

Fernhurst Primary School



Health and Safety Policy



Created	2016
Responsible Committee	Finance and Resources
Ratified by GB	October 2017
Next Review	Autumn 2018

Lead Governor: Chair of Finance and Resources

Date Ratified by Governors: 4th October 2017

Governor's Signature:_____

Headteacher's Signature:_____

Print Name: Norman Hodgson_____

Print Name: Gill Richardson_____

STATEMENT OF INTENT

It is our policy to carry out our activities in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety at Fernhurst Primary School is held by The Academy Trust who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

Responsible Manager

The responsible manager for the premises is Mrs Gill Richardson who will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update The Academy Trust as appropriate
- Periodically update The Local Governing Body as appropriate
- Produce, monitor and periodically review all local safety policies and procedures
- These functions are carried out with coordination from the School Business Manager, Mrs Anna Ward who will keep the Headteacher up to date on Health and Safety matters

All Staff (including volunteers)

All staff 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:

- Supporting the School's health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- 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
- Reporting safety concerns to their line manager, the Headteacher or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others
- Undertake periodic Health and Safety Training as required by management

Site Manager

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Headteacher or School Business Manager. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within their level of competence and seek appropriate guidance and direction from the Headteacher/School Business Manager and/or West Sussex Local Authority as required.

This role is currently performed by Kevin Finn

All Teachers & Supervisors

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and supervisors. 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 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.

Governors Finance & Resources committee

This committee is to assist in the assessment of safety related matters and provide appropriate support to the School Business Manager/Headteacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Committee members will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents, near misses and risk related matters.

Fire Safety Co-ordinator

Gill Richardson is the fire safety co-ordinator and will implement policy in cooperation with Anna Ward who is the competent person for fire safety. Anna Ward is to attend an appropriate fire safety training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the competent person when required.

Legionella Competent Person

Kevin Finn is the nominated competent person for Legionella on the premises and acts on behalf of the School Business Manager/Headteacher to provide the necessary competence to enable Legionella to be managed safely. He is to attend training at intervals not exceeding three years and all training records are to be retained.

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 the Legionella ACOP (L8). He will advise the School Business Manager/Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Business Manager/Headteacher and/or West Sussex Local Authority as required.

Asbestos Competent Person

Kevin Finn is the nominated competent person for asbestos on the premises and acts on behalf of the School Business Manager/Headteacher to provide the necessary competence to enable asbestos to be managed safely. He is to attend training at intervals not exceeding three years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He will advise the School Business Manager/Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek

appropriate guidance and direction from the Business Manager/Principal and/or West Sussex Local Authority as required.

Accident Investigator

The on-site trained accident investigator is Anna Ward who will lead on all accident investigations in accordance with departmental and corporate procedures. She may be assisted by the Headteacher and/or governors from the Finance and Resources committee.

Health & Safety Assistance & Advice

West Sussex/Capita partnership provide the school's service level agreement and are the competent source of safety guidance for the School as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the School, then advice from West Sussex/Capita partnership must be sought. The University of Chichester Health & Safety team may provide further advice and guidance.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Fernhurst Primary School and are to be used alongside other current procedures and policies.

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

Any accident, incident or injury involving staff, visitors or contractors is to be immediately reported to the main reception

Minor accidents to pupils are to be recorded in the accident book located in the main Reception office.

Accidents to staff and near misses are to be recorded on the relevant form held in main reception. Completed forms are to be given to Gill Richardson/Anna Ward for further action as necessary.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with West Sussex Capita Partnership H&S helpline tel: 01243 752025. This will be carried out by the School Business Manager/Headteacher

All significant accidents, incidents and near-misses are to be immediately reported to the Business Manager/Headteacher or in their absence the Admin Officer in the School Office. The trained 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.

Any accidents, incidents or near misses that occur on school premises while the site is under the control of parties hiring the hall, classrooms or field out of normal hours, and is the possible fault of a structural matter relating to the fabric of the school or equipment with in it must be reported to the Admin Officer in the school office on the next working day.

Incidents related to the parties hiring the premises own organised activities are to be reported by them in line with their own reporting procedures.

Administration of Medicines

Arrangements regarding medicines are set out in the Supporting Pupils with Medical Conditions Policy.

Asbestos Management

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located at school office reception 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. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

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.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the School Business Manager/Headteacher/or the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. 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 the School Business Manager/Headteacher and/or asbestos competent person.

Child Protection

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

Community Users/Lettings/Extended Services

The School Business Manager/Finance officer/Admin officer will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards

- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the main office reception where they will be asked to sign the visitor's book and asbestos register. They will be escorted to the area of work and brief them on school conditions/requirements. All contractors are required to sign to indicate that they have read and understand the written visitor induction brief that includes all relevant details of fire safety procedures & safety arrangements.

The Site Manager is responsible for monitoring the progress of work in specific areas especially where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities Risk Management

All safety management and risk assessments for curriculum based activities will be carried out under the control of the class teachers. Class teachers or the appropriate subject 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

All users must complete periodic workstation assessments and any issues will be actioned as necessary by line managers. Workstation assessments are to be routinely reviewed at intervals not exceeding three years.

A contribution up to the value of £25 will be paid towards an eye test for identified DSE users. Should it be deemed necessary for the user to need spectacles a contribution may be made towards the cost.

Electrical Equipment

The Business Manager/Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported to the site manager & immediately taken out of use until repaired or replaced
- All portable electrical equipment will be inspected/tested at intervals of 12 months
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to the Business Manager/Headteacher in order that it can be added to future PAT testing schedules
- Fixed electrical systems will be tested every 5 years in line with current Guidance

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the School Business Manager/Headteacher as soon as possible. It should be taken out of use until repaired.

Emergency Procedures and PEEPS

General emergency evacuation or fire related emergencies are to be carried out in accordance with the School's Emergency Plan.

All new staff will receive a Health & Safety induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are included within the Emergency Plan and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the School's fire safety policy. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the competent person (Richard Edwards) that :

- All staff are to complete fire safety training at intervals not exceeding three years
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff 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
- 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*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- 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

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the Academy.

The following staff hold a recognised first aid qualification
First Aid at Work

Sheena Woods	Expiry date: 28 April 2019
Irene Calzedda	19 May 2019

Emergency First Aid at Work

Libby Isaac Expiry date: 27 January 2019
Tracey Edwards 19 January 2019

Paediatric First Aid

Ellie Malt

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.

First aid kit is located in the main reception office, portable first aid kits will be taken on all school visits and to off-site Forest Schools sessions.

The school hold a spare epi-pen for use by trained first aid personnel.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors or person with suitable training and experience and in accordance with manufacturer's specification and legal requirements.

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, by a competent person, can be carried out.

Good Housekeeping

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:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Electrical cupboards and boiler rooms shall be kept free from rubbish and flammable materials
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

Grounds Work

All staff involved in grounds work will comply with the requirements of the Contractors On Site Risk Assessment.

Suitable Personal Protective Equipment will be supplied and must be worn at all times when using powered tools and hand tools.

Powered tools must be used in accordance with manufacturer's instructions.

All powered tools and plant to be serviced annually or in accordance with manufacturer's maintenance regimes.

Any defective equipment must be taken out of use and recorded on a defect report form. It must be repaired before further use.

Any work related accidents, incidents or near misses must be reported in accordance with School Policy.

Staff will receive suitable training and familiarisation briefings for equipment that they are expected to use.

Hazard Reporting

All staff should be alert to and report any premises or equipment defects that they consider hazardous.

Any perceived hazard must be reported directly to the Site Manager or in his absence the Headteacher/Finance officer/Admin officer. The Site Manager will take immediate action to assess the risk and take appropriate control measures to minimise the likelihood of an accident then liaise with the School Business Manager over any further action required.

A log of all defect reports must be kept using the defect report form.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Business Manager/Headteacher. The premises COSHH assessor acting on behalf of the Business Manager/Headteacher is:

Kevin Finn (following training)

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.

All hazardous substances are to be stored in a secure and signed storage when not in use.

Cleaners products are to be kept in the cleaners locked store. They must make COSHH assessments available to the Academy.

Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be reported to the Site Manager

Routine documented inspections of the premises will be carried out every term in accordance with the premises inspection schedule. Inspection findings are to be recorded locally and records retained.

Defects identified during these routine documented inspections are to be immediately reported to the duty Site Manager. Any identified high level risks or safety management concerns are to be actioned by discussing with Business Manager/Headteacher.

On Site Cleaning

On site cleaning services are provided by Andy Bennett Cleaning Services. They own all cleaning products and are kept locked away during school hours and when not in use. Andy Bennett Cleaning Services will provide copies of risk assessments and COSHH assessments for retention by the School Business manager.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. The kitchen is run by private contractor Chartwells, they manage local procedures for management of the main kitchen. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the Headteacher prior to entry and must strictly adhere to the kitchen safe working practices.

All equipment in the kitchen is maintained by Chartwells, reactive maintenance will be organised by Chartwells and all routine maintenance will be undertaken in accordance with manufacturer's specification and legal requirements.

Legionella Management

Legionella management on site is controlled by the Legionella competent person, the Site Manager, who will manage and undertake all procedures, including flushing of water outlets, monitoring of water temperatures and keeping of records, regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes.

Lone Working

All lone working is to be carried out in accordance with the school Security Policy.

Moving and Handling

Staff are not permitted to 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 unique or 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. The site manager 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. This training must be refreshed as indicated by the trainer but no more than 3 years.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

The School's Educational Visits Officer is Mrs. Libby Isaac.

Physical Intervention

Arrangements regarding physical intervention are set out in the Child Protection and Behaviour Policy.

Provision of Information

The School Business Manager/Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are:

All relevant Health and Safety information including HS Policy, other policy documents, risk assessments, COSHH assessments etc. will be held on the TEACHERS shared drive in the Staff Health and Safety Information folder. This will be kept up to date by the Health and Safety Coordinator. New Health and Safety information will be communicated to all staff via e-mail and then saved in the Health and Safety folder.

Local health and safety advice is available from the School Business Manager/Headteacher, and West Sussex Local Authority can provide both general and specialist advice.

The Health and Safety Law poster is displayed on the Staff room notice board.

Risk Assessment

General risk assessment management will be co-ordinated by School Business Manager/Headteacher and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. Training will be carried out for those members of staff expected to carry out risk assessments. The trained risk assessor on site is currently:

Anna Ward

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 School Business Manager/Headteacher or their delegated member of staff prior to implementation.

All risk assessments are to be held in a folder called Risk Assessments in the Staff Health and Safety Information folder on the TEACHERS Shared drive.

Security

Arrangements regarding security are based on the premises security risk assessment and are set out in the on-site security policy & procedures.

Current emergency unlock procedure relies on the Site Manager. In the event of an incident, such as fire alarm out of School hours, the Site Manager will attend the site.

Smoking

Smoking is not permitted on the premises.

Stress & Wellbeing

Fernhurst Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors. Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are regular one to one Individual meetings between staff and line managers. The School has a Stress Risk Assessment that should be referred to along with the Advice from the School's Advisory Service Tel:01773 814402.

Staff will be allowed time and resources, i.e. private room and access to a telephone, during the working day to contact a GP and mental health services should the need arise.

Traffic Management

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

On site traffic consists of one vehicle entrance/exit that leads directly to the staff/visitor car park. Additionally there is a locked 5 bar gate that gives vehicular access to the school field and grounds. This is normally only used by grounds maintenance or emergency vehicles or under exceptional circumstances authorised by either the Headteacher or Site manager out of the school's normal opening hours.

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist. Additional training needs will be identified on the induction checklist.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals

Training records are held in Individual staff personnel files. The school admin staff are 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. A training plan will identify staff that require training and what training they require.

Any staff expected to carry out additional Health and Safety activities, i.e. assessing risks, legionella control, will be given suitable and adequate training for them to complete the tasks requested of them.

Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Fernhurst Primary School.

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. Violent incident reporting is totally confidential.

Visitors

All visitors must initially report to the main reception 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 premises will be provided with a lanyard to be worn at all times while on site and be required to sign the visitor's book held at reception.

Work at Height

Work at height is always to be undertaken in accordance with the School's work at height policy. At Fernhurst Primary School general work at height will be undertaken in accordance with the on-site generic 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.

The competent persons for work at height on the premises who have attended training is Site Manager Kevin Finn and he is authorised to:

- Use ladders and steps in accordance with their training
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

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 scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use stepladders if they have received training
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Work at height can only be carried out during normal working hours and not when lone working on site.
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

APPENDICES

- A. Supporting Pupils with Medical Conditions
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Policy
- E. First Aid Policy
- F. Security Policy