



Portsmouth  
High School

---

GDST  
GIRLS' DAY SCHOOL TRUST

---

## Statement of Health and Safety Organisation and Responsibilities

---

Pre-School, Prep, Senior and Sixth Form

Portsmouth High School,  
25 Kent Road, Southsea,  
Hampshire PO5 3EQ.  
T 023 9282 6714 E [headsec@por.gdst.net](mailto:headsec@por.gdst.net)  
[www.portsmouthhigh.co.uk](http://www.portsmouthhigh.co.uk)

Part of the Girls' Day School Trust family of schools

# PORTSMOUTH HIGH SCHOOL STATEMENT OF HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

---

## I. HEAD'S RESPONSIBILITIES (08/19)

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

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

- (a) To ensure that standards of health and safety are regularly reviewed and monitored to ensure that all areas, machinery and equipment, working practices and procedures are safe and in compliance with legal requirements and Trust guidance;
- (b) To ensure that all staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the HUB;
- (c) To ensure that:
  - i. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed, the controls are implemented, and significant information arising from the risk assessments is provided to those affected;
  - ii. Risk Assessments for members of staff with special needs or disabilities are completed and relevant information is cascaded to the necessary people and departments in order that appropriate action can be taken, e.g. Surveyor (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), premises team (if ramps, etc are required), IT teams (if specialist IT equipment is required).
- (d) To ensure all significant accidents, incidents (eg fires) and serious near misses are recorded on the Sphera / RIVO Safeguard website; are investigated and, where possible, actions are taken to prevent them reoccurring; and to ensure where necessary incidents are reported to the HSE under the RIDDOR.
- (e) To appoint an appropriately qualified medical officer and additional 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 provided by 'Health Assured' through Legal & General and the Occupational Health Service provided via the GDST HR Department.
  
- (k) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment.
  
- (l) To inform the school's H&S Co-ordinator and the relevant staff at Trust Office of any special or newly identified risks or new risks about to be introduced.

## **2. DELEGATED EXECUTIVE RESPONSIBILITY (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 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 I above, sections a, b, c, d, h, i, j, k, and l are delegated to Heads of Department for their Departments. A list of Heads of Departments, their rooms and telephone numbers and the Departments for which they are responsible is set out in the PHS Handbook or available from the Deputy Head and DFO.

### 3. ADVISORY RESPONSIBILITY FOR SAFETY (10/21)

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

The **Director of Finance and Operations** is responsible for advising me on how health and safety is being managed in the school. In addition s/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 on the HUBs H&S pages and other communications from Trust Office) including:
  - i) The completion and regular review of risk assessments for areas (e.g. classrooms), activities (e.g. educational visits or drama productions) and specific hazards (e.g. manual handling and employee pregnancy);
  - ii) Taking appropriate action where significant risks are identified.
  - iii) Identifying H&S training needs and arranging appropriate training for their staff. Detailed guidance on training requirements is given in the H&S Training Matrix on the H&S pages of the HUB and is available from either the Assistant Head (Staff) or the HR Manager.
- 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. PHS H&S Action Plan
- 3) In conjunction with the relevant Head of Department:
  - a) Completing the annual review of the school's H&S Strategic Risk Register and Action Plan to address significant risks;
  - b) Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded on the Sphera incident recording system;
  - c) Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
  - d) Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales, in accordance with RIDDOR.
- 4) Disseminating safety advice given by GDST H&S team, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
- 5) Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust.
- 6) Having a significant and effective role on the school's H&S Committee.

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

(ii) **Fire Drill Officer**

The **Facilities and Premises Manager** is responsible for advising me on all matters relating to fire drills. S/he is also responsible for:

- (1) Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- (2) Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- (3) Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;

- (4) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- (5) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;

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**

The **Director of Finance and Operations** is 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. School Nurse**

The **Medical and Welfare Officer** is responsible for advising me on matters relating to pupil health and medicine administration and the arrangements made by the school to meet the requirements set out in the 'First Aid', 'Accident Reporting' and 'Pupil Medical Procedures' sections on the HUBs H&S pages.

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

- [v.wilson@ncl.gdst.net](mailto:v.wilson@ncl.gdst.net)
- 0191 281 1768 Ext: 16013

It is the **Medical and Welfare Officer's** responsibility (or her deputy in cases of absence) (or Head of H&S Trust Office) to report all notifiable **accidents** to the HSE.

#### **v. Radiation Protection Supervisor**

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

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

**Email** – [c.nicholls1@wes.gdst.net](mailto:c.nicholls1@wes.gdst.net)

**Tel** - 07850 270735

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

#### **vi. Educational Visits Co-ordinator**

The **Deputy Head Academic** 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 the HUBs H&S pages.

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

**Email** – [p.cornall@wes.gdst.net](mailto:p.cornall@wes.gdst.net)

**Tel** - 07850 270734

#### **vii. Accessibility Coordinator**

**The Director of Finance and Operations** is responsible for advising me on matters relating to accessibility and ensuring that progress with the school's Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Accessibility Policy' on the HUBs Innovation & Learning pages.

#### **viii. Staff Wellbeing Coordinator**

**Deputy Head Pastoral and Assistant Head Staff and Outreach** are 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 (10/21)

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

**Head of Prep School**

**All Pre and Senior Teaching Staff**

**Facilities Team**

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**

**Director of Finance and Operations**

[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/hooked open, will open easily**
  - **Alarm activated door closers – ensure they activate when alarm sounds**
  - **Fire fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months**

- **Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a 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 (IT Technician)** is responsible for undertaking for undertaking assessments on 'DSE users' workstations and ensuring that any necessary remedial actions are completed.

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

**Medical and Welfare Officer**

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

**Refer to staff handbook**

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

**Medical and Welfare Officer**

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

**Director of Finance and Operations, Facilities  
Manager and Medical and Welfare Officer**

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

**Director of Finance and Operations and/or Medical and Welfare Officer**

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

**Deputy Facilities Manager** is responsible for managing school transport and vehicle safety, including ensuring that all staff who drive vehicles are adequately trained, competent and appropriately licensed; all school vehicles are safe, well maintained and appropriately licensed and insured, and all transport operators used by the school follow the GDST requirements.

The following members of staff are authorised to:

- a. **Drive the school minibuses** or minibuses hired from authorised suppliers  
**See list of authorized drivers held by Deputy Facilities Manager**

## **b. Drive other school vehicles, e.g. cars, people carriers and vans**

**As above**

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

**Science Technician**

## **5. INDIVIDUAL RESPONSIBILITY (08/19)**

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

### **EVERY EMPLOYEE MUST:**

- (i) Take reasonable care of their own and other people's health, safety and welfare.
- (ii) Comply with the GDST's H&S rules and procedures and fully co-operate with regard to all health and safety matters.
- (iii) Make sure that all work is carried out in a safe way and in accordance with any training or instructions they have received, the guidance on the HUBs H&S pages and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- (iv) Protect themselves and others by wearing safety equipment issued to them, and by using any guards or safety devices provided.
- (v) Not interfere or misuse anything provided for health and safety purposes.
- (vi) Warn their line manager and the Health & Safety Co-ordinator if there are any special, new, or preventable risks in their working environment or working procedures that are putting anyone's health, safety and welfare at serious risk.
- (vii) Offer any advice and suggestions that may improve health and safety.
- (viii) Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section on the HUBs H&S pages.
- (xi) Familiarise themselves with the guidance in the GDST H&S Handbook and the school's procedures for:
  - Action to take in the event of an emergency, e.g. fire, violent intruder;
  - Action to take if someone requires first aid assistance
  - Welfare of students with allergies, asthma and epilepsy.

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

## **6. SPECIAL HAZARDS (10/18)**

**[This section should indicate briefly the type and location of unusual hazards at the school. This might include: asbestos containing materials, chemical stores, radioactive sources, lasers, confined spaces, hazardous equipment, ponds, swimming pools, climbing walls, sewage treatment plants, etc.]**

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.

- **Scaffold Tower erection for Drama Lighting/Scenery**
- **Science, Art, DT, Caretaking & Cleaning chemical stores (internal and external)**
- **Radiation for Science experiments**
- **Working at Heights from Bannell Centre delivery doors, loft work and single storey roof/gutter cleaning.**
- **Vehicle & Pedestrian Segregation in all school car parks.**
- **School events or lettings requiring special events such as animal hire, bouncy castles, smoke effects / strobe lighting/lasers for drama productions.**

## **7. SOURCES OF INFORMATION (07/12)**

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

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

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

Miss A Davies	Chair, Deputy Head Academic & EVC
Mr J Nelson	Director of Finance & Operations
Mr P Marshallsay	Head of Prep School
Mr M Bannister	Head of Science
Mrs L Divilly	Director of Sport
Mrs E Noble	Head of Creative Arts (Art/DT and Food Tech)
Mrs C Cunningham	GDST Head of Health & Safety
Mr J Potter	GDST Estates Surveyor (as required)

Mrs J Ayling                      Welfare and Medical Officer

Mr G Hewitt-Henderson        Facilities Manager

Mrs Y Peeke-Vout                Head's PA

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

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

SIGNED BY HEAD OF SCHOOL

*Sarah Parker*

DATE .....5<sup>th</sup> Dec 25.....