



ROYAL HIGH SCHOOL BATH

GDST

STATEMENT OF HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

*Checked by the Health and Safety Coordinator - Ali Adams and signed by the Interim Head - Hadrian Briggs
2019-20*

ROYAL HIGH SCHOOL, BATH

September 2019

1. HEAD'S RESPONSIBILITIES

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

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

- (a) To ensure that:
 - 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 that 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 Coordinator 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 are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.

- (e) To appoint an appropriately qualified School Nurse and first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.

- (f) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. (See Fire Safety section on H&S HUB).

- (g) To make sure that the conditions of any local authority licences are observed.
- (h) To ensure the safe storage, use and disposal of hazardous substances, in compliance with Trust procedures and statutory regulations.
- (i) To ensure, as far as possible, that preventative health measures are taken.
- (j) 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 any off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Trust's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the school'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 me and such employees and other persons as may be affected.

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 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, their rooms and telephone numbers and the Departments for which they are responsible is set out below:

Ms E Bridgman	Religion & Philosophy	Religion & Phil. Office	28091
Miss J Cossey	Modern Foreign Languages	MFL Office	28068
Ms Claire James	Classics	Classics Office	28067
Mr Craig Graham	Mathematics	Maths Office	28083
Ms S Duignan	Science	Science Office	28019
Mrs Louise Scott	Careers	6 th Form House	28020
Mr L Benedict	English	English Office	
Mr R Heath	Geography	Geography Office	28080
Mr M Bradbury	Music	Music Office	28056
Mrs H Pagnamenta	History	History Office	28087
Mr J Mc Arthur	Bus Studies	Bus Studies Office	28082
Mrs S Smillie	Learning Support Co-ord.	LS Office	28059
Mrs Ishani Thorpe	Drama Productions	Drama Office	28011
Mr G Preedy	Art	Art	28074
Mrs P Atkinson	PE	PE Office	28069
Mrs V Gill	Technology	DT Office	28047
Mrs C Lilley	Head of Prep School	Head's Office	28779

Mr Simon Butcher	Director of Finance and Operations	DFO Office	28003
Mr N Hayward	Head of Sixth Form	Winfield Centre	28022
Mrs K Schofield	Examination Officer	Exam Office	28093
Educational Visits Co-ordinator			
Ms. Julie Hughes	Educational Visits Co-ordinator / Director of Activities	Co-Curricular Office	28097

In addition, the following have executive responsibility in respect of specific functions:

(ii) **Boarding**

Mrs A Pullen Boarding, Gloucester House Gloucester House Office 28318

Ms E Custodio Boarding, School House School House Office 28861

(iii) **Prep School**

Mr D Rushworth Health & Safety 28046 or 01225 422931

(iv) **e.g. Tower Scaffolds**

The persons authorised to erect and dismantle tower scaffolds are: Outside contractors. PASMA trained staff: Mark Britton, Perry Harris, Kathryn Adams

(v) **Dangerous Chemicals**

The person authorised to organise the disposal of dangerous chemicals is:

Ms N Cummings Science Technician Chemistry Prep Room 28078

(vi) **Catering and Cleaning**

The person authorised to oversee the kitchen & cleaning area is:

Ellie Clark (Lettings and Events Manager/Catering) 28028

Mrs R Rose (Domestic Services Manager) 28879

(Housekeeping Dept.) 28879

Holroyd Howe (Catering) 28039

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.

i. Health & Safety Coordinator

Ali Adams is responsible for advising me on how health and safety is being managed in the school. In addition, she is responsible for:

1) Ensuring that:

- a) Heads of 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 in Hub and other communications from Trust Office) including:
 - i) The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. educational visits or drama productions) and specific hazards (e.g. manual handling and employee pregnancy);
 - ii) Taking appropriate action where significant risks are identified;
 - iii) Identifying H&S training needs and arranging appropriate training for their staff;

- 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
 - b) Actions necessary to fulfill recommendations made in:
 - i. Fire Safety Risk Assessment Reports
 - ii. H&S Audit Reports, e.g. Matura, CLEAPSS
 - iii. ISI (Estyn in Wales) 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 (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.
- 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.

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

ii. Fire Drill Officer The DFO will ensure fire drills are programmed, supported by:

Mrs Ali Adams	Health & Safety Co-ordinator	Ext 28011
Gapped	Facilities Manager	Ext 28012
Mrs Abbi Pullen	Boarding Gloucester House	Ext 28318
Ms Emma Custodio	Boarding School House	Ext 28861
Miss Claire Lilley	Head of Prep Department.	Ext 28779

Ali Adams is responsible for advising me on all matters relating to fire drills. She is/are also responsible for:

- (1) Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;

- (2) Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- (3) Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
- (4) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- (5) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;

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

iii. **Emergency Evacuation Co-ordinator - Simon Butcher DFO**

The Senior Leadership Team is responsible for advising me on all matters relating to emergency evacuation. S/he is also responsible for:

- 1) Carrying out a threat assessment for the school.
- 2) Devising a 'Threat Plan' which covers:
 - a) Plans for continued checking and vigilance for the school
 - b) An evacuation procedure
 - c) A violent intruder / lock down procedure
 - d) A procedure for search and re-entry
 - e) Details of the local Police Crime Prevention 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
- 3) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

iv. **Electrical Safety Supervisor**

Mr. Simon Butcher Director of Finance & Operations' Office 28003 or 01225 731003 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. He will be supported by the Facilities Manager, who has responsibility for the detailed management of the testing programme.

v. **School Nurse**

Sister Rebecca Purchase Medical Centre Ext 28007 or 01225 731007 or Mobile 07810697369

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 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.

vi. Radiation Protection Supervisor

Mrs Kate Williams **Head of Physics** **Tel: 28037**

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.nicholls1@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).

vii. Educational Visits Co-ordinator

Mrs. Julie Hughes Ext 28097 is responsible for advising me on matters relating to educational visits; ensuring that all educational visits and school trips are planned using the Evolve website; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of H&S 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, SW15 5DH

viii. Accessibility Coordinator

Mr. Simon Butcher Director of Finance & Operation's Office 28003 or 01225 731003 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 Hub.

4. OTHER FUNCTIONS

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

Every department is responsible for 'sweeping' the area they work in. Fire Marshalls are to check empty classrooms, locker rooms, toilets, changing rooms etc, whilst the school is evacuating. They need to do this quickly and not to linger inside the building.

The following staff are Fire Marshalls:

Name	Area of responsibility
Laboratory Technicians, Andrea Stickells	Biology
Laboratory Technicians, Glennis Clark	Physics
Laboratory Technicians, Nadine Cummings	Chemistry
Art Technician, Christian Duckworth	Art

Design Tech Technician, Sarah Williams	Design Technology
Food Tech Technician, Zoe Bothwell	Food Technology
Drama Technician, Kathryn Adams	Drama - Mem Hall
Head of Music, Mark Bradbury	Music, including Practice Rooms (Med centre till Sept 19) (new music School Sept 19)
PE Staff - Kylie Stewart	PE, including Changing Rooms, Dance Studio & Gym
Ben Lacey	Humanities corridor
Sixth Form College, Nick Hayward	Sixth Form College
ICT Support staff, Persham Jones	Staff room area, ICT
Learning Support staff - Shiobhan Smillie	Years 10 & 11 Locker Rooms, HODS offices
Housekeeping - Rachel Rose	House keeping/ Laundry etc...
Estates Team, Perry Harris	Estates
Estates Team, Mark Britton	Estates
Grounds Staff - Chris Petteford	Estates
DFO, Simon Butcher	Admin corridor, Locker Rms - 7, 8 and 9 Maths stairs
Lizzy Steele	Reception and Main office
Lead Nurse - Sister Purchase	Medical Centre
Boarding Staff - on duty	Boarding Houses
Mat Amey	HH – Kitchen area
Eva Janosova	HH - kitchen area
Staff in all other departments to check rooms whilst they are walking past them en route to the Fire Muster Point	

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

Mr. Perry Harris
Mr. Mark Britton

(iii) **Display Screen Assessor**

Mr Persham Jones Network Manager Ext. 28014

is responsible for undertaking for undertaking assessments on ‘DSE users’ workstations and ensuring that any necessary remedial actions are completed.

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

The Estates Management Team equip themselves with necessary PPE.

Science Department provide goggles & other necessary equipment. Each department provides its own PPE.

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

Sister Rebecca Purchase Medical Centre Ext 28007 or 01225 731007 or Mobile 07810

697369

(vi) The following people are qualified **First Aiders**:

Constantly updated in Staff Handbook. This version is updated in Sept 2019

Qualified First Aiders in Royal High Senior School

Those marked with an * have an AED certificate

Emergency First Aid at Work (1 Day)

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Sister Rebecca Purchase*	Medical	<u>April -18</u>	<u>April- 21</u>	07810697369
Sister Vicky Matthews*	Medical	<u>June-18</u>	<u>June-21</u>	07880359427
Kathryn Adams *	Drama	May-19	May-22	
Matthew Amey *	Catering	March 18	March 21	28039
Anna Bernard*	Music	June-19	June-22	28067
Anna Booker *	Housekeeping	May-19	May-22	28028
Zoe Bothwell*	Technology	March- 18	March 21	28015/28031
Mark Bradbury*	Music	Feb – 17	Feb - 20	28056
Hadrian Briggs*	Deputy Head	Feb – 17	Feb - 20	28060
Mark Britton*	Estates	June-19	June-22	28006
Ellie Clark*	Housekeeping	Mar – 18	Mar - 21	28028
Glennis Clark *	Physics Technician	Feb-19	Feb-21	28027
Jo Cossey*	Languages	May – 19	May - 22	28068
Nadine Cummings*	Boarding	Dec 18	Dec -21	28861
Emma Custodio*	Boarding	Nov – 16	Nov - 19	28861
Sophie Daguenet*	Modern Languages	June-19	June-22	28005
Christian Duckworth*	Art/After school club	Mar – 18	Mar - 21	28074
Nicholas Evans*	Sixth Form	Dec 18	Dec 21	28026
Helen Flint	Finance Manager	May 17	May 20	28084
Lena Genini-Verrier*	Catering	May-19	May-22	28039
Andrew Gordon-Johnson*	Minibus driver	May - 18	May - 21	
Craig Graham *	Maths	Feb-19	Feb -21	28083
John Hackett *	Minibus driver	Nov -17	Nov-20	
Perry Harris *	Estates	March – 18	March 21	28006
Nicholas Hayward*	Head of Sixth Form	March 18	March 21	28022
Raphael Heath *	Head of Geography	June-19	June-22	28080
Rebecca Hollingsworth*	Head of KS3	June-18	June -21	28061
Julie Hughes*	PE	Mar – 18	Mar - 21	28097
Victoria Hurley *	FT	Dec 18	Dec 21	28031
Agnes Illes *	Catering	June -19	June-22	28039
Jo Isom*	Geography/Classics	May -18	May- 21	
Claire James *	Head of Classics	May -18	May-21	28067

Eva Janosova*	Catering	Oct – 16	Oct - 19	28039
Deborah Lewis*	Catering	Jan-18	Jan-21	28039
Yuanrong Liu*	Languages	Feb 19	Feb- 21	28095
Steph Looker *	Science	Feb- 19	Feb -21	28037
Emma Mabbott*	Boarding	Dec 18	Dec 21	28861
Roberto Manconi *	Catering SS	Jan -19	Jan-22	28039
Susana Martinez-Gran*	Languages	Dec 18	Dec 21	28095
Samantha McArthur*	PE	May-18	May-21	28097
Jane McCarthy*	Classics	May- 18	May-21	28067
Hannah Morton*	R&P/ Head of PSHEE	June-19	June-22	
Simon Nicholas*	ICT	Dec 18	Dec 21	28090
Helen Nurse*	Languages	Sept 17	Sept 20	28005
Harriet Pagnamenta*	History	June-19	June-22	28087
Lyn Pettiford *	Housekeeping	May-19	May-22	28879
Sally Potter*	PE	June -18	June-21	28069
Graeme Preedy*	Art	Jan – 18	Jan - 21	28067
Anna Robertson*	Alumnae Services	May-18	May-21	28077
Vicente Roca-Gisbert*	Languages	Dec 18	Dec 21	28095
Natalie Roddy*	PE	Jan-18	Jan -21	28069
Serge Rouyer Guillet*	Drama	Nov – 16	Nov - 19	28090
Robert Saunders *	Minibus Driver	April -18	April-21	
Louise Scott*	Alumnae / Sixth Form Admin	Feb – 17	Feb - 20	28020
Rachel Shaw*	PE	Mar – 18	Mar - 21	28069
Roger Smith *	Minibus Driver	Sept 17	Sept 20	
Elizabeth Steele*	Main Reception	May-19	May-22	28000
Kylie Stewart*	PE	Feb – 17	Feb - 20	28069
Andrea Stickells*	Science	Mar – 18	Mar - 21	28038
Tim Stuckes*	Minibus Driver	Nov – 16	Nov - 19	
Jude Taylor*	Head of IB/Biology	Jan-18	Jan -21	28096
Ishani Thorpe*	Head of Drama	May-19	May-21	28011
Colin Treacher*	DT	Sept 17	Sept 20	28015
Kim Temblett*	Minibus Driver	Sept 17	Sept 20	
Kate Williams *	Science	May-18	May-21	28038
Sarah Williams*	DT	Feb-19	Feb-21	28047
Alison Woolley *	Domestic Supervisor	June -19	June-22	28879
Doug Young*	Estates	June-19	June-22	28006

Paediatric First Aid

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Rebecca Purchase *	Medical Centre	May -17	May - 20	28007

First Aid at Work (3 Day) qualification

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Emma Custodio*	Boarding	Feb - 17	Feb - 20	28861
Helen Flint	Finance	May -17	May -20	28084
Karen Harris*	Boarding	April -18	April -21	28318
Penelope Leipold*	Boarding	April- 18	April -21	28861
Emma Mabbott*	Boarding Matron	March 19	March 22	28861
Vicky Matthews	School Nurse	March 19	March 22	28007
Abbi Pullen*	Boarding	Feb - 17	Feb - 20	28318
Rebecca Purchase*	Medical	April - 18	April - 21	28007
Gill Vidler*	Boarding	April -18	April -21	28861

Outdoor Pursuits qualification

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Bethan Davis (2 day)	Marketing	Jan - 17	Jan - 20	28088
Tim Hardcastle (2 day)	Science	Jan - 17	Jan - 20	28071
Raphael Heath (2 day)	Geography	Jan - 17	Jan - 20	28080
Andrew Leather (2 day)	Science	Jan - 17	Jan - 20	28037
James Moyle (2 day)	Science	Oct-18	Oct- 21	28070
Simon Nicholas (1 day)	IT	Feb - 17	Feb - 20	28090
Alison Parr (1 day)	Science	Jan - 17	Jan - 20	28038

Qualified First Aiders in Royal High Prep School

3 Day First Aid at Work

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Michelle Fernandez*	Nursery	Feb - 17	Feb - 20	28045
Selina Jeal *	Nursery	April -18	April- 21	28045
Rachel Simon*	ASC	Feb - 17	Feb -20	

Paediatric First Aid 2 Day

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Fiona Cox *	Year 3	Jan - 2018	Jan - 2021	28045
Carlie Dent*	Reception	Jan- 2018	Jan -2021	28053
Michelle Fernandez*	Nursery	Jan- 2018	Jan- 2021	28045
Emily Frayling *	Nursery	Jan -2018	Jan - 2021	28045
Sally Keyter*	TA	Jan- 2018	Jan- 2021	28035
Selina Jeal*	Nursery	Jan -2018	Jan -2021	28045
Jemma Joakim *	Year 2	Jan- 2018	Jan -2021	28046
Lisa Morgan *	Nursery	Jan- 2018	Jan- 2021	28045
Charlotte Perry *	Nursery	Jan -2018	Jan -2021	28045
Rebecca Purchase *	Medical Centre	May - 17	May -2020	28007
Rachel Simon *	AS Care /Holiday	Jan -2018	Jan -2021	28035

1 Day First Aid at Work

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Emma Appleby *	Yr 3	Jan - 19	Jan -22	28051
Zoe Banks*	PE	Sept 17	Sept 20	28043
Alan Broadhurst *	Catering	Jan-19	Jan-22	28076
Cathryn Davies *	Reception	Jan-19	Jan-22	28051
Vicky Drew *	Year 6	June-18	June -21	28051
Nicola Gunthorpe *	Nursery	Sept 17	Sept 20	
Jess Knights*	Yr 2	Sept 17	Sept 20	28051
Paula Millard*	KS2/Performing Arts	Jan - 19	Jan - 22	28931
Charlotte Perry	Nursery	Sept 17	Sept 20	28045
Diana Rejiester*	Office	Sept 17	Sept 20	28051

Kirsty Robson*	Yr 4	Jan - 19	Jan - 22	28051
Caroline Sharples*	Yr 6	Jan -19	Jan - 22	28065
Paul Solly	Caretaker	Sept 17	Sept 20	28051
Sheena Stockley*	TA Yr 6 & Yr4	Sept 17	Sept 20	28051
Debby Webb	Dance Teacher	Sept 17	Sept 20	
Tom Woods*	Caretaker	Sept 17	Sept 20	28051

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

Sister Rebecca Purchase or Sister Vicky Matthews in the Medical Centre Ext 28007

or for Emergency only Rebecca Purchase 07810 697369 or Vicky Matthews 0788 0359427

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

Ali Adams - Health and Safety Coordinator

Ext 28011

(ix) The following person is responsible for **reporting serious accidents and dangerous occurrences to the Health and Safety Executive:**

Sister Rebecca Purchase in the Medical Ext 28007

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

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

DRIVER	MIDAS Cert No	Expiry date-BANES	Expiry date-MIDAS
Doug Young	262285	Oct-19	Oct-20
Zoe Banks (Prep)	262275	Oct-19	Oct-20
Andrew Gordon-Johnson	281163	Jan-21	Jan-22
Julie Hughes	281178	Apr-21	Apr-22
Samantha McArthur	281178	Apr-21	Apr-22
Mark Britton	281217	Oct-22	Oct-22
Michelle Fernandez (Prep)	281216	Oct-22	Oct-22
Mark Bradbury	281211	Oct-21	Oct-22
Kylie Stewart	281317	Jan-22	Jan-23
Andrew Leather	TBC	Jul-22	Jul-23
Sally Potter	281378	Jul-22	Jul-23
Natalie Roddy	TBC	Jul-22	Jul-23
Perry Harris	262178	Jan-19	Jan-20
Chris Petteford	262179	Jan-19	Jan-20
Tom Woods (Prep)	262188	Jan-19	Jan-20
Tim Hardcastle	262191	Jan-19	Jan-20
Emma Appleby (Prep)	262253	Apr-19	Apr-20
Harriet Pagnamenta	262261	Jul-19	Jul-20
Sheena Stockley (Prep)	262284	Oct-19	Oct-20
David Johnstone	238005	Jul-18	Jul-19
Kim Temblett	191417	Oct-19	Oct-20
Natalie Hannah	281209	Jul-21	Jul-22
Glennis Clarke	281208	Jul-21	Jul-22

Colin Treacher	281183	Apr-22	Apr-22
Alison Parr	281050	Apr-20	Apr-21
Emma Custodio	281176	Apr-22	Apr-22
Kathryn Adams	281375	Apr-22	Apr-23
James Moyle	281377	Jul-22	Jul-23
Craig Graham	Full D1	2021	2021

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

DRIVER	MIDAS Cert No	Expiry date-BANES	Expiry date-MIDAS
Kelly Lycett	NA	NA	NA
Roger Hammond	NA	NA	NA
Sinead Duignan	NA	NA	NA
Ben Lacey	NA	NA	NA

Van: Perry Harris, Mark Britton, Roger Hammond, Tom Woods, Doug Young.

Tractor: Chris Petteford.

(xi) The following person is responsible for carrying out examinations of certain non-thermostatically controlled pressure systems, e.g. model steam engines, in the Science Department.

Mrs. Sinead Duignan, Head of Science and Biology - Ext 28019

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

- (i) Make sure that all work is carried out in a safe way and in accordance with the guidance in H&S Hub 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 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.
- (v) Offer any advice and suggestions that you think may improve health and safety.
- (vi) Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on H&S Hub.
- (vii) 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 Coordinator.

Swimming pool

Pond, behind the Sophie Cameron Centre.

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 Hub. Technical advice may also be sought from the GDST Health & Safety team at Trust Office.

8. STAFF CONSULTATION and SCHOOL H&S COMMITTEE

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

NAME	TITLE
Hadrian Briggs (Interim) Kate Reynolds (from 1/1/20)	Head - Chair
To be appointed	Facilities Manager
Hadrian Briggs	Deputy Head Academic
Simon Butcher	Director of Finance and Operations
Ellie Clark	Lettings and Events Manager
Emma Custodio	Head of Boarding
Philippa Atkinson	Director of Sport
Sinead Duignan	Head of Science & Biology
Perry Harris	Estates team
Julie Hughes	Educational Visits Coordinator
Persham Jones	ICT Manager
Graeme Preedy	Head of Art
Abbi Pullen	Boarding - Gloucester House
Rebecca Purchase	School Nurse
Dan Rushworth	Deputy Head of Prep School
Ishani Thorpe	Head of Drama
Victoria Gill	Head of Technology
Faye Abel	Trust H&S Adviser
Ali Mottram	Head's PA
Ali Adams	Health & Safety Coordinator
James Johnson	Trust Estates Manager
Rachel Rose	Domestic Services Manager
HOLROYD HOWE	Catering

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.

SIGNED BY HEAD OF SCHOOL *H Briggs*

DATE *7th September 2019*