

HIGHGATE SCHOOL

## Health and Safety Policy

### I. Employer's Safety Statement

The School is keen to promote best practice in all areas of health and safety. We regard this as a priority not an imposition since we aim to put the welfare of our pupils and staff at the centre of all we do; the safety of parents, visitors, contractors and others with whom we deal is also of great importance to us.

Every employee, whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about. Please read carefully the whole of this Policy, which sets out our broad aims, individuals' responsibilities and the procedures and arrangements in place to ensure compliance with the Governing Body's statement of intent.

We aim not merely to fulfil the legal requirements on us but also where possible to seek continuous improvement in the safety of our workplace and in our activities. It requires resources, of time as well as money and equipment, to obtain the necessary professional advice and provide the appropriate instruction and training which will enable staff at all levels to fulfil their obligations and minimise health and safety risks. We are committed to providing those resources.

In accordance with the HEALTH and SAFETY at WORK ACT 1974

- I. The Governors recognise and accept their responsibility as the employer for ensuring, so far as is reasonably possible:
  - the health and safety of pupils and staff
  - the protection of others from health and safety risks arising from our activities
  - the provision of safe and healthy premises
  
- II. No safety policy can be successful unless it actively involves employees themselves. In this connection the School reminds all employees of their own duties, under Sections 7 & 8 of the Act, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the School authorities so as to enable them to carry out their responsibilities.
  
- III. The School will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to Regulations made in the following areas:
  - management of health and safety, especially via risk assessment
  - control of substances hazardous to health
  - first aid equipment, facilities and staff
  - fire precautions
  - maintenance of electrical systems
  - personal protective equipment (PPE)
  - use of display screen equipment
  - manual handling operations
  - asbestos and legionella

## FOUNDATION

- working at heights
- noise

- IV. In addition there are vital areas such as road safety, educational visits and sport, in each of which there can be a high degree of risk and in which the School's policies will have regard to guidance issued by the DfE or equivalent bodies.
- V. Details of the responsibilities under this Safety Policy and the organisation and arrangements for carrying them out are set out below.
- VI. The School will be responsible for the provision of competent technical advice on health and safety matters where this is necessary to assist those responsible, and for the provision of information, instruction, supervision and, where relevant, training, to enable all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others.
- VII. A copy of this statement will be made available to all employees and it will be reviewed, added to, or amended from time to time. Supplementary documentation relating to the work of particular departments or groups of staff will be issued as required.

**PE Marshall (Governor) / AS Pettitt (Head Master) / JC Pheasant (Bursar)**

Last reviewed: August 2011. Next review: August 2012

---

**J Mills Esq**  
**Chairman of Governors C.B.E, M.A, B.Litt**

## FOUNDATION

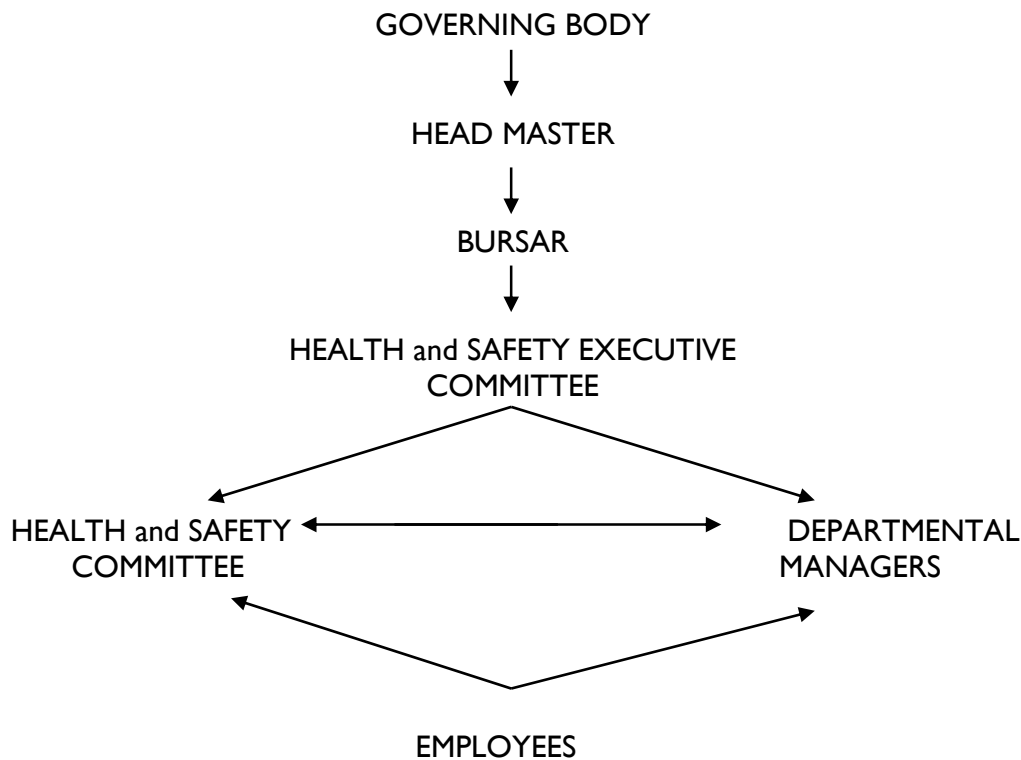
### 2. Organisation

This section of the policy defines the names, positions and duties of those within the Foundation that have responsibility for health and safety.

***Any reference in bold italics refers to a health and safety policy document or school guidance document listed in full on the Staff Intranet - Health and Safety***

***The Head Master has overall responsibility to the Governors for the management of the School***

#### HIGHGATE SCHOOL HEALTH and SAFETY ORGANISATIONAL STRUCTURE



**The nominated Governor is responsible, as far as is reasonably practicable, for**

- ensuring that health and safety matters are regularly and appropriately reported and considered by Governors.
- ensuring that the Head Master, Bursar and senior staff are effectively developing and implementing the School's health and safety policies in such ways as the Governors may require.
- advising Governors of their responsibilities and obtaining or authorising such professional assistance as may be required.

**The Bursar is responsible for**

- strategic oversight of school safety policies.
- liaison with Health and Safety Executive (HSE).

## FOUNDATION

- liaison with designated Governor responsible for health and safety and all other Governors.
- fire safety, as the designated “nominated person” as stipulated in Regulatory Reform (Fire Safety) Order 2005.
- liaison with emergency services.
- funding of health and safety and associated insurance matters.
- personnel matters for support staff including the monitoring of illness, working arrangements and deployment.
- site security and workplace safety for staff, pupils and visitors.
- all reporting of RIDDOR accidents.
- legal advice and meeting statutory responsibilities.
- conditions applying to those using or hiring school premises.
- use of vehicles and minibus safety including maintenance and eligibility of staff to drive.

### **The Health and Safety Executive Committee**

- membership is to consist of:
  - Bursar
  - Principal Deputy Head
  - Principal of the Junior School (also Deputy Head, Foundation)
  - Principal of the Pre-Preparatory School
  - Assistant Head (Health and Safety; Co-curricular)
  - Health and Safety Coordinator
  - Estates Manager
- brief is to take forward the health and safety strategy across the Foundation.
- will keep under review the work of the Health and Safety Committee.
- ensures that policies are up to date.
- ensures key job descriptions are up to date e.g. fire officers, fire marshals, the educational visits coordinator and those with specific responsibility for the management of health and safety in the Junior and Pre-Preparatory Schools.
- will seek specialist advice as necessary for particular areas.
- will interview staff as necessary to review health and safety matters for which they are responsible.
- Health and Safety Coordinator will act as Secretary to the Committee.
- the Secretary to the Committee will prepare documents setting out the remit and *modus operandi* of the Health and Safety Committee and the Health and Safety Executive Committee. This will include an outline plan for meetings, together with issues which need to be addressed and a list of staff whose attendance will be necessary for a particular meeting, stating the purpose for their attendance.

### **The Health and Safety Committee**

- forms an integral part of health and safety management for the Highgate Foundation.
- meets and operates under the direction of the Health and Safety Executive Committee.
- aims to comprise representatives of key academic and support departments from across the Foundation.
- meets at least once a term to discuss and review the effectiveness of the School’s arrangements.
- aims to assist in and to encourage the taking forward of good practice in health and safety across the Foundation.

## FOUNDATION

- assists in the implementation and monitoring of action points arising from matters raised by the Health and Safety Executive Committee, action points agreed by the Committee, external health and safety audits and internal monitoring.
- members act as a channel of communication for members of staff wishing to raise issues of strategic concern beyond those for which routine reporting procedures are appropriate.
- raises and discusses health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure.
- has an important role in informing and consulting with all staff on health and safety matters and ensures that its minutes are published to all staff.
- Health and Safety Coordinator will act as Secretary to the Committee.
- members ensure that up to date copies of the minutes of the Committee are on display and accessible to staff to read, and to remind staff to do so.

### Health and Safety Committee (as at August 2011)

Paul Aston	Assistant Head (Health & Safety; Co-curricular) Art & DT
Susy Prosser-Harries	Health and Safety Coordinator, Secretary to the Committee
Dan Brandt	Educational Visits' Coordinator (EVC)
Stuart Evans	Assistant Head ( Lower School; Sport)
Justin Ball	Sports Centre Manager
Claire de Menezes	School Medical Centre
Rupert Brown	Catering Manager
Kamaljit Bains	Science Department
Pauline Dickie	Science Technician
Malcolm Stewart	Junior School
Tineke Mardell	Pre-Prep
Gwyn Jones	Senior Capital Projects Manager
James Woolfenden	Estates Manager
Kirk Nash	Maintenance Team Leader
Neil Shepperd	Grounds Manager

### Principal Deputy Head, Principal of the Junior School, Principal of the Pre-Prep in their respective schools are responsible for

- personnel matters for academic staff such as monitoring illness, working arrangements and deployment.
- approving school visits and expeditions subject to the EVC's scrutiny and guidance.
- emergency evacuation procedures.
- road safety guidance.
- communication of safety matters to academic staff (including part-time), pupils and parents.
- risk assessment compliance.

## FOUNDATION

### **Heads of Departments (HoDs), Subject Coordinators and Managers of Support Departments (Managers) are responsible for**

- identifying and controlling hazards within their areas of responsibility.
- preparing, and reviewing at least annually, risk assessments and any other assessments and procedures necessary for the department.
- ensuring the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change and are readily available for reference.
- being aware of any specific legislation and official guidance relevant to the department and ensuring it is complied with.
- monitoring of safe practice by all who use the department.
- provision of personal protective equipment (PPE).
- manual handling safety.
- distribution of and ensuring departmental staff members' understanding of COSHH assessments.
- examination of departmental premises and arranging the testing of departmental equipment – including grounds and machinery.
- assessing and endeavouring to have met their own training needs and those of their staff with regards to health and safety.
- ensuring that health and safety is a standing item on departmental meeting agendas.
- safety arrangements applying to departmental specific public performances in Dyne House Auditorium, Drama Studio, Big School, Mills Centre, Mallinson Sports Centre or other venues.
- delegating the above responsibilities to a senior colleague in their absence.

### **The Assistant Head (Health and Safety) is responsible for**

- chairing the Health and Safety Committee.
- regular updating of all health and safety policies in conjunction with the Health and Safety Coordinator.
- providing support for the work of the EVC.
- ensuring regular health and safety audits and fire risk assessments are carried out in conjunction with the Health and Safety Coordinator.
- designation of staff to be first aiders in each main building in conjunction with the Health and Safety Coordinator.
- preparing a termly health and safety report for the Head Master and Bursar.
- monitoring the effectiveness of health and safety procedures.
- provision of advice to those directly in charge of other areas such as laboratories, technology, art, design, Cerrig Pryfaid in conjunction with the Health and Safety Coordinator.
- oversight of health and safety training for academic and support staff in conjunction with the Health and Safety Coordinator.
- design and implementation of Emergency Plan and organisation of any associated training.
- overseeing the health and safety induction of new staff.

### **The Health and Safety Coordinator is responsible for**

- coordinating the Health and Safety Executive committee
- regular updating of all health and safety policies in conjunction with the Assistant Head (Health and Safety).
- providing specialist information to those in the organisation with specific health and safety responsibilities.

## FOUNDATION

- keeping abreast of changes in health and safety requirements and disseminating this information.
- provision of advice to those directly in charge of other areas such as laboratories, technology, art, design, Cerrig Pryfaid in conjunction with the Assistant Head (Health and Safety).
- oversight and organisation of all health and safety training for academic and support staff in conjunction with the Assistant Head (Health and Safety).
- maintaining details of all health and safety training delivered across the Foundation.
- collation and analysis of accident records.
- designation of staff to be first aiders in each main building in conjunction with the Assistant Head (Health and Safety), attending all fire practices; planning, monitoring and keeping records of fire practices for non-teaching buildings where required.
- management of the provision and maintenance of all fire fighting equipment.
- provision and display of fire evacuation procedure notices.
- provision and display of statutory notices.
- compilation and circulation of school safety policies.
- monitoring the eligibility of staff to drive school mini buses/hired mini buses.

### **The Estates Manager is responsible for**

- regular testing of fire alarms, including residential buildings.
- management of asbestos and legionella testing.
- fixed electrical wiring testing, gas boiler inspections and the examination and testing of premises - academic and domestic accommodation.
- lifts, pressure systems, LEV, Scaffolds & ladders.
- specific oversight of safety matters in the maintenance department and plant rooms.
- safety when working at height for the Maintenance staff.
- safe practice by contractors working at the school under his remit.

### **Educational Visits Coordinator (EVC) is responsible for**

- management of staff in the planning, preparation of risk assessment and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site.
- developing expertise in the field and being aware of current legislation and regulation.
- advising staff and ensuring consistency of best practice in the running of school visits either in the UK or overseas across the Foundation.

### **Nominated person in charge of public performances and “out of hours” events**

- The nominated person for each event must presume responsibility for informing staff and all visitors to the school of the relevant emergency procedures and practices.

### **Nurse in charge of Medical Centre is responsible for**

- provision of on-site medical support; assessment and treatment or referral of illness and injury.
- receiving and holding medical record forms about pupils and identifying medical information requiring action.
- informing and advising those staff that are entitled and need to know about risks to be avoided by particular pupils.
- provision and regular checking and restocking of first aid boxes.

## FOUNDATION

### All employees are responsible for

- identifying hazards and reporting them promptly to the Bursar, Estates Manager and/or Health and Safety Coordinator in accordance with **Health and Safety Reporting Procedures**.
- avoiding all possible risks in working practice, considering the safety of themselves and others.
- ensuring safe Health and Safety practice at any school event
- reporting promptly any accidents using the procedures outlined in **Reporting of Accidents & Incidents**.
- being familiar with this policy, with fire precautions and evacuation procedures and with other safety rules or emergency arrangements applicable to them.
- wearing any PPE provided and ensuring the regular maintenance thereof.

### 3. Procedures and Arrangements

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's Statement of Intent. A number of the arrangements in place for managing health and safety across the Foundation will have been covered in Section 2: Organisation

***Any reference in bold italics refers to a health and safety policy document or school guidance document listed in full on the Staff Intranet - Health and Safety***

## CONSULTATION AND COMMUNICATION OF INFORMATION

### Consultation

- The Health and Safety Committee meets at least once every term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Health and Safety Executive Committee.
- Committee members are listed in Section 2: Organisation.

### Communication of Information

- The Bursar ensures that systems are in place so that staff and pupils are familiar with the arrangements set out in this document.
- Information for **staff** is principally communicated by the following means
  - induction programme for new teachers/staff
  - dedicated health and safety section on the staff intranet
  - notices and committee minutes on staff health and safety notice boards
  - announcements in staff and department meetings
  - training activities for individuals and groups.
- Information for **pupils** and **parents** is principally communicated by the following means
  - *School Information* and *Notes for Parents* documents and the *School Rules*
  - announcements at house, year group and school assemblies
  - notices in classrooms and on school notice boards
  - example and instruction of staff and older pupils and by the imposition of sanctions for breaches of safety rules.
- Health and Safety Law posters are displayed in all communal areas across the Foundation.

## FOUNDATION

### Raising Health & Safety concerns across the Foundation

- Rectifying straightforward day-to-day problems is not the purpose of the Health and Safety Committee and such matters should be drawn straight away to the attention of the member of staff in accordance with the **Health and Safety Reporting Procedures**.
- Staff are encouraged in the first instance to raise any safety concern directly with the Health & Safety Coordinator but should not hesitate to inform the Bursar in writing of any shortcomings which continue to concern them.
- Health and Safety is a standing item on the agenda of all appropriate Departmental, School and Foundation committees.

Health and safety advice is available from the Assistant Head (Health and Safety), the Health and Safety Coordinator or by reference to the number of websites listed on the Staff Intranet - Health and Safety.

### EMERGENCY PROCEDURES

Every member of staff **MUST** familiarise themselves with the emergency procedures that are in place across the Foundation.

#### Critical Incident Management

- The **Critical Incident Management** guidelines must be followed in the event of any serious accident/incidents, and staff are made aware of these procedures which are displayed in prominent positions across the Foundation.

#### Emergency Plan

- The **Emergency Plan** sets out the guidelines to be followed in the event of a critical incident, emergency or unusual circumstances affecting the safety and welfare of pupils and staff.
- An annual training day is organised which brings together senior staff who are allocated to each of the emergency teams, with external advisors and experts.

#### Fire and Evacuation

- Fire safety practice and guidance are documented in **Highgate School - Fire Policy and Procedure**.
- Detailed evacuation procedures are placed in prominent positions in classrooms, common rooms and communal areas, with notification of evacuation points placed in all corridors).

#### First Aid

- First Aid practice and guidance are documented in **Highgate School - First Aid Policy and Procedure**.
- First Aid notices summarising the actions to be taken in the event of someone needing first aid assistance are displayed in all communal areas across the Foundation. Relevant personnel and contact numbers are listed.

#### Transport to hospital

- If an ambulance is required, call "999".
- No casualty should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted.

## FOUNDATION

### Transport to the medical centre

- If a pupil requires transportation from the senior school site to the Medical Centre in Bishopswood Road, the Porters are permitted to drive the pupil in the school minibus. The pupil must be accompanied by another pupil at all times.

### Accident/Incident/Near Miss Reporting

- Accident/Incident/Near Miss reporting procedures are documented in, **Guidance on the Reporting of Accidents & Incidents**.
- Accidents, Incidents and Near misses are reported to Governors on a regular basis

### Intruder Alert

- Intruder alert procedures are documented in **Risk Assessment: Intruder Alert**.

### Gas Leaks

- Any member of staff discovering a suspected gas leak should make an informed judgment based on how strong the smell is as to whether they immediately evacuate the building.
- If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. If the source of the leak is not immediately apparent, call the Estates Manager, Assistant Head (Health and Safety) and the Health and Safety Coordinator
- Assistant Head (Health and Safety) and the Health and Safety Coordinator will disseminate further instruction to staff in the affected area.

### Chemical Spills

- All Science teachers and technicians should follow guidance in their departmental handbook.
- Where relevant, managers of support departments must have written procedures in place and the appropriate equipment in place to deal with any spillage.
- Any chemical spills must be reported as a near miss, using **Accident and Incident Report** form.

## HEALTH AND SAFETY TRAINING

- Health and safety induction training will be provided for all new employees by the Assistant Head (Health and Safety) and Health and Safety Coordinator. The purpose of such training is to ensure all new members of staff have a good understanding of the health and safety ethos of Highgate School, will understand the basic health and safety procedures in place, and will be given an introduction to the health and safety section of the staff intranet.
- Health and safety training is available to all staff where the need is identified by HoD or Manager.
- The Health and Safety Coordinator, in conjunction with the Assistant Head (Health and Safety) and input from HoDs and Managers will identify training needs.
- Specific health and safety training requirements are outlined in individual policies, but staff may receive generic health and safety training in the following areas
  - First Aid - Emergency First Aid for Children, First Aid at Work
  - Fire Marshall
  - Fire Fighting Equipment
  - Manual Handling

## FOUNDATION

### Minibus Use and Training

- Minibus driver training and examination is provided by an external consultant and is provided for those nominated by their HoD and in accordance with **Guidance on the use of Minibuses**.

## HEALTH AND SAFETY MONITORING

### Inspection of Premises

- Classroom and Departmental inspections will be carried out annually by the Assistant Head.
- Support Team Departmental inspections will be carried out annually by the Health and Safety Coordinator.
- Any matters requiring action will be monitored closely by the Assistant Head (Health and Safety) in liaison with the HoD or Manager.
- Full inspections are carried out every two years by an external consultant as part of the Health and Safety Audit.
- Interim inspections may be carried out by an external consultant to monitor progress and compliance.

## INSPECTION AND TESTING OF PLANT AND EQUIPMENT

### Statutory Inspections

- All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation etc.) will be inspected by appropriate contractors managed through the Estates Department and in compliance with *Lifting Operations and Lifting Equipment Regulations 1998* and *Provision and Use of Work Equipment Regulations 1998*.
- A full register of all relevant items and associated testing records is available in the Estates Department.

### Portable Electrical Appliances

- Inspection and testing of portable electrical appliances is carried out across the Foundation by fully trained in-house staff.
- A register of qualified testers and guidance on portable appliance testing is documented in **Guidance on Portable Appliance Testing**
- Full records are maintained with all tested pieces given an inspection label.
- HoDs and Managers are responsible for identifying and recording all pieces of equipment within their departments that require testing and for managing the introduction of “personal” electrical equipment that may not be listed on a register.

### Equipment Maintenance - Curriculum

- HoDs are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented.
- Maintenance is carried out by external specialists, in accordance with regulatory requirements under for example *Provision and Use of Work Equipment Regulations 1998* and records maintained by the department.

### Ladders and Access Equipment

- The Maintenance Team is responsible for the inspection and maintenance of ladders and other access equipment in accordance with the regulation listed above.
- All pieces of school equipment must carry an up to date annual inspection label.

## FOUNDATION

### PREMISES MANAGEMENT

#### Supervision of Pupils

- Arrangements for supervision of pupils are detailed in the staff handbooks for each school within the Foundation.
- Copies are available on the staff intranet site and a hard copy of the handbook is distributed to all staff at the beginning of each academic year.

#### Security and Visitors

- All staff are provided with and are asked to wear a Highgate School staff identification badge.
- During term time, access to all buildings is either operated under Reception/School Office supervision or via key pad.
- All visitors must report to either the Entrance Lodge (Senior School) or Mills Centre (Bishopswood Road) where they will be asked to sign the visitors' book and wear an identification badge.
- During the holiday periods ALL people accessing school buildings or the school site are asked to sign in at either the Entrance Lodge or Mills Centre. All visitors will be asked to sign the visitor's book and wear an identification badge.
- All building contractors come under the supervision of the Estate Manager or the Capital Projects Manager

#### Vehicles on Site/Parking

- There is limited visitor parking available at the School.
- Designated disabled parking places are available in Chapel Quad.

#### Building Maintenance

- General building maintenance is carried out by the in-house Maintenance Team.
- Where required, external specialists/consultants will be used.
- The Estates Manager is responsible for ensuring that all identified general building maintenance and compliance with all statutory requirements pertaining to buildings maintenance is carried out.

#### Asbestos

- The asbestos register is held at the Estates Office.
- The Estates Manager and the Capital Project Manager are responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified are given access to the register and areas affected identified.
- The Register must be updated immediately if any changes are identified.

#### Legionella

- An external consultant is employed to regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the *HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'*.

#### Control of Contractors

## FOUNDATION

- All contractors must report to the Estates Manager or Capital Projects Manager where they will be asked to sign the visitors' book and wear an identification badge.
- Contractors will be issued with guidance on fire procedures.
- The Estates Manager and Capital Projects Manager are responsible for monitoring areas where the contractors' work may directly affect staff and pupils and ensuring that the appropriate precautions are taken to ensure the safety of staff and pupils whilst work is carried out and for keeping records of all contractor work.

### Lettings

- The School permits a very limited number of external lettings.
- Lettings are managed by the Business Administrator and follow the in-house Terms & Conditions and Code of Conduct.

## RISK MANAGEMENT

Risk Assessments are a legal requirement under *The Health & Safety at Work Act 1974* and *Management of Health and Safety at Work Regulations 1999*.

### Training

- A comprehensive step by step training guide is documented in **Guidance on carrying out a suitable and sufficient risk assessment** which follows closely the HSE Guidelines - Five Steps to Risk Assessment.
- Periodic training is provided to HoDs and Managers using an external consultant.

### Generic

- **Generic Risk Assessments** are coordinated by the Assistant Head in conjunction with the Principal Deputy Head, Principal of the Junior School, Principal of the Pre-Prep.
- These generic documents address safety issues with regards to:
  - Classrooms
  - Playground areas
  - Movement between sites
  - Intruders
  - Entrance Points

### Maternity

- Using the generic **Maternity Risk Assessment** as a starting point, a risk assessment will be carried out by each HoD or Manager with support from the Assistant Head, Health and Safety or Health and Safety Coordinator.
- This encourages reference to the specific needs of the individual member of staff, taking into consideration departmental factors that may increase the risk of harm to mother and baby.

### Curriculum Activities

- Risk Assessments for curriculum activities will be carried out by HoDs in liaison with departmental members.
- Specific reference, where applicable will be made to statutory guidelines e.g. CLEAPPS for science.
- Departmental Risk Assessments form an integral part of every department hand book, a copy of which is distributed to every member of staff.

## FOUNDATION

### Fire

- A Fire Risk Assessment is carried out by an external consultant every two years in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Any resulting comments form part of an action plan, and an interim audit is carried out every year to monitor progress.

### Manual Handling

- Manual Handling practice and guidance is documented in **Highgate School – Manual Handling and Lifting Policy and Procedure**. Using the generic **Manual Handling Risk Assessment** as a starting point, an individual assessment must be carried out by the HoD or Manager and the risk assessments adapted accordingly.
- This allows for departmental specific manual handling risks to be addressed.

### Display Screen Equipment

- Display Screen Equipment practice and guidance is documented in **Highgate School – Display Screen Equipment Policy and Procedure**
- DSE risk assessments are carried out in accordance with the *Health and Safety (Display Screen Equipment) Regulations 1992*.

### Hazardous Substances

- Departmental risk assessments will identify hazardous substances and the appropriate control measures required for their safe management.

## OTHER

### Management of medicines

- Prescription medicines will be administered to pupils following guidance given in the school **Medicines Policy**.
- Over the counter medicines will be prescribed and administered ONLY by the school nurse.

### Educational Visits

- Any educational visit will be organised in accordance with *Educational Visits Guidelines*.

### Minibuses

- The use of minibuses is documented in **Guidance on the use of Minibuses**.
- Records of staff trained and tested in minibus driving and therefore eligible to drive minibuses with passengers are monitored and maintained by the Health and Safety Coordinator.

*This policy and all others are available on Staff Intranet - Health and Safety. It is reviewed at least annually, prior to the start of each academic year, or in the event of any change to procedures and/or personnel. If at any time, a member of staff has any concerns regarding the content of this policy they are asked to contact the Bursar or the Health and Safety Coordinator*

*PRA Assistant Head (Health and Safety)/SP-H Health and Safety Coordinator August 2011*

*Review Date: August 2012*