barrett
School Nurse	Mrs H McGinn
IT Operations Manager	Mr S Patel
GDST H&S Adviser	Faye Abel
GDST Surveyor	James Johnson
Secretary	Mrs A Ratcliffe

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.

**Mr Matthew Shoults (Headmaster)**

September 2020