

Torquay Girls Grammar School Health, Safety & Environmental Policy

Policy Information	
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Section 1.0 Statements of Intent

Health & Safety Policy Statement of Intent

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Torquay Girls Grammar School.

All persons conducting activities under the name of Torquay Girls Grammar School will adhere to this Health & Safety Policy.

Torquay Girls Grammar School will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout Torquay Girls Grammar School;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from workplaces that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Torquay Girls Grammar School activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of Torquay Girls Grammar School; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed **Date** December 2022

Ms S Forster
Headteacher **Review Date** December 2023

Signed **Date** December 2022

Mrs S Timmins
Chair of Trustees **Review Date** December 2023

Environmental Policy & Statement of Intent

Torquay Girls Grammar School considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such Torquay Girls Grammar School will work with contractors, suppliers and employees towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Torquay Girls Grammar School.

All persons conducting activities under the name of Torquay Girls Grammar School will adhere to this Environmental Policy.

It is the Policy of Torquay Girls Grammar School to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise work activities in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to staff at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all work activities;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed **Date** December 2022

Ms S Forster **Review Date** December 2023
Headteacher

Signed **Date** December 2022

Mrs S Timmins **Review Date** December 2023
Chair of Trustees

Section 2.0 Roles & Responsibilities

ROLES & RESPONSIBILITIES

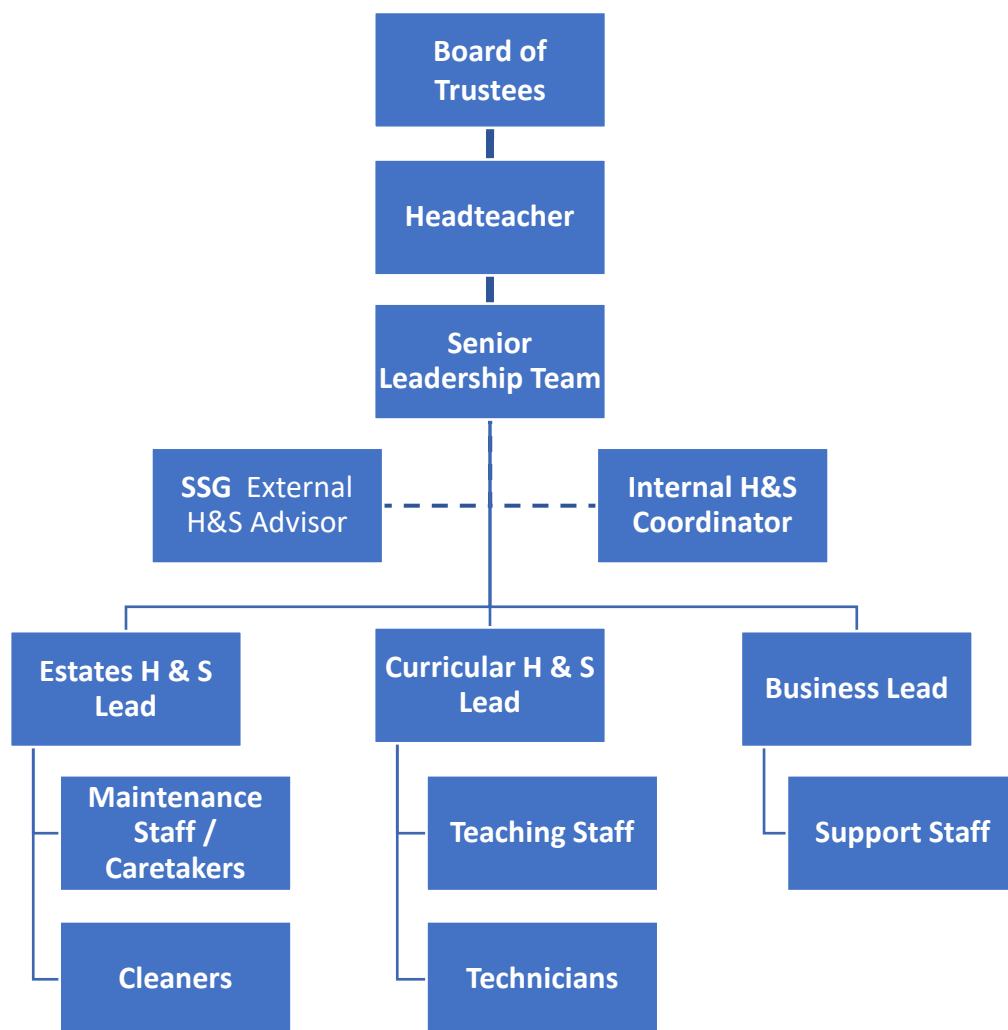
2.1 Introduction

Health, safety and environmental (HSE) management is the responsibility of all employees of Torquay Girls Grammar School and is a joint responsibility with contractors who undertake work on school premises. It is the responsibility of the Board of Trustees, the Headteacher, the Health and Safety Co-ordinator, Heads of Department and the Facilities Manager to ensure that all staff are properly equipped, trained and motivated in order to ensure high HSE standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Torquay Girls Grammar School and those self-employed persons who undertake work on behalf of Torquay Girls Grammar School.
- Contractors are deemed to be those persons who undertake work for Torquay Girls Grammar School but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

Visitors, contractors, and temporary workers attending Torquay Girls Grammar School will be expected to comply with our HSE Policy and associated rules and procedures insofar as these should be relevant and applicable to such persons, given the purpose and likely duration of their visit. The duty to ensure that relevant rules and procedures are brought to the attention of any visitor rests with the person responsible for the visitor, contractor, or temporary employee.

2.2 HSE Organisation Chart



- Solid lines indicate functional responsibility.
- Dotted lines indicate lines of communication.

2.3 Board of Trustees

- The Trustee Board has overall responsibility for the health, safety, and welfare of all School employees, for the environmental impact of School activities and fulfilment of all legal duties imposed on it, as the employer, by relevant legislation.
- The Board of Trustees, as the employer, recognises that it has a duty of care towards its staff, both teaching and non-teaching and its students and members of the public (such as visitors who may use the premises). This duty which is set out under the Health and Safety at Work Act 1974 will be primarily discharged through the offices of the Headteacher, the H & S Co-ordinator (Director of Finance & Resources), the Estates H & S Lead (Facilities Manager) and Curricular H & S Lead (Assistant Head). To meet this duty the Board of Trustees expects senior members of staff and certain nominated persons to regard health and safety as at least as important as any other duty and not as an extra.

A member of the Board of Trustees is tasked with monitoring health and safety arrangements.

In recognition of the legal duties imposed upon her, the Headteacher will:

- Understand the main requirements of the Health and Safety at Work Act 1974.
- Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the School HSE Policy, ensuring that it meets current legislative requirements and accurately reflects School activities.
- Ensure adequate resources are available to implement the School HSE Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on HSE issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the School.
- Ensure all employees receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of School activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees, students or others who may be affected by the activity.
- Ensure that the results of risk assessments are effectively communicated throughout the School and to others who may be affected by the activity.
- Ensure employees and students are provided with PPE as identified by risk assessment.
- Ensure employees and students are trained in the use and maintenance of PPE.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving employees and students are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the School and ensure employees are aware of the School HSE Policy and other HSE matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by Health and Safety Executive Inspectors;
 - Concerns by employees, students or others, of HSE standards; and
 - Accidents, incidents and near misses involving employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that HSE management within the School is periodically audited to ensure that high standards of HSE performance are being maintained and to identify areas where improvements are to be made.
- Ensure that HSE performance is regularly reviewed.

2.31 Duties Under the Construction (Design & Management) Regulations 2015

Client Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the School is the **Client**, the Board of Trustees will ensure that:

- Suitable arrangements are made for managing a project, including the allocation of sufficient time and other resources. Arrangements are suitable if:
 - the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
 - Welfare facilities provided from the beginning and throughout the construction phase are in compliance with Schedule 2 of CDM 2015.

Arrangements identified above are maintained and reviewed throughout the project.

- Where there is more than one contractor on site at any time (or it is foreseeable that there will be) the following are appointed in writing as soon as is practicable before the construction phase begins:
 - A Principal Designer who controls the pre-construction phase
 - A Principal Contractor who controls the Construction Phase
- Reasonable steps are taken to ensure that Designers (including Principal Designer), Contractors (including Principal Contractor), and other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure health and safety of those working on the project.
- Reasonable steps are taken to ensure that the Principal Designer and Principal Contractor comply with their respective duties.
- Pre-construction information is provided as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.
- A Construction Phase Plan is drawn up before the construction phase begins.
- The Principal Designer prepares and maintains a Health and Safety File.
- The HSE are notified in writing when a project is notifiable. A project is notifiable when:
 - It lasts longer than 30 working days and has more than 20 persons on site at any one time
 - Exceeds 500 person days
- All parties involved with the project cooperate with one another.

2.4 Headteacher

The Headteacher, together with her assigned senior staff, are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and School policies are observed within the School. Authority is delegated to the Headteacher to oversee and enforce implementation of the HSE Policy throughout their School. The Headteacher reports to the Board of Trustees.

The Headteacher will:

- Understand the Torquay Girls Grammar School HSE Policy.
- Ensure that the Torquay Girls Grammar School HSE Policy is effectively communicated to School staff under their control.
- Ensure that staff comply with the HSE Policy.
- Establish and maintain high standards of HSE performance within the School.
- Allocate necessary resources for HSE management.
- Foster a positive health and safety culture amongst School staff.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed.
- Ensure that suitable and sufficient risk assessments have been undertaken for work activities.
- Develop, implement, record, communicate and monitor the effectiveness of workplace arrangements for HSE specific to work activities.
- Ensure that staff under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Maintain all relevant HSE registers, records and documentation, as required by current legislation.
- Immediately bring to the attention of the Board of Trustees matters relating to HSE standards or performance.
- Advise and support staff on matters relating to the HSE Policy and all prevailing legislation.
- Ensure all their staff are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate HSE matters to staff via induction training or briefings.

2.5 Heads of Department and Senior Management Team

The Heads of Department and Senior Management Team are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and School policies are observed within their area of responsibility and for ensuring, as far as is reasonably practicable, the health and safety of staff, students and other persons. Head of Department are supported in their role by Teaching Staff and Technicians.

Heads of Department and the Senior Management Team will:

- Understand the Torquay Girls Grammar School HSE Policy.
- Ensure that their staff comply with the School HSE Policy and that high standards of HSE performance are maintained within their area of responsibility.
- Foster a positive health and safety culture amongst their staff.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Ensure risk assessments are adhered to and safe working practices are observed at all times.
- Assist the Headteacher and her Deputies in the risk assessment process.
- Maintain all relevant HSE registers, records and documentation as required by current legislation.
- Carry out routine documented safety inspections (minimum monthly) of workplaces, facilities, machinery and equipment so as to maintain HSE standards.
- Ensure that all machinery and equipment is fitted with appropriate guards and safety devices and can be isolated centrally and locally for maintenance and other safety reasons.
- Ensure that machinery and equipment is maintained in safe working order.
- Ensure that the laboratory premises are safe to use and inaccessible to unauthorised persons.
- Ensure that suitable arrangements have been made for the safe storage of chemicals.
- Ensure that fume cupboards are regularly checked and maintained and that the date of the last inspection is clearly posted.
- Immediately bring to the attention of the Headteacher matters relating to HSE standards or performance.
- Advise and support staff on matters relating to the HSE Policy and all prevailing legislation.
- Ensure staff within their area of responsibility are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported as soon as practicable.
- Communicate HSE matters to staff via induction training or briefings.

2.6 Facilities Manager

The Facilities Manager is responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and School policies are observed within their area of responsibility. The Facilities Manager has specific responsibility for buildings and facilities management and maintenance and for management of cleaning staff and caretakers. The Facilities Manager reports to the Director of Finance and Resources.

The Facilities Manager will:

- Understand the Torquay Girls Grammar School HSE Policy.
- Ensure that their staff comply with the School HSE Policy and that high standards of HSE performance are maintained within their area of responsibility.
- Foster a positive health and safety culture amongst their staff.
- Ensure a safe working environment within their area of responsibility with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Ensure risk assessments are adhered to and safe working practices are observed at all times.
- Assist the Headteacher and her Senior team in the risk assessment process.
- Maintain all relevant HSE registers, records and documentation as required by current legislation.
- Carry out routine documented safety inspections (minimum monthly) of workplaces, facilities, machinery and equipment so as to maintain HSE standards.
- Ensure that all machinery and equipment is fitted with appropriate guards and safety devices and can be isolated centrally and locally for maintenance and other safety reasons.
- Ensure that machinery and equipment is maintained in safe working order.
- Ensure that suitable arrangements have been made for the safe storage of chemicals.
- Immediately bring to the attention of the Senior Management Team matters relating to HSE standards or performance.
- Advise and support staff on matters relating to the HSE Policy and all prevailing legislation.
- Ensure staff within their area of responsibility are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported as soon as practicable.
- Communicate HSE matters to staff via induction training or briefings.

2.7 Employees

All employees of Torquay Girls Grammar School have legal duties under health, safety, and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions. Members of staff, especially teaching staff, who may also be in the position of "Loco-parentis" owe a special duty of care to students. This duty can only be discharged by careful attention to the way in which e.g., teaching periods, field trips and practical studies etc. are planned and supervised. Maintenance staff must ensure that their work activities do not endanger others and that suitable arrangements are in place to prevent students and others from gaining access to hazardous environments, maintenance workshops, tools, scaffolds, ladders, etc.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Board of Trustees, the Headteacher, Heads of Department, the Senior Management Team, and the Facilities Manager to enable legal duties to be met.
- Comply with ALL requirements of the Torquay Girls Grammar School HSE Policy and associated procedures in order to maintain health and safety standards.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the School in the interests of HSE.
- Actively promote a positive health and safety culture throughout the School.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- Follow all School HSE rules and procedures.
- Use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by the School.
- Make themselves aware of all workplaces first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Identify any practical conflict between health and safety and other priorities and bring this to the attention of the Headteacher, Heads of Department, the Senior Management Team or the Facilities Manager.
- Ensure all accidents are documented.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the School as their employer is made aware of any form of health condition or disablement that is likely to affect their ability to undertake the work they are assigned. Line managers must be made aware at the earliest opportunity of any health condition, physical impediment or disablement to an employee that is likely to affect their ability to undertake the work they are assigned, so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

2.7.1 Teaching Staff

In addition to the above, all members of teaching staff are additionally responsible for:

- General supervision of students in their charge and for close supervision of:
 - Potentially hazardous activities such as certain sports, for example trampolining, field sports including javelin, discus throwing.
 - Laboratory activities such as chemical and electrical experiments, especially activities such as the handling of tissue samples, living creatures and micro-biological specimens, etc.
 - Handicraft and home economic activities including the use of photographic chemicals, silk screen printing chemicals, wood-working machinery, engineering machinery, soldering and the use of grindstones, etc.
 - Students using sharp tools, handling hot liquids, e.g. in home economics, biology, etc.
- Ensuring that guards and safety devices are in place and correctly adjusted before machinery and equipment is used.
- Ensuring that students wear appropriate footwear, have appropriate clothing (e.g. laboratory coats), tie loose hair back and are otherwise dressed in an appropriate manner to protect against the risks they are likely to face.
- Ensuring that students follow basic hygiene precautions, e.g. wash hands after handling chemicals or biological specimens.
- Ensuring safe working practices are observed at all times.
- Ensuring a safe working environment within their area of responsibility.
- Safe access and egress to and from laboratories, workshops and classrooms.
- Carry out routine documented safety inspections of laboratories, workshops and classrooms so as to maintain HSE standards.
- Safe organisation of field trips and extracurricular activities. This includes accounting for students' whereabouts, ensuring that they do not go out alone, making sure that they are properly equipped for hazardous weather conditions, work over water, etc.
- Familiarising themselves with fire safety arrangements applicable to their teaching area and for instructing students in the correct procedure to follow in the event of fire.
- Ensuring that students receive appropriate first aid treatment for any injury sustained.

2.8 Students

Pupils and students at Torquay Girls Grammar School will be expected to play an active role in keeping themselves safe as follows:

- Use school equipment as instructed.
- Not to misuse anything provided in the interests of health and safety.
- Report promptly to a member of staff any potential health and safety hazards that they come across.

Comply with health and safety arrangements (including arrangements for fire-drills / alarms).

2.9 Contractors

All contractors who undertake work on behalf of Torquay Girls Grammar School have legal duties under health, safety, and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Torquay Girls Grammar School will:

- Co-operate with the Governing Body, the Headteacher, Heads of Department, the Senior Management Team, the Facilities Manager, and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Torquay Girls Grammar School HSE Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the School in the interests of HSE.
- Actively promote a positive health and safety culture.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Facilities Manager prior to commencement of work, if they are not following the Safe System of Work provided by Torquay Girls Grammar School.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on School premises, follow all School health and safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment, in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by Torquay Girls Grammar School and their own Employer.
- Make themselves aware of all School first aid, fire and emergency procedures.
- Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- Ensure all accidents are recorded by the School and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person to ensure appropriate investigation can be undertaken.

2.10 Health, Safety & Environment Advisor - External

Torquay Girls Grammar School utilises the services of SSG to fulfil the role of Health & Safety Advisor (HSE Advisor).

2.11 Health, Safety & Environment Coordinator - Internal

Torquay Girls Grammar School have appointed an internal Health, Safety & Environment Coordinator who is responsible for the provision and dissemination of advice and information to staff. The HSE Coordinator provides support to line management and ensures effective implementation of the HSE Policy and all associated policies and procedures, by means of regular reviews and monitoring of workplace activities.

The HSE Coordinator will:

- Maintain close contact with the Health and Safety Executive, and any appointed HSE consultants / advisors and other organisations from whom information may be obtained regarding HSE matters.
- Ensure that Torquay Girls Grammar School is aware of statutory obligations and recommended codes of practice by interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Provide guidance notes and HSE briefings to School personnel.
- Assist in identifying appropriate training (in-house or external).
- Attend meetings where HSE input is required.
- Collate and analyse accident information and advise on trends and action areas.
- Carry out accident investigations and report as required.
- Undertake other such related duties as may be directed.
- Meet termly with Estates and Curricular H & S Leads to review and monitor their areas of H & S responsibility.