



CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY

Benton Park School

Health and Safety Policy

Reviewed April 2021

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Section 1.00: General Statement of Health and Safety Policy

The following statement sets out the health and safety objectives for Benton Park School with the aim of ensuring best practice in the management of health and safety.

BENTON PARK SCHOOL

- Will take all reasonable steps to provide safe and healthy conditions for students, staff, visitors and others who may be affected by its activities.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and students and visitors where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will consult with recognised Trade Union Representatives as appropriate to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Will set out details of the organisation and arrangements for the management of health and safety in the school, in separate documents as appropriate.

Benton Park School Health and Safety Policy

Section 2.00: Organisation and Responsibilities

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

The Governing Body of a Local Authority Maintained School has responsibility for ensuring that an appropriate Health and Safety Policy is approved for use and that arrangements are in place for the school to implement it.

2.01 Management Structure

2.02 The Governing Body

is responsible for strategic health and safety planning and for periodic review of health and safety performance.

2.03 The Headteacher

is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy.

2.04 Members of the School Leadership Team

are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers and by establishing a system of accountability against agreed health and safety performance indicators.

2.05 Directors of Faculty, Subject Leaders and Line Managers

Including those with teaching as well as non-teaching responsibilities are responsible for ensuring that the requirements of this policy and legal requirements specific to their area of activity are implemented, monitored and reviewed.

2.06 'Competent person'

The school's Health Safety and Facilities Manager, has responsibility as the competent person for advising the Headteacher and other Senior Managers in the discharge of their responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, all other relevant health and safety legislation, and for liaising with Leeds Children's Services and Leeds City Council's Health and Safety Officers as well as enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Civil Defence Fire Officers.

2.07 Leeds City Council Health, Safety and Wellbeing Officers

are responsible for providing advice and support to schools on all aspects of health and safety.

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Section 3.00: Implementation

3.01 Headteacher, Governing Body, Health, Safety and Facilities Manager and Senior Leadership Team, will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy.
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's Health and Safety Policy.
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all employees are familiar with, and comply with, the requirements of the school Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any school and departmental guidelines and instructions.
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.
- Reporting annually to the Governing Body on health and safety issues within the school.

3.02 The Safety Committee

The school will monitor the ongoing health and safety performance. A Safety Committee of key staff across school may be convened to contribute to health and safety policy and procedure development when needed. This may include:

The Head Teacher
Safety and Facilities Manager
Facilities Team Leader
Trade Union Safety Representative
Science Representative

Senior Leadership Team
Health & Safety Nominated Governor
Physical Education Representative
Creative Arts Representative
IT / Network Managers

3.03 Directors of Faculty, Subject Leaders and Team Leaders

Directors of Faculty, Subject Leaders and Team Leaders will ensure that:

- They retain responsibility for the application of the schools Health and Safety policy and should comply with instructions given by the Governors and the Headteacher.
- Any health and safety matters they cannot deal with directly are brought to the attention of the Headteacher and Senior Leadership Team.
- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented and reviewed annually.
- Employees and students are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Effective systems are implemented to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.
- The Health, Safety and Facilities Manager is notified, in advance, of changes or addition to plant, equipment or machinery.

3.04 Employees

All employees are responsible for:

- Complying with the school's Health and Safety Policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with their management in complying with relevant statutory provisions.
- Using all work equipment and substances in accordance with the instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to their supervisor or manager, any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

3.05 Students

All students will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.

- Observing standards of dress consistent with safety and hygiene and wearing suitable PPE where provided.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Key Stage Leader.

3.06 Consultation

There will be appropriate consultation with Trade Union representatives recognised by the school and the LA, regarding the establishment and implementation of the school's health, safety and welfare arrangements.

Where appropriate this may extend to include student representation.

Benton Park School Health and Safety Policy

Section 4.00: Audit and Review

The principal means used for reviewing the school's Health and Safety Policy will be:

- Audits of health and safety management in individual departments/ Faculties.
- Reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective.
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained.

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Section 5.00: Standards affecting the whole school

The general arrangements and standards required to implement the school's Health and Safety Policy are set out within the Health and Safety Handbook for Schools. The contents are outlined below.

- Safety Management System
- Accident reporting and Investigation
- Asbestos
- Building work contracts
- Consultation with employees
- Contractors
- Display Screen Equipment
- Educational Visits
- Electrical appliances
- Emergency evacuations & emergency planning
- First-aid
- Fire safety
- Gas, electric and water services
- Glazing
- Health and Safety in Design and Technology workshops, textiles and food technology.
- Health and Safety in Science.
- Jewellery and other personal effects
- Liquefied Petroleum Gas and other temporary heating
- Lifting equipment
- Lone & isolated working
- Manual Handling
- Medication
- Mobile Phones
- Monitoring processes
- New and expectant mothers
- Noise
- Occupational health
- Permits to work
- Personal protective equipment
- Play areas
- Purchasing equipment
- Students carrying out work activities in school
- Risk Assessment
- Safe use of ladders, step ladders and trestles
- Safe practice in Physical Education
- Security and personal safety
- School premises safety
- Stage Equipment
- Stress at work

- Substances
- Training records
- Work at height
- Work equipment
- Work experience and Young Persons' safety
- Work related violence
- Workplace Health, Safety and Welfare

5.01 Arrangements

5.02 Safety Management System: Guidance document PG101

The school will carry out audits and risk assessments for undertaking key health and safety tasks and to help reduce risk.

5.03 Accident reporting Investigation and Near Miss Accident

See Guidance documents PG103/104 and Benton Park School First Aid Policy

Accidents are recorded on the SIMS system, for staff and students by the First Aider attending the scene. Refusal to see a First Aider will also be recorded on the SIMS system. Accidents involving visitors and contractors are recorded in hard copy on a CF50 via Visitor Reception by the First Aider providing treatment.

For all injuries, and dangerous occurrences on school premises or as a result of school activities a CF50 form will be completed and a copy sent to the LA. In the event of an assault, a CF50a form will be completed and a copy sent to the LA. The CF50/CF50a forms are reviewed regularly and used to assist with:

- 1) investigations into serious incidents or near misses
- 2) identifying trends and patterns of incidents
- 3) informing and improving health and safety within school
- 4) and to create a comprehensive record of injuries, accidents and/or incidents within school.

If you are involved or witness a near miss accident, it should be reported to the Health, Safety and Facilities Manager. This will then enable the school to carry out an investigation to try to avoid an accident in the future.

5.04 Asbestos:

See Guidance document PG301

Benton Park School, like most buildings of its age, was built using asbestos for some parts of the building fabric. Benton Park School had an asbestos survey completed in 2008 to identify asbestos and/or suspected asbestos within the site. Benton Park School also has regular Asbestos Management surveys to identify and monitor asbestos in any parts of the building. This cycle of asbestos management, along with the day to day monitoring by the Facilities Team, informs both planned and remedial work in relation to asbestos removal. Removal and ongoing management, carried out in partnership with the LA Asbestos unit, ensures any risk is well managed. Facilities staff are trained in asbestos awareness to enable them to keep both themselves and others safe.

Any part of the building fabric containing asbestos must not be worked upon until the asbestos within it has been made safe, either by removal or enclosure. All staff are

informed that they should not undertake any work on the fabric of the building without consultation with the Safety and Facilities Manager. Contractors will be asked to read the Asbestos Management Report before commencing work on the building. In the event of significant works taking place on parts of the building that contain, or are suspected to contain, asbestos a separate refurbishment survey will be completed to ascertain necessary steps for removal, containment or making safe.

5.05 Building work contracts:

See Guidance documents PG302 and PG106

The local Authority owns the buildings and lands. Any significant building works will be, undertaken with consultation with the local authority and the school. A contract of the work will be undertaken and agreed, along with funding.

Any building contractor working on school site will provide a risk assessment and a safe method statement and evidence of appropriate insurance before commencing work.

Contractors will be appropriately supervised while on site during the school day or building works will be sectioned off to prevent access vis staff and students.

Where work is undertaken by a third party on behalf of the LA the designated site manager will ensure the work and actions of all contractors are compliant with both current legislation and good practice.

Concerns arising regarding specific contractors will be reported to the LA.

5.06 Consultation with employees:

See Guidance document PG105

Employers have a legal duty to consult with staff in respect to health and safety issues. Benton Park School will consult as appropriate with recognised Trade Unions and other members of the school's safety committee.

5.07 Contractors

Any contractors working on site on behalf of school will have been selected for the works either through a tender process or through competitive quotes. All contractors will provide a risk assessment method statement and insurance. All contractors will be supervised if during a normal school day and where possible any significant work will take place outside of school hours to ensure that building contractors do not place students or staff at risk from their activities. The Facilities Team will oversee and monitor any contractor work undertaken under the direction of the Health, Safety and Facilities Manager.

5.08 Display Screen Equipment:

See Guidance document PG201

Where staff are to use a computer workstation a DSE assessment should be carried out to ensure that the person is not placed at risk from using the equipment. This is completed in school by individuals completing a DSE assessment template and referring any issues or concerns to the Health, Safety and Facilities Manager. Where concerns are identified a meeting will take place with the Health, Safety and Facilities Manager and/or HR Officer to carry out a follow up assessment identifying any control measures required to manage or eliminate any risk.

School staff classed as a 'designated computer user' who regularly use a computer for at least one hour a day each working day are entitled to an eye or eyesight test that will be paid for by Benton Park School.

5.09 Educational Visits:

See Guidance document PG501 and Benton Park School Educational Visits Policy

Visit Leaders must gain both Initial Approval and Formal Approval

Initial Approval - this represents agreement that the Visit Leader may start the detailed planning and enter it on the Evolve system - planning may require time and budget, both of which must be agreed with the Headteacher.

The school uses the EVOLVE system to manage Educational Visits and ensure appropriate internal and external approval for Educational Visits. Visit Leaders must ensure that appropriate risk assessments are carried out for all aspects of planned visits and that visits are managed in-line with the school's Educational Visits Policy and the LA Handbook for Educational Visits. All staff leading educational visits must have undertaken Evolve Training and have appropriate educational visits experience. The Educational Visit's Co-ordinator provides information and advice to assist with the safe planning, execution and monitoring of Educational Visits. All Educational Visits must be approved by the Educational Visits Co-ordinator and the Headteacher before the visit is allowed to depart.

Visit Leader Training – this course is compulsory for all those who lead learning outside the classroom (LOtC) activities and is a requirement of Benton Park School. Currently there is no revalidation requirement. However, to meet the National guidance for the management of outdoor learning, off site visits and learning outside the classroom (OEAPNG) requirements regarding leader competence, leaders must be current in their knowledge of good practice, so update/refresher training is recommended. The LA can provide or facilitate such update as required. Regular monitoring of visits may also flag a need for further training.

5.10 Electrical appliances:

See Guidance document PG401.

The following arrangements for electrical safety apply to all electrical equipment in use at Benton Park including personal items.

Only equipment that is properly installed and maintained should be used in school. The indication that equipment has been properly maintained would be the presence of a safety label/checked label attached to each item bearing a date of when it should be maintained again.

Benton Park School carries out PAT testing on a one yearly cycle. Items that fail PAT testing will be clearly labelled and disposed of in-line with the school's asset management procedures. Staff are informed not to bring in electrical items from home that have not been PAT tested.

Staff should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops or worn cables. Any item that becomes faulty should be taken out of service and reported to the Health, Safety and Facilities Manager.

Equipment and furniture should be sited so as to avoid the need for leads to trail across floors. Where this cannot be avoided proprietary rubber strips should be used or temporary tape applied to reduce the risk of tripping.

Socket adapters should not be used. Only those with their own fused plug and cable (4-way gang sockets) are permitted.

5.11 Emergency Evacuation and Planning: Guidance documents PG502/503 Other supporting documents available - Benton Park School Fire Management Plan

The school has developed a Fire Management Plan. Staff should read this document and make themselves familiar with the procedures.

Training will be given at induction in how to evacuate the building in the event of an emergency, what the fire alarm sounds like, where the emergency escape routes are and the assembly points. Invacuation training will also be given.

Students will be inducted on the first day of the new school term or on their first day if joining throughout the term on how to evacuate the building and the assembly points.

Visitors and Contractors will be inducted at reception on what to do in the event of an evacuation.

The school will carry out fire practices on a termly basis and after any major refurbishments or structural changes.

The school buildings and grounds are checked daily for any obstructions to fire exits by the Facilities Team.

Staff and visitors are required to sign in and out of the building each day.

5.12 First-aid: Guidance document PG504

First aid kits will be established in the school in accordance with the Health and Safety Regulations 1981, so as to be reasonably accessible to all employees and students. They will be suitably stocked at all times.

Suitably and sufficient numbers of qualified first aiders will be maintained in line with the Health and Safety regulations for the size of school. A first aid rota will be established to ensure sufficient cover at all times. Staff who administrate first aid will be responsible for inputting the information on SIMS and where necessary completing a CF50 and passing the form to the Health, Safety and Facilities Manager. Only qualified persons will carry out first aid treatment.

5.13 Fire Safety: Guidance document PG107

A fire risk assessment will be undertaken annually by the Health, Safety and Facilities Manager.

Staff and visitors are required to sign in and out of the building each day.

The school site is a 'No Smoking' site and the school has a No Smoking Policy.

The fire alarm system will be tested weekly and recorded by the Facilities Team. The fire alarm system will be serviced and maintenance quarterly testing carried out on 25% of the system each time. Fire doors, where possible due to the age of the building, are well maintained and fitted with door closures.

Emergency lighting will be tested monthly by the Facilities Team and serviced annually by a competent electrical company. Emergency equipment such as fire extinguishers and fire blankets will be inspected once a month and serviced annually.

The Facilities Team regularly walk the building and check that fire escapes are clear and free from objects. Staff are able to report issues via the 'facilities shared' email. Notice boards on corridors will be fire-safe to European class B standard or the national equivalent. General waste bins are emptied every evening and recycling material is emptied weekly or more frequent depending on usage.

5.14 Gas Electric and Water services: Guidance document PG303

The school will use reputable companies for gas and electrical inspections and certification. Gas appliances will be inspected annually and tested to gas safe regulations.

Electrical fixed wiring test will be undertaken every 5 years or 25% of the system will be undertaken annually.

The school aims to prevent the build-up of Legionella organisms in its water systems. A Legionella's risk assessment is carried out by a competent company every two years and a plan of remedial works carried out. A competent company will do monthly temperature checks and three monthly cleaning of the shower heads. Water samples will be taken for testing to ensure that we meet regulatory requirements and water systems do not give rise to risk. Weekly flushing of little used areas are carried out by the Facilities team.

5.15 Glazing: Guidance document PG304

The school has significant single glass pain windows due to the age of the building. The windows above ground level have opening restrictors on. Any glass that is likely to cause injury if it is broken will be replaced or made safe immediately.

5.16 Health and Safety in Design and Technology: Guidance document PG601

The school will consult with Cleapss and the LA for guidance on health and safety in Design and Technology classrooms. Risk assessments will be reviewed annually or where there has been an incident.

Machinery and equipment is serviced and maintained annually by a competent company. Daily checks are carried out on the machines and recorded by the Technician working in that department.

Staff are trained in the use of the equipment. Students are supervised at all times in the classrooms. Training, instruction and supervision will be given on how to use the appropriate machinery. Health and Safety briefings will be incorporated in to lesson plans.

PPE is worn and long hair is tidied back.

Classroom numbers are limited and machinery is where possible placed next to each other in a way so that a popular piece of machinery will be placed next to a machine that is not used as often. Machines will have hazard tape around them so other students know not to be in that space unless using that piece of equipment. Machines will have an emergency switch/cut off.

5.17 Health and Safety in Science: Guidance document PG602

The school will consult with Cleapss and the LA for guidance on Health and Safety in Science classrooms. Risk assessments will be reviewed annually or where there has been an incident.

COSHH safety data sheets will be held for all Chemicals. All Chemicals will be locked away in a suitable store. The school will ensure that there is appropriate locked storage for hazardous chemicals. Minimum stock levels will be stored and hazardous waste disposed of by a competent company under the Hazardous Waste Regulations.

Radioactive material is identified and stored correctly.

Staff will receive the necessary CPD updates/training. Students will be given training and instruction on Health and Safety in science labs and be supervised at all times. Health and Safety briefings will be incorporated in to lesson plans. Appropriate PPE will be provided and worn by staff and students.

Equipment such as fume cupboards and gas taps will be serviced annually.

There is a gas & electric safety shut off valve in all science rooms that have gas.

5.18 Jewellery and other Personal Effects: Guidance document PG513

Students are not allowed to wear jewellery other than one small plain gold or silver stud earring to be worn in the ear lobe. No other piercings are allowed.

5.19 Liquefied Petroleum Gas and other temporary heating: Guidance PG305

Where possible it is best to avoid the use of temporary heaters. When this is not possible and temporary heating is used, consideration will have given as to the type of heating needed and its location, how the correct temperature levels will be achieved and maintained and the amount of heaters in the one space due to risk of overloading electrical circuits.

Temporary heaters should only be used for their intended purpose only. They should be installed and operated according to manufactures instructions. Heaters should be used to warm up a room and then turned off when room is occupied or has reached required temperature. Heaters will not be left unsupervised or in corridors. Heaters will be positioned away from anything combustible e.g. materials such as paper or furniture.

5.20 Lifting Equipment Guidance document PG405

The school has two passenger lifts and a stair lift.

The passenger lifts are examined and tested every 6 months by a competent company. The stair lift is serviced annually by a competent company. If the lift car fails it is placed out of order and the lift company contacted. If the lift fails with passengers in it, The Facilities Team will turn the lift off in the panel next to the lift doors on T floor and then turn it back on. This should reset the lift and enable it to be moved. If it does not, no attempt should be made to free anyone stuck in a lift between floors without the lift being isolated. The emergency services can be contacted for advice or if a passenger becomes distressed.

5.21 Lone & Isolated Working: Guidance document PG203

A lone working risk assessment is carried out where staff are carrying out 'lone working'.

Staff lone working do not present with any medical conditions that would impact on the safety of them working alone.

The school has tried to limit the amount of time spent lone working by introducing a finish time for the Facilities Team in conjunction with the Cleaning Team throughout the week. Weekend lettings may operate on weekends and this may involve short periods of Lone Working.

Facilities Team members carry a radio with them at all times and are able to carry their mobile phones with them at all times for emergency use. Emergency contact details have been issued to staffs' family members in the event of any lone working staff not arriving home after a suitable finishing time.

5.22 Manual Handling: Guidance document PG202

Staff and Students are not to lift, drag push or carry heavy/awkward loads unless training has been given and an assessment of any manual handling carried out.

The Facilities Team, Catering Team and Technicians will receive manual handling training to enable them to carry out their roles.

Equipment such as shelf trolleys, pallet trucks, sack wheels, barrows, desk trollies and chair trolleys are available and should be used to reduce the risk from frequent and heavy lifting.

5.23 Medication: Guidance document PG505

Some students attending school will have long-term medical needs and may require care or medication on a long-term basis e.g. because of allergies and risk of anaphylaxis, epilepsy, diabetes, asthma, haemophilia or other complex medical conditions. The school will be made aware of such students through admission and transition procedures or by a parent/carer when a student on roll develops a particular medical condition or has suffered an accident or injury. These students will have a Health Care Plan or an Individual Pupil Risk Assessment (IPRA) drawn up with the involvement of parent/carers, any medical professionals, the students and the school.

Medication such as Epi-pens, diabetic remedies or inhalers, can be kept on the student's person and a spare held at student reception for emergencies, these will be kept with a copy of the student's Health Care Plan and will not be locked away during the day for ease of use.

Students who need to use inhalers and have received instructions in their use and are considered by their parents to be responsible enough to carry them should retain possession of a current inhaler. A spare inhaler can be held in school and where parents/carers have given written permission students can use emergency inhalers held by school. The school holds an Emergency inhaler for students to use with written parental consent.

Some prescription medicines are controlled under the Misuse of Drugs Legislation e.g. Ritalin. Any controlled medications must be locked away in the secure cabinet in the Medical Room. Staff will be trained on how to administer any controlled drug.

Wherever possible arrangements should be made to prevent the need for medication to be given to any students at school and parents informed to ask GP to provide a dosage that can be taken three times a day, a dose before school, one after school and one before bedtime. Students who do need to take a short dose of medication must return a completed request to take medication in school form signed by a parent/carer.

The School will also allow students whose parents/carers have decided the student can be responsible for administering, carrying and managing their own over the counter medication to do this providing written consent is given and it is for short-term pain such as dental work or sporting injury. Students are permitted to bring in a daily dose, providing there is written parental consent and that daily dose is not given to anyone else.

The renewal of any medication which is kept in school and has passed its expiry date is the responsibility of the parent/carer. Expired medicines should be collected by the parent/carer within seven days of the expiry date, otherwise they will be taken to the pharmacist for disposal.

Teachers are not contractually obliged to give medication to or supervise a students taking it. It is, therefore, a voluntary activity. However, support staff may, as part of their contract, have specific duties to provide medical assistance to students.

5.24 Mobile Phones Guidance document PG506

Students are permitted to bring mobile phones and electronic devices to school. Mobile phones are the responsibility of the student and the school holds no liability for loss, theft or damage to mobile phones.

Mobile phones and electronic devices must be turned off during lessons and placed in bags. Mobile phones and electronic devices can only be used before school at break, at lunch times and after school on school grounds and not in the school buildings unless permission is granted by a staff member.

Staff personal mobile phones and electronic devices may be carried at school at the owner's risk. They should be switched off in class and during school meetings.

Concerns have been raised regarding the installation of mobile phone base stations and the possible ill-health effects caused by the use of mobile phones. Current guidance points to there not being any significant effects yet known to exist, although a precautionary approach is advised. The school would look to gain guidance from the LA and consult with the Governors, staff, parents and students before considering a mobile mast in its grounds.

5.25 Monitoring Processes: Guidance document PG108

The school will undertake various monitoring processes such as:

- Investigation and analysis of accidents.
- Monitoring of sickness absence.
- Continuous professional development and training requirements.
- Review and monitoring of policies and procedures.
- Statutory monitoring and testing of fixed and mobile equipment and structures.

In addition the Facilities Team carry out a number of pre-planned maintenance tasks/checks.

5.26 New and Expectant Mothers: Guidance document PG208

Pregnancy is not an illness. It is part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management.

Although not mandatory it is important that staff inform the Headteacher that they are pregnant or have given birth in the last six months or are breast feeding. Notification should be given in writing as early as possible.

A risk assessment will be undertaken and any advice provided by the GP or midwife taken into account. If after completing the risk assessment, it is apparent that the risks cannot be reduced or controlled then the school will take the following steps.

- Temporally adjust their working conditions and/or hours of work
or if that is not possible
- Offer her suitable alternative work at the same rate of pay if available
or if that is not possible
- Suspend them from work on paid leave for as long as necessary to protect their health and safety and that of their unborn child.

Female employees will be notified by email of any infectious disease in school that could harm an unborn child such as Chickenpox, German Measles (rubella) Slapped Cheek and Measles, so that they can seek advice from their GP.

5.27 Noise: Guidance document PG510

Equipment in the Creative Arts Faculty will be maintained and serviced to ensure the machinery remains within appropriate noise levels.

Other precautions include providing hearing protection where needed. Both students and staff should wear the appropriate hearing protection if provided. Staff should not use noisy powered tools or machinery for more than half an hour each day.

The school will provide information, training and health surveillance when required. In some instances, the school may need to use a competent company to carry out a noise assessment.

5.28 Occupational Health: Guidance document PG109

The school will commit resources to prevent people being made ill by work, or being absent from the workplace for health reasons, and will place an emphasis on rehabilitation and getting people back to work, which will benefit both the school and staff.

The school will:

- Create a workplace where health, safety and well-being is protected and promoted.
- Give training and support to line managers to help with relationships within their teams.
- Ensure staff have access to competent occupational health advice and support.
- Provide regular, supportive contact with those who are absent due to sickness.
- Help sign post staff on how to access preventative care and treatment for common health problems.
- Enable people to remain in work while health problems are investigated and treated.
- Support and engage healthcare professionals on return-to-work issues.
- The school has offers staff support through APL Health who offer Occupational Health guidance and advice, counselling, stress management and Physiotherapy.

5.29 Permits to Work: Guidance document PG112

Any high risk activities in school may, on occasion, require very strict controls. Controls can be applied using a permit to work system.

Permits to work will be the responsibility of the Health, Safety and Facilities Manager in conjunction with the procured contractor and follow current LA advice. A permit will identify the safe conditions and requirements that must be present before any work can be started and must be signed by a senior manager.

The Health, Safety and Facilities Manager will use competent companies when arranging work to be carried out in school. A contractor's questionnaire will be sent to the company. Checks will be carried out to ensure that, where needed, they are members of trade association or professional body. Public Liability Insurance certificates, risk assessments and method statements will also be required.

5.30 Personal Protective Equipment: Guidance document PG111

Where a risk assessment identifies that PPE will be needed the school will provide this.

Even where engineering controls and safe systems of work have been applied, some hazards might remain.

These include injuries to:

- The lungs, from breathing in contaminated air – Dust mask can be worn.
- The head and feet, from falling materials – Safety boots and hard head hats to be worn.
- The eyes, from flying particles or splashes of corrosive liquids – Goggles used to protect eyes.
- The skin, from contact with corrosive materials – Gloves to be worn
- The body, from extremes of heat or cold – Outdoor wear coats/jackets etc.

PPE is needed in these cases to reduce the risk. Staff and students should wear the PPE appropriately and not damage it. If any item becomes defected through wear or damage staff should report it and obtain a replacement before continuing work. PPE will be renewed as and when required or if it becomes defective.

5.31 Play Areas: Guidance document PG514

Equipment installed in any of the playgrounds will be serviced and maintained annually. Instructions and supervision will be given to students using the equipment.

5.32 Purchase of equipment: Guidance document PG406

Budget holders will be responsible for ensuring that consideration is given to what equipment is needed, why it is needed and where it is needed for before purchasing it. Consideration should be given to storage of the equipment and any manual handling requirements. Staff should consider if equipment be loaned from another department or existing equipment repaired, refurbished or upgraded rather than new equipment purchased.

Any equipment purchased will be from reputable suppliers and should conform to any relevant national or British standards and, where applicable, meet minimum health and safety requirements. Financial regulations should be followed and official orders raised and signed for by the budget holder.

5.33 Students carrying out work activities in school: Guidance document PG507

A young person's risk assessment will be carried out to ensure that whenever any students are requested to undertake any work activity on behalf of the school suitable and sufficient precautions are taken to prevent them being placed at significant risk of injury.

5.34 Risk Assessment: Guidance document PG102

Risk assessments provide a safe system of work and specific legislation outlines assessments that need to be undertaken for particular types of activity. Any work related activity that may place any person that may be affected by it at risk of injury or ill health should be assessed.

Directors of Faculties will assess the activities that they carry out and provide appropriate risk assessments. Risk assessments record the hazards identified with appropriate control measures and identify who will control these measures. Risk assessments will be reviewed annually or where there is a significant change to the activity or people likely to be affected by it, or after an accident/incident. Risk assessments should be shared among all staff working in that department and a record signed to say that they understand it.

5.35 Safe use of Ladders: Guidance document PG207

Only staff who have had training and instruction on working at heights will be allowed to use **ladders or access equipment**. Standing on tables and chairs, benches and such like is strictly forbidden. Footstools and stepladders are available if required. Training can be provided upon request by the Health, Safety and Facilities Manager.

A list of the step ladders and ladders used in school is held and the ladders checked on a three monthly basis by the Facilities Team. Ladders or step ladders found to be broken or damaged will be taken out of use and new ones ordered. These need to be fit for commercial use not domestic use.

5.36 Safe Practice in Physical Education: Guidance document PG603

The Sport and PE Faculty follow recommendations by the British Association of Advisors and Lectures in Physical Education (BAALPE).

Risk assessments will be carried out, recorded and reviewed by the Director of Faculty. Students will receive information training and supervision in all activities and a health and safety briefing given when using equipment. PE staff will be first aid trained and have Midas training if required to drive the mini bus.

5.37 Security and Personal Safety: Guidance document PG204

The safety and wellbeing of staff and students within schools is of paramount importance to the Governors and the Management of the school.

All staff are required to sign in and out every day, this can be done on the iPads at reception or using the mobile phone SignIn app.

The school has developed a security survey with the help of the LA Health and Safety advisor. The current school site does not lend itself to being fully locked down, however steps have been taken to make the site reasonably secure by the implementation of extensive fencing, automatic gates and video/intercom systems for access and egress during the school day. Further fencing and security measures are planned over time to improve the security of the existing site. The school has clearly defined boundaries and appropriate signage on access points and fencing.

The school has mag locks on all the external doors which are normally locked throughout the school day and opened at the start of the school day, lesson change over times and break and lunch and again at the end of the school day. **Due to the risk of Covid transmission during the current pandemic, external doors are set open to minimise frequent touchpoints causing transmission of infection and to aid ventilation in line with the Covid Risk assessment.** Staff supervise these doors at lesson change over, break, lunch and at the end of the school day. The school has CCTV that records footage and security lighting. The school has a Tanoy system in N block for emergency messages.

All visitors are signed posted to reception. Any person suspected of being an intruder is to be challenged and prevented from going further in to the school and where possible taken back to reception. If they refuse to be taken to reception, help is to be summoned as soon as possible from SLT and/or Facilities staff. All incidents of crime and all losses will be recorded and reported to the Police and the Local Authority.

Staff and Sixth Form students are required to wear identity badges at all times. Staff must sign in and out of the building.

The school is locked down at the end of the night as soon as is reasonably practical and all windows and doors secured. The school has a security alarm, which is monitored by LCC Security. High value, easily portable items such as sports equipment, televisions,

computers and video equipment are a popular target and should be secured when not in use. The school has cash handling procedures which must be adhered to.

5.38 School Premises safety: Guidance document PG110 & 306

The school site is checked on a daily basis as part of the opening and closing procedure. Periodic checks are all so carried out throughout the day whilst the Facilities Team are conducting their duties. The Facilities Team carry out a number of pre-planned maintenance tasks and any items that are broken and/or pose a health and safety issue or concerns are dealt with as soon as possible.

Staff are responsible for checking their classrooms and offices and reporting any defects to the Facilities Team.

Any student found to be deliberately causing damage will be dealt with under the school's behaviour policy.

5.39 Stage Equipment: Guidance document PG403

The stage is to be kept cleared of equipment when not in use. Only when there is an event or production should items left on the stage. After an event all equipment should be removed as quickly as reasonably possible. The stage has two double doors at the back of the stage that are to be remained locked when not in use, these can be used to get large pieces of equipment on and off the stage safely.

The stage projector must only be operated by trained staff; the IT Services Team will help to facilitate stage events. Lighting and sound equipment will be checked annually. Only trained staff and students must use the equipment.

Students must be supervised by staff whilst on the stage and/or the balcony.

5.40 Stress at Work: Policy and Guidance document PG205

The school advises any member of staff who feels under an unacceptable amount of pressure to raise the issue and any concerns with their Line Manager so that if possible some early action may be taken. Staff training is available in recognition and control of stress at work.

Staff can also approach the HR Officer if they would like to discuss any work place issues or if they would like access to counselling services. The school will carry out stress risk assessments for staff as appropriate.

All staff currently have access to APL Health who can offer Occupational Health guidance and advice, counselling, stress management and physiotherapy. Staff can also access virtual GP appointments through APL by using their individual portal.

5.41 Substances: Guidance document PG508

Relevant staff will receive training on Control of Substances Hazardous to Health (COSHH)

A COSHH register will be held by all departments that use any hazardous substances. A safety data sheet will be held for all chemicals, solvents and cleaning chemicals. Chemicals

and cleaning chemicals will be locked away securely when not in use to prevent misuse. Staff must not bring in their own chemicals. Students will be supervised when using any chemicals.

Equipment such as Fume Cupboards and Dust Extraction Machines will be serviced and maintained accordingly so as not to cause the release of any harmful substances.

5.42 Training Records: Guidance document PG113

The school will maintain all records regarding staff training. Training will be identified either through their job description, through a professional development plan or Line Management meeting, performance management or through changes to legislation. Training will be recorded on SIMs or the Blue Sky system.

5.43 Work Experience for Students & Young Persons' Safety: Guidance document PG512 & PG507

Checks need to be made to ensure that the organisation to which a student is sent complies with health and safety requirements. Only once these checks have been carried out will the young person be allowed to attend the work experience place. A young person risk assessment is undertaken where appropriate.

5.44 Work at Heights: Guidance document PG209

Staff must only work at height if using suitable and sufficient access equipment and after having had the required training.

5.45 Work Equipment: Guidance document PG402 & 404 & 406

Equipment will be maintained in a safe condition and taken out of use if it becomes defective. People using equipment will be provided with training that is commensurate with the equipment being used. Risk assessments will be undertaken as appropriate when tasks/activities involve using work equipment.

Students will be supervised when using equipment.

5.46 Work Related Violence: Guidance document PG206

The school has a zero violence policy and all incidents of violence will be taken seriously and investigated.

An incident will be violent if the victim perceives it to have been, and this can range from verbal insults and verbal abuse to threats with a weapon and/or physical assault. All incident must be reported immediately to SLT and a CF50a completed by any staff involved in the incident.

Students who are perceived to be involved in any violent incident will be dealt with under the school's behaviour policy.

Staff who are perceived to be involved in any violent incident will be dealt with under disciplinary procedures.

5.47 Workplace Health, Safety & Welfare: Guidance document PG306 & 509

Regulations outline the minimum standards that all workplaces should comply with to ensure the health, safety and welfare of staff. Schools are subject to additional Schools Premises Regulations that go further than the Regulations that affect other workplaces for certain issues, such as indoor temperature. Some parts of the Health, Safety and Welfare Regulations are also not applicable to school classrooms, such as the requirements for minimum working space.

The school will endeavour to ensure suitable and sufficient lighting, waste removal and adequate ventilation; safety issues such as prevention of falls from height, management of traffic in and around the premises, provision of adequate flooring: safety of doors and gates; welfare issues such as the provision of a rest area for pregnant women and nursing mothers, suitable facilities for changing clothing if required, provision of suitable drinking water and provision of suitable toilet facilities.

We will ensure the school is well maintained taking in to account building and budget constraints.

5.48 Pandemics

If a Pandemic is declared, the Benton Park School will work with the Local Authority, Department of Education and Public Health England to ensure appropriate measures are in place to maintain the safety of staff, students and visitors to school.

We will aim to:

- Protect staff, students and visitors from risk of infection
- Provide staff, students and visitors with a clean and hygienic workplace and office and appropriate PPE.
- Provide staff, students and visitors with a building where they feel comfortable and not at risk of infection.
- Provide staff, students and visitors with advice about measures they should take to minimise risk.

The school will:

- Carry out a general risk assessment detailing any control measures in place and review this if guidance changes.
- Carry out individual risk assessments as appropriate or update existing risk assessments where individuals are at significantly increased risk.
- Develop appropriate and effective cleaning and hygiene procedures taking into account guidance on how the any infection is transmitted.
- Support students and staff to work or learn safely from home if this is required as a response to school closures.
- Work with PHE guidance to regarding our role in prevention or management of infection, including tracing contacts, testing and notifications.