

Health & Safety Policy

Withington Girls' School

September 2021

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SECTION 3

Arrangements

All Appendices and arrangements listed in this Section are accessible in the shared area of the School network and are displayed as appropriate. All those who have special duties are aware of how and when to carry out their responsibilities.

- 1** Staff with Special Responsibilities
- 2** Health & Safety Organisational Structure
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Section 1

GENERAL POLICY STATEMENT

1. The Board of Governors on behalf of Withington Girls' School (**School**) (company number 09083954 and charity number 1158226) shall provide a safe and healthy working and learning environment for staff, pupils and visitors.
2. This Health and Safety Policy ('Policy') applies to all staff (including employees, fixed term, part- time, temporary and voluntary staff and helpers), pupils, contractors, hirers and visitors at the School.
3. The Board of Governors has overall responsibility but delegates the operational arrangements for the Management of Health & Safety to the Headmistress.
4. The Headmistress delegates the day-to-day responsibilities to the Bursar and the Fire Safety Officer/Risk Assessment Officer.
5. An integral part of good health and safety management is the provision of clear guidelines to all staff, pupils and visitors of their responsibilities for health and safety. This Policy provides these guidelines and a copy of this Policy is in the staff shared area of the School Network. All staff are required to read this policy and confirm in writing that they understand their obligations.
6. A Health & Safety Committee is made up of staff from all key areas of the School's activities as listed on pages 14 and 15. The minutes of the meetings are circulated widely through the School and are made available to staff generally on the staff shared area of the network and on the noticeboards in the Staff Room and Catering/Cleaning staff rest room
7. The School follows a standard process for the completion of Health & Safety Checklists for all areas of the School.
8. The School also undertakes an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the School's operation. This will be undertaken by the conduct of appropriate Risk Assessments which should identify, prioritise and implement control measures necessary to reduce the risks to the level required by law.
9. Departments are required to produce Risk Assessments for generic and specific hazards together with Risk Assessments for specific departmental activities. The School's specific arrangements for safeguarding and promoting pupils' welfare are set out in a separate Risk Assessment policy for pupil welfare/ its child protection and anti-bullying and behaviour policies.
10. Risk Assessments are the overall responsibility of the Risk Assessment Officer and are reviewed termly and appropriate action must take place for unacceptable risks. Support is given to staff members where required and specific training given when applicable to ensure that risk assessments are completed properly. Please refer to the Risk Assessment Policy for further details on Risk Assessments.
11. The Risk Assessment Officer audits the completion of the Health & Safety Checklists for curriculum areas and the Health & Safety Officer audits the completion of Health & Safety Checklists for non-teaching and communal areas. The Health & Safety Committee monitors progress at its termly meetings. The Manufacturers' Organisation

(MAKE UK) acts as one of the School's competent persons as required under the Management of Health & Safety at Work Regulations 1999. The company provides the school with valuable external health & safety advice and guidance and undertakes a rolling programme of health and safety audits. Such audits are reviewed by the Health & Safety Committee, the Headmistress and Board of Governors annually.

12. A departmental Health & Safety Policy is included in the Departmental Handbook for all curriculum areas and this is reviewed by the members of the Senior Leadership Team (SLT) annually.
13. The School will also ensure that all employees receive job specific health and safety training, including risk assessment training, where appropriate. The level and frequency of training depends on the role of the individual member of staff.
14. There is a procedure for the reporting of accidents and near misses – the details of which are scrutinised by the Health & Safety Committee at their termly meetings.
15. In light of the coronavirus outbreak, the School has carried out a COVID-19 risk assessment which is available from Mrs Cohen.

Health & Safety Objectives

In accordance with our obligations under the Health and Safety at Work etc. Act 1974, the School has a duty to ensure the health, safety and welfare of employees and the health and safety of others affected by the School's operations. Although pupil welfare and well-being is not strictly within the remit of this Policy, we recognise that it is inextricably linked with health and safety at the School.

The School will safeguard and promote health, safety and welfare by:

1. Risk Management

Taking a proportionate and holistic approach to risk management

2. Roles and Responsibilities

Ensuring that key staff have clearly established roles and responsibilities

3. Board of Governors

Ensuring that the Board of Governors and the Senior Leadership Team are aware of and understand the School's health and safety and welfare policies and procedures, provide appropriate resource for them and apply them sensibly and practically to the real risks in the School

4. Documentation

Keeping paperwork to a minimum, with the significant hazards identified, their risks adequately controlled and precautions clearly documented where needed;

5. Accidents

Reducing accidents and the potential for accidents to occur within the next three years

6. Health & Safety Training

Ensuring that all staff receive Health & Safety training delivered either by MAKE UK or a suitably qualified person, or attend an external course annually and that where appropriate staff will receive further health and safety training as appropriate for their role.

7. First Aiders

To ensure that there are an appropriate number of fully-qualified first-aiders on site at any time.

Authorised by	resolution of the Board of Governors
Date	September 2021

Effective date of the Policy	September 2021
Date of last review	Summer 2021
Date of next review	Summer 2022
Circulation	Board of Governors / teaching staff / all staff / parents / pupils
Status	Complies with <i>Health & Safety at Work etc Act 1974</i> ; <i>Regulatory Reform (Fire Safety) Order 2005</i> ; <i>Education (Independent School Standards) Regulations 2014</i>

Section 2

ORGANISATION

1. Responsibilities of the School

As an employer, the School has overall responsibility for health and safety.

This Policy relates to health and safety whilst on School premises. The School's separate policy on educational visits relates to health and safety issues relating to off site visits.

The School acknowledges that it must:

1. Provide adequate control of the health and safety risks arising from its work activities
2. Provide a safe place for staff and pupils to work including safe means of exit and entry
3. Consult with employees, pupils and anyone else affected on matters affecting their health and safety
4. Provide and maintain plant, equipment and systems of work that are safe.
5. Provide safe arrangements for the handling and storage of substances.
6. Provide and maintain safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice, and guidance.
7. Provide information, supervision, and instruction to staff and pupils as appropriate.
8. Ensure all employees are competent to do their tasks, and to give them adequate training.
9. Provide necessary personal protective equipment and clothing together with the appropriate guidance and training thereon.
10. Provide adequate resources for the management of health and safety issues
11. Provide adequate welfare facilities.

2. Board of Governors

2.1 Overriding Principles

The Board of Governors on behalf of the School are committed to protecting the health and safety of those affected by the School's operation, including but not restricted to, its employees, pupils and visitors to the School site.

The Board of Governors notes the provisions of the **Health & Safety at Work Act etc.1974** which states that it is the duty of every employer to ensure, as far as is reasonably practicable:

- the health, safety and welfare of employees
- that pupils and others using the School premises are not exposed to risks to their health and safety
- that all reasonable steps will be taken to secure the health and safety of pupils, staff and others using the School premises

Furthermore, the Board of Governors believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education for its pupils.

The Board of Governors appreciates that the existence of a Health & Safety policy will not prevent accidents or ensure safe and healthy working conditions. It recognises however, that adoption of safe systems of work and good practice by every individual will minimise the occurrence of accidents. The Board of Governors will ensure that there is a robust system of hazard identification, through risk assessment, and control measures will be put in place to reduce hazards to a minimum. It is important that all staff, pupils and other using the premises appreciate the importance of their conduct and vigilance on both the health and safety of others and themselves.

2.2 Key Responsibilities of the Board of Governors

1. Ensure there is an effective and enforceable Health & Safety policy.
2. Review the effectiveness of this Policy and ensure that necessary changes are made.
3. Identify and evaluate risks in relation to accidents, health, other school activities (eg work experience, voluntary service, and trips & visits).
4. Identify and evaluate risk control measures, via a process of Risk Assessment, to minimise risks to staff, pupils and others using the premises.
5. Create and determine the management structure for the management of Health & Safety.
6. Ensure that all staff understand and receive comprehensive information on this Policy, any other relevant health & safety matters (eg risk assessments and safe systems of work), and appropriate training enabling them to carry out their duties in a safe manner without placing themselves or others at risk.

3. The Headmistress's Responsibility

The Board of Governors delegate responsibility for health and safety matters to the Headmistress.

3.1 Key Responsibilities

1. The Headmistress has responsibility for all Health & Safety matters at the School but, as previously stated, delegates the day-to-day maintenance and development of safe working practices and conditions for staff, pupils and other using the School premises to the Bursar and the Health & Safety Officer in conjunction with the Fire Safety Officer/Risk Assessment Officer.

2. The Headmistress is aware of the requirements of the Education (Independent School Standards) Regulations 2014 and the Health & Safety at Work etc. Act 1974, other safety legislation, and codes of practice relevant to the work of the School and ensures that their requirements are met in full at all times.
3. The Headmistress ensures that all staff are made aware of this Policy and all given appropriate time for training and support
4. The Deputy Head is a member of the Health & Safety Committee and takes an active part in discussion at the termly meetings.
5. As part of the School's desire for continuous improvement in Health & Safety members of the SLT receive reports from all departmental Health & Safety Audits and ensure appropriate action is taken.

4. The Health & Safety Officer

4.1 The Health & Safety Officer is responsible for the following:

1. Maintaining an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the School and to ensure that their requirements are met in full at all times.
2. In conjunction with the Risk Assessment Officer for ensuring that, at all times, the health, safety, and welfare of staff, pupils and others using the school premises are protected.
3. Ensuring that there are safe working practices in place at the School including those relating to the use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
4. Chairing the Health & Safety committee and informing all staff of the dates of the meetings so that there is an opportunity for everyone to bring forward matters of concern.
5. Organising a rolling programme of departmental health & safety audits to be carried out by EEF The Manufacturers' Organisation and ensuring that matters arising are actioned as appropriate.
6. Identifying, in conjunction with the Senior Leadership Team, the training needs of staff and pupils and ensuring that, within the financial resources available, these needs are met.
7. Ensuring that any defects in the premises, its plant and equipment which relate to health and safety are made safe without delay.
8. Reviewing accident information provided by the nurse and, when necessary, carrying out appropriate investigations.
9. Ensuring that induction training for new support staff on fire awareness and means of escape has been carried out in conjunction with the Catering Manager and Cleaning Services Supervisor.
10. Ensuring that hirers, contractors and others who use the School's premises carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

5. Fire Safety Officer/Risk Assessment Officer

5.1 Key Responsibilities

1. To maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974 and the Regulatory Reform (Fire Safety) Order 2005**, other safety legislation, and codes of practice relevant to the work of the School and to ensure that their requirements are met in full at all times.
2. To report to the Health & Safety Committee on the completion and review of Health & Safety Checklists for the School premises.
3. To carry out induction training for all new teaching staff on fire awareness and means of escape
4. To plan and report to the Health & Safety Committee on practice fire evacuations and ensure that suggested improvements are acted upon.

6. Heads of Department, Technicians & Supervisory Staff

6.1 Key Responsibilities

1. Maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the School and ensure that their requirements are met in full at all times.
2. Report to the Health & Safety Officer for the implementation of the Policy within their relevant department and area of responsibility.
3. Take a direct interest in the Policy and in helping other members of staff, pupils and others to comply with its requirements.
4. As part of their day-to-day responsibilities to ensure that:
 - Safe methods of work exist, are communicated to fellow staff and pupils and are implemented
 - Health and safety rules, procedures, and codes of practice are being applied effectively
 - Staff and pupils are instructed on safe working practices
 - Safety inspections are carried out on the relevant area at appropriate intervals
 - Positive, corrective action is taken when necessary to ensure the health and safety of all staff, pupils and others
 - All plant, machinery, and equipment in the department is adequately guarded, is in good and safe working order, and reasonable steps are taken to prevent its unauthorised or improper use
 - Appropriate protective clothing and equipment, first aid, and fire appliances are provided and are readily available
 - Toxic, hazardous, and highly flammable substances are correctly used, stored and labelled where appropriate

- Health and safety is monitored within the department to encourage the highest standards to be met and to pass on concerns to the Health & Safety Officer
- All signs meet the statutory requirements

7. All Staff

7.1 Key Responsibilities

1. Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with their employer with the law. All employees must:
2. maintain an awareness of the requirements of the **Health & Safety at Work etc Act 1974**, other safety legislation, and codes of practice relevant to the work of the School and to ensure that their requirements are met in full at all times.
3. take reasonable care of their own health and safety and any other person who may be affected by their acts or omissions at work.
4. cooperate with SLT or line manager as regards duties or requirements imposed by relevant statutory provisions.
5. familiarise themselves with the Policy, health and safety aspects of their work and avoid conduct which would put them or anyone else at risk.
6. ensure that all plant, machinery and equipment is adequately guarded and in both good and safe working order.
7. Not make unauthorised or improper use of plant, machinery and equipment.
8. use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
9. ensure that substances which are hazardous to health and/or safety and highly flammable substances are correctly assessed, used, stored and labelled.
10. report any defects in the premises, plant, equipment and facilities which they observe.
11. take an active interest in promoting health and safety and suggest ways of reducing risks.
12. report any incidents, accidents or near misses to the School Nurse, member of staff holding an accident book, Fire Safety/Risk Assessment Officer, or Health & Safety Officer.

8. Hirers, Visitors, Contractors, and Others

8.1 Key Responsibilities

1. All hirers, visitors, contractors and others (including parents) using the School premises must:
 - be familiar with appropriate contents of the Policy;
 - comply with the safety directives of the Board of Governors;
 - ensure that they report to Reception where their identity will be checked, a pass issued and their host notified or alternatively have consulted with the School regarding the appropriate means of their access to and egress from the site and host arrangements. Thereafter, they should remain in the presence of

their host unless express permission to the contrary has been given by the School;

- ensure that they are familiar with the School's fire and emergency evacuation procedures.
2. Contractors will be selected and managed in accordance with *Use of contractors* (HSE, INDG368 (revision1) June 2012))
 3. All contractors who work on the school premises are required to ensure safe working practice by their own employees under the provisions of the Health & Safety at Work etc. Act 1974 and must pay due regard to the safety of all who use the premises. Contractors are not allowed, unless agreed with the Site Services Manager, to:
 - Introduce equipment for use on the school premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or pupils of the School
 4. All contractors must report any damage they may have done in the course of their work to the Site Services Manager or the Bursar.
 5. All contractors must be aware of their duties and responsibilities under the Construction (Design and Management) Regulations 2015. Contractors working on Notifiable Projects must submit their Construction Phase Health and Safety Plan to the appointed CDM Coordinator and await approval to proceed before commencing operations on site.
 6. All other contractors who are engaged directly by the School must provide the School with a risk assessment, safe system of work, and evidence of public liability insurance prior to any work commencing.

9. Fire Safety, Fire Risk Assessment and Emergency Plans

The Headmistress is responsible for ensuring that the School has an up-to-date Fire Safety Policy, and that an emergency plan is in place to cover all foreseeable major incidents that could put at risk the occupants or users of the School. Such evacuation procedures should include any special arrangements required to employees or staff with disabilities.

The School is responsible for ensuring that Fire Risk Assessments are undertaken regularly and where there is reason to suspect they are no longer valid or where significant changes to the premises of use.

The Fire Safety Policy and Fire Risk Assessment are kept in the School Office next to the Fire Panel and copies are stored in the staff shared area of the computer network.

The Fire Safety Policy and Fire Risk Assessment are reviewed by the Board of Governors and the evacuation procedure is regularly rehearsed by staff and pupils. The results of such rehearsals are communicated to staff at the weekly staff meetings and to the Health & Safety Committee.

A risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the School COVID-secure.

10. Emergency procedures: fire and evacuation

We will carry out fire risk assessments to examine and control the likelihood of a fire starting and the consequences of a fire, pursuant to the Regulatory Reform (Fire Safety) Order 2005. This will include the identification of fire hazards and people at risk and implementing control measures to remove or reduce that risk. The findings will be recorded and staff and safety representatives will be informed of these.

The Bursar is responsible for ensuring that fire risk assessments are undertaken regularly and where there is reason to suspect they are no longer valid or where there has been a significant change to the premises, for example, a change of use.

The Bursar is responsible for ensuring that the findings of the risk assessments and any recommendations by the Fire Service are implemented. Escape routes are checked by the Site Services Manager regularly.

Fire extinguishers and other fire-fighting equipment (such as alarms, detectors and blankets) are maintained and checked by the Site Services Manager regularly. Alarms are tested at least once per week.

The Bursar is responsible for maintaining records in relation to fire safety procedures to include records of staff fire safety training, fire instructions, building signage, fire drills, fire precautions tests, and maintenance records and certificates. In addition, the School will ensure that there are sufficient fire marshals (or deputies in their absence) on site at all times and that they are appropriately trained.

The fire marshals are:
Mr Mark Morris and Mr David Farry

In addition to the School's procedures regarding fire, we will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put staff, pupils, visitors or other users of the School premises at risk and will ensure that staff and pupils are trained in what to do in an emergency evacuation. Such evacuation procedures should include any special arrangements required for employees or staff with disabilities.

Nothing in this policy prevents anyone from dialling 999 in an emergency. All health and safety and fire emergencies should also be reported to the Bursar who can be contacted on 245.

Where an evacuation is considered necessary, the main School fire bell will be activated and the School's emergency routine followed.

The Assembly point is the Astro at the back of school.

Emergency evacuation and fire drills will be tested at least once per term and the results recorded.

Accidents, first aid and work-related ill health

This policy should be read in conjunction with the School's first aid policy. We will ensure that there are adequate numbers of appropriately qualified first aiders / appointed persons on the School premises and on School arranged trips and visits at all times.

Risk assessments will be undertaken to determine the level of equipment, facilities and personnel necessary to enable first aid to be rendered to a casualty. The School's risk assessment will also identify where specialist health surveillance is needed.

The appointed person(s) / first aider(s) is / are:
See Appendix 4

The first aid box(es) is / are kept at:
See First Aid Policy

Health surveillance will be arranged by Head of HR
Health surveillance records will be kept by the Head of HR in her office.

All accidents are to be reported to the Nurse or the Bursar and recorded in the accident book (see section **Error! Reference source not found.** below).

The accident book is kept on Schoolbase.

We will take reasonable care to ensure that the health of our employees is not placed at risk. In doing so, the School will consider the risk of their employees suffering from stress through, for example, hours worked, the allocation and organisation of work, the way people deal with each other and the demands placed on staff. All work-related ill health including work-related stress should be reported to Lena Ledson – Head of HR.

All work-related ill health including work-related stress will be considered by Lena Ledson – Head of HR as to whether the employee is advised to access occupational health services. The occupational health services at the School is provided by Healthworks, St John Street, Manchester and covers counselling services, return to

work guidance, fit for work guidance, new starter health assessments where applicable.

COVID-19

The School has detailed risk assessments and procedures in response to the coronavirus outbreak which are kept under regular review and these are available from Mrs Cohen.

The School aims to balance minimising any risks from coronavirus by maximising control measures whilst still providing a full educational experience for our pupils.

This includes measures such as:

- a requirement that people who are ill with symptoms of COVID-19 or suspected COVID-19 stay at home;
- robust hand and respiratory hygiene procedures;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace and the public health authorities, where necessary;
- arrangements to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable;
- consideration of the use of face coverings and/or PPE in appropriate circumstances;
- contingency plans, including if response to an outbreak of COVID-19 at the School, or if we are advised to send large numbers of staff and/or pupils home including remote learning and working arrangements and cover arrangements for staff with key operational responsibilities etc.

11. First Aid

The School's first aid provisions are detailed the School's First Aid Policy.

The Health and Safety Officer will ensure that:

1. The arrangements for first aid provision are adequate to cope with all foreseeable major incidents.
2. The number of certificated first aiders will not, at any time, be less than the number required by law.
3. Prominently marked First Aid supplies will be held at various locations throughout the School. Supplies will be checked regularly by the School Nurse and any deficit made good without delay.
4. That there is adequate and appropriate first-aid provision available for all out-of-school activities, sporting fixtures or events as well as on School mini-buses.
5. A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related trip. (excepting the routine supply of adhesive dressings etc for very minor cuts and grazes)

12. Record keeping

1. Details of injuries, conditions, dangerous occurrences and occupational diseases should also be kept in an accident record book which must be kept for at least three years from the date of the last injury.

2. Where practicable, the School will retain sufficient information in relation to its staff, pupils and other visitors in order to allow it to assist with any enquiries from Track and Trace and/or the public health protection authorities.
3. Following an incident or accident the School will take all reasonable steps to collect and preserve relevant evidence and documentation.
4. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
5. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

13. Monitoring

1. The School monitors health and safety both actively and reactively. The Board of Governors has overall responsibility for, monitoring health and safety performance and for ensuring that the School meets the required health and safety standards.
2. At an operational level the Bursar is responsible for monitoring and reviewing health and safety measures, reviewing risk assessments, accident books / reports and accident investigations regularly. Reviews should include a review of health and safety related complaints and sanctions taken against employees and / or pupils for health and safety breaches and such reviews are reported to the Headmistress.

14. Internal investigation

1. The Bursar is responsible for investigating accidents, incidents and work-related causes of sickness absences, if required. Such investigations may be required to discover the root causes of an accident to prevent a recurrence, to discipline employees or pupils or to brief lawyers for the purpose of obtaining legal advice or to aid litigation and/or to actively monitors the effectiveness of this policy
2. Where appropriate, the School will seek legal advice from the School's solicitors before commencing an internal investigation.
3. The scope of an internal investigation may be restricted to fact-finding and may not make any finding of fault or allocation of blame.
4. The School will not sanction any internal investigation which may prejudice the investigations of outside agencies.
5. No admission of liability on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.
6. In the event of an accident or incident the Headmistress will take the decision to investigate and give authority to the Bursar to commence an investigation and decide when the investigation will start.
7. Any internal investigation will be conducted fairly and objectively taking a systematic and structured approach to investigating the processes and systems.

8. Step One of the investigation is Gathering the Information. It may consider where and when the adverse event happened; who was injured/suffered ill health or was otherwise involved with the adverse event and how did the adverse event happen. Any witness statements taken should be factual and avoid opinion. Any physical evidence should be preserved, if practicable, including photographs and CCTV footage. If experts are to be instructed, advice will be sought from the School's solicitors.
9. Step Two of the investigation is Analysing the information, involving examining all the facts, determining, if possible, what happened and why, for example determining the root cause of the accident or incident.
10. Step Three is Identifying suitable risk control measure and will enable failings and possible solutions to be identified, in order to prevent a recurrence and make recommendations following the investigation.
11. Step Four is The action plan and its implementation. The Bursar will make decisions and act on the recommendations from Step Three in the form of an action plan. Any formal disciplinary action will be considered at this stage.
12. Further guidance in relation to investigating accidents and incidents can be found on the HSE website
13. The Press Officer will deal with any press enquiries and social media issues and no comment on the School's behalf shall be made without legal advice (if required) and prior agreement from the School's insurers.
14. The Bursar will communicate with the injured person(s) and/ or their family on the School's behalf with prior legal advice (if required) from the School's solicitors and prior agreement from the School's insurers.

15. Review

The Board of Governors will review this Policy at least annually and update, modify or amend it as it considers necessary to ensure health, safety and welfare of staff, pupils and others who use the school premises.

16. Linked policies

This Policy should be read in conjunction with the School policies and procedures on health safety and welfare including:

- anti-bullying
- child protection
- contractors
- critical incident management
- educational visits
- fire
- first aid and the administration of medicines
- management of asbestos
- risk management policy statement
- supervision

- transport / minibus use
- COVID-19 risk assessment and associated policies and procedures

Section 3

ARRANGEMENTS

1 Staff with Special Responsibilities

Chair of Governors	Malcolm Pike
Governor with specific responsibility for H&S	Jane Allred
Headmistress	Sarah Haslam
Health & Safety Committee	Listed on page 16-17
Bursar and Health & Safety Officer	Anna Cohen
Site Services Manager	Mark Morris
Local Fire Brigade	Withington Fire Station
School Fire Officer and Risk Assessment Co-ordinator	Amanda Collard
Radiation Protection Advisor	Radiation Protection Services (external company)
Accident Records Monitoring	Jo Lees (School Nurse)
Accident Records Notification	School Nurse & Anna Cohen
Staff Welfare	Head of HR (Lena Ledson)
Portable Appliance Testing	<hr/> Mark Morris (Site Services Manager) Ram Mitha (Physics Technician), Andy Lockett (Director of Digital Services), Joe Walsh (Drama and Arts Centre Technician) External company (245 Rio) <hr/>

Manager of Water Services

Mark Morris (Site Services
Manager)

Fire Alarm Testing

Mark Morris/Procyon

Local Police

Didsbury Police Station

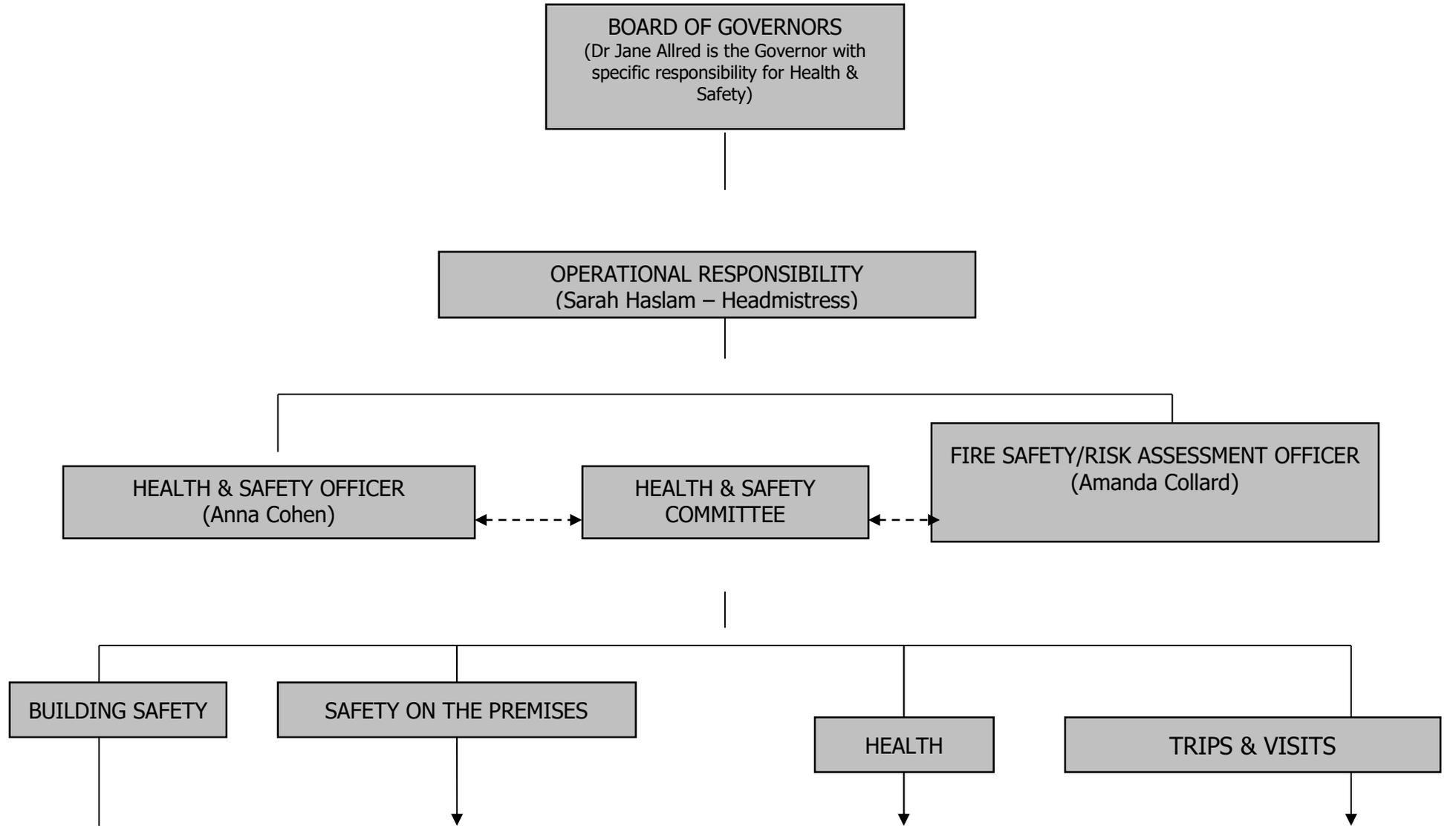
Operations & Educational Visits Coordinator

Natalie Baguley

WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY
ARRANGEMENTS

2

Health and Safety Organisational Structure



**WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY
ARRANGEMENTS**

Site Services Manager
School Architect

Site Services Manager
Head of Physics
Head of FTT
Head of Art
Catering Manager
Head of the Junior School
Biology, Chemistry & DT
Technicians
Head of ICT
DofE Co-ordinator
Drama/Arts Centre Technician
Fire Safety/Risk, Assessment
Officer and PE teacher

Deputy Head
School Nurse
School Secretary

Educational Trips Co-
ordinator

Major Trip Leaders

**WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY
ARRANGEMENTS**

3 Health & Safety Committee

Arrangements are made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.

The Health and Safety Committee meets once per term. The Health sub-committee meets as required.

Members of the H&S committee have responsibilities as set out below.

The Headmistress	Overall responsibility for school which has been delegated by the Board of Governors. Educational Visits Co-ordinator.
Health & Safety Officer: Anna Cohen	Chairs the H & S Committee. Ensures that action, recommended by the Committee, is taken. Brings H&S matters to the attention of the Governors. Organises for the external audits to take place with MAKE UK and provides guidance on departments to audit in accordance with a cycle. Ensures that new developments are brought to the attention of the relevant members of the committee, teaching or support staff. Ensures that the relevant H&S training courses are made available to staff, as appropriate. DSE Assessment and implementation. Sets the agenda for the H&S committee meetings, and is responsible for the circulation of the minutes and reminders before the meetings to encourage any staff to report any issues of health & safety. In the absence of the School nurse reports accidents as appropriate to RIDDOR. Provides details regarding Display Screen Equipment for staff.
Deputy Head	Coordinates with the School nurse making arrangements for vaccinations, interviews. Designated Safeguarding Lead for Senior School

**WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY
ARRANGEMENTS**

<p>Health & Safety Coordinator and member of the PE staff: Amanda Collard (Andrew Parry on Maternity Cover)</p>	<p>Fire Officer. Risk Assessment Auditor. Responsible for reporting on sports activities</p>
<p>Site Services Manager: Mark Morris.</p>	<p>Responsible for maintenance and repairs to buildings and furniture. Responsible for dealing with intruders. Responsible for organisation of PAT testing and ensuring that fire extinguishers are inspected externally on an annual basis.</p> <p>Responsible for supervising contractors on site.</p> <p>Responsible for overseeing staff who maintain and carry out repairs in grounds. Responsible for dealing with intruders.</p>
<p>Catering Manager</p>	<p>Responsible for kitchen and food preparation. Reports any school cleaning issues on behalf of the Senior Cleaning Supervisor.</p>
<p>DT: Fabiola Cotton</p>	<p>Responsible for Craft & Design Technology room and equipment.</p>
<p>Art: Ruth Fildes</p>	<p>Responsible for Art room and equipment.</p>
<p>FTT: Nichola Watson</p>	<p>Responsible for Food & Textile Technology rooms and equipment.</p>
<p>Head of the Junior School Deputy Head of the Junior School</p>	<p>Responsible for the Junior School. The Deputy Head of the Junior School is the designated Safeguarding Lead for Junior School.</p>
<p>Drama and Arts Centre Technician: Joe Walsh</p>	<p>Responsibility for lighting and sound equipment in the Arts Centre and Drama Studio</p>

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<p>Clerk to the H&S Committee: Natalie Baguley</p>	<p>Responsible for taking minutes of H&S meetings. Booking of First Aid and Fire Extinguisher training and updating records.</p>
<p>Science: Lisa Bradshaw (Head of Physics; Head of Science) Lindzai Taylor (Chemistry Technician) Sarah Murray (Biology Technician)</p>	<p>Science Technicians report annually to Lisa Bradshaw who also oversees the Science Health & Safety Policy and co-ordinates Health & Safety Training for pupils</p>
<p>ICT: Andrew Snowden</p>	<p>Responsible for Computer room safety.</p>
<p>School Nurse: Jo Lees</p>	<p>Responsible for the collation of accident records. Reports accidents as appropriate to RIDDOR. Deputy Designated Safeguarding Lead. Provides medical expertise</p>
<p>Head of HR: Lena Ledson</p>	<p>Responsible for staff welfare risk assessments, including new and expectant mothers and clinically extremely vulnerable staff members. Referrals to Occupational Health</p>
<p>Head of PSHCE: Amanda Collard</p>	<p>Responsible for the integration of H&S into PSHCE. Ensures that topics such as personal safety, health and hygiene, bullying, stress etc are understood and discussed within forms.</p>
<p>Members of D of E Staff: Alex Kusznir; Sue Madden</p>	<p>Ensure all expeditions carried out safely and fully risk assessed.</p>

**WITHINGTON GIRLS' SCHOOL – HEALTH AND SAFETY POLICY
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4 First Aiders

A list of people holding the 'First Aid in the Workplace' or 'Emergency First Aid at Work' qualification is shown in the table below. A copy of this list is affixed near to every telephone in School. (This is the list current on 29th August 2020). This list is updated, and the updated list displayed, each time a member of staff leaves and / or when a new person qualifies.

**FIRST AIDERS
September 2021**

Name	Department/Location	Tel / Extension
Sister Jo Lees	School Nurse	244
Chetna Patel	School Nurse	244
Ms Diane Halfhide	Healthcare Assistant	233

Ms	Hannah	Brown	Archives	285
Mrs	Liz	Corrigan	Biology (from 07/10/21)	270
Miss	Sarah	Murray	Biology	274
Mr	Kirk	Eckersall	Chemistry	253
Dr	Lindzai	Taylor	Chemistry (from 11/09/21)	228
Dr	Cristina	Vilela	Chemistry	253
Ms	Penny	Knipe	Development	266
Mrs	Clara	Edge	English	242
Mrs	Dina	Da Silva	Food & Nutrition	239
Miss	Kaeren	Browning	Geography	275
Mr	Andrew	Snowden	ICT	234
Mrs	Louise	Cordrey	Junior School	243
Mrs	Michelle	Steer	Junior School	243
Mrs	Liz	Eugene	Junior School	243
Ms	Angela	Marsland	Junior School and Reception	243; 263
Mrs	Shirley	Dittrich	Kitchen	225; 338
Miss	Michelle	Kendall	Kitchen	225; 338
Mr	Denis	Whelan	Library	262
Mrs	Amanda	Collard	Maths	257
Mrs	Sally	Fletcher	Maths	257
Mrs	Vani	Kochhar	Maths	257
Ms	Alex	Kusznir	Maths; DofE	257
Miss	Amy	Holland	Music	246; 250
Miss	Julia	Munro	Music	295
Mrs	Sophie	Hetherington	PE	226
Mrs	Jayne	Lane	PE	226
Miss	Kelly	Mottershead	PE	226

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Mrs	Liz	O'Neal	PE	226
Mrs	Steph	Roberts	PE	226
Mr	Joe	Walsh	Performing Arts	258
Miss	Diana	Bruce	RS	280
Mr	Mark	Morris	Site Services	07762 810338; 224; 278
Mr	Colin	Wood	Site Services	07481 489314; 224; 278
Mrs	Harley	Callender	Reception	263
Miss	Diane	Halfhide	Reception	263
Miss	Diana	Bruce	Religious Studies	280