



Longford  
C of E Primary School

# Health and Safety Policy

<b>Document Title</b>	<b>Health and Safety</b>
<b>Lead Officer:</b>	Headteacher
<b>Approving Body:</b>	Longford Board of Governors
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<b>Indicate whether the document is for public access or internal access only</b> <i>(Strikethrough text, as appropriate)</i>	<b>Public Access – PDF copy to be posted on School website</b> <i>A back-up copy of all Policies is retained by the Clerk to the Longford Board of Governors</i>
<b>Indicate which legislation or statutory guidance document requires this Policy</b>	
<b>Summary/Description:</b>	
This policy sets out the arrangements to be followed to delivery health and safety within the school and is to be read in conjunction with all relevant policies	

## **INTRODUCTION**

1. The purpose of a written health & safety policy is to ensure there is a plan for how health & safety is managed and organised, and to ensure that everyone is aware of all their responsibilities and the arrangements in place to ensure safe levels of health & safety.
2. Our policy is divided into three parts as follows:
  - a. Part 1 Statement of Intent
  - b. Part 2 Organisation
  - c. Part 3 Arrangements

## **PART 1 STATEMENT OF INTENT**

3. It is Longford CofE Primary Schools <sup>1</sup> Policy to carry out its activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of all persons likely to be affected by our activities including the general public where appropriate. The school will co-operate and co-ordinate with contractors, sub-contractors, Wiltshire Council in order to pursue our Health and Safety Policy aims. Collectively we aim to create a safe, caring and healthy environment in which there is a growing culture and awareness of health and safety.
4. Our aims are to:
  - a. Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
  - b. Maintain control of health and safety risks arising from our activities
  - c. Comply with statutory requirements as a minimum standard of safety
  - d. Consult with all staff on matters affecting their health, safety and welfare
  - e. Provide and maintain safe systems and equipment
  - f. Ensure safe handling, storage and use of substances
  - g. Provide appropriate information, instruction for everyone
  - h. Ensure staff are suitably trained and competent to do their work safely
  - i. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
  - j. Assess risks, record significant findings and monitor safety arrangements
  - k. Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
  - l. Develop and maintain a positive health and safety culture through regular communication on health and safety matters
5. Our health and safety policy has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## **PART 2 ORGANISATION**

### **Employer Responsibility**

6. The overall responsibility for health and safety at the School is held by the Governing Body who will:
  - a. Ensure that health and safety has a high profile
  - b. Ensure adequate resources for health and safety are made available

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<sup>1</sup> Here after referred to as the School or our

- c. Consult and advise staff regarding health and safety requirements & arrangements
- d. Periodically monitor and review local health and safety arrangements

### **Responsible Manager**

7. The responsible manager for the School the Headteacher<sup>2</sup> who will act to:
- a. Develop a safety culture throughout the School
  - b. Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
  - c. Assess and control risk on the School as part of everyday management
  - d. Ensure a safe and healthy environment and provide suitable welfare facilities
  - e. Make operational decisions regarding health and safety
  - f. Ensure periodic safety tours and inspections are carried out
  - g. Ensure significant hazards are assessed and risks are managed to prevent harm
  - h. Ensure staff are aware of their health and safety responsibilities
  - i. Periodically update governing bodies as appropriate
  - j. Produce, monitor and periodically review all local safety policies and procedures

### **All Staff (including volunteers and adults)**

8. All staff including volunteers and adults have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:
- a. Supporting the Schools health and safety arrangements
  - b. Ensuring their own work area remains safe at all times
  - c. Not interfering with health and safety arrangements or misusing equipment
  - d. Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
  - e. Reporting safety concerns to the Headteacher and/or Administrative Officer or other appropriate person
  - f. Reporting any incident that has led, or could have led to damage or injury
  - g. Assisting in investigations due to accidents, dangerous occurrences or near-misses
  - h. Not acting or omitting to act in any way that may cause harm or ill-health to others

### **On-Site Health & Safety Co-ordinator**

9. The on-site health & safety officer is the Administrative Officer who will manage advice and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or Wiltshire Council as required.

### **Staff.**

10. The responsibility of applying local safety procedures on a day-to-day basis rests with the staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all

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<sup>2</sup> In the event that the Headteacher is not on the School premises the Headteacher will nominate a Responsible Manager in their place during their absence.

new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### **Business Committee (Safety Committee)**

11. The Business Committee acts as the Safety Committee. The purpose of this committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The Business Committee will have Health and Safety as a Standing Agenda item and will monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The Business Committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. The Business Committee will include the Headteacher and health and safety Governor.

### **Fire Safety Coordinator**

12. The Headteacher, supported by the Administrative Assistant, will act as the competent person for fire safety and is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety file.
13. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance from Wiltshire Council as required.

### **Staff Health & Safety Representative**

14. The Schools health and safety representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the School and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

15. The Headteacher, supported by the Contact Cleaner, is the competent person for Legionella to enable Legionella to be managed safely. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with Wiltshire Council requirements. The Headteacher will advise the Business committee of any condition or situation relating to Legionella which may affect the safety of the users. The Headteacher is to work within their level of competence and seek appropriate guidance and direction from Wiltshire Council as required.

### **Asbestos Competent Persons**

16. The Headteacher, supported by the Administrative Assistant, is the nominated competent person for asbestos and will ensure that all staffs have a reasonable awareness of asbestos dangers. They are to ensure that all staff is aware of the asbestos register and where asbestos may be located within the School and that asbestos is managed in accordance with Wiltshire Councils requirements.
17. Staff are to advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any School users<sup>3</sup>. Staff are to work within their level of

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<sup>3</sup> Users include but are not limited to the Headteacher, Staff, and Visitors. Volunteers, Adults, Children, Contractors and 3<sup>rd</sup> Party hirers who are on the School premises with the authority of the Headteacher

competence and seek appropriate guidance and direction from the Responsible Manager and/or Wiltshire Council as required.

### **Accident Investigator**

18. The on-site trained accident investigator is the Headteacher who will lead on all accident investigations in accordance with Wiltshire Council

### **PART 3 ARRANGEMENTS**

19. The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations. These arrangements set out all the health and safety provisions for the School and are to be used alongside other current procedures & policies.
20. In carrying out their normal functions, it is the duty of all staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **Accident/Incident Reporting & Investigation**

21. The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with Wiltshire Councils policy requirements.
22. Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the Accident Report Book held in Administration Office. A copy of the completed form is to be forwarded to Wiltshire Council in accordance with their reporting requirements. Summary reports of all injuries, accidents and near missies are to be reported to the Business Committee.
23. Minor accidents to children are to be recorded in the pupil accident book located in the Administrative Office. A summary report is provided to the Business Committee. Accidents involving children locally considered being of a more serious nature than the minor incidents are to be recorded in accordance with Wiltshire Councils reporting requirements. A copy of any Report Form which is too retained in the Administrative Office. The Chair of Governors is to be informed where appropriate.
24. The more serious accidents that are notifiable (RIDDOR) to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to Wiltshire Councils Health & Safety Team. A governor is to attend site and assist with the investigation.
25. All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The Accident Investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.
26. The Headteacher will ensure that the Governing Body and Chair of Governors are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by looking at the number of incidences for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.
27. Premises hirers and extended service/third party users must report all incidents related to unsafe premises or equipment to the Headteacher, Staff or Administrative Assistant who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures and in accordance with the Lettings Policy.

## **Administration of Medicines**

28. Arrangements regarding medicines are set out in the relevant policy/policies.

## **Asbestos Management**

29. Asbestos management on site is controlled by the asbestos competent person. The asbestos register as issued by Wiltshire Council will be located in the Administration Office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.
30. Any changes to the School structure that may affect the asbestos register information will be notified to Wiltshire Council in order that the asbestos register may be updated accordingly.
31. Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.
32. Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the competent person who will immediately act to cordon off the affected area and contact the asbestos focal point within Wiltshire Council for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to asbestos competent person.

## **Child Protection**

33. Arrangements regarding child protection are set out in the Child Protection Policy.

## **Lettings, Community Use and use by Friends of Longford school (FOLS)**

34. The Responsible Manager will ensure that any lettings are undertaken in accordance with the Lettings Policy and
- a. The School is safe for use
  - b. Means of general access and egress are safe for use by all users
  - c. All provided equipment is safe for use
  - d. Fire escape routes and transit areas are safe and clear of hazards
  - e. Hirers/users are formally made aware of fire safety procedures and equipment
  - f. Where the School is to be used for Community use or FOLS the community users and FOLS will be responsible for undertaking any risk assessments that may be required and for putting in place any insurances that are required over and above that which is provided by Wiltshire Council as part of its insurance cover for the school and the activities carried out by the school.
  - g. Third parties and other extended service users operate under hire agreements

## **Contractors on Site**

35. Wiltshire Council approved contractors, where practicable are to be always used for contractual work on the School.. Where non Wiltshire Council approved contractors may be required or selected for use then appropriate procedures will be used to ascertain competence prior to engaging their services. Non Wiltshire Council contractors who will be required to provide adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

36. All contractors must report to the Administrative Office prior to undertaking any work on site where they will be asked to sign the visitor's book and asbestos register, and will be issued with a Health and Safety leaflet.

### **Curriculum Activities**

37. All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and Wilshire Council. Teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

### **Display Screen Equipment**

38. All users must complete the display screen equipment training course every two year without exceptions. All users must carry out periodic workstation assessments using the Workstation Assessment Form. Workstation assessments will be actioned as necessary by the Headteacher and routinely reviewed at intervals not exceeding three years.

### **Electrical Equipment**

39. The Headteacher will ensure that:
- a. Only authorised and competent persons are permitted to install or repair equipment
  - b. Where 13-amp sockets are in use, only one plug per socket is permitted
  - c. The use of adaptor sockets & multi-socket adaptors is be limited and monitored
  - d. Equipment is not to be used if found to be defective in any way
  - e. Defective equipment is to be reported & immediately taken out of use until repaired
  - f. All portable electrical equipment will be inspected/tested at intervals of 12 months
  - g. Equipment testing/inspection can only be carried out by a competent person.
  - h. The competent person to be used is a PAT tester from the approved list
  - i. Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher and it has been tested.
  - j. New equipment must be advised to the Headteacher in order that it can be added to future PAT testing schedules
40. Any defective or suspected defective equipment or fittings etc must be reported to the Administrative Officer and attended to as soon as possible

### **Emergency Procedures**

41. The school has a fire emergency plan for fire related emergencies which also act as the emergency evacuation plan for all non-fire emergencies General emergency evacuation for non-fire related emergencies are to be carried out in accordance with the School emergency evacuation plan.
42. All staff will receive a brief of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.
43. Personal Emergency Evacuation Plans (PEEPs) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

## **Fire Safety**

44. Arrangements regarding fire safety are set out in the Fire Safety File. The fire safety co-ordinator is the competent person for fire safety within the School and is the point of contact for all fire safety related enquiries on site.
45. The Responsible Manager will ensure through the fire safety co-ordinator that:
  - a. All staff complete a mandatory fire safety course every year
  - b. Fire safety procedures are readily available for all staff to read
  - c. Fire safety information is provided to all staff at induction and periodically thereafter
  - d. Fire safety notices are posted in the key areas of the building close to the fire points
  - e. Evacuation routes and assembly points are clearly identified
  - f. Staffs are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
  - g. All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable
  - h. Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety file
  - i. The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified

## **First Aid**

46. Arrangements regarding first aid provision are set out in the relevant policies. The names and locations of the first aid trained staff on site are listed in the first aid policy and displayed on the H&S Notice Board.
47. First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

## **General Equipment**

48. All general equipment requiring inspection and/or testing on site (eg. boilers, lifting equipment, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by Wiltshire Council, or as locally arranged. Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

## **Good Housekeeping**

49. Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:
  - a. All corridors and passageways are kept free from obstruction
  - b. Shelves in storerooms and cupboards are stacked neatly and not overloaded
  - c. Floors are kept clean and dry, and free from slip and trip hazards
  - d. Emergency exits and fire doors are not obstructed in any way
  - e. Supplies are stored safely in their correct locations
  - f. Rubbish and litter are cleaned and removed at the end of each working day
  - g. Poor housekeeping or hygiene conditions are immediately reported

## **Hazardous Substances**

50. Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on to the School unless a documented COSHH assessment has been undertaken by a trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessor is the Headteacher.
51. When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.
52. All hazardous substances are to be stored in the secure and signed storage when not in use which is the Cleaners cupboard. This is to remain locked at all times.

## **Inspections and Monitoring**

53. Daily monitoring of the School, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book in the administration office and reported to the Administrative Officer or Headteacher.
54. Routine documented inspections of the premises will be carried out every month by the Administrative Officer. Inspection findings are to be recorded on the Monthly Safety Inspection Checklist.
55. Defects identified during these routine documented inspections are to be immediately reported to the Headteacher. Defects will be recorded in the defect book held in the Administration office. Any identified high level risks or safety management concerns are to be actioned by the Headteacher in consultation with the Business Committee.
56. Periodic detailed inspections of the premises' safety management system will be carried out every year by the Governing Body. These documented inspections will examine all areas of the safety management system and will be carried out using the Annual H&S Inspection Checklist.

## **Kitchens**

57. A fully equipped kitchen is provided by the school for the delivery of school meals. The kitchen facilities are managed by HCS3 on behalf of the school who will ensure Health and Safety and Hygiene matters are complied with.

## **Legionella Management**

58. Legionella management on site is controlled by the Legionella competent person who will manage and undertake Legionella in accordance with Wiltshire Council Procedures. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

## **Lone Working**

59. All lone working is to be approved by the Headteacher and is to be carried out in accordance with a lone working risk assessment. Staff who undertake lone working must ensure that they inform a nominated person that they are in school working and

that the nominated person holds the emergency telephone numbers of Headteacher and Administrative Officer if a problem should occur. The Headteacher and or Administrative Assistance will deal with any emergency on site.

60. All doors are to be kept shut and the lone worker should carry a phone with them whilst on the school premises. Staff must inform the Headteacher of any change to lone working arrangements that have been previously agreed.

### **Moving and Handling**

61. All staff must complete the moving and handling training course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely. Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. If the cleaner is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

### **Off-site Activities**

62. Arrangements regarding off-site activities are managed in accordance with the Wiltshire Councils procedures and guidance.

### **Physical Intervention**

63. Any arrangements regarding physical intervention will be follow Wiltshire Councils guidance and procedures and the Physical Restraint Policy.

### **Provision of Information**

64. The Responsible Manager will ensure that information systems are established so that staffs are periodically provided with information regarding safety arrangements. These systems may include specific Health and Safety briefings, staff meetings and/or specific training opportunities. Health and Safety advice is available from and Wiltshire Council.
65. The Health and Safety Law poster is displayed on the Health and Safety board located within the Staff Room.

### **Risk Assessment**

66. General risk assessment management will be co-ordinated by the Headteacher in accordance with guidance provided by Wiltshire Council .Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.
67. The trained risk assessor on site who is the Headteacher will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments and associated control measures are to be approved by the Headteacher or their delegated member of staff prior to implementation.
68. Completed risk assessments will be listed in a Risk Assessment Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the School bring-up diary system.

## **Security**

69. The school is fully alarmed and has external lighting. The alarm is set on the last person leaving the building. Keys are restricted to key personnel. During the working day security is provided by fencing and key pad operated access arrangements to the main entrance doors. Arrangements regarding security are based on the premises security risk assessment

## **Smoking**

70. Smoking is not permitted on the School premises.

## **Stress & Wellbeing**

71. The School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress and Wellbeing management is monitored through Stress and Wellbeing surveys undertaken by the Governing Body on a periodic basis. The outcomes of these surveys are formulated into an Action Plans which are monitored by the Governing Body at Full Governing Body meetings and implemented by the Headteacher.
72. On-site arrangements to monitor, consult and reduce stress situations involve talking to staff and making individual arrangements to support and alleviate stress appropriate to the individual.

## **Traffic Management**

73. Arrangements regarding on-site traffic safety are based on the School premises traffic risk assessment.

## **Training**

74. Health and safety induction training will be provided and recorded for all new staff/volunteers and adults in accordance with Wiltshire Councils requirements.
75. The Responsible Manager is responsible for ensuring that all staff/volunteers and adults are provided with adequate information, instruction and training regarding their safety at work. All staff will be provided with the following as a minimum training provision:
- a. Induction training regarding all the requirements of this health and safety policy
  - b. Appropriate local training regarding risk assessments and safe working practices
  - c. Updated training and information following any significant health and safety change
  - d. Specific training commensurate to their own role and activities
  - e. Periodic refresher training that will not exceed three yearly intervals
  - f. Appropriate annual e-learning/training courses to meet Wiltshire Councils mandatory training requirements.
76. Training records are held by the Headteacher who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff. The Headteacher is supported by the Administrative Officer.

## **Violent Incidents**

77. Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated. Staff must report all such violent and

aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

78. Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported in accordance with Wiltshire Councils procedures

### **Visitors**

79. All visitors are to report to the Administrative Office where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. Visitors to the School will be provided with a health and safety leaflet and issued with a badge. Without exception, and for the safety of the teaching staff and children, no visitors will be permitted within the School unless they have first reported to the Administrative Office.

### **Work at Height**

80. Work at height is always to be undertaken in accordance with Wiltshire Councils Procedures. At the School general work at height will be undertaken in accordance with the on-site risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.
81. The competent person for work at height on the premises who has attended a relevant training course and is authorised to cascade training to all staff for:
- a. Use steps and stepladders in accordance with their training
  - b. Provide step stool instructional training briefs to staff.
  - c. Carry out periodic inspections of all on-site steps and stepladders and
  - d. Remove access equipment from use if defective or considered inappropriate for use
82. The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of leading ladders, scaffolding, mobile towers and mobile elevated work platforms.
83. Working at height is only permitted to take place under the following conditions:
- a. Any work to be carried out at height must be underpinned by a risk assessment
  - b. Access equipment selected for work at height must be as per the risk assessment
  - c. Any staff working at height must be appropriately trained to use the access equipment
  - d. Staff are not to improvise or use alternative access methods of their own choice
  - e. Use of any furniture, including tables and chairs, is forbidden for any work at height
  - f. Staff may only use step ladders and step stools if they have received a local instructional training brief
  - g. Any safety concerns about a work at height task must be raised prior to work starting
  - h. Access equipment used on the School such as stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors,
  - i. Contractors working at height are to be appropriately supervised based on their own internal processes and must only use their own access equipment

**Next Review March 17**

**Approved March 16**