

HIGHGATE

# Health and Safety Policy

October 2022

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## 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/carers, 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 their 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.

This Policy and relevant other policies, guidance and risk assessments are written in order to meet full compliance with Paragraph 11 of ISSRs 2014 and applicable UK Health and Safety legislation.

In accordance with the Health and Safety at Work Act 1974

1. 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.
  
2. 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.
  
3. 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 (DSE);
  - Manual handling operations;
  - Asbestos and legionella;
  - Working at heights;
  - Noise;

- The control of the transmission of COVID-19 or other transmissible diseases.
4. In addition, there are vital areas such as educational visits, sport and road safety, 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.
  5. Details of the responsibilities under this Safety Policy and the organisation and arrangements for carrying them out are set out in the body of this and subordinate policies.
  6. The School will be responsible for the provision of competent 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.
  7. 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)

October 2022

Review date: August 2023

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B Rothenberg, MBE, BA, FCA, CTA, MAE

Chairman of Governors

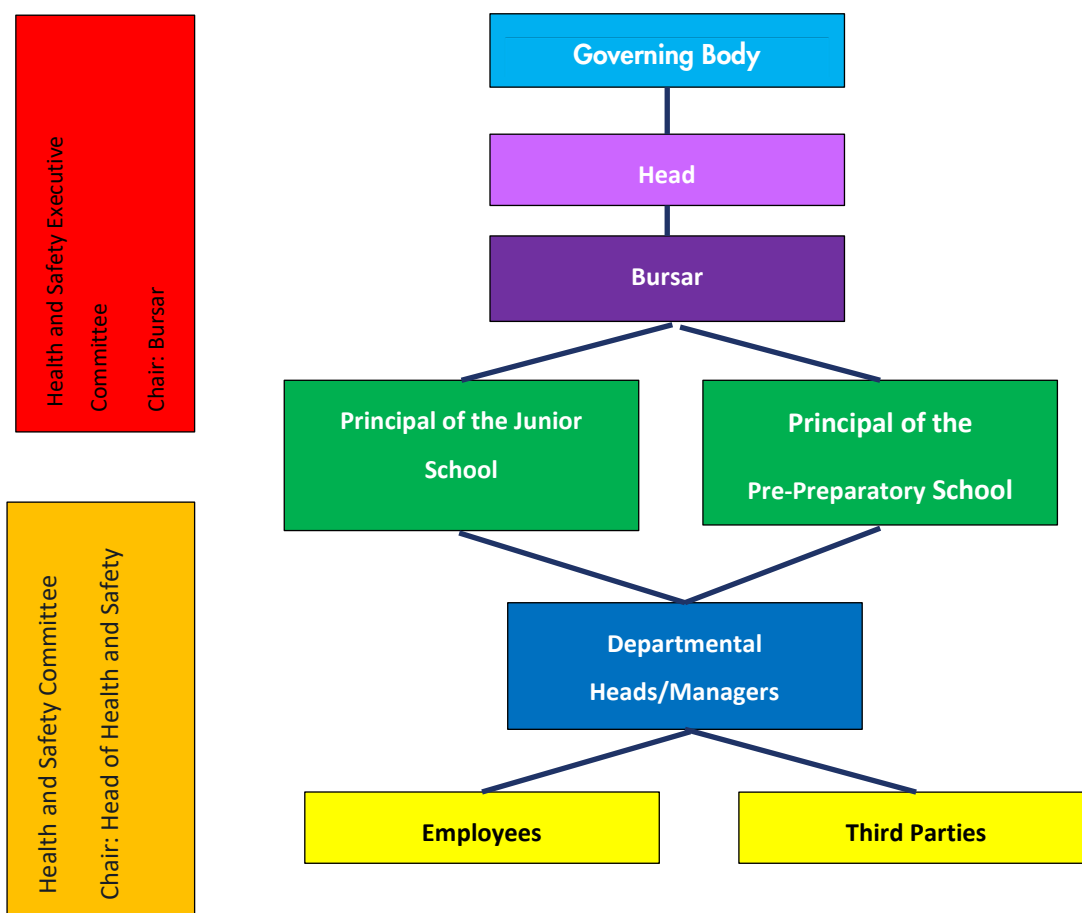
## 2. Organisation

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 alludes to a Health and Safety 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.

### 2.1. Health and Safety Organisational Structure



#### 2.1.1. 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.

## 2.1.2. 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.

## 2.1.3. The Bursar

is accountable (and may delegate responsibility) for: taking the overall management lead on issues of Health and Safety including but not restricted to:

- Strategic oversight of School Safety Policies;
- Allocating sufficient resources to ensure the Health and Safety of the School community, visitors and contractors;
- Liaison with Health and Safety Executive (HSE);
- Liaison with designated Governor responsible for Health and Safety and all other Governors;
- Ensuring that
  - there is sufficient resource (both financial and staffing) to identify and manage risks
  - other competent persons are appointed to assist the School in carrying out its duties
  - the Health and Safety Executive Committee considers safety performance and provides reports on performance to the Governing Body.

## 2.1.4. The Health and Safety Executive Committee

The membership is to consist of:

- Bursar (Chair)
- Senior Deputy Head
- Principal of the Junior School
- Principal of the Pre-Preparatory School
- Estates Director
- Compliance Director
- Director of Sport
- Head of Health and Safety
- Senior Teacher (Health and Safety)
- Deputy Bursar

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;
- Will seek specialist advice as necessary for particular areas;
- Monitors safety performance and provides relevant information to the Governors;
- 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.

The Executive Assistant to the Bursar will act as Secretary to the Committee.

## 2.1.5. The Health and Safety Committee

Health and Safety Committee

- Richard Perry                      Head of Health and Safety
- Dan Brandt                         Senior Teacher (Health and Safety)

- Matthew Foley Deputy Principal Junior School
- Gideon Zucker Deputy Principal Pre-Preparatory School
- Mario Noto Sport and Exercise
- Najma Abdullahi School Nurse
- David Elliott IT Services Director
- Marina Kilaniotis Head of Commercial
- Jamie Scott Catering Manager
- Ben Crowhurst Facilities Manager
- Neil Shepperd Grounds Manager

## The 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.

### 2.1.6. 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/carers;
- Risk assessment compliance.

### 2.1.7. 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.

## 2.1.8. 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;
- Oversight of fire evacuation practices at the Senior School site, providing feedback and support for Senior School fire officers.

## 2.1.9. 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.

## 2.1.10. The Compliance Director

is accountable for:

- Regular updating of all Health and Safety policies in conjunction with the Head of Health and Safety;
- Providing specialist information to those in the organisation with specific Health and Safety responsibilities;
- Assisting the Bursar in effective management of Health and Safety processes;
- Compilation and circulation of School Safety Policies.

## 2.1.11. The Head of Health and Safety

is responsible for:

- Monitoring the effectiveness of Health and Safety procedures across the whole School;
- Chairing the Health and Safety Committee;
- Regular updating of all Health and Safety Policies in conjunction with the Compliance Director;
- Keeping abreast of changes in Health and Safety requirements and disseminating this information;
- Ensuring regular Health and Safety audits and fire risk assessments are carried out in conjunction with the Compliance Director;
- Provision of advice to those directly in charge of other areas such as laboratories, Art, Design Technology, Cerrig Pryfaid, in conjunction with the Compliance Director;
- Oversight of Health and Safety training for academic and support staff in conjunction with the Compliance Director, Senior Teacher (Health and Safety), Deputy Principal Junior School (Health and Safety) and Deputy Principal Pre-Preparatory School (Health and Safety);
- 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 Compliance Director, Senior Teacher (Health and Safety), Deputy Principal Junior School (Health and Safety) and Deputy Head Pre-Preparatory School (Health and Safety);
- Monitoring the eligibility of staff to drive School minibuses/hired minibuses;
- Collation and analysis of accident records and reports;
- 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.

#### 2.1.12. 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.

#### 2.1.13. 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.
- Liaison with nominated managers responsible for EVs in other sections of the School.

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

- For any event including public performances, parent association events, summer fairs, year group celebrations (and similar) a single person must be named as having responsibility for ensuring the safe conduct of that event including ensuring that risks have been adequately assessed and controlled;
- Has the duty to prevent any such activity taking place where they are not satisfied that adequate arrangements are in place.

#### 2.1.15. 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.

## 2.1.16. All employees

are responsible for:

- Bringing uncontrolled hazards or other matters of concern to the attention of their line manager or reporting them to the person managing that issue;
- Complying with policies and procedures designed to protect the safety and health of people at school;
- Ensuring that any activity they are responsible for organising is carried out safely and in particular assessing and controlling risks;
- Reporting promptly any accidents whether or not they result in injury or damage;
- Ensuring that they are familiar with this, and other relevant policies, with fire precautions and evacuation procedures and with other safety rules or emergency arrangements applicable to them;
- Using any PPE provided and ensuring it is in good condition;
- Setting and modelling a good example for pupils in their safe behaviours.

## 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.

### 3.1. Consultation and Communication

#### 3.1.1. 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.
- Staff will be consulted on material changes to matters affecting their Health, Safety or Welfare.

#### 3.1.2. Communication of Information

- The Bursar ensures that systems are in place for staff and pupils to be 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 SharePoint
  - notices and policies in departmental offices
  - 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 and carers** is principally communicated by, for example:
  - by information provided during the admissions process
  - announcements at House, Year Group and School Assemblies
  - notices in classrooms
  - via school internet and intranet sites
  - by staff and older pupils setting an example and the application of disciplinary procedures for breaches of safety rules
  - information about specific School visits.

#### 3.1.3. Raising Health & Safety Concerns

- Health and Safety concerns should be raised in the first instance with Line Managers;
- Staff are encouraged to inform the Head of Health and Safety or the Director of Wellbeing of any shortcomings which continue to concern them;
- The **Whistleblowing Policy** sets out how employees may take the matter further if they are dissatisfied with the School's response;
- Health and Safety advice is available from the Head of Health and Safety and the Compliance Director 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. Emergency Plan

- Each section of the School has an emergency plan which sets out the steps to be followed in the event of a serious incident, emergency or unusual circumstances affecting the safety and welfare of pupils and staff.

## 3.2.2. Fire and Evacuation

- Fire safety practice and guidance are documented in Highgate – **Fire Policy and Procedure**;
- Each School has a separate fire evacuation plan;
- Detailed evacuation procedures are placed in prominent positions in classrooms, common rooms and communal areas. Notices advising of the different assembly points for different parts of the Senior School are posted on teachers' desks;
- Evacuation practices are carried out across the whole school each term.

## 3.2.3. First Aid

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

## 3.2.4. Transport to Hospital

- If an ambulance is required, call "999";
- If advised by the emergency call centre or if there will be an excessive delay in an ambulance attending a casualty may be taken by any means to hospital. This may include using taxi, school vehicle or private car. If only one member of staff is able to travel with the child then the DSL must be informed as soon as possible of the circumstances.
- 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/carers cannot be contacted.

## 3.2.5. 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.

## 3.2.6. Accident and Incident Reporting

- Accident/Incident reporting procedures are documented in **Accident Reporting Policy and Guidance**;
- Information about Accidents and Incidents is reported to the Senior Team and Governors each term;
- Accidents are investigated proportionately to identify underlying causes.

## 3.2.7. Intruder Alert

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

## 3.2.8. 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 Head of Health and Safety and/or the Compliance Director. They will be responsible for disseminating further instruction to staff in the affected area.

## 3.2.9. Chemical Spills

- All Science teachers and technicians should follow guidance in their departmental handbook;
- The MSC has procedures for managing spills of pool chemicals;
- Where relevant, managers of support departments must have written procedures in place and the appropriate equipment in place to deal with any spillage;
- Chemical spills must be reported using the Accident and Incident Report form.

## 3.3. Health and Safety Training

- Managers ensure that staff are competent prior to appointment or prior to assigning them new duties
- Health and Safety induction training will be provided for all new employees by the Head of Health and Safety. 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.
  - The Head of Health and Safety shall be a full member of the Institution of Occupational Safety and Health or have an equivalent or greater level of professional qualification.

## 3.4. Health and Safety Monitoring

### 3.4.1. Inspection of Premises

- Classroom and Department inspections will be carried out by Heads of Departments (HoD), Heads of Year, Form Teachers and Department Managers under the supervision of the Head of Health and Safety and the Compliance Director;
- Estates related inspections are carried out by the estates team, catering by the Catering Manager and other Support Team Department inspections by departmental managers supported where required by the Head of Health and Safety.
- Any matters requiring action must be monitored by the Head of Health and Safety and/or Compliance Director 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.

### 3.4.2. 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;
- Where required, 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.

### 3.4.3. 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;
- Ladders may be loaned between departments and to contractors providing that it has been checked that the user is competent and has, if necessary, received training and that the ladder is in good condition;
- All relevant items of School equipment must carry an up-to-date annual inspection label;
- Training will be given in house for use of simple access equipment such as step ladders.

### 3.4.4. Statutory Inspections

- With the exception of curriculum equipment 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*;

- Statutory examination and test of fume cabinets, pressure systems and other curriculum related equipment will be undertaken by the department to whom that equipment belongs;
- A full register of all relevant items and associated testing records is available in the Estates Department.

### 3.4.5. Portable Electrical Appliances

- Inspection and testing of portable electrical appliances is carried out annually by trained, in-house staff or by third parties;
- A register of qualified testers and guidance on portable appliance testing is documented in **Highgate – Portable Appliance Testing Policy and Guidance**;
- 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.

## 3.5. Premises Management

### 3.5.1. Asbestos

- The Estates Director is responsible for ensuring that the risk from Asbestos is controlled;
- 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 and risk assessment is held at the Estates Office;
- The Register must be updated immediately if any changes are identified.

### 3.5.2. Building Maintenance

- The Estates Director is responsible for ensuring that buildings and premises are maintained in a safe condition.
- General building maintenance is carried out by the in-house Maintenance Team;
- Where required, external specialists/consultants will be used.

### 3.5.3. 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 relevant information to enable them to carry out their work safely;
- Any department arranging for a contractor to carry out work at the school is responsible for monitoring that the work is carried out safely and without risk to members of the School.

### 3.5.4. Legionella and water systems

- Estates Department maintains the water risk assessment and ensures that water systems are maintained in a safe condition including but not limited to the control of 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’.

## 3.5.5. Lettings

- The School permits external lettings;
- Lettings are managed by the Head of Commercial and follow the in-house **Lettings Policy and Hire Agreement**;
- The Head of Commercial may prevent any commercial let from taking place if they are not satisfied that adequate safety arrangements are in place.

## 3.5.6. Security and Visitors

- All staff are provided with and are expected to wear a Highgate staff identification badge;
  - Green lanyards permit unescorted access – and show that the person has undergone Highgate DBS checks
  - Pink lanyards permit escorted access, those wearing pink lanyards must be escorted throughout their time at school.
- During term time, access to all buildings is either operated under Reception/School Office supervision or via keypad/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 unless they have been issued with a green lanyard;
- 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 visitors' book and wear a Visitor badge. All contractors are directed to the Estates Department, where their identity is checked; they are briefed and given appropriate instruction.

## 3.5.7. Supervision of Pupils

- Arrangements for supervision of pupils are detailed in the Staff Handbooks for each part of the School.

## 3.5.8. 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.

## 3.6. Risk Management

### 3.6.1. COVID-19 – and other transmissible diseases - arrangements

- In order to protect the health of our Staff, Pupils and Visitors to the School, whilst at the same time delivering as far as possible the highest standards of education our arrangements prioritise ensuring that:
  - People who are unwell do not attend school
  - Good respiratory hygiene ('catch it, bin it, kill it')
  - Frequent hand cleansing
  - Management of anyone who tests positive
  - Engagement with public health authorities

A thorough risk assessment was undertaken in the early stages of the pandemic. We continue to monitor the situation and keep the protective measures under constant review.

Whilst COVID-19 arrangements are expected to be time limited they will form the basis of our continuing arrangements for the control of transmissible diseases more generally.

### 3.6.2. Curriculum Activities

- HoDs, are responsible for drawing up departmental Health and Safety arrangements;



- The individual responsible for any particular activity must ensure that risks from it have been assessed, controls implemented, and significant findings recorded and communicated;
- Specific reference will be made to Sector guidance such as: advice issued by DfE, CLEAPPS;
- Significant findings of Risk Assessments are communicated to staff.

### 3.6.3. Display Screen Equipment

- Display Screen Equipment practice and guidance is documented in **Highgate – Display Screen Equipment Policy and Guidance** and **Remote Working H&S Guidance**.

### 3.6.4. Fire

- Fire risk assessments are carried out by an external consultant and reviewed annually;
- Progress against action plans is monitored by the Compliance Department.

### 3.6.5. Generic Risk Assessments

- **Generic School Risk Assessments** are coordinated by the Head of Health and Safety and Senior Teacher (Health and Safety) in conjunction with the Senior 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:
  - Movement between sites
  - Office spaces
  - Intruder lockdown procedures
  - Entrance Points
  - Manual Handling
  - Lone Working
  - Slips, Trips and Falls.

### 3.6.6. Hazardous Substances

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

### 3.6.7. Manual Handling

- Manual Handling practice and guidance is documented in **Manual Handling Guidance**;
- Where a specific risk exists or where a member of staff has a specific need then an individual assessment must be carried out by the Line Manager.

### 3.6.8. Maternity

- A specific risk assessment will be carried out by Line Managers once they are aware that a member of their team is pregnant;
- 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 unborn child.

### 3.6.9. Training

- Information on how to carry out risk assessments is documented in **Risk Assessment Policy and Procedure**.

## 3.7. Other Significant Risk Areas

### 3.7.1. Educational Visits

- Any educational visit will be organised in accordance with Educational Visits Guidelines.
- In respect of risks from COVID-19, planning for each visit will include consideration of how to mitigate those risks. Arrangements for Educational Visits will comply with relevant legislation and guidance.

## 3.7.2. 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.

## 3.7.3. Management of medicines

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

## 3.7.4. Work-related violence

- Highgate will not tolerate any instances of work-related violence, including verbal abuse, to our staff or pupils. All at the school have the right to be treated with consideration, dignity and respect.
- Staff will treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Incidents will be recorded in line with the accident reporting policy and reviewed under the Disciplinary Policy.
- Violence by pupils against other pupils or staff is managed through the Behaviour Policy.

## 3.7.5. Minibuses

- The use of minibuses is documented in **Highgate – Minibus Policy and 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 HR and the School Transport Manager.

## 3.8. Relevant Health and Safety Information

Information on significant risk areas including:

- Fire;
- First Aid;
- Medical;
- Accident Reporting and Investigation;
- Risk Assessment;
- Display Screen Equipment;
- Personal Protective Equipment;
- Manual Handling;
- Minibus Driving;
- COVID-19.

is held on the [SharePoint Safety Site](#).

The Health and Safety Policy is reviewed at least annually and in response to legislative or organisational changes.

# HIGHGATE

Change Log			
Date:	Section:	Change	By whom
February 2019	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
September 2019	Various	Minor wording changes	RGP
September 2019		Departments to be responsible for selecting contractors with regard to safety and for monitoring their work	RGP/KW
January 2020	Responsibilities	Roles updated	KW
November 2020		Reformatting Revised to recognise COVID-19 Response Minor corrections to some role descriptions	RGP
		Revised reference to violence at work in section 3.7.4	RGP
July 2021		Revised chart to clarify that HSEC and HSC lie outside the management chain and that responsibilities extend to the management of third parties Removed Jonathan Constable from HSC Added Marina Kassoyan to HSC	RGP
	Section 3.5.6	Visitors do not have to be accompanied if wearing a green lanyard	RGP
September 2021	General Review	Minor revisions; checked references to COVID-19	RGP/KW
July 2022	General Review	Minor revisions; Responsibilities removed from appendix and incorporated into main text.	RGP
October 2022	General Review	Responsibilities and titles updated	RGP/KW