



PUTNEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Health & Safety Policy and Statement of Health & Safety Organisation and Responsibilities

Health & Safety Policy

Table of Contents

	Page No
Health & Safety Policy	
Statement	3
Arrangements	3-4
Risk Assessment Policy – summary statement	4-5
Staff Duty	5
Statement of Health & Safety Organisation and Responsibilities	
Head's Responsibilities	6-7
Delegated Executive Responsibility	7
Heads of Department	8-9
Advisory Responsibility for Safety	9-13
Health & Safety Coordinator	9-11
Fire Drill Officer	11
Emergency Evacuation Coordinator	11-12
School Nurse	12
Radiation Protection Supervisor	13
Trust Radiation Protection Adviser	13
Trust Radiation Adviser	13
Control of Hazardous Substances	13
Educational Visits Coordinator	13
Trust Educational Visit Adviser	13
Accessibility Coordinator	13
Staff Wellbeing Coordinator	13
Other Functions	14-18
Individual Responsibility	19
Special Hazards	19
Sources of Information	19
Staff Consultation and School H&S Committee	20

Health & 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 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 school [Health & Safety Folder](#) within the "[Staff Handbook](#)". Refer to folder "Health & Safety" for SEFs and Risk Assessments, and the "[School Policies](#)" folder for various policies relating to Health & Safety, including

- Dogs in the workplace
- Emergency Plan
- Fire Evacuation
- Fire Risk
- Risk Assessment
- Security
- Weather protocol

These procedures and arrangements 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 when 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 or other emergency and for evacuation of the school.
- Provide a system so that dangerous occurrences, accidents, defects, and potential hazards are reported and recorded, and to encourage, and promote the accurate and prompt reporting using the system, and ensure 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 – replaced by Personal Protective Equipment at work (amended Regulations 2022 (PPER 2022)).
- 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.

Health and Safety Risk Assessment Policy Statement

The school recognises that a risk assessment 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 (201a) is accessible in the [School Policies](#) folder.

The school maintains a 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 (Director of Finance and Operations) or, in their 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, in the staff room, Departmental office, or to take off-site, e.g., 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 (Education Visits Coordinator). Each Department should list all their risk assessments on an index sheet or in Department meeting minutes, under the standing H&S agenda item. Departments should also record in meeting minutes that relevant staff have read risk assessments. Index sheets or minutes/records should include the following information.

- Name of risk assessment
- Date of completion/last review
- Name of person who completed/last reviewed risk assessment
- Confirm who has read risk assessment (it is best practice to sign a copy)
- Date risk assessment is next due for updating
- Where risk assessment 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 (Health and Safety Executive) must be actioned.

Staff Duty

Staff are reminded, under sections 7 and 8 of HASAW Act (Health and Safety at Work 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.)

Statement of Health & Safety Organisation and Responsibilities

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 (Health & Safety) 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 describes the advisory arrangements within the school.

- a) To ensure that standards of health and safety are regularly reviewed and monitored to ensure that all areas, machinery, and equipment working practices and procedures are safe and in compliance with legal requirements and Trust guidance and any relevant codes of practice.
- b) To ensure that all staff, pupils, and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the Hub.
- c) To ensure that:
 - (1) Area, Activity, Hazard Specific (e.g., Manual Handling) and Person Specific (e.g., employee pregnancy) Risk Assessments are completed and regularly reviewed, the controls implemented and significant information arising from the risk assessments is provided to those affected.
 - (2) Risk assessments for members of staff with special needs or disabilities are completed and relevant information is cascaded to the necessary people and departments in order that appropriate action can be taken (e.g., Surveyor (if physical adaptations are required to buildings), first aiders (in case emergency assistance is required), caretakers (if ramps etc. are required), IT (if specialist IT equipment is required)
- d) To ensure all significant accidents, incidents (e.g., fires) and serious near misses are recorded on the Sphera/RIVO Safeguard website; 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 (Reporting of Injuries, Diseases and Dangerous Occurrences regulations).
- 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. This includes:

- (1) Ensuring that adequate firefighting 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.
- 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 wastes, in compliance with Trust procedures and statutory regulations.
- i) To ensure that the risk of slip, trip and fall incidents is, as far as possible, eliminated by maintaining all internal and external flooring, walkways, and pedestrian routes in good condition and free of obstructions and contamination that might cause a hazard.
- j) To ensure, as far as possible, that preventative health measures are taken to address occupational illness, such as work-related stress, and to ensure staff are aware of the Employee Assistance Programme (currently provided by 'Health Assured') and the Occupational Health Service (currently provided by BUPA) via the GDST HR Department).
- k) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.
- l) To inform the school's H&S Coordinator and the relevant departments at Trust Office of any special or newly identified risks or new risks about to be introduced.

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 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 safety of staff, pupils, and other people in their Department. In particular, the responsibilities listed in 1 above, sections a, b, c, d, h, i, j, k, and l are delegated to Heads of Department for their Departments. A list of Heads of Departments, their rooms and contact details and the Departments for which they are responsible is set out below:

Head of Art	Eleanor Swingler	e.swingler@put.gdst.net	ART1, ART2, TAS
Head of Business & Economics	Andrew Ross	a.ross@put.gdst.net	CAR, G7, H4, RM1 RM2, RM6, SR1, SR4, SR5, SR6
Head of Classics	Peter Maskell	p.maskell@put.gdst.net	G10, H3, H4, H6, ICT1, RM1, RM5, RM6, SFBR
Director of Drama	Emma Crocombe	e.crocombe@put.gdst.net	Athena Forum, Athena Drama 1, 2, 3
Head of English	Antony Barton	a.barton@put.gdst.net	AP2, CAR, G1, G10, G11, G12, G13, G3, G5, H3, RM1, RM3, RM4, RM5, RM6, SR6, SR7
Head of Geography	Penny Freeley	p.freeley@put.gdst.net	G1, G2, G3, G6, H3, ICT1, RM2, RM3, RM4, SR6, SR8
Head of History of Art	Olivia Dobell	o.dobell@put.gdst.net	H4
Head of History & Politics	Bryony Gough	b.gough@put.gdst.net	AM1, CAR, G10, G11, G4, G8, H3, RM1, RM3, RM4, RM5, SR2, SR3, SR4, SR6, SR8
Head of Mathematics	Jeffrey Samuel	j.samuel@put.gdst.net	G2, G3, G4, G5, G7, G10, G11, G13, H3, H4, H7, H7, ICT1, RM1, RM3, RM5, SFBR, SR1, SR7, SR8

Head of Modern Foreign Languages	Peter Yates	p.yates@put.gdst.net	AB3, AC2, AC3, AF, AM1, ART1, ART2, DHO, G2, G4, G5, G6, G7, G8, G9, G10, G11, G12, G13, H3, H4, H6, H7, IC, ICT1, ICT2, RM6, SFBR, SR2, SR3
Director of Music	Robert Patterson	r.patterson@put.gdst.net	AM1, AM2, AM3
Director of Sports	Emma Fraser	e.fraser@puut.gdst.net	AC2, AM2, G13, G7, H4, IC, ICT1, RM1, RM4, SFBR, Sports Hall, SR2, SR7
Head of Psychology	Fotini Kalinoglou	f.kalinoglou@put.gdst.net	AC1, AP3, SR3, SR4, SR5, SR7
Head of Religious Studies	Sarah Tyler	s.tyler@put.gdst.net	RM2, RM3, RM4, SR1
Head of Science	Will Dixon	w.dixon@put.gdst.net	AB1, AC1, AC2, AP1, AP2
Head of Chemistry	Vikki Filsell	v.filsell@put.gdst.net	AB1, AB3, AC1, AC2, AC3, AP3, ICT1
Head of Physics	Helen Carrington	h.carrington@put.gdst.net	AB2, AC1, AC2, AP1, AP2, AP3, RM5
Head of Product Design & Technology	Francesca David	f.david@put.gdst.net	DT, IC, ICT1
Head of Biology	Ross Cameron	r.cameron@put.gdst.net	AB1, AB2, AB3, AC3, AP1, AP2, AP3, ICT1, RM4
Head of Rowing	Peter Brewer	p.brewer@put.gdst.net	Boathouse, River

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

Steve Friend, 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:

- 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 GDST Hub H&S pages and other communications from Trust Office) including:
 - i) The completion and regular review of risk assessments for areas (e.g., classrooms), activities (e.g., educational visits or drama productions) and specific hazards (e.g., manual 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. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the Hub;
 - c) Heads of Departments advise / inform the Head, through the H&S Coordinator, of:
 - i) The measures needed to carry out work safely if deficiencies are identified;
 - ii) Any breaches of health and safety regulations;
 - iii) If any new or special risks are about to be introduced into the school.
- 2) Coordinating the:
 - a) Annual completion of the Departmental H&S Self Evaluation Forms by Heads of Departments and ensuring Action Plans are produced and implemented to address significant risks.
 - b) Actions necessary to fulfill recommendations made in
 - i) Fire Risk Assessment reports
 - ii) H&S Audit reports (e.g., Clearwater, 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 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 Sphera/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 Advisers, 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 as Secretary of the school's H&S Committee.

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

Fire Drill Officer

Heidi Armstrong, Head of the Senior School, Ext 27910, will be advising on all matters relating to fire drills. The Fire Drill Officer is also responsible for:

- 1) Coordinating termly 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.
- 2) Upon the completion of a fire evacuation drill, advising the Head once all registers have been taken and all personnel on site accounted for
- 3) Report to the DFO any concerns or improvement actions from the pupil and staff point of view

H&S Coordinator

Steve Friend, (Director of Finance and Operations) , Ext 27942 , and who is responsible for:

The DFO carries out the following duties with support from the Estates Manager who runs the fire alarm panel investigation and helps to ensure the Fire Log is up-to-date

- 1) 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 recording any problems encountered;
- 2) Advising the Head when it is safe to allow staff, pupils and any visitors or contractors to re-enter the buildings;

- 3) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures, to the school's H&S Committee
- 4) 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 3 (i), below) have been appointed to assist the Fire Drill Officer and 'H&S Coordinator' (see 3(ii) below) and given responsibility for specific aspects of fire safety.

Additional responsibilities of the DFO

With Estates Manager, Tom Waluga, responsible for advising me on all matters relating to emergency evacuation, including:

- 1) Carrying out a threat assessment for the school.
- 2) Devising an 'Emergency Plan' which covers:
 - a) Plans for continued checking and vigilance for the school
 - b) Dealing with health and safety emergencies
 - c) An evacuation procedure
 - d) A procedure for search and re-entry
 - e) Details of the local Police and other emergency contacts and records of advice given
 - f) Details of the Emergency Management Team Chair and Incident Manager and Emergency Management Team Deputy Incident Manager and of appropriate staff and pupil training
- 3) In the event of an emergency evacuating the premises and at the appropriate time passing to the Head the decision to re-occupy.

School Nurse

School Nurse, Ext 27958, is responsible for advising me on matters relating to pupil health and medicine administration and the arrangements made by the school to meet the requirements set out in the 'First Aid', 'Accident Reporting' and 'Pupil Medical Procedures' sections on the Hubs H&S pages.

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 in their absence the Estates Manager or DFO) to report all notifiable accidents to the HSE.

Helen Carrington, 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; telephone 07850 270735

The Trust has appointed a Trust Radiation Protection Adviser. They can be contacted via the Trusts Radiation Protection Officer or the CLEAPSS Helpline (01895 251496).

Responsible for Control of Hazardous Substances, and the lead on COSHH, is Dr Will Dixon, Head of Science, Ext 27931.

Educational Visits Coordinator

Jane Brandon, Director of Co-Curricular Activities, Ext 27957, 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 the Hubs H&S pages.

The Trust Educational Visits Adviser is Peter Cornall (H&S Adviser). He can be contacted at: p.cornall@wes.gdst.net; external 07850 270734

Accessibility Coordinator

Steve Friend, Director of Finance and Operations Ext 27942 is responsible for advising me on matters relating to accessibility and ensuring that progress with the school's physical Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Accessibility Policy on the HUBs Innovation & Learning pages. Raazia Baggia, Learning Enrichment, is responsible for the additional advice and activity on the educational/pastoral aspects of accessibility in accordance with her expertise in this area.

Staff Wellbeing Coordinator

Hannah Rimbault, Head of HR, Ext 27939, is responsible for advising me on matters relating to staff wellbeing, including initiatives to protect and promote good mental health and wellbeing amongst staff, such as the Positive Schools Programme and the Mental Health First Aiders; and monitoring occurrences of work-related stress and ensuring these are investigated to identify if any changes can be made to prevent future occurrences.

Other Functions

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

Location	Name	Contact Details
Athena Ground Floor	Georgina Roberts	g.roberts@put.gdst.net
Athena Ground Floor	Robert Patterson	r.patterson@put.gdst.net
Athena First Floor	Emma Crocombe	e.crocombe@put.gdst.net
Athena Second Floor	Gloria Alexander	g.alexander@put.gdst.net
Athena Second Floor	James Blazeby	j.blazeby@put.gdst.net
Athena Third Floor	Telma Oliveira	t.oliveira@put.gdst.net
Cromwell Basement	Yvonne Harris	y.harris@put.gdst.net
Cromwell Ground Floor	Emily Tyler	e.tyler@put.gdst.net
Cromwell First, Second & Third Floor	Ian Goodman	i.goodman@put.gdst.net
Cromwell First, Second & Third Floor	Hannah Rimbault	h.rimbault@put.gdst.net
Galbraith Ground Floor	*Staff in G1 and G2 to check lockers room and toilets. Staff in each classroom to evacuate their students	
Galbraith First Floor	*Staff in G6 and G7 to check toilets. Staff in each classroom to evacuate their students	
Galbraith Second Floor	*Staff in each classroom to evacuate their students	
Homefield Basement	Laura Mae Brown	l.brown2@put.gdst.net

Location	Name	Contact Details
Homefield Ground Floor	Laura Mae Brown	l.brown2@put.gdst.net
Homefield First Floor	Kellie Brown	k.brown2@put.gdst.net
Homefield Learning Centre	Raazia Baggia	r.baggia@put.gdst.net
Lockley Ground Floor (DT Room)	Cordel Blackstock	c.blackstock@put.gdst.net
Lockley First Floor	Hassan Islam	h.islam@put.gdst.net
Long Corridor/ Library	Åsa Nylinder	a.nylinder@put.gdst.net
Long Corridor/ Library	Silvia Brunetta	s.brunetta@put.gdst.net
Long Corridor/ Library	Dapinder Chahal	d.chahal@put.gdst.net
Long Corridor	Amielia Katze	a.katze@put.gdst.net
PAC	Jonathan Bailey	j.bailey@put.gdst.net
Sixth Form Centre Ground Floor	Kate Molan	k.molan@put.gdst.net
Sixth Form Centre First Floor	Kate Molan	k.molan@put.gdst.net
Sixth Form Centre Second Floor	Margaret Uzice-Cruz	m.uzice-cruz@put.gdst.net
Sixth Form Gym/ Upstairs Changing Room/ Coaches Office	Emma Fraser	m.fraser@put.gdst.net
Sports Hall/PE Office/Downstairs Changing Room & Toilets (inc. surrounding corridor)	Emma Heenk	e.heenk@put.gdst.net
Cafeteria	Sarah Sulmanis	s.sulmanis@put.gdst.net
Junior School KS2 Outside	Julia Raffety	j.raffety@put.gdst.net

Location	Name	Contact Details
Junior School KS2 Outside	Pippa Page-Roberts	p.page-roberts@put.gdst.net
Junior School Y2/Panda Room	Elaine McCarthy	e.mccarthy@put.gdst.net
Junior School Computing Suite/ Curve/ Hall	Hiten Mistry	h.mistry@put.gdst.net
Junior School (Lytton House (Art Room, Science Lab, 4K)	Jack Burgess	j.burgess2@put.gdst.net
Junior School Y6-3M Floors	Isobel Franks	i.franks@put.gdst.net
Junior School Y6-3M Floors	Andy Miller	a.miller@put.gdst.net
Junior School Y6-3M Floors	Andy Miller	a.miller@put.gdst.net
Fire Panel/Estates responsibilities	Tom Waluga	t.waluga@put.gdst.net
Fire Panels/Estates responsibilities	Tyrone Morrow	t.morrow@put.gdst.net
Fire Panels/Estates responsibilities	Matthew Wyeth	m.wyeth@put.gdst.net
Fire Panels/Estates responsibilities	Darren Downes	d.downes@put.gdst.net
Fire Panels/Estates responsibilities	Clayton Jarrett	c.jarret@put.gdst.net

In the event of an evacuation, they are responsible for:

- Helping everyone to leave the areas / buildings they are responsible for quickly and safely,
- Checking all rooms within their areas / buildings, including offices, staff rooms, cloakrooms and workrooms, to ensure everyone has left,
- Using firefighting equipment, if the fire is small, it is safe to do so, and they have been trained to use fire-fighting equipment,
- If it is safe to do so, shutting down any equipment that has been left on, and closing any doors and windows that have been left open / not closed properly,

ii) The DFO as H&S Coordinator has the additional following special responsibilities for certain aspects of Fire Safety

- Documenting and updating the school's 'Fire Risk Policy' and 'Emergency Plan' policy;
- Updating the school's 'Fire Risk Assessment Action Plan' as tasks are completed;
- Ensuring the School Nurse documents 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff and pupils;
- Training staff, pupils and contractors working regularly on the Trust's premises, e.g., caterers and cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- Putting in place and regularly monitoring fire safety procedures to ensure they are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items (e.g.; coats) and displays,
 - Fire doors – not damaged, fit/close correctly, not wedged/hooked open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds
 - Firefighting equipment, e.g., extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
 - Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a year and all call points in higher risk areas are tested once a term,
 - Emergency lighting - serviced and tested quarterly by engineer, not damaged/covered/obstructed, each light tested for functionality at least once a month
 - Fire signage – in place on all exit routes and by each extinguisher, not damaged/covered/obstructed]

iii) Display Screen Assessor

The IT Department is responsible for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

iv) The following people are nominated to administer medicines

Name	Location	Contact Details
School Nurse	Nurses Room	Ext 27958 07880 358324

v) Qualified first aiders

Qualified First Aiders in both the Junior and Senior School can be found within the [First Aiders & Fire Wardens/Marshalls button](#) on Firefly

vi) All accidents should be reported immediately to

Name	Location	Contact Details
School Nurse	Nurses Room	Ext 27958 07880 358324

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

Name	Location	Contact Details
Tom Waluga Estates Manager	Estates Office Cromwell Building	Ext 27952 07741 272820

viii) The following person is responsible for reporting serious accidents and dangerous occurrences to the Health and Safety Executive.

Name	Location	Contact Details
Steve Friend	Putney High School	Ext 27942 07816 347277

ix) School Transport/Vehicle Manager

Tom Waluga , Estates Manager, Ext 27952, is responsible for managing school transport and vehicle safety, including ensuring that all staff who drive vehicles are adequately trained, competent and appropriately licensed, all school vehicles are safe, well maintained and appropriately licensed and insured, and all transport operators used by the school follow the GDST requirements.

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

Tom Waluga	Tyrone Morrow	Matthew Wyeth	Mick Barham	Darren Downes
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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.

Every Employee Must

- a) Take reasonable care of their own and other people's health and safety.
- b) Comply with the GDST's H&S rules and procedures and fully cooperate with regard to all health and safety matters.
- c) Make sure that all work is carried out in a safe way and in accordance with any training or instructions they have received, the guidance in HUBs H&S pages any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- d) Protect themselves and others by wearing safety equipment issued to them and by using any guards or safety devices provided.
- e) Not interfere or misuse anything provided for health and safety purposes.
- f) Warn their line manager and the Health & Safety Co-ordinator if there are any special, new or preventable risks in their working environment or working procedures that are putting anyone's health and safety at serious risk.
- g) Offer any advice and suggestions that may improve health and safety.
- h) Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on HUBs H&S pages.
- i) Familiarise themselves with the guidance in the GDST H&S Handbook and the school's procedures for:
 - (1) Action to take in the event of an emergency e.g., fire; intruder.
 - (2) Action to take if someone requires first aid assistance.
 - (3) Welfare of students with allergies, asthma and epilepsy.
- j) If in doubt about any process of the safety of equipment, consult your line manager or the Health & Safety Coordinator or if necessary, myself.

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 HUBs H&S pages. Technical advice may also be sought from the GDST Health & Safety team at Trust Office.

Staff Consultation and School H&S Committee

In accordance with the guidance in the 'H&S 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:

Jo Sharrock, Heidi Armstrong, Jonathan Bailey, Jane Brandon, Pete Brewer, Emma Crocombe, Francesca David, Will Dixon, Emma Fraser, Steve Friend, Hassan Islam, Tom Waluga, Kate Molan, James Mutton, Telma Oliveira, Pippa Page-Roberts, Paul Reedy, School Nurse, Eleanor Swingler, School Governing Body representative Gareth Atkinson, GDST representatives Craig Nicholls – Health & Safety Advisor, Jordan Potter Estates Manager

Prior to each School H&S Committee meeting, the 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.



Jo Sharrock
Headteacher
September 2023