



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Health and Safety Policy Statement and School H&S Organisation

## **HEALTH AND SAFETY POLICY**

### **Statement**

This Policy reflects the commitment to Health & Safety (H&S) by Putney High School. All reasonably practicable steps will be taken to secure the health, safety and welfare of everyone legally on School premises. The School recognises and accepts responsibilities under the Health & Safety at Work Act (HASAW) 1974 and, so far as is reasonably practicable, will provide safe places of work, safe equipment and safe working practices for pupils, staff and visitors to the School. A printed copy of this policy will be located in Junior and Senior School reception. This Policy, and H&S standards in the School, will be reviewed as part of the GDST Chief Executive Annual School Review, or when there is a material change to the School's organisation, or a change to relevant legislation. The school H&S policy covers relevant Early Years Foundation Stage activities.

### **Arrangements**

The procedures and arrangements for H&S at school are detailed in the Staff Handbook and have been put in place to assist those responsible to:

- Establish and maintain reasonably safe systems of work in a safe and healthy environment throughout the School, ensuring it is a safe and healthy place to learn and to work, has adequate welfare facilities, operates with safe working practices, allows safe access and egress to the School and undergoes reasonably safe levels of site, buildings, layout and work equipment maintenance.
- Ensure safety and absence of risk to health when using, handling, storing and transporting articles, substances and electricity at work or involved in lone working activity
- Ensure sufficient information, instruction and supervision to enable all visitors, staff and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate H&S training, including the teaching of safety within the curriculum where appropriate
- Formulate procedures to be used if there is a fire of other emergency and for evacuation the School.
- Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded, encourage and promote the accurate and prompt reporting using the system, and procedures are in place for subsequent accident investigation.

- Provide, maintain and ensure the use of appropriate protective clothing and equipment in accordance with the Personal Protective Equipment Regulations 1992
- Comply with legal requirements, codes of practice and safe working procedures and actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- Promote a safety culture within the School that positively promotes and encourages safe working by all employees in all aspects of the School's work, including the encouragement of discussion and communication between GDST, SLT and all staff on H&S matters and the provision of a formal H&S committee for this purpose.
- Consider at the tendering, planning and contract stages, for any works means of eliminating/reducing the risk of injury and or damage and liaise with contractors commissioned by the School or Trust to ensure so far as is reasonably practicable, they carry out their duties and responsibilities for H&S.

### **Risk Assessment Policy – Summary Statement**

The School recognises that risk assessments is one of the keystones of good H&S management which can make a significant contribution to promoting welfare and reducing H&S risks to employees, pupils, visitors and others who may be affected by the way in which the school operates. Risks assessments are completed for all potentially hazardous activities and situations and these are regularly reviewed at Departmental, School and GDST level. The school Risk Assessment Policy (201-A) is accessible through the Staff Handbook policies section, and includes policy on training.

The School maintains a Baseline Risk Register and associated Risk Assessment sheets under the GDST Health and Safety Strategy Project Plan. All issues concerning H&S are to be reported immediately to the H&S Coordinator or, in his absence, the Estates Manager. In all cases action is required to implement controls necessary to reduce the risks to an acceptable level following the principles of prevention: eliminate the hazard at source, reduce the hazard, prevent contact with the hazard, implement safe systems of work, and employ personal protective equipment.

Risk assessments are retained in the Staff Handbook or relevant Departmental shared drives. The master set should be stored electronically, but paper copies can also be made available, eg in the staff room, Departmental office, or to take off-site, eg on an educational visit. These are checked and audited by the GDST on a rolling annual basis. Individual risk assessments for trips are reviewed by the EVC.

Each Department should list all their risk assessments on an index sheet. This should include the following information

- Name of risk assessment,
- Date of completion / last review,
- Name of person who completed / last reviewed RA
- Date RA is next due for updating,
- Where RA is stored (soft or hard copy)

Each member of staff should have easy access to a copy of the index sheet so they know where to find the risk assessments.

Where a non-compliance has been identified, an Action Plan with clear deadlines must be agreed to resolve it and a designated Head of Department given responsibility for ensuring it is completed.

In all cases advice from a competent person/body such as the Trust H&S Advisor, local authority, fire service or HSE must be actioned

### **Staff Duty**

Staff are reminded, under sections 7 and 8 of HASAW Act, every member of staff has a duty whilst at work:

- To take reasonable care of their own H&S and reasonable care of the H&S of other people
- To cooperate with their employer in order that they can fulfil their duties
- Not to interfere or misuse anything provided for H&S.

Any member of staff who fails to observe the requirements of any part of this Policy will be the subject of disciplinary proceedings in accordance with his/her Contract of Employment. (For more details about what this would involve, please refer to the Disciplinary Policy.)

## **HEALTH AND SAFETY ORGANISATION**

### **Head's Responsibilities**

As Head, I am responsible for the health, safety and welfare of the staff, pupils and visitors to the school, including EYFS, and in respect of all activities carried out 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.

To ensure that:

- a) Area, Activity, Hazard Specific (e.g. Fire) 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;
  - (1) 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 and any relevant codes of practice;
  - (2) All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; and
  - (3) Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced 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 (eg Surveyor (if physical adaptations are required to buildings), first aiders (in case emergency assistance is required), caretakers (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 departments at Trust Office of any special or newly identified risks or new risks about to be introduced.
- d) To keep a record of all accidents, incidents and fires; to investigate all serious accidents, incidents and fires and report them to the relevant departments at Trust Office and to ensure, where necessary, incidents are reported to the HSE under the RIDDOR.
- e) To ensure that the school' H&S Baseline Risk Register is updated annually and an Action Plan is produced to address significant risks.
- f) To appoint a School Nurse and qualified first aiders and to have first aid equipment and facilities checked regularly.
- g) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. This includes:
  - (1) Ensuring that adequate fire fighting equipment and appliances are provided and ensuring that prompt action is taken to remedy deficiencies.

- (2) 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.
- (3) Testing fire detection and alarm systems regularly.
- (4) Holding fire drills at regular intervals.
- h) To make sure that the conditions of any local authority licences are observed.
- i) To ensure the safe storage, use and disposal of hazardous wastes, in compliance with Trust procedures and statutory regulations.
- j) To ensure, as far as possible, that preventative health measures are taken.
- 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 ensure appropriate training of staff in health and safety, including risk assessment.

### **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 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 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 workplace safety of staff, pupils and other persons in their Department. In particular, the responsibilities listed above are delegated to Heads of Department for their Departments. The updated list of Heads of Departments is available in the Staff Handbook. Heads of Departments complete, and review with their departments, self-evaluation forms to assist with identifying, recording and managing risks.

## **Advisory Responsibility For Safety**

The Trust has appointed a team of Health & Safety Advisers to advise Heads and 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.

### **Health & Safety Coordinator.**

Alistair Gray, Director of Finance and Operations, Ext 27942, is responsible for advising me on how health and safety is being managed in the school. In addition he is responsible for:

m) Ensuring that:

- (1) Heads of Departments regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;
- (2) Assisting Heads of Departments implement the Trust's arrangements for Health and Safety (contained in Oracle/Hub, Circulars and other communications from Trust Office) including:
  - (a) Assisting relevant staff with 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. use of DSE and employee pregnancy);
  - (b) Completing and reviewing risk assessments for manual handling, slips and trips and on-site vehicle movements.
  - (c) Taking appropriate action where significant risks are identified;
  - (d) Identifying H&S training needs and arranging appropriate training;
- (3) Heads of Departments advise /inform the Head, through the H&S Coordinator, of:
  - (a) The measures needed to carry out work safely if deficiencies are identified;
  - (b) Any breaches of health and safety regulations;
  - (c) If any new or special risks are about to be introduced into the school.

n) Coordinating the:

- (1) Annual review of the school's strategic Baseline Risk Assessments, H&S Baseline Risk Register and Action Plan and submitting to the Trust H&S Team when requested;

- (2) Annual completion of the Departmental H&S Self Evaluation Forms and Action Plan and submitting to the Trust H&S team when requested for review by Trustees.
  - (3) Actions necessary to fulfill recommendations made in Fire Risk Assessment reports, H&S Audit reports, ISI reports (H&S elements), H&S Action Plans
  - (4) Reporting, through the Head's Report, H&S matters to the School Governing Board
  - (5) School's H&S Committee through the significant and effective role of Committee Secretary
- o) In conjunction with the relevant Head of Department:
- (1) Investigating all RIDDOR, serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring, with the School Nurse, they are recorded on the RIVO safeguard incident recording system;
  - (2) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
  - (3) Reporting 'notifiable dangerous occurrences' to the HSE in accordance with RIDDOR within the required timescales.
  - (4) Disseminating safety advice given by GDST H&S Advisers, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
- p) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.
- q) To complete, review and revise the school Security Policy

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

**Fire Drill Officer** Heidi Armstrong, Deputy Head Pastoral, Ext 27910, is responsible for advising me on all matters relating to fire drills. She 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;
- f) Assisting in the completion of the school's Fire Safety Risk Assessment.
- g) The Fire Drill Officer will attend such training as is identified and provided for her to perform her duties in this role.
- h) Fire Marshalls (as Heads of Department lists) have been appointed to assist the Fire Drill Officer and a Key Duty Holder has been appointed and given responsibility for specific aspects of fire safety. Lists of current Fire Marshalls are displayed at key points around the school.

**Fire Safety Key Duty Holder** Wayne Jones, Estates Manager, Ext 27952, is responsible for advising me on all matters specifically relating to fire safety. This includes

- a) Assisting the H&S Coordinator with documenting and updating the school's 'Fire Safety Policy', 'Fire Evacuation Policy' and 'Emergency Action Plan'.
- b) Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed.
- c) Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff.
- d) Arranging for training of staff in fire safety procedures.
- e) Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
  - (1) Escape routes – kept clear, not obstructed, clear of combustible items
  - (2) Fire doors – not damaged, fit/close correctly, not wedged/ hooked open, will open easily
  - (3) Alarm activated door closers – ensure they activate when alarm sounds
  - (4) Fire fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
  - (5) 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,

- (6) Emergency lighting - serviced and tested quarterly by engineer, not damaged/covered/obstructed, each light tested for functionality at least once a month
- (7) Fire signage – in place on all exit routes and by each extinguisher, not damaged/covered/obstructed

**Emergency Evacuation Co-ordinator** Alistair Gray, Director of Finance and Operations, Ext 27942, is responsible for advising me on all matters relating to emergency evacuation. He is also responsible for:

- a) Carrying out a threat assessment for the school.
- b) Devising a 'Emergency Plan' which covers:
  - (1) Plans for continued checking and vigilance for the school
  - (2) Dealing with health and safety emergencies
  - (3) An evacuation procedure
  - (4) A procedure for search and re-entry
  - (5) Details of the local Police and other emergency contacts 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
- c) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

**Electrical Safety Supervisor** Wayne Jones, Estates Manager, Ext 27952, is responsible for advising me on all matters relating to electrical safety. He is also 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.

**School Nurse** Alison Graham, School Nurse, Ext 27958, is responsible for advising me on matters relating to First Aid and supporting medical needs 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/Hub and school's First Aid Policy. (NB There is also a Consultant Nurse for the whole Trust: Victoria Wilson, the School Nurse at Newcastle High School, contactable via: [v.wilson@ncl.gdst.net](mailto:v.wilson@ncl.gdst.net); internal 16013; external 0191 281 1768). Accident reports and trends are discussed at H&S Committee level. The recording and reporting of accidents to staff, pupils and visitors – including those notifiable and reportable to HSE, including under RIDDOR – is the responsibility of the School Nurse.

Accident and incident reports are scrutinised at Health and Safety Committee meetings in order to identify trends and patterns and act accordingly.

The school recognises that **workplace stress** is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The GDST uses an external organisation (BUPA) to provide an **Occupational Health** service. They provide professional medical advice to managers and employees about health and work issues. Details are posted in staff rooms and on staff Firefly portals.

**Radiation Protection Supervisor** Mr Muhsin Ogretme, Head of Physics, Ext 27938, 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 Advisor). He can be contacted at: [c.nicholls@wes.gdst.net](mailto:c.nicholls@wes.gdst.net); telephone 07850 270735; GDST Trust Office, 100 Rochester Row, London.

The **Trust Radiation Protection Adviser** at CLEAPSS. She can be contacted via the CLEAPSS Helpline (01895 251496) or via the Trust Radiation Protection Officer.

**Control of hazardous substances**, and the lead on COSHH, is Dr Will Dixon, Head of Science, Ext 27931.

**Educational Visits Co-ordinator** Jane Brandon, Director of Co-Curricular Activities, Ext 27957, is responsible for advising me on matters relating to educational visits and ensuring that all staff organising school visits are competent, plan properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of H&S Oracle/Hub and that all educational visits and school trips are planned using the Evolve website. Policy and procedures for off-site visits, including residential visits and any school-led adventure activities is maintained in the H&S of Pupils on School Visits and Educational Visits policies.

The **Trust Educational Visits Adviser** is Peter Cornall (H&S Adviser). He can be contacted at: [p.cornall@wes.gdst.net](mailto:p.cornall@wes.gdst.net); external 07850 270734; GDST Trust Office, 100 Rochester Row, London.)

**Accessibility Coordinator** Alistair Gray, Director of Finance and Operations, Ext 27942 is responsible for advising me on matters relating to and ensuring that progress with the school's physical Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Accessibility Strategy' section of H&S Oracle/Hub. Justyna Sokolwska, Learning Enrichment, may provide additional advice on educational/pastoral aspects in accordance with her expertise in this area.

## **Other Functions**

Wayne Jones, Estates Manager, Ext 27952 and Anita White, Reception/Administration Officer, Ext 27900, are responsible for **undertaking assessments** on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

**Personal protective equipment** needed in this school can be obtained from Wayne Jones, Estates Manager, Ext 27952.

**Qualified First Aiders** in both the Junior and Senior School are listed separately in the Staff Handbook and identified on notices throughout the school.

All **accidents** should be reported immediately to Alison Graham, School Nurse, Ext 27958. She is responsible for reporting RIDDOR, serious accidents and dangerous occurrences to the Health and Safety Executive.

All **dangerous occurrences** or **near misses** should be reported to Wayne Jones, Estates Manager, Ext 27952.

Student **behaviour** is managed in accordance with the Behaviour and Sanctions policy.

Wayne Jones, Estates Manager, Ext 27952, is responsible for ensuring regular and compliant **maintenance** (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety). He also leads on asbestos management and maintains the Asbestos Register. Selection and management of contractors is conducted in accordance with GDST procedures as described on GDST Oracle/Hub.

The following members of staff only are authorised to drive the school tractor:

Wayne Jones; Tyrone Morrow; Brendan Clancy; Patrick Cheung; Darren Downes; Mick Barham

## **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 whom 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/Hub 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/Hub.
- g) Familiarise yourself with the guidance in the GDST H&S Handbook and the procedures for:
  - (1) fire fighting equipment, alarm points and escape routes;
  - (2) action to take if someone requires first aid assistance
  - (3) welfare of students with allergies, asthma and epilepsy.
- h) If in doubt about any process of the safety of equipment, consult your supervisor or the Health & Safety Coordinator or if necessary, myself.

#### Lone Working

- i) Lone workers are defined as 'those who work by themselves without close or direct supervision' due to their location, the time of day, or the day of the week. Lone working is a part of normal working life. If you work alone you need to take sensible precautions to ensure your safety, including advising other people when and where you will be working. The main risks associated with lone working are a lack of immediate assistance in the case of injury or ill-health and violence against the lone worker.
- j) Staff who could fall into the category of lone workers include:
  - (1) Caretakers and cleaning staff working alone early in the morning or in the evening, at weekends or during the holidays
  - (2) Ground keepers

- (3) Teaching and administrative staff working outside of normal school working hours e.g. during the weekends and / or school holidays.
- k) Some activities must be avoided by lone workers. These include:
- (1) Significant manual handling activities
  - (2) Working at height, e.g. using a ladder, step-ladder, tower, going on roofs
  - (3) Use of dangerous equipment, e.g. major power tools
  - (4) Use of hazardous chemicals
  - (5) Work in potentially hazardous environments, e.g. close to deep water

### **Sources**

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

Risk assessments are available at Departmental and School/Site level in the Staff Handbook – security on site (including anything associated with violence to staff), manual handling, slips and trips, vehicle/pedestrian segregation. The school recognizes the legal requirements inherent in dealing with asbestos, legionella and fire safety and has appropriate measures in place to have these areas reviewed by specialist contractors.

### **Arrangements to Monitor, Establish and Review - Staff Consultation and School H&S Committee**

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

Suzie Longstaff; Alistair Gray; Heidi Armstrong; Pippa Daverson (Junior School); Alison Graham; Dr Will Dixon; Stella Jennings, Kirsty Scuffil; Gregory Woodrow; Emma Crocombe; Lincoln Burton; Dr Jane Brandon; Wayne Jones; Ashley Carter; GDST representative (Craig Nicholls)

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.

The school's H&S safety standards are monitored and reviewed annually by the GDST Chief Executive as part of the Annual School Review, and reported to the GDST Trustees. The

School Governing Board (SGB) reviews H&S standards at each Governor's Meeting, where H&S is a standing part of the Head's Report to Governors; one of the SGB takes health and safety as a specific part of their portfolio.

Suzie Longstaff, Head

01 September 2018