

Birkenhead High School Academy

STATEMENT OF HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

1. HEAD'S RESPONSIBILITIES (08/17)

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 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(where appropriate) 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 Oracle).

(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 (03/17)

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 Faculty/Department

Every Head of Faculty/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 Faculty for their Departments.

3. ADVISORY RESPONSIBILITY FOR SAFETY (09/17)

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

Lindsey Owen 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 Faculty/Departments monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;
 - b) Heads of Faculty/Departments implement the Trust's arrangements for Health and Safety (contained in Oracle 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;
 - c) Heads of Faculty/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
 - b.
 - i. ISI (Estyn in Wales) reports (H&S elements)
 - ii. H&S SEF Action Plans
- 3) In conjunction with the relevant Head of Faculty/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 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:

ii. Fire Drill Officer

Lindsey Owen/Barry Langton are responsible for advising me on all matters relating to fire drills. They are 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;

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

Barbara Carter/Lindsey Owen are responsible for advising me on all matters relating to emergency evacuation. S/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 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. Electrical Safety Supervisor

Lindsey Owen is 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/School Nurse

Lyndsay Cumiskay 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 Oracle.

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.

vi. Radiation Protection Supervisor

Robin Hennessy 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

Post – GDST Trust Office, 100 Rochester Row, London

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

Clare McKenna is responsible for advising me on matters relating to educational visits; ensuring that all educational visits and school trips are planned using the Evolve website; and ensuring that all staff organising school visits are competent, plan visits properly and conduct appropriate risk assessments in accordance with the advice in the 'Educational Visits' section of H&S Oracle.

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

Post – GDST Trust Office, 100 Rochester Row, London

viii. Accessibility Coordinator

Lindsey Owen 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 on Oracle.

4. OTHER FUNCTIONS (07/18)

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

To be confirmed

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**

Lindsey Owen/Site Team

The aspects of fire safety that must be specifically allocated to a named Key Duty Holder are:

- 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, eg caterers and cleaners, in fire safety procedures;
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities;
- Putting in place and regularly monitoring fire safety procedures to ensure they are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items (eg coats) and displays,
 - Fire doors – not damaged, fit/close correctly, not wedged/hooded 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 - Dave Kell** 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:

Barry Langton - Site Team Office,

B Block Ground Floor (14055)

(v) The following people are nominated to **administer medicines**:

Lyndsay Cumiskay and Mikaela Thomas

B Block 2nd Floor (14017/14021)

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

FIRST AID TRAINING - CENTRAL RECORD
Senior & Junior School's

<u>FIRST AID AT WORK - (FAAW)</u>		
3 day course every 3 years - Full Training Trained to deal with first aid emergencies		
NAME	DATE COMPLETED	RENEWAL DATE
Hollie Gallagher	20/11/2016	20/11/2019
Katherine Wilson	20/11/2016	20/11/2019
Jeanette Boyhan	20/11/2016	20/11/2019
Liz Stewart	20/11/2016	20/11/2019
Barbara Carter	20/11/2016	20/11/2019
Sean Youds	20/11/2016	20/11/2019
Dawn Crawford	20/11/2016	20/11/2019
Helene Delaney	05/03/2017	05/03/2020
Anne Grealis	05/03/2017	05/03/2020
Jacqueline Hudson-Kirkham	05/03/2017	05/03/2020
Peter Jones	05/03/2017	05/03/2020
Trevor Perry	05/03/2017	05/03/2020
Phillipa Perry	05/03/2017	05/03/2020
Julie Campian	05/03/2017	05/03/2020
Jeanette Hale	07/09/2017	07/09/2020
Yin Doran	07/09/2017	07/09/2020
Barry Nelson	22/03/18	21/03/2021
Barry Langton	22/03/18	21/03/2021
<u>EMERGENCY FIRST AID AT WORK (EFAW)</u>		
1 day course every 3 years Basic first aid, attend casualty until first aid at work person arrives		
NAME	DATE COMPLETED	RENEWAL DATE
Sheila Collinson	06/06/2018	05/06/2021
Alison Potter	06/06/2018	05/06/2021
Rebecca Goodwin	06/06/2018	05/06/2021
Angie Popper	11/02/2016	11/02/2019
Lynne Kelly	11/02/2016	11/02/2019
Kate Holleran	11/02/2016	11/02/2019
Jon Cartledge	28/03/2016	28/03/2019

PAEDIATRIC FIRST AID - (First Aiders for Under 8's)		
1 day course every 3 years		
NAME	DATE COMPLETED	RENEWAL DATE
Kate Nelson	27/06/2017	27/06/2020
Liz Camden	27/06/2017	27/06/2020
Shirley Houghton	27/06/2017	27/06/2020
Elizabeth Stewart	27/06/2017	27/06/2020
Angie Popper	27/06/2017	27/06/2020
Donna Vaughan	27/06/2017	27/06/2020

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

Elizabeth Stewart

G Block Community Office (14031)

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

Lindsey Owen

B Block 1st Floor (14014)

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

Lindsey Owen

B Block 1st Floor (14014)

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

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

Gary Austin

Barbara Carter

Jacqueline Hudson-Kirkham

Kathy Jones

Peter Jones

Steve Laing

Barry Langton

Barry Nelson

Trevor Perry

Alison Potter

Ellen Roberts

Gwen Saccheri
Elizabeth Steward

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

Not applicable

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

Not applicable

5. INDIVIDUAL RESPONSIBILITY (08/15)

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 Oracle 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 Oracle.

(vii) 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

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 (05/14)

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 and Plant Room

Chemical Stores

7. SOURCES OF INFORMATION (07/12)

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

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

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

Rebecca Mahony
Barbara Carter
Corynne Peace
Clare Mckenna
Phil De Middelaer
Daniel Wakefield
Jeanette Hale
Rebecca Goodwin
Nicola Capes
Lindsey Owen
Barry Langton
Lyndsay Cumiskay
Peter Cornall – GDST H & S Adviser
George Davies - Wirral LA

Prior to each School H&S Committee meeting Heads of Faculty/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 Faculty/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.

R Mahony

SIGNED BY HEAD OF SCHOOL

DATE 12th February 2019