Health and Safety Policy
Applies to whole school, including EYFS

Last Revised at Trust-level: October 2021
Last full review by OHS: September 2026 (DFO) *Next Review: Summer 2027*

1. HEAD'S RESPONSIBILTITIES

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

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 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 and the Occupational Health Service provided by Health Assured 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 and the Departments for which they are responsible is set out below:

SENIOR SCHOOL, Belbroughton Road

Department	Staff in Charge
Religious Studies	Dr S Willis
English	Ms N Bubbear
Drama	Ms J Bramall
Music	Dr P Foster
History	Mr P South
Computer Science	Mr J Watts
Careers	Ms C Heath
Economics	Mr M Gallacher
Geography	Miss S Sissons
Library	Ms M McMorrow
Modern Languages	Mr T Couliou (interim cover: Mrs Katya Solovyova)
Mathematics	Dr A Stacey

Department	Staff in Charge
Science	Dr Richard Jones
Biology	Miss Z Steer
Chemistry	Dr Richard Jones
Physics	Miss G Barbour
Art	Mr M Berrett
Textiles	Mrs H Wilson
Physical Education	Ms K McGonigle
Psychology	Ms K Molan
Administration	Mr N Woods (DFO)

PREPARATORY SCHOOL, Bardwell Road

Individual teachers when necessary e.g. whichever class/year play or do science etc. will carry out Risk Assessments.

English	Mrs S Classen Ms S J Jennings
Maths	Miss C Kennedy Wood
Music	Ms S Andrews
Science	Dr N Latham
Art	Ms C Panatti
ICT	Mr P Shoyinka
Physical Education	Mrs J Day
Administration	Ms J Cormack

PRE-PREPARATORY SCHOOL, Woodstock Road

Individual teachers when necessary e.g. whichever class/year play or do science etc. will carry out Risk Assessments.

Physical Education	As required Ext: 30054
Administration	Ms J Cormack Ext: 30044

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

Tower Scaffolds:
The persons authorised to erect and dismantle the tower scaffolds is: -
Senior and Preparatory Schools **Mr M Hay**

Safe use of pesticides:
Storage, dilution and application -
Senior and Preparatory Schools **Mr A Appleby (Compliance and FM**)

Swimming pool:
Disinfection and temperature control
Mr A Appleby, and members of the Estates team

Use of Kitchen:
Supervision of users other than the School Contractors, Thomas Franks
Senior School – **DFO** Preparatory School – **Mrs J Williams**

Stage lighting:

Senior School: Theatre Manager – **Mr M Hay**
Preparatory School: **Mr M Hay** and **Premises Team**, Teacher overseeing stage production erection and safe use of means of access. Installation, testing and use of temporary lighting equipment (testing of hired equipment is the responsibility of the hirer). Supervision of persons working on lighting.

Disposal of Waste:
Refuse: Senior and Preparatory Schools **DFO**
Hazardous wastes: **Miss G Barbour, Dr Richard Jones and Miss Z Steer**
(Science Dept: Disposal of residues and hazardous chemicals no longer in use.)

Legionellosis:
Trust Surveyor with **DFO**
Regular temperature testing carried out by **Mr P Twine**
Water testing, descaling of tanks carried out by **C&S Water Treatments**
Inspection of showers on a day-to-day basis: **Miss K McGonigle** (PE Changing Rooms)

Abrasive Wheels:
Changing, guarding and use – **Mr M Berrett** (Head Art)

Guarding Machinery:
Senior School: **Mr M Berrett (Art); Miss G Barbour / Miss Z Steer (Scientific Equipment)**
Preparatory School **Dr. N Latham (Science); Ms J Cormack (Office)**

Laser Safety:
Maintenance and use of laser – **Miss G Barbour (Head of Physics)**

Biological Safety
Disposal of bacteriological plates:
Senior School **Miss Z Steer (Head of Biology)**
Preparatory School **Dr. N Latham (Head of Science)**

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.

Health & Safety Coordinator

DFO Ext 30005

Oxford High School at Belbroughton Road

Nick Woods, DFO Ext 30005, is responsible for advising me on how health and safety is being managed in the school. In addition, he is responsible for:

1) Ensuring that:

a) Heads of Departments regularly review and monitor standards of safety in their departments and undertake appropriate remedial action if shortcomings are identified;

b) Heads of Departments implement the Trust's arrangements for Health and Safety (contained in GDST Hub 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. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the HUB;

c) Heads of Departments advise / inform the Head, through the H&S Coordinator, of:
   i. The measures needed to carry out work safely if deficiencies are identified;
   ii. Any breaches of health and safety regulations;

iii. If any new or special risks are about to be introduced into the school.

2) Coordinating the:

a) Annual completion of the Departmental H&S Self Evaluation Forms by Heads of Department and Action Plans 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 (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:

Fire Drill Officer

Oxford High School at Belbroughton Road

Fire Officer **Mr N Woods Ext 30005**
Assisted by **Dr E Batchelar Ext 30036**

Preparatory School at Bardwell

Fire Officer **Mrs J Williams, Bardwell Rd Ext 30043**

Anike Chuard in Mrs Williams's absence

Assisted by **Ms J Cormack Ext 30044**

Pre-Preparatory School at Woodstock Road

Fire Officer **Mrs J Williams, Woodstock Rd Ext 30055**

Anike Chuard in Mrs Williams's absence

Assisted by **Ms J Cormack Ext 30044**

Fire Drill Officers are responsible for advising me on all matters relating to fire drills. They are also responsible for:

i. 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;
ii. 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;
iii. 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 rollcall, as well as any problems encountered;
iv. Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
v. Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;
vi. 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.

Emergency Evacuation Co-ordinator

Senior School **Mr N Woods Ext 30005**

Preparatory School **Mrs J Williams, or those appointed in her absence, Bardwell Rd Ext 30043 Mrs J Williams, or those appointed in her absence, Woodstock Rd Ext 30055** are responsible for advising me on all matters relating to emergency evacuation.

They are also responsible for:

1. Carrying out a threat assessment for the school.

2. Devising a 'Threat Plan' which covers:
   i. Plans for continued checking and vigilance for the school
   ii. An evacuation procedure
   iii. A violent intruder / lock down procedure
   iv. A procedure for search and re-entry
   v. Details of the local Police Crime Prevention Officer (CPO) and records of advice given
   vi. Details of the Emergency Evacuation Co-ordinator and Deputy
   vii. 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.

School Nurse

Mrs Jo Hailey Ext 30031

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 GDST Hub.

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

Miss G Barbour Ext 30035

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, The Asticus Building, 21 Palmer Street, London, England, SW1H 0AD
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

Ms C Nebesnuick - (Senior School) Ext 30071

Mrs J Williams - (Preparatory School) Ext 30043 or Ext 30055

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 GDST Hub**.**

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, The Asticus Building, 21 Palmer Street, London, England, SW1H 0AD

Accessibility Coordinator
Mr Nick Woods, DFO Ext 30005
Dr Jacky Leadbeater, SENCO Ext 30075
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' section on the HUB's Innovation & Learning pages**.**

Staff Wellbeing Coordinator
Ms Dani Phipps, Acting Deputy Head Pastoral 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

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

Senior School:

Location	**Fire Warden**
Ground Floor ABB	Amanda Woodcock
Health Centre	Jo Hailey
First Floor ABB	Amanda Walker
Music School	Peter Foster
English Block	Elisa Hattenkofer
Library and Drama Studio	Matilda McMorrow
Drama Rooms, HR & WCs, Lecture Theatre	Jean Ralfe
Office, Staff Room, WCs, Reception and Visitor Room, Main Hall	
Ground Floor main building - IT, Careers, Crush Hall	Katrina Love

Main Building First Floor	Richard Lonsdale
Main Building Second Floor	Paul South
Science ground floor	Neil Dighton
Science 2 and 3rd floor	Jack Sobey
M Block ground floor	
M Block first floor	
Catering Department	Ian Foster
Sports Department	Kathryn Stevens

Location	**Fire Warden**
Prep – Top floor resource room classrooms	Connie Wong
Prep – Library, Y6 hallway, Music/Science	Carol Kelsey
Prep – Ground Floor, Office, art room, mandarin, music rooms, hall, staff room	Jillian Cormack
Prep – 1st floor classrooms sunflower room	Jill Eyre

Location	**Fire Warden**
Pre-Prep Top Floor - library and classrooms	Tracy Sareen
Pre-Prep 1st Floor - staff room and classrooms	Lilian Aslam
Pre-Prep Ground Floor – office, classrooms and hall	Sally Collins Sue Debois

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.

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

Senior School
Mr N Woods Ext 30005
Preparatory School
Mrs J Williams Ext 30043 or 30055

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, e.g. caterers and

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

Display Screen Assessor
DSE Training on GDST Hub

Mr Craig Johnson, IT Operations Manager, is responsible for undertaking for undertaking assessments on 'DSE workstations and ensuring that any necessary remedial actions are completed.

The following people are nominated to **administer medicines**:
Whole School – Mrs Jo Hailey, School Nurse
Senior School – Maxine Rhodes, Office Manager; Sophie Wilson and Tim Smith, Receptionists, and Cerys Leadbeater, Attendance Manager.
Prep Schools – All trained first aiders who are Teaching Assistants are required to do the medical awareness course.

All accidents should be reported immediately to:
Senior School
Mrs Jo Hailey, Health Centre ext 30031

Preparatory School Bardwell Road
Trained first aider

Pre-Preparatory School Woodstock Road
Trained first aider

All **dangerous occurrences** or **near misses** should be reported to:
Mrs Jo Hailey, Health Centre ext 30031

Preparatory School Bardwell Road
Mrs J Williams, Head / Mrs Anike Chuard, Deputy Head

Pre-Preparatory School Woodstock Road
Mrs J Williams, Head / Mrs Anike Chuard, Deputy Head

The following person is responsible for **reporting serious accidents and dangerous occurrences to the Health and Safety Executive**:
Senior School and Preparatory School
School Nurse Health Centre Ext 30031

School Transport/Transport Team Leader

School transport is undertaken via a team of minibus drivers coordinated by Mr Simon Irvine, the Transport Team Leader. This is overseen by the DFO, Mr Nick Woods. Transport provided by the school is limited to home to school as well as some trips and fixtures. This is also overseen by the DFO in conjunction with the Compliance

and Facilities Manager, Mr Andy Appleby. They ensure 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:

Drive the school minibuses or minibuses hired from authorised suppliers.
(updated list held in the front of the Minibus Booking file in HR office at the Senior School.)

Michael	Barnes		
Denis	Duggan	Andy	Appleby
Greta	Shepherd	Vicki	Barnes
Mike	Osborne	Richard	Lonsdale
David (William)	Tomlinson	Kat	McGonigle
Martyn	Boughton	Jack	Sobey
David	Brackett	Ella	Thompson
Paul	Lankford	Melanie	Tonks
Carmen	Shanahan	Sue	Sladden
Nigel	Tarry		

Drive other school vehicles, e.g. vans, tractors:
Vans –Mr A Appleby and the Premises Team
Tractors – Mr A Appleby

The following persons are responsible for carrying out examinations of certain non-thermostatically controlled pressure systems, eg pressure cooker or model steam engines, in the Science Department.
Pressure Cooker – Mr Neil Dighton Ext 30038
Steam Engine – Mr David Brown Ext 30005

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.

EVERY EMPLOYEE MUST:
(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 regarding 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. (iii) Obey all instructions given by a responsible person in respect of health and safety. (v) 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.
(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 GDST Hub.
(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
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, the DFO or Head.

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.

Senior School

1. Chemical Store

Kept locked at all times. Key kept secure by Science Technicians who have access.

2. Kiln

Fitted with safety interlocks. In separate, locked room off the pottery room.

3. Pond

This is used under supervision for teaching purposes; it is fenced.

4. Scaffolding Tower

This is only used by qualified staff.

5. Swimming Pool

Chemicals kept in locked storeroom – only accessed by Premises Team who have been trained to manage pool chemicals and pool dosage.

Preparatory School, Bardwell Road

1. Simple chemicals kept in a locked cupboard in Science Room.

2. Pond – This is used under supervision for teaching purposes; it is covered by a fence

Pre-Preparatory School, Woodstock Road

No special hazards.

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 the 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 '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 Representing - Ms Faye Abel Regional H&S Adviser GDST H&S; Mrs Jessica Williams Head of Preparatory School Preparatory School; Mr Marc Berrett Head of Art, Art Department; Ms Julie Bramall Director of Drama, Drama Department; Miss Kat McGonigle Director of Sport & PE, Sports Department; Mr Andy Appleby Compliance & Facilities Manager, Premises Team; Mr Mike Hay Theatre Manager Theatre/Drama; Ms Dani Phipps Acting Deputy Head (Pastoral) Whole School; Miss Gill Barbour, Head of Science, Science Department; Mrs Jo Hailey, School Nurse, Health Centre; Dr Naomi Latham Head of Prep Science, ATL Representative; Mrs Marina Gardiner Legge, Headteacher Whole School; Ms Claire Nebesnuick Assistant Head, Co-Curriculum Co-Curriculum; Ms Jillian Cormack Office Manager Preparatory School; Mrs Maxine Rhodes, Office Manager, Senior School; Mr Simon Irvine, Transport Manager; Mr Nick Woods Director of Finance & Operations, H&S Co-ordinator

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

Reviewed: July 2025
Nick Woods, Director of Finance & Operations
Andy Appley, Compliance & Facilities Manager