HIGHGATE

Health and Safety Policy

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This policy is written in order to meet full compliance with Paragraph 11 of ISSRs 2014 and Health and Safety legislation.

1 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, rather than 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 in 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. This 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
   - 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 in the body of the policy.

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.

M Barber (Governor) / AS Pettitt (Head) / JC Pheasant (Bursar)
September 2019

Review date: August 2020

B Rothenberg, MBE, BA, FCA, CTA, MAE
Chairman of Governors

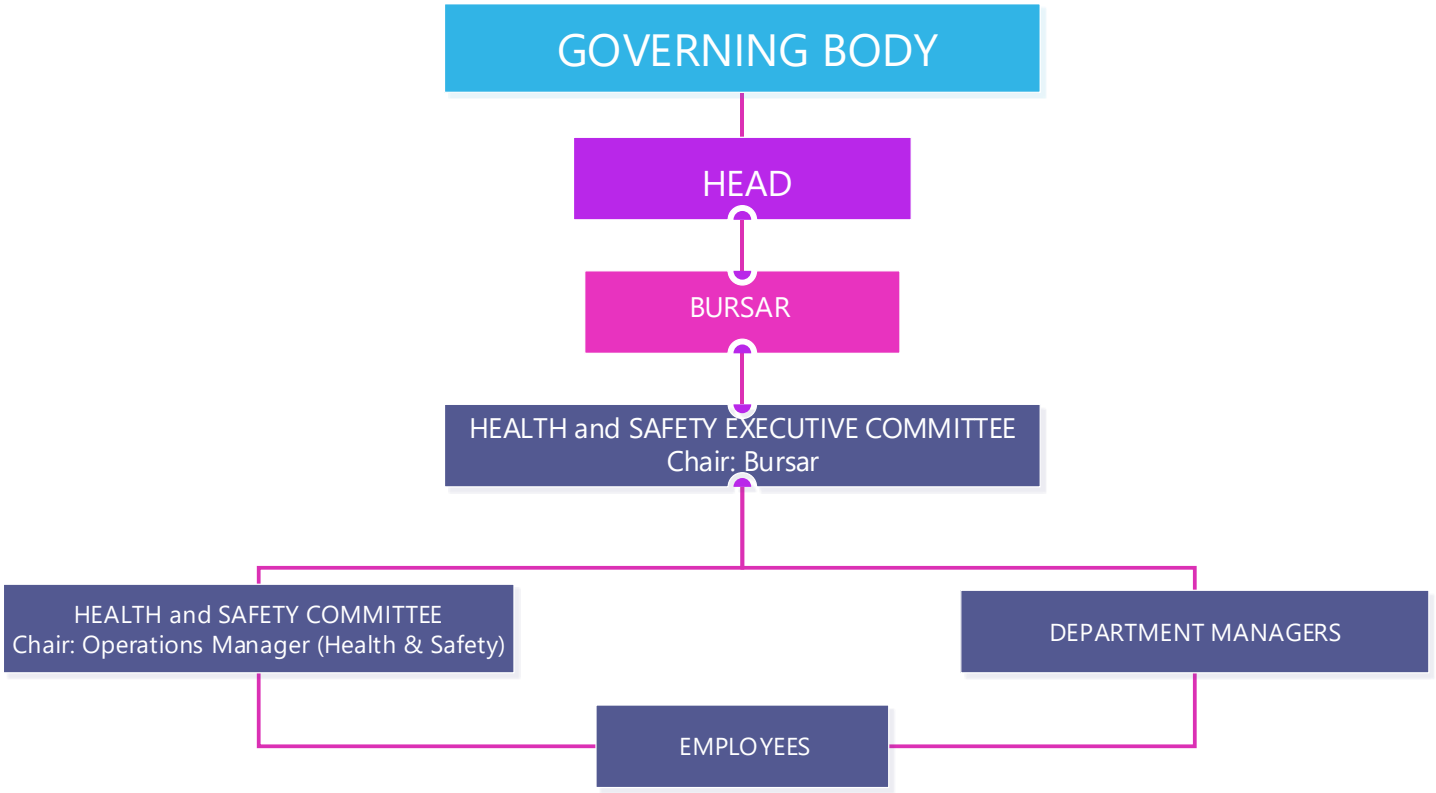
2 Organisation

This section of the policy defines the names, positions and duties of those at Highgate who 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 Sharepoint - Health and Safety

The Head has overall responsibility to the Governors for the leadership and management of the School and delegates direct responsibility for the strategic and operational oversight of Health and Safety to the Bursar, who reports to Governors.

HEALTH and SAFETY ORGANISATIONAL STRUCTURE



2.1 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, 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

2.2 The Bursar is responsible for

- strategic oversight of school safety policies
- liaison with Health and Safety Executive (HSE)
- liaison with designated Governor responsible for health and safety and all other Governors
- fire safety, as the designated "responsible person" as stipulated in Regulatory Reform (Fire Safety) Order 2005
- liaison with emergency services

- making provision for the effective 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.

2.3 The Health and Safety Executive Committee

The membership is to consist of:

Bursar (Chair)
Principal Deputy Head
Principal of the Junior School
Principal of the Pre-Preparatory School
Commercial and Operations Director
Estates Director
Head of Compliance and Qualifications
Human Resources Director
Operations Manager (Health and Safety)
Senior Teacher (Health and Safety)
Transport Logistics Manager

Its brief is to take forward the health and safety strategy across the whole School.

The Committee:

- will keep under review the work of the Health and Safety Committee
- ensures that policies are up to date and relevant
- 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 ensure staff are interviewed as necessary to review health and safety matters for which they are responsible
- 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 Executive Assistant to the Bursar will act as Secretary to the Committee.

2.4 The Health and Safety Committee

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

The Projects Officer (Health and Safety) will act as Secretary to the Committee.

Health and Safety Committee (as at September 2019)

Susy Prosser-Harries	Commercial and Operations Director
Richard Perry	Operations Manager (Health and Safety and Projects)
Kasia Wojtkowiak	Head of Compliance and Qualifications
~~Charlie Dehaan~~	~~Sports Centre Operations Manager~~
Dan Brandt	Senior Teacher (Health and Safety), Educational Visits' Coordinator (EVC)
Rupert Brown	Catering Manager
Sandra Cousins	School Nurse
Arthur Dabrowski	Head of Science – Senior School
Matthew Foley	Deputy Principal Junior School (Health and Safety)
David Elliott	IT Services Director
Colin Henderson and Steph Pride	Directors of Sport and Exercise
Gideon Zucker	Deputy Principal Pre-Preparatory School (Health and Safety)
Daniel Shiels	Estates Manager
Neil Shepperd	Grounds Manager
~~Mark House~~	~~Head of Outdoor Education~~
Jonathan Constable	School Marshal
Elliot Prescott	Transport Logistics Manager

3 Procedures and Arrangements

This section of the policy outlines 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 at Highgate 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

3.1 CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

- The Health and Safety Committee meets termly 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

3.1.1 Communication of Information

- The Bursar ensures that systems are in place to ensure 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 all new staff
  - dedicated health and safety section on the Staff Sharepoint
  - notices and committee minutes on staff health and safety notice boards
  - announcements in staff and department meetings
  - training activities for individuals and groups
  - Health and Safety Law posters which are displayed in all communal areas
- 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

3.1.2 Raising Health & Safety concerns

- 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 Commercial and Operations Director, Operations Manager (Health and Safety and Projects), Head of Compliance and Qualifications and/or relevant person in accordance with ***Health and Safety Reporting Procedures*** (Appendix 2).
- Staff are encouraged to inform the Operations Manager (Health and Safety and Projects) in writing of any shortcomings which continue to concern them.
- Health and Safety is a standing item on the agenda of all Departmental and School committees.

Health and safety advice is available from the Commercial and Operations Director, the Operations Manager (Health and Safety and Projects) and the Head of Compliance and Qualifications or by reference to the Health and Safety section of Sharepoint

3.2 EMERGENCY PROCEDURES

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

3.2.1 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 School.

3.2.2 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.
- Training days are organised which bring together senior staff who are allocated to each of the emergency teams, with external advisors and experts.

3.2.3 Fire and Evacuation

- Fire safety practice and guidance are documented in ***Highgate – 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.
- Evacuation practices are carried out across the whole school at regular intervals.

3.2.4 First Aid

- First Aid practice and guidance are documented in ***Highgate – 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 School. Relevant personnel and contact numbers are listed.

3.2.5 Transport to hospital

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

3.2.6 Transport between the school medical centres

- If a pupil requires transportation between the school medical centres, the Porters are permitted to drive the pupil in a school vehicle. The pupil must be accompanied by another member of staff or another pupil at all times.

3.2.7 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

3.2.8 Intruder Alert

- Intruder alert procedures, for all areas of the School, are documented in ***Risk Assessment: Intruder Alert***.

3.2.9 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 Facilities Manager in the first instance, then the Commercial and Operations Director, the Operations Manager (Health and Safety and Projects) and/or the Head of Compliance and Qualifications. They will be responsible for disseminating further instruction to staff in the affected area.

3.2.10 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 the ***Accident and Incident Report*** form.

3.3 HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by the Commercial and Operations Director or the Operations Manager (Health and Safety and Projects). The purpose of such training is to ensure all new members of staff have a good understanding of the health and safety ethos at Highgate, will understand the basic health and safety procedures in place, and will be given an introduction to the Health and Safety section of Sharepoint.

- Health and safety training is available to all staff where the need is identified
- 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, CPR, Managing Anaphylaxis
  Fire Marshal
  Fire Fighting Equipment
  Manual Handling
  Display Screen Equipment

3.3.1 Minibus Use and Training

- Minibus driver training and examination is provided by an external consultant and is provided for those nominated by the EVC and in accordance with DfE: Driving School Minibuses. Advice for Schools and Local Authorities, September 2013 and ***Highgate – Minibus Driving Guidance***.

3.4 HEALTH AND SAFETY MONITORING

Inspection of Premises

- Classroom and Department inspections will be carried out by Heads of Department (HoD), Heads of Year, Form Teachers and Department Managers under the supervision of the Operations Manager (Health and Safety and Projects) and the Head of Compliance and Qualifications.
- Support Team Department inspections will be carried out by the Commercial and Operations Director and the Operations Manager (Health and Safety and Projects).
- Any matters requiring action must be monitored by the Commercial and Operations Director, the Operations Manager (Health and Safety) and/or Head of Compliance and Qualifications and completion confirmed by the HoD, Heads of Year, Form Teachers and Department Managers.
- 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.

3.5 INSPECTION AND TESTING OF PLANT AND EQUIPMENT

3.5.1 Equipment Maintenance - Curriculum

- HoDs, Heads of Year, Form Teachers and Department Managers are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and carried out.
- 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 each department.

3.5.2 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 relevant items of school equipment must carry an up-to-date annual inspection label.

3.5.3 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.

3.5.4 Portable Electrical Appliances

- Inspection and testing of portable electrical appliances is carried out by fully trained, in-house staff.
- A register of qualified testers and guidance on portable appliance testing is documented in ***Highgate – Portable Appliance Testing Procedure Statement***.
- Records are maintained with all tested pieces being given an inspection label.
- HoDs, Heads of Year, Form Teachers and Department 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.
- Staff are reminded regularly at induction, health and safety briefing and through the Health and Safety Committee that any piece of equipment brought in to school from home for either school or personal use, must be recorded and tested by a qualified member of staff prior to use.

3.6 PREMISES MANAGEMENT

3.6.1 Asbestos

- The Estates Director is 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 Asbestos Register is held at the Estates Office.
- The Register must be updated immediately if any changes are identified.

3.6.2 Building Maintenance

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

3.6.3 Selection and Control of Contractors

- Contractors are subject to a selection process which gives due regard to their ability to undertake their delegated tasks safely and without risk to health
- All contractors must report to the Estates Department in Field House where they will be asked to sign in and be expected to wear a Visitors badge.
- Contractors will be issued with guidance on fire procedures.
- The Estates Department 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 keeping records of all contractor work.
- All building contractors at any time will be under the supervision of a senior member of the Estates Team.

3.6.4 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 *HSE Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'.*

3.6.5 Lettings

- The School permits external lettings.
- Lettings are managed by the Commercial Manager and follow the in-house Lettings Policy and Hire Agreement.

3.6.6 Security and Visitors

- All staff are provided with and are expected to wear a Highgate staff identification badge.
- During term time, access to all buildings is either operated under Reception/School Office supervision or via key pad/swipe.
- All visitors must report to either the Charter Building reception (Senior School) or Mills Centre, Junior School or Pre-Preparatory School (Bishopswood Road) where they will be asked to sign the visitors' book and wear a Visitor badge.
- During the term time, all visitors **MUST** be accompanied at all times whilst on school premises.
- During the holiday periods ALL staff 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 a Visitor badge. All contractors are directed to the Estates Department where they are briefed and given appropriate direction and identification.

3.6.7 Supervision of Pupils

- Arrangements for supervision of pupils are detailed in the staff handbooks for each part of the School.

3.6.8 Vehicles on Site/Parking

- There is limited visitor parking available at the School.
- Designated disabled parking places are available in Chapel Quad and The Pavilion car park.

3.7 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.*

3.7.1 Curriculum Activities

- Department Health and Safety Policies and Risk Assessments for curriculum activities will be carried out by HoDs, Heads of Year, Form Teachers and Department Managers in liaison with department members.
- Specific reference, where applicable will be made to statutory guidelines e.g. CLEAPPS for science.
- Department Risk Assessments form an integral part of every department handbook, a copy of which is made available to every member of staff.

3.7.2 Display Screen Equipment

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

3.7.3 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 may be carried out annually by an external consultant to monitor progress.

3.7.4 Generic

- ***Generic School Risk Assessments*** *are coordinated by the Operations Manager (Health and Safety) and Senior Teacher (Health and Safety) in conjunction with the Principal Deputy Head, Deputy Principal Junior School (Health and Safety) and Deputy Principal of the Pre-Preparatory School (Health and Safety).*
- These generic documents address safety issues with regards to such areas as:
  - Classrooms
  - Playground areas
  - Movement between sites
  - Office spaces
  - Intruder lockdown procedures
  - Entrance Points
  - Manual Handling
  - Lone Working
  - Slips, Trips and Falls

3.7.5 Hazardous Substances

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

3.7.6 Manual Handling

- Manual Handling practice and guidance is documented in ***Highgate – Manual Handling and Lifting Procedure***.
- Using the generic ***Manual Handling Risk Assessment*** as a starting point, an individual assessment must be carried out by the HoDs, Heads of Year, Form Teachers and Department Managers and the risk assessments adapted accordingly.
- This allows for specific manual handling risks to be addressed.

3.7.7 Maternity

- Using the generic ***Maternity Risk Assessment*** as a starting point, a risk assessment will be carried out by each HoD, Deputy Principle Junior School (Health and Safety), Deputy Principle Pre-Preparatory School (Health and Safety) or Department Manager with support from the Commercial and Operations Director, the Operations Manager(Health and Safety and Projects) or Head of Compliance and Qualifications.
- This encourages reference to the specific needs of the individual member of staff, taking into consideration department factors that may increase the risk of harm to mother and baby.

3.7.8 Training

- A comprehensive step by step training guide is documented in ***Highgate – Guidance on carrying out a suitable and sufficient risk assessment*** which follows closely the HSE Guidelines - Five Steps to Risk Assessment.
- Periodic training is offered to senior staff as required, using an external consultant.

3.8 OTHER

3.8.1 Educational Visits

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

3.8.2 Occupational Health Services and Managing Work-related Stress

The School will engage with Occupational Health Services including Psychological Welfare Services where appropriate to:

- Help identify the nature of an employee's illness including stress related conditions;
- Check for any underlying causes of frequent short-term absences;
- Give advice to managers where an employee has been declared fit for work subject to workplace modifications, altered hours or amended duties being implemented;
- All employees with a medical statement that shows a mental health illness will be referred to Occupational Health unless they have medical documentation to support otherwise;
- Advise the employee and their line manager on the best way to improve the employee's health and well-being and manage their return to work following prolonged sickness absence;
- Assess the probability of an employee's return to work and fitness to continue in his/her current occupation having regard for deployment and retraining opportunities, suitable equipment/aids and safeguards;
- Liaise with GP(s) and or Consultant(s) regarding an employee's condition and prognosis on behalf of Highgate and in accordance with the Access to Medical Records Act.

3.8.3 Management of medicines

- Prescription medicines will be administered to pupils following guidance given in the School ***Medical Policy – Appx 1 Administration of Medicines.***
- Over-the-counter medicines will be prescribed and administered ONLY by the School Nurses or any member of staff who has been signed off to do so, by the School Nurses.

3.8.4 Minibuses

- The use of minibuses is documented in ***Highgate – Minibus Driving Policy***.
- Records of staff trained and tested in minibus driving and therefore eligible to drive minibuses with passengers are monitored and maintained by the School Marshal.

3.9 RELEVANT HEALTH AND SAFETY POLICIES

The following policies and procedures can be found on the Health and Safety section of Sharepoint:

- Fire
- First Aid
- Medical
- Accident Investigation – including reporting of a 'near miss' and investigation of reports of violence to staff
- Risk Assessment
- Display Screen Equipment
- Personal Protective Equipment
- Manual Handling
- Minibus Driving

The Health and Safety policy is reviewed at least annually, prior to the start of each academic year, or in the event of any change to legislation, 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 Commercial and Operations Director, Operations Manager (Health and Safety and Projects) and/or Head of Compliance and Qualifications.

SP-H, Commercial and Operations Director

September 2019 *Review Date: August 2020*

Change Log			
Section:	*Change*	*By whom*	*Date:*
3.6.3	*Added ref to selection of contractors*	*RGP*	*February 2019*
3.7.4	*Added Slips trips and falls*	*RGP*	*February 2019*
3.9	*Added reference to violence against staff*	*RGP*	*February 2019*
	Added Change Log	*RGP*	*February 2019*

Appendix 1 - Responsibilities

The Head has overall responsibility to the Governors for the leadership and management of the School and delegates direct responsibility for the strategic and operational oversight of Health and Safety to the Bursar, who reports to Governors.

Senior Management and Line Managers 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

Heads of Departments, Subject Coordinators, Heads of Year and Department 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 in writing (standard form for all staff) as having been read by all department members at the beginning of every academic year, or at any point of change and are readily available for reference. Risk Assessment Acknowledgement Forms are retained within each department
- 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 department staff members' understanding of COSHH assessments
- examination of department premises and arranging the testing of all department equipment
- assessing the training needs of their staff with regards to health and safety, and assessing and meeting their own training needs
- ensuring that health and safety is a standing item on department meeting agendas
- safety arrangements applying to department specific public performances in Dyne House Auditorium, Drama Studio, The Sir Martin Gilbert Library, Mills Centre, Mallinson Sports Centre, Caen Wood Hall or other venues
- delegating the above responsibilities to a senior colleague in their absence

The Senior Teacher (Health and Safety) is responsible for

- representing the Senior School on the Health and Safety Executive Committee and the Health and Safety Committee
- providing support and line-management for the work of the EVC coordination
- oversight of fire evacuation practices at the Senior School site, providing feedback and support for Senior School fire officers.

The Deputy Principal Junior School (Health and Safety) and Deputy Principal Pre-Preparatory School (Health and Safety) are responsible for

- coordinating all health and safety matters within the Junior School and Pre-Preparatory School respectively
- representing the Junior School and Pre-Preparatory School on the Health and Safety Committee
- oversight of fire evacuation practices at the Junior School and Pre-Preparatory school sites providing feedback and support

The Commercial and Operations Director is responsible for

- regular updating of all health and safety policies in conjunction with the Operations Manager (Health and Safety and Projects) and Head of Compliance and Qualifications
- providing specialist information to those in the organisation with specific health and safety responsibilities
- 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, art, design technology, Cerrig Pryfaid in conjunction with the Operations Manager (Health and Safety and Projects) and Head of Compliance and Qualifications
- oversight and organisation of all health and safety training for academic and support staff in conjunction with the Operations Manager (Health and Safety and Projects) and including health and safety induction of new academic staff
- maintaining details of all health and safety training delivered across all parts of the school
- designation of staff to be first aiders in conjunction with the Operations Manager (Health and Safety and Projects), Head of Compliance and Qualifications, Senior Teacher (Health and Safety), Deputy Principal Junior School (Health and Safety) and Deputy Head Pre-Preparatory School (Health and Safety)
- compilation and circulation of school safety policies
- monitoring the eligibility of staff to drive school mini buses/hired mini buses

The Operations Manager (Health and Safety) and Head of Compliance and Qualifications are responsible for

- monitoring the effectiveness of health and safety procedures across the whole School
- Charing the Health and Safety Committee
- regular updating of all health and safety policies in conjunction with the Commercial and Operations Director
- ensuring regular health and safety audits and fire risk assessments are carried out in conjunction with the Commercial and Operations Director
- provision of advice to those directly in charge of other areas such as laboratories, art, design technology, Cerrig Pryfaid, in conjunction with the Commercial and Operations Director
- designation of staff to be first aiders in conjunction with the Commercial and Operations Director
- oversight of health and safety training for academic and support staff in conjunction with the Commercial and Operations Director, Senior Teacher (Health and Safety), Deputy Principal Junior School (Health and Safety and Deputy Principal Pre-Preparatory School (Health and Safety)
- collation and analysis of accident records
- oversight and attendance at evacuation practices across the whole school
- planning, monitoring and keeping records of fire practices for non-teaching buildings
- provision and display of fire evacuation procedure notices
- provision and display of statutory notices
- design and implementation of an Emergency Plan and organisation of any associated training.

The Estates Director is responsible for ensuring

- regular testing of fire alarms, including residential buildings are carried out to an appropriate standard, and monitoring these
- management of asbestos and legionella testing, and 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
- that fixed electrical wiring testing, gas boiler inspections and the examination and testing of premises (academic and domestic accommodation) are carried out to an appropriate standard
- that lifts, pressure systems, LEV, scaffolds and ladders are maintained to effective and appropriate standards
- specific oversight of safety matters in the maintenance department and plant rooms
- the safety of employees when working at height
- safe practice by contractors working at the school under their remit
- there is appropriate and effective management of the provision and maintenance of all firefighting equipment

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 three schools
- liaison with and working in conjunction with the Head of Outdoor Education

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 the 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 who are entitled and need to know about risks to be avoided by particular pupils
- provision and regular checking and re-stocking of first aid boxes

All employees are responsible for

- identifying hazards and reporting them promptly to the Commercial and Operations Director, Operations Manager (Health and Safety and Projects), Head of Compliance and Qualifications and/or relevant person 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

Appendix 2

HEALTH & SAFETY REPORTING PROCEDURE

ACCIDENTS & INCIDENTS

IF THE ACCIDENT IS SERIOUS PLEASE USE ***CRITICAL INCIDENT RESPONSE*** PROCEDURE AND NOTIFY **THE HEAD** AND/OR **BURSAR** IMMEDIATELY. **THE HEAD** OR **HIS DEPUTY** MAY DECIDE TO INVOKE THE ***EMERGENCY PLAN***

Any **Near Miss** must be reported using the *Report of Accident, Incident or Near Miss form*

Is the accident reportable under RIDDOR guidelines? (refer to *RIDDOR Reporting Guidelines,* **H&S Sharepoint**)

No

Complete ***Accident or Incident Report*** within 24 hours. **School Nurse** to record any medical treatment given

Yes

As soon as is reasonably possible, inform Commercial and Operations Director Complete ***Report of Accident, Incident or Near Miss*** *form as soon as possible*, ensuring **ALL** sections are complete. **School Nurse** must record medical treatment given. Send to Commercial and Operations Director immediately for submission to the HSE

Notify **Principal Deputy Head** immediately

DAMAGE TO BUILDINGS,FIXTURES AND FITTINGS

Is an immediate repair required to ensure continuing safety of colleagues and pupils?

No

Submit repair request via **repairs@highgateschool.org.uk**

Yes

Contact **Estates Facilities Manager** or **Maintenance Team Leader** immediately

Should you have any questions regarding these procedures please contact the Commercial and Operations Director

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CONTACTS

Bursar:	0208-347-3567	07957-440647
Bursar's Executive Assistant	0208-347-3568	07834-060008
Principal Deputy Head:	0208-347-3547	07922-071863
Principal - Junior School:	0208-342-7276	07950-597943
Principal - Pre Prep:	0208-340-9196	07910-373823
Commercial and Operations Director:	0208-347-3586	07889-438610
Projects Officer, H&S:	0208-347-4422	07767-712414
Senior Teacher, H&S:	0208-347-3003	07952-671647
Head of Compliance:	0208-347-3584	07702-009416
Estates Director:		07768-132121
Estates Manager:		07588-360706
Maintenance Team Leader:		07941-785484

THE BURSAR HAS ULTIMATE RESPONSIBILITY FOR ALL HEALTH & SAFETY MATTERS