

HEALTH AND SAFETY: STATEMENT OF SAFETY ORGANISATION (610)

1. Introduction

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.

To achieve the above, H&S is managed by a variety of means which include:

- The GDST H&S Handbook and Policy Statement is issued to all new staff as part of their pre-joining pack and the latest version is on the shared site for staff to access at any time.
- Making staff aware that they have a legal responsibility for H&S as well as the school having a responsibility for providing a safe working environment for staff, pupils, visitors and contractors.
- H&S is a standing agenda item on all departmental meetings.
- H&S Policy Statements, Risk Assessments and Self-Evaluation forms are completed by Heads of Department or their Support Staff equivalents annually and are checked by the school's Health and Safety Co-ordinator. On a termly basis the GDST H&S team assess and critique a selection of these.
- General Health & Safety and Fire Safety is co-ordinated by the Director of Finance and Operations who is also responsible for ensuring that timely training is delivered to all staff in accordance with legal requirements and Trust guidelines.
- Heads of Department for the higher risk areas (for example: Science, Art and D&T, PE, Drama, Catering, Facilities and ICT are responsible for ensuring that their staff are suitably trained in any Health and Safety requirements and for maintaining an up to date training plan as well as for conducting any regular servicing and maintenance of equipment specific to their department.
- Regular and routine servicing and maintenance is the responsibility of the department
- Recording of accidents and near-misses on the Rivo software which is reviewed and reported on by the school nurse and the H&S Co-ordinator and is also reviewed by the GDST.
- Termly H&S committee meetings with representatives from all of the higher risk departments and EYFS.
- External audits including 5 yearly general H&S audit conducted and Science specific Cleapss audits.
- In 2023 an external Fire Safety Risk Assessment survey was conducted and subsequent action plans produced.
- The Educational Visits Co-ordinators for Senior School and Prep School ensure that the GDST policy and the school's process guidelines are followed and that the nominated staff are suitably trained and experienced to plan and lead educational visits.
- Staff are informed of any major H&S updates through the H&S committee, HoDs meetings, staff meetings and/or email.

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- The perimeter is secured by having access control on all external doors and gates.
- The reception staff have panic alarms and walkie-talkies. All visitors should be signed in/out at Reception and accompanied.

At school we are supported by the GDST H&S team with a nominated H&S Advisor. The Estates team surveyor is also available to advise on H&S matters regarding the buildings and the site and visits the school monthly.

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

- (a) To ensure that:
 - i. Area, Activity, Hazard Specific (e.g. Manual Handling) and Person Specific (e.g. employee pregnancy) Risk Assessments are completed and regularly reviewed and significant information arising from the risk assessments is provided to those affected;
 - ii. All working practices and procedures are safe and in compliance with Trust guidance and any relevant codes of practice;
 - iii. All staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices; and
 - iv. Departmental H&S Self Evaluation Forms are completed annually and Action Plans are produced and implemented to address significant risks.
- (b) 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.
- (c) To ensure all accidents, incidents, e.g. fires, and serious near misses are recorded on the RIVO Safeguard website; to ensure all serious accidents, incidents and fires are investigated and, where possible, actions are taken to prevent them reoccurring.
- (d) To ensure that the school's H&S Baseline Risk Register is updated annually and an Action Plan is produced to address significant risks.
- (e) To appoint an appropriately qualified medical practitioner 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 GDST HUB - H&S)**
- (g) To make sure that the conditions of any local authority licences are observed.
- (h) To ensure the safe disposal of hazardous wastes, in compliance with Trust procedures and statutory regulations.
- (i) To ensure, as far as possible, that preventative health measures are taken.

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(j) To post warning notices and signs that comply with The Health and Safety (Safety Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions/safety equipment

2. Delegated Executive Responsibility

I am responsible directly for any area within the school (and off-site 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 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 combat the hazard and they must report to me any breach of safety regulations.

Where they may be 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.

(i) Heads of Department/Line Managers

Every Head of Department/Line Manager 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, d, c, h] are delegated to Heads of Department/Line Managers for their departments/ areas. A list of Heads of Departments/Line Managers, their rooms and telephone numbers and the departments/areas for which they are responsible is set out below:

Name	Department/Area	Location	Contact Number
Mr Nigel McMahon Director of Finance & Operations	Finance Manager Facilities & Prem Manager Catering Manager ICT Manager	DFO's Office	33019
Ms Elizabeth Clark, Director of Pastoral Care	Head of Years 7 to 13 Welfare Officer	Adlington	33053
Dr Susan Lawlor-Price Director of Studies	Cover Manager and Examinations Officer Data Management	Data Office	33088
Mr James Arnott Assistant Head: Enrichment	EVC	Library	33055
Laura James Director of Marketing	Marketing & Communications	Marketing Office	33003
Mrs Susie Mannix Head of Art	Art and Design	Room 310	33021
Alexis Jenkins Subject Leader: Biology	Biology	Room 304	33022
Mrs Lorraine Lenaghan Head of Careers	Careers	Library	33048
Mrs Elizabeth Wright Head of Chemistry	Chemistry	Room 208	33023
Mr Alan Chadwick Subject Leader in Classics	Classics	Humanities Office	33046
Mr Paul Grant Head of Design Technology	Design Technology	Room 210	33026

Mrs Amy Sawney Head of Drama	Drama	The Study	33046
Mr Anna Southgate Head of English	English	G22	33044
Miss Amy Hatchwell Subject Leader: Geography	Geography	Humanities Office	33049
Miss Emma Aston Subject Head: Politics	Economics	Suffolk House	
Mr Jake Unwin Subject Leader: History	History	Humanities Office	33049
Mr Nicola Buttigieg Head of Computing	ICT	D21	
Miss Zoe Dunn Head of Mathematics	Mathematics	Mathematics Office	33042
Mrs Sarah Thomas Acting Head of Modern Languages	Modern Languages	Room 303	33018
Mr James Hargraves Head of Music	Music	Music Office	33040
Mr George Pettitt Director of Sport	Physical Education	PE Department	33080
Mr Christopher Wheeldon Head of Physics	Physics	Room 104	33024
Miss Hollie Roberts Subject leader Psychology	Psychology	Suffolk House	
Ms Anne Musgrove Head of Prep School	Prep School	Prep Head's Office	33071
Ms Sarah Quaglieri Head of Neurodiversity	Learning Support	Learning Support	33085
Mrs Arleta Drewniak-Davies EAL Coordinator	EAL Room	MFL Office	33018
Mrs Dafni Cox Learning Resources Manager	Library	Library	33034
Ms Shireen Phillips Mrs Sophie Brown Welfare Officer	Medical Room	Medical Office	33015
Mrs Emma Brisley Catering Manager	Catering (Outsourced to Chartwells)	Catering Office	33007
Mr Dan Vickery Estates Manager	Site Staff Cleaning	Caretaker's Office	33051
Mrs Nicky Gunn Explorers Manager	Explorers	Explorers	33010
Mrs Michelle Kirk Finance Manager	Finance	Finance Office	33032
Mrs Clare Hayward Heads PA & Reception Manager	Reception	DFO's Office	33019
Ms Sinead Claydon HR Officer & Transport Manager	Transport	Finance Office	
Mr Les Howlett ICT Manager	ICT Office, Store and Server Rooms	ICT Office	33035

3. Advisory Responsibility for Safety (08/15)

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The Trust has appointed a team of Health and Safety advisors to advise Heads and school staff on health and safety matters. The schools prime contacts are:

Name	Internal Extension	External number	Title
Clare Cunningham	36666	020 7393 6666 07908 740 965	Health & Safety Manager
Craig Nicholls	36666	020 7393 6710 07850 270 735	Health & Safety Adviser for Sutton

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.

3.1 Health & Safety Co-ordinator

Nigel McMahon, Director of Finance & Operations, is responsible for:

1. Ensuring that:
 - a. Heads of Departments 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 Knowledge HUB, Circulars, and other communications from Trust Office) including:
 - (i) The completion and regular review of area (e.g. classrooms), activities (e.g. educational visits or drama productions) and hazard specific risk assessments (e.g. manual handling);
 - (ii) Taking appropriate action where significant risks are identified;
 - (iii) Identifying H&S training needs and arranging appropriate training for their staff.
 - c. Heads of 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 the safety regulations;
 - (iii) If any new or special risks are about to be introduced into the school.
2. Coordinating the:
 - a. Annual review of the school's H&S Baseline Risk Register and Action Plan and submitting to the Trust Health & Safety team when requested.
 - b. Annual completion of the Departmental H&S Self Evaluation Forms and Action Plans and submitting to the H&S Manager.
3. In conjunction with the relevant Head of Department:
 - a. 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;
 - b. Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
 - c. Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales.
4. Disseminating safety advice given by Trust Office, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
5. In liaison with the Head completing Risk Assessments for members of staff with disabilities and ensuring that relevant information is cascaded to the relevant people and departments,

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e.g. surveyor (if physical adaptations are required to the building), school nurse (in case emergency assistance is required), caretaker (if ramps, etc. are required), ICT (if specialist ICT equipment is required) in order that appropriate action can be taken.

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

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

3.2 Fire Safety Officer

Nigel McMahon, DFO, is responsible for:

- (i) In the event of the fire alarm activating, clearing the buildings and conducting such roll calls or checks as may be necessary up to the time when responsibility is handed over to the attending Fire Service Officer. Detail for conducting roll calls is delegated to the Fire Evacuation Officer (Bethany Dawson –Head). Staff have been appointed to assist the Fire Evacuation Officer as detailed in Section 606 of the Staff Handbook.
- (ii) Arranging regular (at least termly), fire evacuation drills from all school buildings and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
- (iii) Upon the completion of a fire evacuation drill, in conjunction with the Headmistress or Deputy Head, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
- (iv) 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;
- (v) Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
- (vi) Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;
- (vii) Leading implementation of required remedial actions identified in the completion of the school's Fire Safety Risk Assessment.

He will attend such training as is identified and provided for his to perform his duties in this role.

3.3 Emergency Evacuation Officer

Myself, Head, extension 33005, together with Nigel McMahon, Director of Finance and Operations, extension 33019, are responsible for the following tasks:

- To carry out a threat assessment for the school
- To devise a threat plan or policy which covers the following:
 - Plans for continued checking and vigilance for the school
 - An evacuation procedure
 - A violent intruder/lock down procedure
 - A procedure for search and re-entry
 - Details of the local Police CPO and CPD and records of advice given
 - Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training
 - In the event of an emergency evacuating the premises and at the appropriate time, making the decision to re-occupy

Details of procedures to be adopted if the school site needs to be evacuated are contained within the critical incident plan.

3.4 Electrical Safety Supervisor

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Dan Vickery, Estates Manager, and Les Howlett, ICT Manager are responsible for advice to the Health & Safety Co-ordinator on all matters relating to electrical safety. Les Howlett is responsible for overseeing arrangements for portable electrical equipment testing and for ensuring that comprehensive records of portable electrical equipment are maintained. Dan Vickery is responsible for ensuring that the fixed wiring test is carried out as required and working with the H&S Co-ordinator to ensure that appropriate recommendations are implemented.

3.5 Welfare Officer

Ms Shireen Phillips and Mrs Sophie Brown, Welfare Officers, are responsible for advising the Health & Safety Co-ordinator on matters of 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 the Hub.

In addition, they have the executive responsibility to carry out the duties described on the GDST Knowledge HUB.

There is also a consultant nurse for the whole Trust.

3.6 Radiation Protection Supervisor

Chris Wheeldon, Subject Leader: Physics, Physics Prep Room, 33024, is responsible for liaison 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.

3.7 Trust Radiation Protection Officer

The Trust's Radiation Protection Adviser is Craig Nicholls (H&S Advisor). He can be contacted at: c.nicholls@west.gdst.net 07850 270 735

3.8 Display Screen Assessor

Les Howlett, ICT Operations Manager, is responsible for undertaking assessments on DSE users' work stations and ensuring that any remedial actions are completed.

3.9 Educational Visits Co-ordinator

Ben Essenhigh, Assistant Head: Enrichment is responsible for advising on matters relating to educational visits and for 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 HUB.

The Trust Educational Visits Advisor is Peter Cornall (H&S Advisor). He can be contacted at: p.cornall@wes.gdst.net 07850 270 734

3.10 Accessibility Coordinator

Nigel McMahon, DFO, is responsible for advising me on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed in accordance with the guidance in the Accessibility Strategy section of GDST HUB. Beth Dawson is responsible for the educational requirements of pupils under SENDA.

4. Other Functions (05/10)

All staff are responsible for evacuating girls from their teaching areas.

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

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Name	Internal Extension	External number	Title
Sean McGariggle	36823	020 7393 6823 07841 835 740	GDST Head of Estates Management
Craig Nicholls		07850 270 735	Health & Safety Adviser for Sutton
Nigel McMahon	33019	020 8225 3019 07890 911 592	Director of Finance & Operations
Shireen Phillips, Sophie Brown	33015	020 8225 3015	Welfare Officer
Dan Vickery	33051	020 8225 3051 07557 756 131	Estates Manager

The following staff are responsible for conducting the following tasks:

Nigel McMahon: Director of Finance and Operations:

- Documenting and updating the school's 'Fire Safety Policy' and 'Fire Evacuation Plan';
- Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;
- Training staff, pupils and contractors regularly on the school's premises in fire safety procedures.
- Providing essential fire safety information to visitors, contractors and people who hire the school facilities.

Shireen Phillips & Sophie Brown: Welfare Officers

- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff

Dan Vickery: Estates Manager

- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items,
 - 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, eg 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 quarter,
 - 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) Personal protective equipment, such as protective eye goggles for conducting practical's in science, needed in this school can be obtained from:

Department	Person	Contact number
Catering	Emma Brisley, Catering Manager	33007
Cleaning	VACANT, Cleaning Supervisor	07467 837 034

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Site Team	Dan Vickery, Estates Manager	33051
Biology	Alexis Jenkins, Subject Leader Biology	33022
Chemistry	Elizabeth Wright, Head of Chemistry	33023
Physics	Christopher Wheeldon, Head of Physics	33024
DT	Paul Grant, Head of DT	33026
PE	George Pettitt, Director of Sport	33080

(iv) A list of Qualified First Aiders can be found in the Staff Handbook (section 608a).

(v) The location of First Aid boxes can be found in the Staff Handbook (section 608b).

Section 601 Accidents, sets out the procedures for dealing with and reporting accidents, incidents and near-misses.

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

(a) Drive the school minibuses with girls on the minibus;

Jason Clements, Minibus Driver
 Jenny Masters, Minibus Driver
 Chris Stoddart, Minibus Driver
 Peter Mortimer, Minibus Driver
 Martin Ella, Minibus Driver
 Michael Darby, Minibus Driver
 Yaser Ahmed, Minibus Driver
 Azouz Guenoun, Minibus Driver
 Dan Vickery, Estates Manager
 Chris Hodge, Caretaker (9 Seater only)
 Andy Mander, Groundsman (9 seater only)
 Stephen Barry, Caretaker
 George Pettitt, Director of Sports PE
 Tylo Remke, PE Teacher
 Rachel Hargrave, Senior School PE
 Sarah Manser, Senior School – Head of Wellbeing
 Faye Morley Senior School, PE
 Lucy Hill, Senior School, Asst Dir of Sports

(b) Drive minibuses hired from authorised suppliers with girls on the minibus;

As above

(c) Drive the school minibuses without girls:

In addition to the people named above:

n/a

(d) Drive other school vehicles (ride-on mower):

Dan Vickery, Estates Manager
 David Wait, Site Staff
 Stephen Barry, Site Staff
 Andrew Mander, Groundsman

(e) Use their own cars to transport pupils:

Do not offer car journeys to pupils unless in an *emergency* and ideally with parental permission. Always inform your line manager and log details and reason for the journey ASAP. Staff must

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ensure they have appropriate insurance in accordance with the information on Driving at Work policy on the GDST HUB.

5. Individual Responsibility

All members of the school and persons entering these premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with health and safety matters 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 whom to approach for advice.

You must:

- (i) Make sure that all work is carried out in a safe way and in accordance with guidance in health & Safety oracle and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
- (ii) Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
- (iii) Obey all instructions given by a responsible person in respect of health and safety.
- (iv) Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.
- (v) Offer any advice and suggestions that you think may improve health and safety.
- (vi) Report all potentially dangerous incidents or accidents in accordance with guidance in the Accident Reporting section on Health & Safety oracle.
- (vii) Familiarise yourself with the guidance in the GDST Health & Safety Handbook and the school's procedures for:-
 - a) Actions to take in the event of an emergency eg: fire, violent intruder etc.
 - b) Action to take if someone requires first aid assistance.
 - c) Welfare of girls with allergies, asthma, epilepsy etc.

If in doubt about any process of the safety of equipment, consult your supervisor or the Health & Safety Co-ordinator or if necessary, me.

6. Special Hazards

The following present special or unusual hazards in this school. Safe systems of work and risk assessments have been drawn up for each of these (reviewed on an annual basis) and are available from the Health & Safety Co-ordinator:

Art department stores
 Biology department stores
 Physics department stores
 Chemistry department stores
 Design & technology equipment
 Kitchen equipment and general area
 School pond
 Swimming pool
 Swimming pool plant room
 Roof access
 Traffic management
 identified higher risk educational visits

7. Sources of Information

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

8. School Health & Safety Committee

In accordance with the guidance in **the Safety Representatives and Safety Committees section of H&S on the HUB** the Schools' Health & Safety Committee meets once a term and follows a standard agenda.

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

The committee members are:

Mr Nigel McMahon, Director of Finance & Operations (Health & Safety Coordinator, Fire Safety Officer)

Mrs Beth Dawson, Head

Miss Clare Hayward, Head's PA/Committee Clerk

Mrs Emma Brisley, Outsourced Catering Manager

Mr Dan Vickery, Estates Manager

Mrs Susie Mannix, Head of Art and Design

Mrs Elizabeth Wright, Head of Chemistry

Mrs Amy Sawney, Head of Drama

Mr Paul Grant, Head of Design Technology

Mr George Pettitt, Director of Sport

Mr Christopher Wheeldon, Head of Physics & Radiation Protection Supervisor (as required)

Mrs Anne Musgrove, Head of Prep School

Mrs Carmella van Lierop, EYFS Coordinator

Mrs Sophie Brown, Welfare Officer

Ms Shireen Phillips, Welfare Officer

Mr Ben Essenhugh, Educational Visits Co-ordinator

Mr Les Howlett, ICT Operations Manager

Mr Craig Nicholls, Trust Office Health & Safety Adviser

Signed by:

Ms Beth Dawson

Head

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