



Benson Community School

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Health And Safety Policy

Benson Community School works as a team to provide a safe and secure environmental for all. We are all responsible for the safety and well being of each other. 'A safe environment is a happy environment.'

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Benson School recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the Schools Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

1.1 On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at Benson School whilst they are at work;
- b. Persons other than Benson School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Benson School whilst they are at work.

1.2 To effectively achieve this, Benson School will provide, so far as is reasonably practicable:

- a) Safe premises, plant and systems of work;
- b) Safe methods of using, handling, storing and transporting of articles and substances;
- c) Information, instruction, training and supervision;
- d) A safe working environment;
- e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

1.3 The Governing Body for Benson School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. Benson School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

1.4 While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

1.5 It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety.



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All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the Schools Health and Safety at Work Policy. **This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.**

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to appoint a Health & Safety and Premises Management Governors. The role of the Governors will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Their terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all

staff to meet their challenging goals.



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2.2 Members of the the Governing Body with Repopsibilities are:

Bridget Dennis	Headteacher
Sam Towers	Premises Management Governor
Jan Weatherley	Deputy Headteacher/DSL
Richard Davis	Site Manager/Health and Safety Governor

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. Each Governor will be confirmed annually by the full governing body at its AGM.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carryout and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Benson School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher Bridget Dennis with the day-to-day responsibility of managing and enforcing Benson School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.



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The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Richard Davis is appointed by the Head Teacher to assist in the day-to-day implementation of the School safety plan. As Safety Co-ordinator his role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will endeavour to keep up-to-date with safety regulations and initiate steps that ensure arrangements for health and safety at Benson School conform to both current regulations and best-known practice.

2.6 Phase/SEN Leaders (Leaders)

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Coordinator. Leaders will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.7 Classroom Teachers/Office Manager

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or the Safety Coordinator. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk



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factor and what measures, if any, are needed to either eliminate or adequately control the risk. Staff members under their charge will be informed of any findings that will also be recorded and filed in the office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated Phase Leader/Head Teacher. Classroom Teachers/Office Manager will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing body/Head Teacher.

2.8 Building Services Supervisor (BSS)

The BSS Richard Davis has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSS is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSS will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Head Teacher or Safety Co-ordinator. The BSS will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety



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regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 All Other Staff

A vital role and responsibility for implementing Benson School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the schools managers and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

3. ARRANGEMENTS

The Governing Body will ensure that those appointed and charged with responsibility for implementing Benson School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required advice will be sought from Children's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

Staff will be made aware and encouraged to consult the safety manual and/or Children's Services Safety web site for guidance on specific safety topics.

The arrangements for managing health and safety within Benson School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 Children's Services Policies for Safety

Useful information, guidance and policies can be viewed on the Schools internal network for staff. Additional information *may* be found on the Schools HR Sap System. The schools designated Safety Advisor and can be contacted on 0121 464 8564 or 0121 303 2420 or email schoolsafety@birmingham.gov.uk

3.2 Staff Induction



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All Teachers, new Teaching Assistants, Lunchtime Supervisors and students are assigned a mentor who guides them through the induction process. A record of the induction process will be kept (see Appendix SI). Safety policies are available through the internal school network drive or the school website. Ask at main office who will print one for you.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in the Site Manager's office.

All areas of the school building have Emergency Plans.

Fire Safety Procedures as detailed throughout the school buildings available in Appendices.

Lunchtime Fire Procedure

- All staff members on duty in the playground shall on hearing the fire alarm gather all students together away from the building and ensure no student re-enters the building.

Fire Marshalls

Nine Teaching Assistants have been trained as Fire Marshalls in order to ensure that in the event of staff absence there is always at least 1 member of school staff in every coloured zone who is a Fire Marshall.

Personal Emergency Evacuation Procedure (P.E.E.P.)



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In the event of an emergency evacuation of the buildings, individual students may require a P.E.E.P. This will describe the level of adult intervention that may be necessary in order to assist individuals to evacuate school in a timely but safe manner.

Total Evacuation Procedures (Gas leaks/threats)

James Watt Primary School have agreed to support Benson in the event of a complete evacuation of the school being required. 0121 464 4736.

If a complete evacuation and relocation is required, then emergency contact information and guidance is attached in the appendices.

Or <Q:\site\policies-procedures\evacuation procedures\fire procedures\>

3.4 Safeguarding/Security

The school will undertake a review of security annually. This will be undertaken by the Health and Safety Co-ordinator. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher (see Appendix SA).

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities.

3.6 Dynamic Risk Assessment

Following consultation with school staff, the Health and safety committee members will identify and list specific work tasks where a significant risk of harm could arise. The staff consultation process and list of jobs/tasks identified will be reviewed annually (See Appendix HT)

In order to ensure compliance with the requirement to undertake risk assessment a team of school staff have been trained in the risk assessment process and they will approve any plan for carrying out any of the listed tasks before work begins.

Staff are instructed not to undertake any of the listed tasks unless it follows a safe system of work and prior approval has been sought from a member of the Dynamic Risk Assessment Team.



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3.7 Premises Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by staff teams sweeping a designated safety zone within the school and findings will be recorded on a Safety Sweep checklist every 6 months (see Appendix SW and SSZ).

Completed, checklists will be handed onto a member of the Safety Advisory Group to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

Any issues raised on the Safety Sweep forms will be collated into a 'job list' (see Appendix JL) and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the school office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Relevant Governors. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.8 Play Ground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSS and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Health and Safety Committee. Evidence will be recorded and filed the same as 3.7 above.

3.9 Working at Height

Head Teachers/Leaders/Managers and Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.



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While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval/risk assessments will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by Richard Davis and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Safety Advisory Group every 12 months (see Appendix LI)

3.10 External Educational Visits

Richard Davis and Debra Clarke have been appointed and trained as Educational Visit Co-ordinators (EVC). The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

Forms are kept in the Educational Visit folder in the main school office once completed.

Policy to be found <Q:\policies\educational visits policy.doc>

3.11 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by Children's Safety Services. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times.**



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Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager or a member of the Health and Safety Committee who will if necessary seek external advice from Children's Employee Relations Service (see Appendix MWB).

3.12 First Aid

Seven staff have been appointed and trained as first-aiders. All Luchtime staff and Teaching Assistants are basic first aid qualified. The Head Teacher is responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. The school reinforces the 1st Aid plan by providing periodic awareness training for all staff. Please see First Aid folder in BSS office or at the first aid points for all qualified staff and their qualifications.

Qualified staff will make a decision whilst treating the patient on whether further medical care is required. Parents will be contacted if an injury is deemed serious enough or in the case of a bump to the head. If required an ambulance will be called. If the parents are not available and further care is required a member of staff will accompany the child to hospital with the ambulance.

Medication

Although Benson School is not a school which caters for students with high medical needs, we recognise that our students and young people will at some time in their school career have short term medical needs, for example: entailing finishing a course of medicine such as antibiotics. A number of our pupils will have longer term medical needs and may require medicines on a daily basis; examples will include: asthma and epilepsy. Some of our pupils may require medicine under particular circumstances such as students with severe allergies who may need an adrenaline injection. Benson School aims to ensure that no student is denied access to education because of a specific medical condition, where those conditions and needs can be reasonably accommodated in school. School is prepared to take responsibility for administering medicine to students and young people under circumstances where it is necessary for medicine to be taken during the school day. The Benson Policy for Administering Medication in school details the procedures and protocols which must be adhered to by school and parents when supporting children with medical needs. This policy has been developed with reference to the following documents: 1. Guidance on Managing Medication in Birmingham Schools 2012 2. Managing Medicines in School and Early Years Settings. DfES 2005 (Revised Nov 2007).



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No Medication will be administered without it being prescribed and necessary forms completed.

3.13 Accident Reporting and Investigation

Accidents involving pupils will be recorded and copies kept in the main office, foundation stage and kitchen and will include an entry into a 1st Aid treatment book. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by the Safety Coordinator in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.14 Key Building Duty Holders

The building duty holder/s for Benson School are:

Fire	Bridget Dennis, Richard Davis
Asbestos	Richard Davis, Bridget Dennis.
Legionella	Richard Davis
Statutory Testing	Richard Davis

Duty Holders understand and have been fully trained to discharge their duties.

3.15 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.

This arrangement will be closely monitored by Richard Davis Building Services Supervisor to ensure tests are kept up to date and results filed in the BSS Office.

Asbestos Management



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Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Children's Services Health & Safety: Kept in the filing cabinet in the BSS office, or on the Admin network <Q:\Site\ACM\ACM Site Management.doc>.

The Asbestos Management Survey has been consulted and a management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed and the asbestos register on site will be signed to show contractors are aware of its location. (see Appendix PTW)

The Duty Holder responsible for strict enforcement of this arrangement is the Head Teacher Bridget Dennis and in her absence Richard Davis BSS.

3.16 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

Contractors will ensure/All cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). (see Appendix CAS).

3.17 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.14 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of the Health and Safety Committee.



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3.18 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.19 Visitors and Contractors

All visitors to the school must sign in and be supervised by a member of the school staff at all times. DBS checks will take place if required and the persons details added to the Central Record. Contractors must report to the school office who will contact either the BSS or the organising person who will ensure appropriate Contractor/visitor School Rules and/or for the Contractor RA to be completed for Larger jobs (see Appendices CSR or CRA).

3.20 Cooperation Liaison with other site/tenants users

We have other agencies/partners working within the school. Recently Extended Schools programmes have been introduced, circumstances that include wrap around type provision with Breakfast and After School Clubs that can be facilitated by external partners. Issues that would need cooperation and liaison are to include Security, Fire safety and First Aid. It's really about joined up thinking and communication to ensure the questions have been considered.

3.21 Vehicle/Pedestrian Traffic

Vehicles only on site for deliveries only to take place during lesson times never at break times and only under the supervision of members of Benson staff.

3.22 Holiday Shut Down

Richard Davis is to oversee all work undertaken during holiday shut downs. This will be done by all worked being scheduled effectively and following all safety standards.

3.23 Safety Audit Arrangements

All arrangements will be audited on a yearly basis.

3.24 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.



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Next review date will be

See matrix below

Matrix of delegated H&S responsibilities

Area of responsibility	Line Manager/s responsible to ensure compliance.	Staff responsible for implementing arrangement/task.
3.1 Safety Guidance	Head Teacher/Site Manager/H,S&P Governors	
3.2 Staff Safety Induction	Deputy Head	Assigned Mentor
3.3 Fire Safety	Head Teacher	Site Manager
3.4 Security Assessment	H,S &P Governors	Site Manager
3.5 Safety Training	Phase Leaders	Site Manager
3.6 Dynamic Risk Ass	Site Manager	All Staff
3.7 Good House Keeping Safety Sweeps	AHT's	Phase leaders/ Site Manager
3.8 Grounds Safety Sweeps	Site Manager	Site Manager
3.9 Working at Height	Site Manager	All staff.
3.10 External Education Visits	Richard Davis & Debra Clarke	All Staff arranging visits
3.11 Stress/wellbeing	Head Teacher	
3.12 First Aid	Head Teacher	All Trained First Aiders
3.13 Accident Reporting	Site Manager	All staff



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3.13 Accident Investigation	Head Teacher/DHT	Richard Davis/DHT
3.14 Key Building Duty Holders	Head Teacher/ Site Manager	Site Manager
3.15 Statutory Testing	Headteacher	Site Manager
3.16 Asbestos Management	Bridget Dennis/Richard Davis	All Staff
3.17 Substances Hazardous to Health	Site Manager	All Staff
3.18 Electrical Equipment	Site Manager	Site Manager
3.19 Tools & Equipment	Phase Leaders	All Staff
3.20 Visitors & Contractors	Office Manager	All Staff
3.21 Liaison with Other Site Users	Head Teacher	R Davis
3.22 Vehicle Pedestrian Traffic	Site Manager	Site Manager /Catering Staff
3.23 Holiday Shut Down Arrangements	Site Manager	Site Manager
3.24 Safety Auditing	Governing Body	H,S&P Governors
3.25 Safety Policy Review	Governing Body	H,S&P Governors