Health & Safety Policy
Whole School: Senior School/Junior School:
EYFS, KS1 and KS2

'The GDST acknowledge their overall responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements. An annual (or as GDST decides) review of this policy and associated procedures and the efficiency with which associated duties have been discharged will be undertaken so that any deficiencies or weaknesses can be remedied without delay.'

General Statement of Policy

This policy reflects the commitment to Health & Safety by Sydenham & Dulwich Girls. All reasonably practicable steps will be taken to secure the health, safety & welfare of everyone legally on School premises. The School recognises and accepts responsibilities under the Health & Safety at Work Act 1974 and, so far as is reasonably practicable, will provide safe places to work, safe equipment and safe working practices for pupils, staff and visitors to the School. 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.

Responsibility for updating the Health and Safety Policy lies with the Director of Finance & Operations who will present the policy to the GDST Health and Safety Coordinator on an annual basis for review of its effectiveness.

The procedures and arrangements for Health and Safety have been put in place to:

- Ensure that staff receive training in Health and Safety that includes specific training for Risk Assessment.
- Allow for consultation on these arrangements and procedures with employees and other stakeholders
- Record and report accidents, incidents and near misses to staff, pupils and visitors using the GDST RIVO reporting system. This includes reporting of incidents to the HSE that are reportable under RIDDOR.
- Ensure that policy and procedures are in place for off-site visits, including residential visits and school led adventure activities.
- Deal with Health and Safety emergencies, using a well-established and robust critical incident plan where necessary, that has been reviewed and tested regularly.
- Ensure that First Aid is administered appropriately and that specific medical needs are supported by reference to the First Aid Policy.
- Make staff aware of the GDSTs commitment to Occupational Health and the management of work-related stress.
- Ensure that the workplace is safe for teachers, pupils and visitors
- Create a safe environment for staff, pupils and visitors by regularly reviewing security procedures on the site.
- Set out a policy for dealing with violence to staff, linking to the School's behaviour policy and Code of Conduct

- Minimise the risk of manual handling and provide suitable training for this.
- Minimise slips and trips on site, by regularly reviewing the site and providing suitable training.
- Ensure that vehicles are moved around the site with care to avoid accidents.
- Manage asbestos on site, working with GDST appointed contractors, adhering to the asbestos policy and management plan.
- Control hazardous substances on site.
- Select suitable contractors to work on site and manage them appropriately.
- Maintain, examine and test (where necessary) plant and equipment e.g. pressure systems, gas appliances, electrical equipment, lifting equipment & exhaust ventilation equipment.
- Manage fire safety across the site to include testing of alarms and evacuation procedures, referring to the Fire Policy.

Sydenham & Dulwich Girls GDST also adheres to and is committed to the GDST Health & Safety Policy Statement, below. An Organisation Statement from the Head is also reviewed and circulated at the beginning of each academic year.

GDST Health and Safety Policy Statement

This policy applies to all GDST schools and locations, including Trust Office; to all phases: Senior, Junior and EYFS; and to all school / GDST activities that take place both on and off school / GDST premises. It also operates in conjunction with other GDST policies, notably the Safeguarding Policy and the Well-being Policy.

The Council of The Girls' Day School Trust (GDST) ('the Council' and 'the Trust' respectively), and the Board of GDST (Enterprises) Ltd recognise and accept that under the Health & Safety at Work etc, Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Council and the Board, through a risk management approach, to meet their responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.

2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and competent manner and recognise and manage risk.

3. Provide and maintain a safe environment for all visitors to Trust schools, Trust Office and other Trust premises, bearing in mind that visitors may not be aware of all the risks arising from their use of the Trust's facilities.

4. Manage risks to all staff, pupils, parents and others e.g. volunteers and visitors in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to them.

5. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.

6. Have effective emergency procedures in the event of fire or other significant incidents affecting GDST premises and their occupants.

7. Consult and co-operate with partners working with the Trust in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.

8. Consult and communicate with employees on health and safety matters through the Executive Officers of the Trust, each school's Head, Health and Safety Coordinator and Health & Safety Committee, and with staff at Trust Office.

9. Maintain and continually improve the standards of health and safety across the Trust by adopting a 'Plan-Do-Check-Act' health and safety management model and undertaking regular H&S reviews and audits.

10. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all Trust employees and can be used as a practical working document.

11. Keep this Policy Statement and the detailed health and safety procedures and guidance on the Health and Safety section of myGDST under regular review in line with changing safety practices and current legislation.

The Trust is determined that good standards of health, safety, welfare and risk management are achieved in all its premises and activities, and has a H&S Strategy and H&S Operations Group to achieve this. Each school's H&S status and achievements are monitored and reported to the GDST H&S Committee and to Council via the Trustee H&S Champion and the Annual H&S Report.

The Trust requires all schools to implement a 'Health & Safety Improvement Plan' with the guidance and support of the Trust's H&S Advisers and attain the recommended standards set out in the 'Health and Safety' section of myGDST.

Signed:

Vicky Tuck (Chair of the GDST Council)

Date: 11 December 2025

Health and Safety Organisation

1 INTRODUCTION

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 Co-ordinator and the relevant staff at Trust Office of any special or newly identified risks or new risks about to be introduced.

(d) To ensure all accidents, incidents, eg fires, and serious near misses are recorded on the RIVO Safeguard website; to ensure all serious accidents, incidents and fires and investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.

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

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

Where they may be absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

(a) Director of Finance & Operations (DFO), Extension 38015 (who is the H&S Coordinator) has overall responsibility for the safety of:-

1. fabric of the School buildings and the grounds, which he will sub-delegate to Site Manager.

2. equipment in the kitchen and equipment used by Catering staff, which he will delegate to Accent Catering.

3. Resources Room, main School Office, other support staff offices and Library.

The DFO is also responsible for ensuring arrangements are made to test fire extinguishers in accordance with Health and Safety Notes of Guidance.

The DFO is also responsible for ensuring arrangements are made to test all portable electrical equipment as in Health and Safety Notes of Guidance.

(b) 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:

1. Head of Art for Art Studios C18 & C19, Ext. 38040
2. Head of Biology for Biology Lab and Prep Room LG2, LG4, LG5, LG6 & LG7, Ext. 38022
3. Accent Catering for the Kitchen & Dining Hall/Orangery, Ext. 38009
4. Head of Chemistry for Chemistry Lab and Prep Room, Rooms 20, 21 & 22 Ext. 38023
5. Head of Classics for Room F5.
6. Premises Manager for Cleaning areas and storerooms
7. Head of Design Technology for Rooms D1, D2, DT Workshop D3 and Cookery Room D6 and D6a, Ext. 38026
8. Director of Drama/Performing Arts Technical Manager for the Westwood Theatre, dressing rooms and the lighting equipment in Longton Hall, and all lighting equipment used in connection with drama productions, Ext. 38027/38049
9. Head of English for Rooms M5, F11, F12, F14, F15 & M5, Ext. 38028
10. Head of Geography for Room C1 and all arrangements for external Geography field trips, Ext. 38029
11. Head of History for Room C20, Ext. 38031
12. Head of ICT for Rooms S5, S6, S7 & S8, Ext. 38050/38051/38032
13. ICT & eLearning Operations Manager for S1 & S9, Ext. 38050/38051/38032
14. Head of Prep School for the Prep School, Ext. 38072
15. Head of Modern Languages for Rooms, F1, F2, F3, F4 & F8, Ext. 38034
16. Director of Music for all rooms in the Performing Arts Centre (except M4 & M5) and the Recital Hall Building, Ext. 38036
17. Head of PE for Sports Hall, Conditioning Room M4, Astroturf, Sports Field and other external sports venues, Ext. 38039
18. Head of Physics for Physics Lab and Prep Room, Rooms 17,18 & 19, Ext. 38035
19. Head of Religious Studies for Room C3 & C4, Ext. 38040
20. Director of Sixth Form for the Sixth Form Centre, Ext. 38016
21. Deputy Head (Pastoral) for Medical Room, Ext. 38014

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

22. Abrasive wheels - (Senior School) Head of Design Technology
23. Air handling systems – Premises Manager
24. Asbestos – DFO / Premises Manager
25. Audio-visual equipment - ICT & eLearning Operations Manager
26. Boilers & boiler rooms Premises Manager / Premises Assistants
27. Catering – Accent Catering
28. Class change bell systems – Premises Manager
29. Cleaning (catering areas) – Accent Catering
30. Cleaning (non-catering areas) – Premises Manager
31. Cleaning (including hazardous substances) – Accent Catering/Premises Manager
32. Contractors (procedures for selecting / managing following GDST guidelines) DFO
33. Disposal of waste – Premises Manager / Premises Assistants / Cleaners
34. Duke of Edinburgh Award - DoE Coordinator
35. Electrical intakes – Premises Manager
36. Emergency lighting - Premises Manager
37. Fertilizers - Groundsman
38. Fire alarms – Premises Manager
39. Fire doors – Premises Manager
40. Fire escape routes – DFO / Premises Manager
41. Fire extinguishers – Premises Manager

42. Fire notices – DFO / Premises Manager
43. Fish/wildlife pond - Head of Biology
44. Fume cupboards (Biology) - Head of Biology
45. Fume cupboards (Chemistry) - Head of Chemistry
46. Grounds maintenance - Premises Manager
47. Hand tools (Premises Assistants) – Premises Manager
48. Hand tools (DT Senior School) - DT Technician
49. Hazardous substances – DFO / HoD / Nurse / Premises Manager/Accent Catering
50. ICT hardware & control systems - ICT & eLearning Operations Manager
51. Insecticide sprayers, pesticides, leaf sweeper – Premises Manager / Groundsman
52. Interactive whiteboards/Clevertouch screens - ICT & eLearning Operations Manager
53. Intruder alarms – Premises Manager
54. Ladders – Premises Manager
55. Lasers - Head of Physics
56. Legionella – DFO / Premises Manager
57. Lift – DFO / Premises Manager
58. Manual handling – DFO / Premises Manager
59. Mechanical mowers / strimmers - Premises Manager / Premises Team
60. Medical facilities - School Nurse
61. Minibus operation and control – DFO / Premises Manager
62. Portable electrical equipment – DFO / Premises Manager
63. Pressure cookers - Head of Biology
64. Tallescope - The person authorised to erect and dismantle tallescopes is the Performing Arts Technical Manager for Westwood Theatre, Longton Hall and the Recital Hall
65. Stage lighting - Performing Arts Technical Manager
66. Stage sound equipment - Performing Arts Technical Manager
67. Music sound equipment - Director of Music
68. Sound equipment (other) - Performing Arts Technical Manager
69. Slips and trips – DFO / Premises Manager
70. Tractor - Premises Manager/Groundsman
71. Visual display units / equipment - ICT & eLearning Operations Manager

3 ADVISORY RESPONSIBILITY FOR SAFETY

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

(a) Health & Safety Coordinator

The Director of Finance & Operations, Room S4, Ext. 38015 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 on the 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 handing 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 CPOMS or 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:

(b) Fire Drill Officer

The Director of Finance & Operations, Room S4, Ext. 38015 is responsible for advising me on all matters relating to fire drills. He is 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; and

5) Ensuring that all staff are briefed on the fire evacuation procedures when they join the School, and receive refresher training at regular intervals.

All Premises Staff are Fire Marshalls and 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.

(c) Emergency Evacuation Coordinator

The Director of Finance & Operations, Room S4, Ext. 38015 is for advising me on all matters relating to emergency evacuation. 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 Coordinator and Deputy Emergency Evacuation Coordinator 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.

(d) Electrical Safety Supervisor

The Director of Finance & Operations, Room S4, Ext. 38015 is responsible for all matters relating to electrical safety in his capacity as H&S coordinator.

He is also responsible for overseeing arrangements for portable electrical equipment testing, for ensuring that the fixed wiring test is carried out every five years and for ensuring that comprehensive records of portable electrical equipment are maintained.

(e) School Nurse

The School Nurse, Medical Room, Ext. 38099 is responsible for advising me and the Health & Safety Coordinator 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.

(f) Radiation Protection Supervisor

Head of Physics, Physics Prep. Room, Ext. 38035 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:
Email – c.nicholls@wes.gdst.net
Tel - 07850 270735
Post – GDST Trust Office, 10 Bressenden Place, London

The **Trust Radiation Protection Advisor** can be contacted via the CLEAPSS Helpline (01895 251496).

(g) Educational Visits Coordinator

The Deputy Head Operations Ext. 38062 (Senior School) and the Junior School Head Ext. 38072 (Junior School) are responsible for advising me on matters relating to educational visits ensuring that all educational visits and school trips are planned using the Evolve website; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits'

The Trust Educational Visits Advisor is Peter Cornall (H&S Advisor). He can be contacted at:
Email – p.cornall@wes.gdst.net
Tel - 07850 270734

(h) Accessibility Coordinator

The Director of Finance & Operations, Room S4, Ext. 38015 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 of H&S Hub.

(i) Work Experience Coordinator

Director of Sixth Form, Room A6, Ext 38016 is responsible for checking to ensure that the job placements are permitted by law and establishing the associated occupational risk attached to the placement. The Co-ordinator needs to be reasonably satisfied that placement providers:

- have suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;
- are competent to manage health and safety in relation to the placement; and
- will use competent people to supervise work experience.

4. OTHER FUNCTIONS

(i) All premises staff are trained Fire Marshals. The School has not appointed specific Fire Wardens / Marshalls for specific areas. In the event of an emergency fire evacuation, the following responsibilities have been allocated:

Senior School

- Evacuation of Buildings – All staff
- Establishing area affected by fire – Premises Manager / Premises Assistants
- Safe crossing of Amberley Grove – Premises Assistants / All staff
- Greeting Fire Brigade – Director of Finance & Operations/Premises Manager
- Checking pupils against Registers – Form Tutors
- Checking staff against Signing-In sheet – Head of Year 8 & 9
- Checking visiting tutors, visitors and contractors against Visitor Records – member of Admin staff
- Confirmation of 'all clear' to DFO – Premises Manager
- Instructions to return to buildings – Headmistress/Deputy Head (Pastoral)

Junior School

- Evacuation of Buildings – All staff
- Establishing area affected by fire – Premises Manager / Premises Assistants
- Greeting Fire Brigade – Director of Finance & Operations / Head of Junior School
- Checking pupils against Registers – Class Tutors
- Checking staff against Signing-In sheet – Deputy Head of Junior School
- Checking visiting tutors, visitors and contractors against Visitor Records – Deputy Head of Junior School
- Confirmation of 'all clear' to DFO / Head of Junior School – Premises Manager
- Instructions to return to buildings – Head of Junior School

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

The Director of Finance & Operations, Room S4, Ext. 38015 is responsible for:

- Documenting and updating the School's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the School's 'Fire Risk Assessment Action Plan as tasks are completed;
- Documenting '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 school facilities;
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
    - Escape routes – kept clear, not obstructed, clear of combustible items (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
    - Fire-fighting 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, Director of Finance & Operations and Lettings & Administration Officer, Room S4 & S3, Ext 38050 & 38060 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 Head of Biology, Chemistry and Physics, Head of DT, Premises Manager and Science Coordinator (Junior School).

(v) The following person is nominated to administer medicines: School Nurse, Room 9, Ext 38099.

(vi) The following people are qualified First Aiders (See First Aid Policy – Appendix C:

(vii) First Aid Boxes are located at:

- Main Building
  - School Office
  - Staff Room
  - Kitchen
  - Chemistry Lab
  - Physics Lab
  - Biology Lab
  - Sixth Form Lab – LG2
  - Performing Arts Office
  - Library
  - ICT Office
  - Medical Room
- Centenary Building
  - Art Studio
  - Head of Upper School Office
- Stable Block
  - Design Technology Workshop
  - Cookery Room
  - The Space
- Sports Hall
  - PE Office
- Sixth Form Building
  - Director of Sixth Form Office

- Prep School
  - Medical room/office
  - Kitchen
  - Staff Room

- Sports Ground
  - Pavilion

(viii) Defibrillators are positioned in the following locations:

- Senior School
  - School Office
- Prep School
  - Medical room/Reception
- Sports Ground
  - Pavillion

(ix) All accidents should be reported immediately to:
- Head
- School Nurse, Senior School Medical Room, Ext. 38099 - or First Aider on duty
- Health & Safety Coordinator, Ext. 38015
- Senior School Office, Ext. 38000
- Junior School Reception, Ext 38070

(x) All dangerous occurrences or near misses should be reported to:
- Head
- School Nurse, Senior School Medical Room, Ext. 38099 - or First Aider on duty
- Health & Safety Coordinator, Ext. 38015

(xi) The following person is responsible for reporting serious accidents and dangerous occurrences to the Health and Safety Executive:
School Nurse, Medical Room, Ext. 38099

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

a. Drive the school minibuses or minibuses hired from authorised suppliers:
- Mike Angel
- Sam Codjoe
- Mario Machado
- Souki Hildreth
- Georgina Calvert
- Pat Griffin
- Paul Blair
- Peter Petchy
- Clavan Pascal
- Erbil Celebi
- Patrick Anderson
- Himat Taak
- William McWhirter
- Bryn Matthews
- Roger Wallbank
- Emily Bebbington-Nixon

b. Drive other school vehicles, e.g. vans, tractors:
- Nick Griffin (van)
- Pat Griffin (van)
- Durnif Tracey (van)
- Malachi Hall-Smith (van)
- Aaruhn Shub (van)
- Martin Penfold (vans & tractor)

(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.
Nick Griffin, Premises Assistant.

c. Authorised Staff – Own Car Drivers:
In accordance with the GDST Driving at Work Policy in the H&S section of Hub, any staff required to use their own car for GDST business must provide relevant documentation to the Director of Finance & Operations and receive written authorisation from the Headmistress in advance. This authority is reviewed annually.

d. Approved Coach Companies
The following coach companies have been approved to provide transport services to the School:

- Clarkes of London
- The Kings Ferry Travel Group
- Mitcham Belle Coaches
- Redwing Coaches
- Mayday Travel
- Watts Travel

If in doubt refer to the Director of Finance and Operations. Any new coach company must be strictly vetted and provide proof of required documentation before any hire can be agreed.

5 INDIVIDUAL RESPONSIBILITY

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

YOU MUST:

(a) 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.

(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 Hub.

(g) Familiarise yourself with the guidance in the GDST H&S Handbook and the School's procedures for:
- Action to take in the event of an emergency, e.g. fire, violent intruder;
- Action to take if someone requires first aid assistance; and
- 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 Co-ordinator 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 for the following special or usual hazards in the School.

Hazard	**Named Person**
Chemical stores	Chemistry Technician

Flammable liquids storage	Chemistry Technician
Pressure systems & cookers	Biology Technician
Kilns	Head of Art
Electricity	Electrical Safety Supervisor
Radioactive store	Radiation Protection Supervisor
Safe use of pesticides	Premises Manager
Kitchen - cutting machines	Catering & Hospitality Manager
Tallescope	Performing Arts Technical Manager
Abrasive wheels	Head of DT
Woodworking Machinery	Head of DT
Biological Safety	Head of Biology

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:

Head
Deputy Head (Academic)
Head of Junior School
Director of Finance & Operations
Head of Art
Head of DT
Head of Drama/Performing Arts Technical Manager
Head of PE
Head of Science/Science Technician
EVC & Assistant EVC
School Nurse
Electrical Safety Supervisor
ICT and eLearning Operations Manager
Accent Catering
Premises Manager
GDST Health & Safety Advisor
GDST Estates Surveyor
Clerk to the Committee: Head's PA

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.