



# Health & Safety Policy

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## Part 1: Health and Safety Policy Statement of Intent

Park High School Governors and Headteacher are committed to ensuring the highest standards of health and safety are maintained, and the welfare of students, staff, contractors, visitors, and others whilst they are studying or working at Park High School or during any associated activities.

Park High School's Governors and Headteacher will ensure that all the requirements of the Health and Safety at Work, etc Act 1974 and other relevant health and safety legislation are met. The Governors and Headteacher have delegated certain responsibilities for health and safety as identified in part 2 of this policy. The Governors and Headteacher recognise that ultimately, they retain responsibility for health and safety.

Significant hazards to students, staff and others affected by the work of Park High School will be identified through risk assessment and these risks will be adequately and proportionately controlled.

All staff will be consulted with on health and safety matters, but cooperation on the part of all staff is vital to the successful implementation of this health and safety policy. The employer will ensure that all staff are competent to do their tasks by providing appropriate adequate training, information, instruction, and supervision.

The Governors and Headteacher will ensure that adequate resources are allocated for the management of health and safety.

Health and safety performance will be monitored by Governors on Finance and Premises Committee. Regular audits and inspections of Park High School will be carried out. This policy will be regularly reviewed and updated if required. This review will take place at least every year.

Chair of Governors		Headteacher	
<b>Name</b>	Mrs Sangita Patel	<b>Name</b>	Mrs Colette O'Dwyer
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>	

## **Part 2: Roles and responsibilities for health and safety**

### **2.1 Governors**

The overall responsibility for health and safety lies with Park High School's Governing Body. The governing body will:

- Comply with the requirements of the Health and Safety at Work, etc Act 1974.
- Ensure that there is an effective and enforceable health and safety policy for Park High School.
- Review the effectiveness of the health and safety policy and associated arrangements at least annually.
- Ensure that all significant health and safety risks have been identified and suitable control measures have been put in place.
- Regularly review the effectiveness of these control measures.
- Ensure that adequate resources are assigned to managing health and safety including maintenance of the premises.
- Ensure that there is a suitable qualified and experienced source of competent health and safety advice.
- Promote high standards of health and safety in Park High School.

### **2.2 Headteacher**

The Headteacher has day to day responsibility for health and safety in Park High School. The Headteacher will:

- Ensure that a safe working environment is maintained.
- Ensure that all delegated health and safety functions are carried out.
- Ensure that risk assessments are made and recorded for all Park High School's significant risk to the health and safety of employees or other persons.
- Ensure that staff and other relevant parties are consulted with and communicated with on health and safety arrangements.
- Ensure that there is a suitable qualified and experienced source of competent health and safety advice.
- Ensure that appropriate resources are allocated for the management of health and safety.
- Ensure that staff have the appropriate training and competency for their roles.
- Ensure appropriate procedures for authorisation of educational visits are followed.
- Ensure that there are suitable emergency procedures which are tested regularly.
- Promote a positive health and safety culture in Park High School.

### **2.3 Health and Safety Lead – Facilities & Operations manager**

The Facilities & Operations Manager will:

- Be responsible for the day-to-day management of health and safety matters in Park High School in accordance with the health and safety policy and ensuring that health and safety arrangements are carried out.
- Ensure that risk assessments are made and recorded for all Park High School's significant risks to the health and safety of employees or other persons.
- Ensure that annual health and safety inspections are carried out and that remedial action is taken following health and safety inspections.
- Provide health and safety induction training for all staff.

- Identify staff health and safety training needs and arrange for them to be provided.
- Ensure that the correct accident reporting procedures are followed and that accidents are investigated.
- Ensure that information received on health and safety matters is passed to the appropriate people.
- Co-operate with and provide necessary facilities for trades union safety representative.
  
- Oversee day to day premises health and safety including statutory inspections and checks
- Ensure that a system of servicing, inspecting, maintaining, checking and compliance arrangements are in place in Park High School.
- Manage external contractors on site and ensure contractors working in Park High School comply with school requirements, including checking of competency of contractors and any risk assessments or method statements prior to work starting.
- Ensure that contractors view and understand asbestos information prior to starting intrusive building works and that a record of this is kept.
- Ensure that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff
- Ensure that all premises staff have appropriate training to carry out their roles.
- Ensure that any equipment including personal protective equipment is properly maintained.
- Ensure that any materials or substances are stored, use, and disposed of appropriately.
- Resolve any defects or hazards that are brought to their notice or escalate, as necessary.

## **2.4 Heads of Department**

Heads of Department will:

- Ensure that day-to-day management of health and safety within their department is in accordance with this health and safety policy.
- Devise, implement and regularly review departmental policies, procedures, and risk assessments.
- Carry out regular health and safety monitoring inspections of the department.
- Ensure follow up and remedial action is taken following health and safety inspections.
- Arrange for appropriate subject specific health and safety training to be provided to all staff within the department.
- Ensure that students receive appropriate health and safety information and training on the activities they will be carrying out.
- Communicate and consult with staff in their department on health and safety matters.

## **2.5 Educational Visits Co-ordinator**

The Educational Visits Co-ordinator will:

- Ensure that there is a robust procedure for the planning, assessment, and approval of all educational visits.
- Maintain their own knowledge and competency in relation to educational visits.
- Ensures that visit leaders are competent.
- Investigate all incidents on educational visits and ensure that any learning is captured and disseminated to relevant persons in Park High School.

## **2.6 All Staff**

All staff employed at Park High School have responsibility for health and safety towards themselves and others. All staff will:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Co-operate with the Governing Body and their representatives on health and safety matters.
- Check classrooms, work areas and equipment are safe.
- Ensure that safe working procedures are followed and in accordance with any training they have received.
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report immediately to the Headteacher or their Line Manager any serious or immediate danger.
- Report to the Headteacher or their Line Manager any shortcomings in the arrangements for health and safety.

## **2.7 Students**

All students will:

Follow instructions and co-operate with teachers and school staff on health and safety matters.

- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own and each other's health and safety.
- Report all health and safety concerns to a member of staff.
- Not use any equipment without supervision.

## **2.8 Contractors**

- All contractors who work on Park High School's premises are required to ensure safe working practices by their own employees and to those that may be affected by their work.
- All contractors must provide evidence of relevant competency in relation to the work they are carrying out.
- All contractors must provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures.
- All contractors carrying out intrusive building works must view and understand asbestos information supplied to them before starting work and comply with any instructions provided to them in relation to this.
- All contractors must comply with Park High School's rules and participate in any emergency drill.

## **2.9 Hirers**

- Hirers will sign the hiring agreement and comply with the requirements of the hire agreement.
- Hirers will provide risk assessments on request.
- Hirers will not carry out any activities or bring any equipment into Park High School without permission beforehand.

- Any equipment or materials brought onto Park High School site must be compliant with all relevant health and safety requirements and maintained as such.
- All hirers must comply with Park High School’s rules and participate in any emergency drill.

### 2.10 Visitors

All visitors should comply with any health and safety instructions given to them by school staff or their representatives. Visitors should report any health and safety concerns to a member of school staff.

### 2.12 Key health and safety roles within Park High School

<b>Role</b>	<b>Name</b>
<b>Employer</b>	Park High School – Governing Body
<b>Health and Safety Governor</b>	Councillor Marilyn Ashton
<b>Headteacher</b>	Mrs Colette O’Dwyer
<b>Health and Safety Lead</b>	Ms Dawn French
<b>Facilities &amp; Operations Manager</b>	Ms Dawn French
<b>Educational Visits Coordinator</b>	Ms Penny Ward



## **Part 3: Arrangements for managing health and safety**

The arrangements section provides more information on how specific areas of health and safety will be managed. A summary of how key health and safety issues is included within this section.

### **3.1 Health and safety management arrangements**

#### **3.1.1 Risk assessment**

There is a separate Risk Assessment Policy and procedure which provides more detail on the arrangements for undertaking risk assessments in Park High School. Key staff who are required to complete risk assessments will be identified and supported to complete risk assessments for their areas of responsibility.

A register of all school risk assessments will be maintained by the Health and Safety Lead. Monitoring of risk assessments will be carried out by the Health and Safety Lead and reported to SLT and Governors on a regular basis.

The significant risks in Park High School have been categorised as either Premises and Grounds, Specialist and Technical, Staff Curriculum, or Educational Visits related.

#### **3.1.2 Training**

Health and safety training needs for all job roles will be identified and documented in a training matrix. This matrix will be kept under regular review.

All staff will receive a general health and safety induction on starting at Park High School delivered by the Health and Safety Lead. Where there is job specific induction training required, this will be the responsibility of the Line Manager or Head of Department to provide.

General refresher training will be provided annually to all staff at the start of the academic year. Regular role specific refresher training will be provided in line with statutory or best practice requirements.

Training records will be maintained and kept under regular review to ensure all training is provided at appropriate frequencies. Effectiveness of training will be carried out via monitoring of practice, incident cause and interviews with staff.

#### **3.1.3 Consultation and communication**

Health and safety information will be provided to staff in the staff handbook, via Park High School's shared drive, and this policy. In addition, regular updates on health and safety will be provided at staff meetings, briefings, and emails as required.

Park High School's health and safety committee will meet once a term to discuss all health and safety matters at Park High School. This will be the forum for consultation with staff including trade union representatives on health and safety. Membership will comprise of management side and staff side representatives reflecting the whole school. Committee meeting minutes will be made available to all staff.

### **3.1.4 Monitoring and review**

At least once a term a member of SLT will carry out a health and safety inspection of Park High School. At least annually the health and safety governor will carry out an inspection and review of health and safety. External audits of health and safety will be arranged and carried out on a regular basis.

Regular progress monitoring and compliance with any actions identified by inspections and audits will be carried out by the Health and Safety Lead. Significant findings from inspections and audits will be reported to governors who will monitor the progress of corrective actions.

Risk assessments and policies will be subject to regular review and monitoring.

### **3.1.5 Incident reporting and investigation**

All incidents for students will be recorded by the Facilities & Operations Manager. For minor incidents, the first aid logbook will be used, but for more serious incidents a formal accident report will be completed. Examples of more serious incidents include injuries requiring ambulance or hospital treatment, or where there has been a failure in equipment or school management. All staff incidents will be recorded formally as an accident report.

Where incidents meet the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) the Health and Safety Lead will ensure that the Health and Safety Executive is notified.

In general, RIDDOR only applies to people at work. Students and pupils are not at work and so are regarded as members of the public for RIDDOR. However, injuries to pupils and visitors who are involved in an accident at school or on an activity organised by Park High School are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

All incidents will be proportionately investigated, and findings documented. For minor incidents this may be the case that no further action is needed e.g.: for a curriculum sports injury, but for more serious incidents a formal investigation will be carried out and documented. The Health and Safety Lead will ensure that appropriate investigations are carried out and that any findings are acted upon.

A summary of incident reports will be presented to the Health and Safety Committee and Governors termly. Incident trends will be identified, and remedial action taken as required.

### **3.1.6 Emergencies**

Park High School has emergency arrangements in place for fire evacuations, bomb threats, and lockdowns. There are separate procedures in place for these emergencies. These procedures will be regularly tested. Fire evacuations will be carried out on a termly basis. Bomb threat and lockdown procedures will be tested as required and may be tested as a desk top exercise.

## **3.2 Specific arrangements**

### **3.2.1 Fire safety**

A fire risk assessment has been completed for all Park High School's buildings by external health and safety consultants Carsten and Robinson, and this is reviewed annually to ensure that standards are maintained, and any remedial actions have been addressed.

All fire protective and preventative devices e.g.: fire alarms, extinguishers, emergency lighting etc are regularly checked by premises staff and inspected and maintained by competent contractors.

Fire evacuation arrangements are in place for every building including for out of hours opening. Personal emergency evacuation plans (PEEPs) will be prepared for any person who requires assistance in the event of an evacuation. Generic PEEPs are in place for any visitors or other persons who may require support on a temporary basis. Fire evacuation drills will be carried out termly.

All staff will be provided with basic fire safety training and information on evacuation procedures as part of their induction. Refresher training will be provided annually to all staff. Staff with specific fire safety responsibilities e.g.: fire wardens, or those identified to use fire extinguishers will receive additional training for their role.

### **3.2.2 Asbestos**

An asbestos management survey is held for all buildings built before 2000. This management survey is subject to periodic re-inspection. An asbestos risk register comprising material and priority assessments will be held and reviewed annually. The risk register will form the basis of a site-specific asbestos management plan, which is reviewed annually. The condition of known asbestos containing materials be monitored through visual inspection at least annually or in frequencies guided by the asbestos risk register.

All staff will be informed at induction that Park High School contains asbestos. They will be advised of any precautions or restrictions to take and where to get further information from. Staff who procure, manage, or carry out works in Park High School will be provided with asbestos awareness training.

Before any contractors start work in Park High School, they will be required to review relevant asbestos records and confirm their understanding of Park High School's asbestos management requirements. Where intrusive building works are planned then asbestos demolition or refurbishment surveys will be undertaken and appropriate remedial action taken before works start.

### **3.2.3 Legionella**

A Legionella risk assessment will be completed for all buildings and will be reviewed every 2 years or as guided by Park High School's Legionella consultants Hydraclean Limited. A written scheme of control identifying key roles and responsibilities for Legionella will be held and reviewed every 2 years or when the risk assessment is reviewed.

A Legionella management system is maintained comprising of a weekly flushing through of little used water outlets, monthly temperature testing of hot and cold-water systems, and quarterly descaling of shower heads and other risk areas. In addition, water hygiene contractors Hydraclean Limited carry

out six monthly and annual tests and inspections on the water system. Sampling for Legionella bacteria is carried out as advised by Park High School's Legionella consultants Hydraclean. A water hygiene logbook is maintained for all checks, tests, and inspections.

### **3.2.4 Maintenance and inspection**

Park High School have a programme identifying all statutory and other maintenance and inspection that is required to keep Park High School's building and equipment in safe, full working order. This programme is monitored by the Facilities & Operations Manager, the Resident Site Supervisor and the Health and Safety Lead to ensure that all items are addressed within the appropriate timescales. This monitoring will also include carrying out all remedial works identified from maintenance and inspection reports within recommended timescales.

Regular inspections of Park High School and grounds are carried out. These comprise of a system of daily, weekly, monthly, termly, and annual checks. These checks are documented and monitored to ensure any actions identified have been addressed. Minor defects and issues are reported to the Premises Team via the helpdesk email account. Monitoring of the remedials of these issues will take place.

### **3.2.5 Contractors**

Park High School will ensure that any contractors working on behalf of Park High School are competent to carry out their work. A selection process will ensure that key items are checked and verified prior to appointment. For larger projects, Park High School may appoint external advisors to assist with selecting and managing contractors. When on site, contractors will be provided with a site induction detailing school rules for working safely and provide information on any known hazards e.g.: the presence of asbestos. For higher risk activities such as hot works a permit to work system will be used.

### **3.2.6 Security**

All staff and students have a responsibility for the safety and security of the site, premises, equipment, and persons. Visitors cannot access Park High School grounds and buildings unless they are buzzed in by reception. External lighting, CCTV, and secure fencing are installed on Park High School grounds. An intruder alarm is fitted in all school buildings, and there is a response protocol in place for any alarm activations. All security systems and equipment are maintained by competent contractors.

All staff are required to always wear ID badges. Where visitors or contractors have unaccompanied access to Park High School, they are required to provide a DBS check. All other visitors must be always accompanied by a member of school staff.

Security arrangements are periodically reviewed.

### **3.2.7 Traffic and Transport**

Vehicle and pedestrian movements on site have been risk assessed. There are clearly marked pedestrian entrances and routes which are separated from vehicle entrances. Vehicle access gates

will be locked at peak time e.g.: start and end of school. Staff will supervise key entrance and exit areas at peak times, and they will be supported by members of SLT.

Deliveries to Park High School will not be permitted at peak times e.g.: start and end of school. Deliveries that need to go on to the live school site will be escorted.

### **3.2.8 Electrical**

All portable electrical appliances will subject to regular Portable Appliance Testing (PAT) in accordance with a fixed schedule. Lower risk items e.g.: IT equipment will be tested less frequently than higher risk items e.g.: kettles, corded power tools etc.

The use of extension leads, and adapters will be reduced as much as possible. Where they must be used, they will not be overloaded, or daisy chained.

Staff are discouraged from bringing in personal electrical into the workplace. However, it is impractical to prevent the use of items such as mobile phone chargers. Items such as these that are brought into school must be in good condition and manufacturer original items. Personal electrical equipment with heating elements (e.g.: kettles, toasters, and other cooking equipment) should not be brought into Park High School under any circumstances.

All electrical circuits are inspected and tested every 5 years by competent contractors and all remedial actions will be addressed within in recommended deadlines.

### **3.2.9 Wellbeing**

Park High School recognises the importance of promoting positive staff health and wellbeing. Staff have access to a confidential counselling service with no referral needed. In addition, there is external occupational health provision to provide professional advice on managing health in the workplace.

The stress management procedure provides a structured process to support staff and line managers in dealing with workplace stress with training and additional support available.

The occupational health service also helps staff returning to work from longer periods of absence and Park High School is committed to supporting this process.

### **3.2.10 Medical / First Aid**

A first aid needs assessment has been completed to identify how many trained first aiders Park High School needs. Welfare and other key staff who provide first aid on a regular basis have received relevant first aid at work training and other relevant training such as paediatric first aid, defibrillators, use of epi-pens etc has been provided. The numbers of first aiders are monitored to ensure there are enough for the size of Park High School. Other teaching and support staff will hold emergency first aid at work qualifications and unless approved by exception every school trip will have a first aid trained member of staff. Contact details for first aiders will be kept up to date.

The medical room is managed by welfare staff and sufficient first aid supplies are maintained as well as secure storage for medicines. The provision of medicines is covered within the administration of

medicines policy, but only medicines with parental approval will be kept in school. Asthma management is covered within this policy.

### **3.2.11 Welfare facilities**

All staff have access to suitable and sufficient welfare facilities. The staffroom has facilities for drinking water, hot water zip boiler, a large fridge, and microwaves. There are dedicated staff toilets available, along with locker storage space for change of clothes etc. Welfare facilities are cleaned daily by external contractors Evergreen Facilities Management.

Park High School premises will be planned and maintained to provide appropriate levels of lighting, heating, and ventilation. Regular checks of the premises will be carried out to ensure that premises and welfare facilities are maintained to a sufficient standard. Minor defects and issues can be reported to the premises team via the premise's email account.

### **3.2.12 Smoking**

Park High School and its grounds are designated as smoke free. Any persons wishing to smoke must do so off Park High School grounds away from the perimeter of Park High School and in their own time.

### **3.2.13 Display Screen Equipment (DSE)**

All staff who regularly work at a computer e.g.: staff who use DSE daily, for an hour or more at a time, will be classed as a DSE user. Those with infrequent or short-term use of computers will not be classed as a DSE user. All DSE users will be required to complete a self-assessment for their workspace. If they have more than one workspace e.g.: they also work from home, then a self-assessment will be completed for each workspace.

There will be a member of staff trained as a DSE assessor who will review each self-assessment and advise on any adjustments needed. The DSE assessor will undertake assessments for staff where further support is needed. Where there are complex or medical needs, competent advice will be sought on making reasonable adjustments.

Eye tests will be provided for all DSE users and glasses will be provided where prescribed solely for DSE use.

### **3.2.14 Hazardous substances**

Where hazardous substances are required, each use will be reviewed, and consideration given to reducing use of hazardous substances e.g.: by using a lower hazardous content alternative content.

For each hazardous substance used, the material safety data sheet from the supplier will be reviewed and a Control of Substances Hazardous to Health (COSHH) risk assessment covering the use of the substance will be completed. A register of all hazardous substances will be maintained and used for reviewing use and assessments.

All staff responsible for managing hazardous substances and completing COSHH risk assessments will be provided with training on their role. All staff using hazardous substances will be provided with information and relevant training on their correct use.

All hazardous substances will be stored securely and only accessible by authorised users.

### **3.2.15 Manual handling**

All staff will be provided with general information on the risks from manual handling, correct handling technique, and where to get assistance from as part of their induction. Staff where regular manual handling forms a significant part of their role e.g.: premise team, IT team, technicians etc will be provided with manual handling training. Refresher training will be provided every 3 years.

A general manual handling risk assessment will be completed covering day to day tasks undertaken in school. Manual handling assessments will be completed for the premises team and other higher risk staff groups. For higher risk tasks a specific manual handling risk assessment will be completed.

Trolleys and other aids will be available to assist staff with manual handling. Where needed staff will be trained in their correct use.

Where staff are required to move other persons e.g.: as part of a care or support plan, then specific person handling training will be provided. Risk assessments will be completed, and appropriate equipment will be provided.

### **3.2.16 Working at height**

All staff will be provided with general information on the risks from working at height and where to get assistance from as part of their induction. Staff where regular working at height forms a significant part of their role e.g.: premises team, IT team, display staff etc will be provided with working at height training. Refresher training will be provided every 3 years.

A general working at height risk assessment is in place covering the day-to-day tasks undertaken in school. Working at height assessments are completed for the premises team and other higher risk staff groups. For higher risk tasks a specific working at height risk assessment will be completed. All working activities will be reviewed so they are avoided wherever possible e.g.: by working from ground level.

Any ladders used will be rated for professional use and subject to regular checks which will be documented. Any damaged ladders identified will be immediately put of use and disposed of unless they can be correctly repaired.

Relevant staff are trained in the correct use of any working at height equipment.

### **3.2.17 Lone working and personal safety**

Lone working and personal safety risk assessments are completed for the core activities within Park High School. There are procedures and measures in place to reduce the risks from lone working and personal safety.

The grounds and buildings have access control and there is CCTV in operation. Frontline staff at reception have a means of calling assistance in the event of incident and can retire to a secure space if they feel threatened. Home visits will always be carried out by two staff and a risk assessment completed prior to the visit.

The premises team are not permitted to carry out any higher risk tasks when working on their own. For staff locking up they will confirm with a colleague that they have left Park High School safely with no issues. If no message is received, this will be escalated and investigated, to determine if action is needed.

Any key holders responding to an alarm activation are not to enter a building on their own. They will carry out an external check and if any signs of intruders or break in are observed they will remain at a safe distance and contact the police. No challenge will be given to any intruders and personal safety of any staff is the absolute priority. If after an external check has revealed no signs of intruders, staff can then decide to enter the building and investigate, but only with at least one other person.

### **3.2.18 Noise / vibration**

Where a risk from excessive noise or vibration has been identified a risk assessment will be completed and control measures implemented. Whilst there is some potential for noise and vibration within the D&T department and premises team it is not believed that staff are near to exposure thresholds for noise or vibration. However, personal protective equipment will be provided, and any new equipment purchased will be reviewed for noise and vibration. Health surveillance will be made available where an individual or group of people are identified as at risk.

### **3.2.19 New and expectant mothers**

The risk control measures in place within Park High School provide a safe place of work for all staff including new and expectant mothers. As a result, risk assessments are not required by default for new and expectant mothers. However, where requested by the individual, or where a specific concern has been identified a new and expectant mother risk assessment will be completed. This will be regularly reviewed throughout the pregnancy. Any adjustments to work areas, routines or roles will be made on a case-by-case basis. Appropriate facilities will be made available for pregnant and breastfeeding employees to rest.

### **3.2.20 Young persons**

Where Park High School employs a person under the age of 18 a specific risk assessment will be completed to take account of the lack of experience a young member of staff will have. The job description will be reviewed to ensure no high-risk tasks or activities will be carried out by the young person unless under direct supervision.

Work placements for persons taking place in Park High School will be managed in the same way as for young employees. Where school students take part in work placements then appropriate checks will be made on the respective host organisations and appropriate supervision arrangements will be put in place for the duration of the placement.



### **3.2.21 Lettings and hires**

There is a dedicated letting and hires policy. Where school facilities are hired out, the health and safety responsibilities of the hirer and Park High School will be made clear. The hirer will be provided with health and safety information including what to do in the event of an emergency. Checks will be made on activities being carried out by the hirer with a focus on reducing any potential risk to school students and staff, or damage to school property. Whilst external hirer/organiser risk assessments may be requested, they will only be considered based on the impact to school facilities or other school users. Responsibility for the activity's rests with the external hirer/organiser.

### **3.2.22 Minibus**

Park High School's two minibuses are serviced in line with manufacturer requirements and hold a valid MOT certificate. All drivers are required to complete a driver's pre-use check before driving the minibus. In addition, the site will carry out a weekly check of the minibus which will be documented.

Before a driver is authorised to drive a school minibus a check will be made that they have a valid driving licence, and they are legally allowed to drive the minibus. In addition, Park High School requires that all minibus drivers complete a Minibus Driver Awareness Scheme (MiDAS) assessment before they are authorised to drive a minibus.

### **3.2.23 Curriculum**

Science, Design and Technology, and PE have been identified as higher risk curriculum areas. For these curriculum areas enhanced health and safety requirements are in place. These will follow the relevant national body guidance e.g.: CLEAPSS, DATA and AfPE. Each department will be required to complete risk assessments and ensure that staff have the appropriate competency for their role.

The health and safety lead will monitor health and safety performance in these areas and arrange for external audits of these departments to ensure standards are maintained.

Teachers will also be required to complete a health and safety checklist for their classrooms on an annual basis. These will be reviewed, and any remedial works identified will be actioned.

### **3.2.24 Educational visits**

There is an Educational Visits Policy, and this includes an approval process for every trip or visit. The Educational Visits Coordinator (EVC) will approve all visits and trips. The EVC is experienced with educational visits and has received appropriate training in the role.

No trip or visit is permitted unless approved by the EVC. For higher risk visits, Headteacher approval will be required, and Park High School's health and safety advisers will be asked to review the highest risk trips.

Visit leaders will be required to demonstrate their suitability for leading trips through experience and competency. Training and mentoring will be provided where required. Staff are not generally permitted to lead adventurous activities unless they have the relevant qualification and can demonstrate their competency to do so.

## Staff health and safety policy sign off

### Declaration

- I confirm that I have read and understood this health and safety policy, including the specific responsibilities for my role.
- I have been provided with appropriate information, training, and equipment to carry out the tasks covered by this health and safety policy.
- I have had the opportunity to ask any questions and seek clarification on this health and safety policy.

Staff member	
Name	
Role(s)	
Signature	
Date	

Health and Safety Lead	
Name	
Signature	
Date	