

SCHOOL STATEMENT OF SAFETY ORGANISATION

As Principal, 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 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.

(a) To ensure that:

- i. 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
- 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
- iv. 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, 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)

(b1) To inform the school's H&S Manager and the relevant departments at Trust Office of any special or newly identified risks or new risks about to be introduced

(c) 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

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

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

(f) To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. (See HUB> H&S> Hazards and Risks> Fire> Responsibilities for guidance). This includes:

- (i) Ensuring that adequate fire fighting equipment and appliances are provided and ensuring that prompt action is taken to remedy deficiencies
- (ii) 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
- (iii) Testing fire detection and alarm systems regularly
- (iv) 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 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 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.

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:

Lewis Williams	Product Design
Tom Biebrach	Geography
Chris Smith	Maths
Cathy Darnton	Deputy Principal and Digital Lead
Hannah Wilcox	History
Steve Allen	Business Studies /Economics
Andrew Ford	Physics
Emily Lewis and Hannah Harrison Hughes	Chemistry
Gwenn Jourdren Mari Lewis	French
Nova Shackell	RS
Sharon Richards	English
Sarah Jenkins	Biology
Sue Jenkins	Classics/Latin

Ceri Crawford	PE
Amy Edwards	Music
Nest Reed	Welsh
Alyson Rees	Drama
Dawn Sadler	Head of College
Sharon Eddy	Art
Zoe Harvey	Deputy Principal
Abby Matthews	Deputy Principal (Head of Prep School)
Gareth Dyer	Director of Finance and Operations
Jane Wilks	Library
Suzanne Price	Catering
Elliot Scott	IT Support Manager
Fran Keeping	Premise & Facilities
Alex Christ	Exams Officer

3. ADVISORY RESPONSIBILITY FOR SAFETY

The Trust has appointed a Health & Safety Manager and two 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.

i. Health & Safety Manager

Phill Maurice, Health & Safety Manager 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 HUB, Circulars 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, use of DSE and employee pregnancy)
 - ii) Taking appropriate action where significant risks are identified
 - iii) Identifying H&S training needs and arranging appropriate training
- 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 review of the school's Baseline Risk Assessments, H&S Baseline Risk Register and Action Plan and submitting to the Trust H&S Team when requested
- 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:

- (i) Completing the annual review of the school's H&S Strategic (Baseline) Risk Register and Action Plan to address significant risks
 - (ii) Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken and ensuring they are recorded on the RIVO Safeguard incident recording system
 - (iii) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken
 - (iv) 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) In liaison with the Principal (as only the Principal will know about a member of staff's non-visible disabilities unless they personally alert people to their condition) completing Risk Assessments for members of staff with special needs or disabilities and ensuring that relevant information is cascaded to the relevant people and departments, 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) in order that appropriate action can be taken
- 6) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust
- 7) Having a significant and effective role on the school's H&S Committee

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

ii. Fire Drill Officer

Gareth Dyer, DFO 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
- (5) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals
- (6) Assisting in the completion of the school's Fire Safety Risk Assessment

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

The Fire Drill Officer will attend such training as is identified and provided for him/her to perform his/her duties in this role.

iii. Emergency Evacuation Co-ordinator

Sally Davis, Principal is responsible for matters relating to emergency evacuation. She 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 procedure for search and re-entry
 - d) Details of the local Police CPO and CPD and records of advice given
 - e) Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
- 3) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy

Gareth Dyer, Deputy Emergency Evacuation Co-ordinator

iv. Electrical Safety Supervisor

Fran Keeping, Premises Manager is responsible for advising me on all matters relating to electrical safety.

She 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.

v. First Aid Co-ordinator / School Nurse

Kelly O'Shea, School Nurse is responsible for advising me on matters relating to First Aid and the arrangements made by the school to meet the requirements set out in the 'First Aid', 'Accident Reporting' and 'Pupil Medical Procedures' sections on H&S HUB.

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

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

vi. Radiation Protection Supervisor

Andrew Ford, Head of Physics is responsible for advising me on matters relating to radiation safety and liaising with the Radiation Protection Officer at Trust Office, and the GDST's Radiation Protection Adviser, who are responsible for advising on all aspects of radiation safety.

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

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

vii. Educational Visits Co-ordinator

Cathy Darnton, Deputy Principal, Digital Lead
Phill Maurice, Data and H&S Manager
and
Abby Matthews, Prep 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' section of H&S HUB. The **Trust Educational Visits Adviser** is Peter Cornall (H&S Adviser). He can be contacted at:

DDA Coordinator - Phill Maurice (Health & Safety Manager) Senior School and College 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 'Disability Discrimination Accessibility Strategy' section of H&S HUB.

4. OTHER FUNCTIONS

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

Senior School/College
Gareth Dyer **DFO**

Prep School
Abby Matthews **Hazelwood Staff Room**

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 that have been left open / not closed properly
- Reporting the status of their area to the Emergency Evacuation Coordinator

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

Gareth Dyer, DFO; Fran Keeping, Premises Manager; Phill Maurice, H&S Coordinator; Kelly O'Shea, School Nurse.

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan'
- Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff
- Training staff in fire safety procedures
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items
 - Fire doors – not damaged, fit/close correctly, not wedged/hooked open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds
 - 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 quarter
 - Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
 - Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed

(iii) **Display Screen Assessor, Elliot Scott, IT Support Manager, Ext 19800** 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:

Sharon Eddy	Art
Lewis Williams	Product Design
Emily Lewis and	Chemistry
Hannah Harrison Hughes	
Andrew Ford	Physics
Sarah Jenkins	Biology
Ceri Crawford	PE
Fran Keeping	Premises Manager
Suzanne Price	Catering Manager

(v) A number of staff are **Qualified First Aiders** and the **First Aid Co-ordinator is Kelly O'Shea**(vi)
First Aid Boxes and Emergency Equipment are located at:

SENIOR SCHOOL

Department	Location	Extra Equipment
GROUND FLOOR		
Main School Reception	First Aid Cupboard	Defibrillator & Emergency Asthma Inhaler
Student Support Room	Wall Unit	Emergency Asthma Inhaler First aid trip bags
Premises	Manager's Office & Shed	
Product Design Department	A13, A16 & B5	
Kitchen Office		
Art	A10, A11	
Science	A4a, A2, A12, Biology Prep Room	
PE	PE Office Pavilion	8 first aid bags Emergency Asthma Inhaler
	PE Office (DofE Office)	Defibrillator
Swimming Pool	Wall Unit	
FIRST FLOOR		
Staff Room	Kitchen	
Pavillion	Kitchen	
Library	Office	

COLLEGE

Bryntaf	Reception	
Oaklands	Kitchen	

PREP SCHOOL

Tŷ Hapus	School Reception	Emergency Asthma Inhaler First aid trip bags
Tŷ Hapus Staff Room	Wall Unit	
Library	Wall Unit	
Music Department	M8 control Rm	
Hazelwood	Entrance Hall & Servedy	
Cumberland Lodge (Nursery)	N1 wall box & Music Staff Room	

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

School Nurse, Kelly O'Shea or Phill Maurice.

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

Phill Maurice, Health & Safety Manager

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

Phill Maurice, Health & Safety Manager

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

- a. **Drive the school minibuses** or minibuses hired from authorised suppliers, as they have a D1 driving licence and have passed the MIDAS test. Authorisation is still dependent on complying with the Trust Driving Policy, and can be reviewed at any time
- b. The following person is responsible for carrying out examinations of certain non-thermostatically controlled pressure systems, eg model steam engines, in the Science Department.

Mrs E Jones (Biology Technician)

Minibus Drivers 2022 on

Teaching Staff	Midas Test	Re-Test date
Carol Jones	Y	01/01/2026
Fay Shorney	Y	01/01/2026
Rachel Jowett	Y	01/10/2023
Mark Cheeke	Y	01/01/2026
Ceri Crawford	Y	01/01/2026
Louise Sampson	Y	01/10/2027
Chris Baker	Y	01/01/2026
Clare Hamilton	Y	01/01/2026
Tom Biebrach	Y	01/01/2026
Non Teaching Staff	Midas Test	Re-Test date
Andrew Harrison	Y	01/01/2026
Brian Hall-Smith	Y	01/01/2026
Clive Walden	Y	01/01/2026
Ian Marshall	Y	01/04/2026
Ian Peter	Y	01/01/2024
Christopher Stratford	Y	01/04/2026
Roberto Pena	Y	01/01/2024
Gareth Jones	Y	01/10/2023
Lee Darnton	Y	01/04/2026
Peter Kavanagh	Y	01/01/2024

5. INDIVIDUAL RESPONSIBILITY

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

YOU MUST

- (i) Make sure that all work is carried out in a safe way and in accordance with the guidance in H&S HUB and any other relevant safety documents. If in doubt, always seek expert advice from those listed above
- (ii) Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided
- (iii) Obey all instructions given by a responsible person in respect of health and safety
- (iv) Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work
- (v) Offer any advice and suggestions that you think may improve health and safety
- (vi) Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on H&S HUB
- (vii) Familiarise yourself with the guidance in the GDST H&S Handbook and the procedures for:
 - fire fighting equipment, alarm points and escape routes
 - action to take if someone requires first aid assistance
 - welfare of students with allergies, asthma and epilepsy

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

6. SPECIAL HAZARDS

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

- The swimming pool
- The swimming pool disinfection system
- Flammable liquids store (inside entrance to Chemistry department)
- The kiln in the Art department
- Cardiff Road, the main road outside the school
- Radioactive sources
- Pond

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:

Mrs S Davis	Principal (Chair)
Mr L Williams	Head of Product Design
Mrs S Eddy	Head of Art
Ms S Jenkins	Science H&S, Head of Biology
Mr I Beckett	EVC/Prep School Fire Drill Officer (Prep School)
Miss F Keeping	Site Manager
Mr P Maurice	Health & Safety Officer, Data Manager, EVC
Mrs A Rees	Head of Drama
Mr E Scott	Network Manager
Mrs C Crawford	Director of Sport
Mr G Dyer	DFO/Fire Drill Office
Mrs A Matthews	Head of Prep School, EVC/Prep School Fire Drill Officer (Prep School)
Mrs S Price	Catering Manager
Miss K O'Shea	Nurse
Mr P Cornell	GDST Health & Safety Advisor
Ms A Fedeli	Trust Surveyor

Prior to each School H&S Committee meeting Heads of Department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff.

Heads of Department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the H&S Committee and report back to staff.

SIGNED BY PRINCIPAL OF SCHOOL

DATE: September 2023