



ROYAL HIGH
BATH

G D S T
GIRLS' DAY SCHOOL TRUST

STATEMENT OF HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

1. HEAD'S RESPONSIBILITIES

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

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

- (a) To ensure that 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;
- (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:
 - i. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed, the controls are implemented, and significant information arising from the risk assessments is provided to those affected;
 - ii. 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 the building), first aiders (in case emergency assistance is required), premises team (if ramps, etc are required), IT teams (if specialist IT equipment is required).
- (d) To ensure all significant accidents, incidents (eg 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.
- (e) To appoint an appropriately qualified School Nurse and first aiders and to provide appropriate first aid equipment and facilities, which are checked regularly.

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- (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 the 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 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 illnesses, such as work-related stress, and to ensure that staff are aware of the Employee Assistance Programme provided by 'Health Assured' through Legal & General, and the Occupational Health Service provided 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 Co-ordinator and the relevant staff at Trust Office of any special or newly identified risks or new risks about to be introduced.

2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the school (and any off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Trust's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the school's Health & Safety Co-ordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to minimise the risk and they must report to me any breach of safety regulations.

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

Heads of Department

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons in their Department. In particular, the responsibilities listed in 1 above, sections a, b, c, d, h, i, j, k, and l are delegated to Heads of Department for their Departments. A list of Heads of Departments, their rooms and Internal extension numbers and the Departments for which they are responsible is set out below: (anyone wishing to contact a Head of Department externally should go through the Royal High Switchboard on 01225 313877.)

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Mrs E Ashford-Kelleher	Learning Support Co-ord.	LS Office	59
Miss Heidi Baber	Director of Sport	PE Office	69
Ms Claire Binney	Classics	Classics Office	67
Mr M Bradbury	Music	Music Office	56
Ms E Bridgman	Religion & Philosophy	Religion & Phil. Office	91
Miss Natalie Cheers	Head of International Studies	EAL office	22
Ms Claire Lilley/ Ms Imogen Cornick	Educational Visits Coordinator - Prep school	Prep School	
Ms Imogen Cornick	Educational Visits Co-ordinator	Senior school	
Miss J Cossey	Modern Foreign Languages	MFL Office	68
Mrs Elizabeth Cunningham	Deputy Head - Pastoral	Deputy Heads office	58
Ms S Duignan	Science	Science Office	19
Mrs V Gill	Head of Design Technology	DT Office	47
Mr Craig Graham	Mathematics	Maths Office	83
Mr Daniel Harvey	Head of Computer Science	Comp Science Office	
Mr R Heath	Geography	Geography Office	80
Ms Jane Hillis	Head of Library services	Library	32
Miss Amy Howe	Facilities Manager	Facilities office	21
Mrs Mandy Ladbury-Webb	Head of Sixth Form	Winfield Centre	82
Mrs C Lilley	Head of Prep School	Prep Head's Office	779
Mrs Leanne Vincent Norgate	Drama	Drama Office	73
Mr Jamie Owen	English	English Office	86
Mrs H Pagnamenta	History/IB	IB Office	87
Ms Swati Rao	Bus Studies	Bus Studies Office	30
Mrs K Schofield	Examination Officer	Exam Office	93
Melanie Whalley	Careers/PSHE	6 th Form	
Miss H Wilson	Art	Art	74
Mrs Ellen Wilson	Director of Finance and Operations	DFO Office	3

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

(ii) **Boarding**

Mrs A Spillman Boarding and School House School House Office extn 861

Mrs A Pullen Gloucester House Gloucester House Office extn 318

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(iii) **Prep School**

Mr D Rushworth Health & Safety extn 46 or 01225 422931

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

The persons authorised to erect and dismantle tower scaffolds are:
Outside contractors. PASMA trained staff: Perry Harris, Roger Hammond and Scott Jerram.

(v) **Dangerous Chemicals**

The person authorised to organise the disposal of dangerous chemicals is:
Mrs Glennis Clarke Chemistry Technician Chem Prep Room extn 78
Mr Andrew Leather Physics teacher, Radiation Protection Supervisor

(vi) **Catering and Cleaning**

The person authorised to oversee the kitchen & cleaning area is:
Catering Manager Holroyd Howe (Catering) extn - 39

3. ADVISORY RESPONSIBILITY FOR SAFETY

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

i. Health & Safety Coordinator

Ali Adams extn 11, is responsible for advising me on how health and safety is being managed in the school. In addition, she is responsible for:

- 1) Ensuring that:
 - a) Heads of Departments regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified.
 - b) Heads of Departments implement the Trust's arrangements for Health and Safety (contained on the Hub's 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:

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- i) The measures needed to carry out work safely if deficiencies are identified;
- ii) Any breaches of health and safety regulations;
- iii) Any new or special risks that 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 Department and Action Plans that are produced and implemented to address significant risks.

b) Actions necessary to fulfill recommendations made in:

- i. Fire Safety 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 incident recording system;

c) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;

d) Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.

4) Disseminating safety advice given by GDST H&S team, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;

5) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.

6) Having a significant and effective role on the school's H&S Committee.

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

ii. Fire Drill Officer

Ali Adams – Health & safety Coordinator, Extn 11, is responsible for advising me on all matters relating to fire drills. She 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;

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

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

iii. Emergency Evacuation Co-ordinator

Ellen Wilson - DFO, Extn 3 is responsible for advising me on all 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 violent intruder / lock down procedure
 - d) A procedure for search and re-entry
 - e) Details of the local Police Crime Prevention Officer (CPO) and records of advice given
 - f) Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
- 3) In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

iv. School Nurse

Sister Rebecca Purchase - Lead Nurse - Extn 7 or mobile 0781 069 7369, 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 Hub's 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 her deputy in cases of absence) (Office Manager at Trust Office) to report all notifiable **accidents** to the HSE.

v. Radiation Protection Supervisor

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

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

Email – c.nicholls@wes.gdst.net

Tel – 07850 270735

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).

vi. Educational Visits Co-ordinator

Imogen Cornick 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, trained, plan visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of the Hub's H&S pages. In the Prep school the responsible person is – Rhiannon Redpath.

The **Trust Educational Visits Adviser** is Peter Cornall (H&S Adviser). He can be contacted at:

Email – p.cornall@wes.gdst.net

Tel – 07850 270734

vii. Accessibility Coordinator

Ellen Ashford-Kelleher – SENCO – Extn 59 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 Policy' on the Hub's Innovation & Learning pages.

viii. Staff Wellbeing Coordinator

Elizabeth Cunningham 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.

4. OTHER FUNCTIONS

(i) The persons named below are the appointed **Fire Wardens / Marshals** in the senior school and the Prep school.

The following staff are Senior School Fire Marshalls:

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Title	Forename	Surname	Job Title
Mr	Hadrian	Briggs	Deputy Head - Academic
Mrs	Ellen	Wilson	Director of Finance and Operations
Mrs	Ali	Adams	Health & Safety Coordinator
Mrs	Victoria	Charlton	Admissions Admin
Mrs	Sallie	Taylor	Director of External Communications
Mr	James	Moyle	Assistant Head - Curriculum, Physics, Sims
Dr	Tim	Nobbs	Head of Chemistry
Mr	Tim	Hardcastle	Chemistry Teacher
Ms	Jo	Flitcroft	Science teacher
Ms	Imogen	Cornick	Science teacher
Ms	Jude	Taylor	Science teacher
Mr	Andy	Leather	Science teacher
Mrs	Alison	Parr	Chemistry Teacher
Mrs	Glennis	Clark	Chemistry Technician
Mr	Ben	Lacey	History
Ms	Heidi	Baber	Director of Sport
Mrs	Amy	Howe	Facilities Manager
Mr	Mark	Bradbury	Head of Music
Mrs	Victoria	Gill	Head of Design Technology
Ms	Sarah	Williams	DT Technician
Mrs	Justine	Phillips	Food technician
Mrs	Ellie	Clark	Lettings & Events Manager
Mr	James	Thornton	Art Technician
Mrs	Victoria	Matthews	School Nurse
Mrs	Liz	Hawkes	School Nurse
Mrs	Kate	Nokes	Staff Administration Support
Mr	Simon	Nicholas	Head of IT

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Mrs	Amy	Howe	Facilities Manager
Mr	Chris	Petteford	Estates Team
Mr	Roger	Hammond	Groundsman
Mr	Perry	Harris	Estates Team
Mr	Doug	Young	Vehicles & Equipment Manager
Mrs	Kathryn	Schofield	Examinations Officer
Mrs	Elizabeth	Steele	Receptionist & Office Administrator
Ms	Penelope	Leipold	Boarding
Ms	Abbi	Pullen	Boarding
Ms	Stephanie	Carter	Boarding
Ms	Charlotte	Perry	Prep
Ms	Sheena	Stockley	Prep
Ms	Emily	Frayling	Prep
Ms	Selina	Jeal	Prep
Ms	Lisa	Morgan	Prep
Ms	Diana	Rejeister	Admissions Admin
Mr	Tom	Woods	Estates Team
Miss	Jade	Petteford	Cleaner/Atlas staff
Mrs	Lyn	Petteford	Cleaner/Atlas staff

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

- Helping everyone to leave the areas / buildings quickly and safely,
- Checking all rooms, 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.

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

Mrs Ellen Wilson - DFO - extn 3 - 07748104881
Miss Amy Howe - Facilities Manager - 07771882511
Mr. Perry Harris - Estates Team - 07876032262
Mr Chirs Petteford - Estates Team - 07771882829
Ellie Clark - Letting and Events manager - extn 28
Ali Adams - Health & Safety Coordinator - extn 11
Rebecca Purchase - Lead Nurse - extn 7 - 0781 069 7369
Ms Claire Liley - Head of the Prep School - extn 779
Tom Woods - Estates Team/Prep caretaker - extn 29

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan'; **Ellen Wilson**
- Updating the school's 'Fire Risk Assessment Action Plan' as tasks are completed; **Ali Adams**
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff and pupils; **Sister Purchase**
- Training staff, pupils and contractors working regularly on the Trust's premises, eg caterers and cleaners, in fire safety procedures; **Ali Adams**
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities; **Amy Howe and Ellie Clark**
- 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 (eg coats) and displays, - **Estates team managed by Amy Howe**
 - Fire doors - not damaged, fit/close correctly, not wedged/hooked open, will open easily - **Estates team managed by Amy Howe**
 - Alarm activated door closers - ensure they activate when alarm sounds **Estates team managed by Amy Howe**
 - Fire fighting equipment, e.g. extinguishers and fire blankets - in place, not damaged, appropriate to the area, serviced in last 12 months - **Estates team managed by Amy Howe**
 - 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, **Estates team managed by Amy Howe**
 - Emergency lighting - serviced and tested annually by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a term **Estates team managed by Amy Howe**
 - Fire signage - in place on all exit routes and by each extinguisher, not damaged / covered / obstructed **Estates/Housekeeping team managed by Amy Howe**

(iii) **Display Screen Assessor** Simon Nicholas - 28014 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**:

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Lead Nurse - Sister Rebecca Purchase - Med Centre Extn 7or Mobile 07810 697369

Nurse Sister – Sister Liz Hawkes - Med Centre Extn 7or Mobile 07880359427

Nurse - Sister Vicky Matthews- Med Centre Extn 7or Mobile 07917494863

Boarding staff and all Residential Trip leaders, are required to undertake online - “Administering Medications” training

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

Qualified First Aiders in the Senior School

Emergency First Aid at Work (1 Day)

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Sister Liz Hawkes *	Medical	Jan-23	Jan-26	07880 359427
Rachel Amies *	Sixth Form Administrator	Nov-24	Nov-27	20
Victoria Ash *	PE Staff	Jan-23	Jan-26	69
Heidi Baber *	Director of Sport	June-24	June-27	69
Anna Bernard *	Music	July -22	July-25	
Claire Binney *	Head of Classics	May-24	May-27	67
Diana Bolan *	Maths	Nov-23	Nov-26	
Mark Bradbury *	Music	Jan -23	Jan-26	56
Hadrian Briggs *	Assistant Head	Jan-23	Jan-26	60
Victoria Charlton *	Admissions Officer	Jan-23	Jan-26	12
Natalie Cheers *	Head of International Students	May-22	May-25	22
Peter Clare*	Staff	June-23	June-26	
Ellie Clark *	Lettings & Events Manager	May-24	May-27	28
Glennis Clark *	Science	May-22	May-25	37
Imogen Cornick *	Co-Curricular Coordinator	Jan-23	Jan-26	
Jo Cossey *	Languages	June-22	June-25	68
Ionel Cristea *	Catering	Nov-24	Nov-27	48
Jackie Cruse *	Maths	July-22	July-25	83
Scott Curtis*	Evening Caretaker	Feb-25	Feb-28	
Sophie Dagenet *	Modern Languages	June-22	June-25	5
Socorro Dias*	Catering Manager	July-22	July-25	39
Peter Drukes *	Maths	Nov-23	Nov-26	
Christian Duckworth *	Art Teacher	Mar-24	Mar-27	74
Sinead Duignan *	Head of Science	July-22	July-25	19
Jo Flitcroft*	Science	Nov-23	Nov-26	

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Katie Fry *	Housekeeping	Jan-23	Jan-26	79
Nicholas Glossop*	Physics teacher	Feb-25	Feb-28	27
Craig Graham *	Head of Maths	July-22	July-25	83
Benjamin Hanford*	ICT	Nov-24	Nov-27	90
Perry Harris *	Estates	Mar-24	Mar-27	6
Scott Harris*	Sports Staff	June-23	June-26	
Daniel Harvey*	Estates	Feb-25	Feb-28	
Lauren Hill*	DSL	Nov-24	Nov-27	97
Jane Hillis *	Senior School Librarian	June-22	June-25	32
Emma Hilliam*	Head of Academic Extension	May-22	May-25	34
Rebecca Hollingsworth *	Head of KS4	June-24	June-27	61
Amy Howe*	Facilities Manager	May-22	May-25	
Julie Hughes *	PE	Mar-24	Mar-27	97
Jo Isom *	Geography/Classics	March-24	March -27	79
Anna Jenkin*	Head of Year 7	June-24	June-27	
Scott Jerram*	Performing Arts Technician	March-24	March-27	73
Ben Lacey*	History	Nov-24	Nov-27	87
Amanda Ladbury-Webb*	Head of Sixth Form	March -24	March-27	94
Selina Lattuca *	Speech & Drama	Feb-25	Feb-28	
Matthew Lem *	PE/Boarding	June-24	June-27	69
Deborah Lewis*	Catering	Feb-25	Feb-28	39
Dawn Lottering *	Minibus Driver	May-22	May-25	
Steph Looker *	Science	Feb-25	Feb-28	37
Andrew Marchant*	Minibus Driver	Sept-23	Sept-26	
Susana Martinez-Gran *	Languages	June-24	June-27	95
Rosie Marinelli*	Cover Supervisor	June-23	June-26	
Vicky Matthews*	Medical Centre	June-23	June-26	7
Hayley Morais*	HH Catering Manager	June-24	June-27	39
Ellen Morgan*	PE	Nov-24	Nov-27	
Katherine Newman*	Psychology	June-23	June-26	
Tim Nobbs *	Science	July-22	July-25	37
Jamie Owens *	English	Nov-23	Nov-26	86

Harriet Pagnamenta *	Head of IB	June-22	June-25	87
Jack Perham*	PE	March -24	March-27	69
Jade Petteford *	Housekeeping/Atlas	May-22	May-25	879
Lyn Petteford *	Housekeeping/Atlas	May-22	May-25	879
Nick Pillow*	Drama	Nov-23	Nov-26	73
Nicola Pocock *	Music	June-23	June-26	16

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Sally Potter*	PE	May-24	May-27	69
Rebecca Prutton *	Head's PA	Jan-23	Jan-26	9
Swati Rao*	Head of Business Studies	June -23	June-26	
Sarah Rhodes*	Finance Assistant	Nov-23	Nov-26	2
Grace Richards *	PE	Feb-25	Feb-28	69
Kathryn Schofield*	Examinations Officer	June-24	June-27	93
Brian Shoosmith *	Minibus	May-24	May-27	
Nicky Sparkes*	Main Reception	June-24	June-27	13
Elizabeth Steele *	Main Reception	May-22	May-25	0
Jude Taylor*	Biology	June-23	June-26	96
Sallie Taylor*	Director of A&M	June-23	June-26	23
Kim Temblett *	Minibus Driver	June-23	June-26	
Leanne Vincent-Norgate *	Head of Drama	Feb-25	Feb-28	73
Melanie Whalley*	Head of Careers	Feb-23	Feb-26	
Peter Whitaker*	Housekeeping	Feb-23	Feb-26	
David Whyte *	Minibus driver	Sept-24	Sept -27	
Andrea Wilkie *	Languages	Feb-23	Feb-26	5
Hannah Wilson *	Art	June-24	June-27	74
Doug Young *	Estates	June-22	June-25	6

Paediatric (2 Day) First Aid

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Elizabeth Hawkes *	Medical Centre	Oct-22	Oct-25	7
Vicky Matthews*	Medical Centre	Jan-23	Jan-26	7
Rebecca Purchase *	Medical Centre	Jan-23	Jan-26	7

First Aid at Work (3 Day) qualification

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Georgina Atkinson *	Boarding	Sept-24	Sept-27	318
Stephanie Carter *	Boarding Matron	June-22	June-25	861
Helen Flint *	Finance	Oct-22	Oct-25	84
Torie Gill *	Head of DT	Feb-23	Feb-26	47
Emily Goy*	FT	Feb-23	Feb-26	31
Roger Hammond*	Estates	Nov-23	Nov-26	
Karen Harris*	Boarding	May-24	May-27	318
Liz Hawkes*	School Nurse	Oct-23	Oct-26	7
Penelope Leipold*	Boarding	May-24	May-27	861
Kate Nokes *	Administrator	March- 23	March -26	9
Justine Philips *	DT/Textiles	Nov-24	Nov-27	47
Rebecca Purchase*	Lead School Nurse	Aug-24	Aug-27	7

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Diana Rejiester*	Admissions Officer	Feb -24	Feb -27	12
Allison Spillman *	Head of Boarding	Aug -24	Aug-27	861
Elisabeth Steele*	Administrator	Nov-23	Nov-26	13
Sarah Williams*	DT	Feb-23	Feb-26	47
Ellen Wilson *	DFO	Sept-22	Sept-25	3

Outdoor Pursuits qualification

Name	Department	Date Qualified	Renewal Date	Contact No (EXT)
Tim Hardcastle (2 day)	Science	Nov-22	Nov-25	71
Raphael Heath (2 day)	Geography	Nov-22	Nov-25	80
Andrew Leather (2 day)	Science	Nov-22	Nov-25	37
James Moyle (2 day)	Science	Nov-22	Nov-25	70
Alison Parr (2 day)	Science	Nov-22	Nov-25	38

Mental Health First Aid

Name	Department
Ali Adams	H&S
Hadrian Briggs	Deputy Head
Roger Hammond	Estates
Elizabeth Hawkes	School Nurse
Vicky Matthews	School Nurse
Rebecca Purchase	Lead School Nurse

Qualified First Aiders in the Prep School

3 Day First Aid at Work

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Emily Isherwood *	Nursery	Jan-25	Jan-28	45
Sabrina Messer *	TA Prep School	July-22	July-25	45
Selina Jeal*	Nursery Manager	May-23	May-26	45

Paediatric First Aid 2 Day

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Sophie Baker*	Nursery	April -23	April -26	45

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Victoria Charlton *	Nursery	May-22	May-25	45
Carlie Dent *	Year 1	Feb-24	Feb-27	45
Michelle Fernandez*	Reception	Dec-23	Dec-26	45
Emily Frayling *	Nursery	Dec-23	Dec-26	45
Elizabeth Hawkes *	School Nurse	Oct-22	Oct-25	7
Emily Isherwood*	Nursery	March -25	March -28	45
Selina Jeal*	Nursery	Dec-23	Dec-26	45
Vicky Matthews*	Medical Centre	Jan-23	Jan-26	7
Lisa Morgan *	Year 2	Dec-23	Dec-26	45
Rebecca Purchase *	Medical Centre	Jan -23	Jan-26	7
Rachel Simon *	AS Care /Holiday Club	Feb-24	Feb-27	35
Laura Walters*	Nursery	April -25	April-28	45

1 Day First Aid at Work

Name	Department	Date qualified	Renewal date	Contact No (EXT)
Claire Albiston*	Year 3	June-24	June-27	51
Emma Appleby *	Year 5	Nov-24	Nov-27	51
Louise David*	Year 5	March-24	March-27	51
Cathryn Davies *	Year 2	Feb-22	Feb-25	51
Peter James *	PE	Jan-23	Jan-26	43
Lucy Johnson *	Year 4	March -24	March-27	51
Jess Knights*	Year 4	June-23	June-26	51
Jess Lewis *	PE	June-24	June-27	43
Paula Millard*	Year 5 /Performing Arts	June-24	June-27	931
Liz Moore *	Little Foxes	Jan-23	Jan-26	51
Charlotte Perry *	Year 1	June-23	June-26	45
Kirsty Robson*	Year 5	June-24	June-27	51
Sheena Stockley*	Prep	June-23	June-26	51
Emily Tuke*	Nursery	Nov-24	Nov-27	45

Mental Health First Aid

Name	Department
Ali Adams	H&S
Elizabeth Hawkes	School Nurse
Victoria Matthews	School Nurse
Charlotte Perry	Year 1
Rebecca Purchase	School Nurse

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Those marked with an * have an AED certificate

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

Sister Purchase – Med Centre Extn 7 or mobile 0781 069 7369

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

Sister Purchase – Med Centre Extn 7 or mobile 0781 069 7369

Ali Adams – Health & Safety Coordinator – Extn 11

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

Sister Purchases – Med Centre Extn 7 or mobile 0781 069 7369

(ix) **School Transport / Vehicles Manager**

Doug Young 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 are authorised to:

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

DRIVER SURNAME	FORENAME	OCCUPATION
Appleby	Emma	Teacher
Beckwith	Spencer	Driver
David	Lou	Teacher
Fernandez	Michelle	Teacher
Gear	Steve	Driver
Glossop	Nick	Teacher
Graham	Craig	Teacher
Hardcastle	Tim	Teacher
Hughes	Julie	Teacher
James	Peter	Teacher
Leather	Andrew	Teacher
Lewis	Jessica	Teacher
Lottering	Dawn	Driver
Marchant	Andrew	Driver
Moyle	James	Teacher

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Pagnamenta	Harriet	Teacher
Parr	Alison	Teacher
Petteford	Chris	Estates staff
Shoosmith	Brian	Driver
Temblett	Kim	Driver
Woods	Tom	Estates staff
Whyte	David	Driver
Young	Doug	Estates staff

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

Forename	Surname	Occupation
Harris	Perry	Estates team
Williams	Sarah	Technician
Cornick	Imogen	Teacher
Jeram	Scott	Technician
Hanford	Ben	Support staff
Nicholas	Simon	Support staff
Baber	Heidi	Teacher
Adams	Ali	Support staff
Hammond	Roger	Estates team
Curtis	Scott	Estates Team
Lacey	Ben	Teacher
Ladbury Webb	Mandy	Teacher

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

Ms Sinead Duignan - Head of Science - Ext 19

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 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.

EVERY EMPLOYEE MUST:

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- (i) Take reasonable care of their own and other people's health, safety and welfare.
- (ii) Comply with the GDST's H&S rules and procedures and fully co-operate with regard to all health and safety matters.
- (iii) 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 on the HUBs H&S pages and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- (iv) Protect themselves and others by wearing safety equipment issued to them, and by using any guards or safety devices provided.
- (v) Not interfere or misuse anything provided for health and safety purposes.
- (vi) 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, safety and welfare at serious risk.
- (vii) Offer any advice and suggestions that may improve health and safety.
- (viii) Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on the HUBs H&S pages.
- (ix) Familiarise themselves with the guidance in the GDST H&S Handbook and the school's procedures for:
 - Action to take in the event of an emergency, e.g. fire, violent intruder;
 - Action to take if someone requires first aid assistance
 - Welfare of students with allergies, asthma and epilepsy.

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

6. SPECIAL HAZARDS

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

Swimming pool – disused at the moment.

Pond, behind the Sophie Cameron Centre – out of bounds to students unless accompanied by a member of staff.

7. SOURCES OF INFORMATION

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

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8. SCHOOL H&S COMMITTEE (07/12)

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

NAME	TITLE
Heidi-Jayne Boyes	Head
Hadrian Briggs	Deputy Head Academic
Amy Howe	Facilities Manager
Ellen Wilson	Director of Finance and Operations - Chair
Ellie Clark	Lettings and Events Manager
Allison Spillman	Head of Boarding
Heidi Baber	Director of Sport
Ms Sinead Duignan	Head of Science
Perry Harris	Estates team
Imogen Cornick	Educational Visits Coordinator
Simon Nicholas	ICT Operations Manager
Hannah Wilson	Head of Art
Abbi Pullen	Boarding - Gloucester House
Rebecca Purchase	School Nurse
Dan Rushworth	Deputy Head of Prep School
Leanne Vincent Norgate	Head of Drama
Torie Gill	Head of Technology
Faye Abel	Trust H&S Adviser
Ali Adams	Health & Safety Coordinator
Jordan Potter	Trust Building Surveyor
Doug Young	Transport Manager
	Holroyd Howe (Catering company)

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 Heidi-Jayne Boyes - Head of School

Date - 1 September 2025