

CANTRELL PRIMARY AND NURSERY SCHOOL



HEALTH & SAFETY POLICY

September 2019

Health & Safety Policy Statement Cantrell Primary School

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide and safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

This policy has been brought to the attention of all employees and is kept readily available for employees in the Main office and staff server.

Responsibilities

Duties of the Head Teacher

The Head Teacher is responsible for:

- Taking the lead in the promotion of an effective health and safety culture
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and Children and Families policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary

- Monitoring the standard of health and safety throughout the school and providing the Governing Body with an annual report
- Ensuring that emergency procedures are in place and that employees are aware of the emergency procedures
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

Duties of the Governing Body

The Governing Body, in consultation with the Head Teacher will:

- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements
- Act on the information provided in the annual report to Governors from the Head Teacher
- Ensure termly health and safety meetings are held.

Duties of Line Managers

The duties of Line Managers include:

- Day to day responsibility for the health, safety and welfare of employees and pupils
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation and Children's Services Guidelines
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted by the Premises Manager in the safe working practices
- Ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

Duties of the Premises Manager

The Premises Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment
- Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties as requested via the SERAM database in accordance with legionella management techniques
- Maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Attend termly health and safety meetings.

Duties of the Business Manager

- To update and distribute the Emergency Plan annually, or as and when advised by the LA
- To update and distribute the Health and Safety Policy annually, or as and when advised by the Local Authority

Duties of the Off Site visit Co-ordinator (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

Duties of all employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with their Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety

- Report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

Responsibilities/duties of Nottingham City Council

The ultimate responsibility for health and safety rests with the **employer** i.e. the Local Authority (LA), although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (detailed above).

- The City Council will:
 - Monitor the School's compliance with legislation and NCC policies and procedures.
 - Provide competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
 - Create and maintain a Health & Safety Guidance Manual which will include generic risk assessments for selected areas / activities and model policies / procedures.
 - Provide updates to schools of Health & Safety legislation and guidance.
 - Create and maintain incident report management systems and undertake periodic trend analysis.
 - Provide health and safety advice via a telephone helpline.
 - Ensure school management are appropriately trained in health and safety principles with the provision of school specific training courses.
 - Consult with recognised trade unions according to the Safety Committees Regulations 1977.

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Arrangements

Accident reporting and investigation

Accidents to employees are dealt with in accordance with NCC policy using the online incident reporting system.

Accidents to pupils and other non-employees are recorded as laid down in the Children and Families Health and Safety guidance and flowchart. To summarise:

1. Minor pupil accidents as a result of play e.g. (tripping over own feet, bumping into other children) are recorded locally in a pupil accident report book / sheet.
2. Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system/ accident report form.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system
4. Pupil accidents where action needs to take place to avoid reoccurrence and they went directly to hospital for treatment (not as a precaution) are reported to the HSE.

All accidents are investigated by: Head Teacher

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of medicines

Only medication with written parental consent will be administered.

The following members of staff have volunteered to administer medicine:

First Aiders throughout the school

Type/s of medicine: Non-prescribed and prescribed

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

Asbestos management

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

- The condition of asbestos in the building is monitored by the Premises Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The Asbestos Survey is held by the Premises Manager and is made available to any contractors carrying out work within the school.

The latest Asbestos Survey report is available from Kevin Brandwood.

Construction work

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with employees

Health and safety is discussed as and when during weekly staff meetings. Minutes are taken of such meetings and action taken as required.

Any local procedure, policy or decision that may have a significant effect on colleagues' health and safety is brought to the attention of staff so that their views can be heard before implementation.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

Control of contractors

The Premises Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher.

Contractors are asked to complete and read the Contractors Working on Site Sheet.

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (AfPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

Display Screen Equipment

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the online system provided on the schools' safety manual.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Electrical Safety

All portable electrical appliances in school are checked by a 'competent' person at predetermined intervals: Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Premises Manager so that action can be taken to take the equipment out of use.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action from the report is undertaken by the school.

Emergency Procedures

Reference: School emergency plan.

Fire Safety

The fire evacuation procedure and plan of the school building noting escape routes and assembly points are displayed in all classrooms.

Fire drills are undertaken termly. Fire training is provided at induction and at the start of the school year.

The Premises Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire log book.

External companies undertake the fire alarm / emergency lighting /

The school is responsible for any action as required as a result of the services.

First Aid

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are available in the following locations: Central Area, Foundation Unit and Annexe

The kits are kept topped-up by: Emma Bell

All first aid treatments are recorded in the relevant first aid books provided.

The following arrangements are in place for the dealing with bodily fluids. Use the bags and bins provided.

'Head bumps' are reported to the injured child's parent /carer.

- The First Aiders (FAW) are: Emma Bell and Susan Hickman
- The Emergency first aiders (EFAW) are: all trained staff in school
- Paediatric trained First Aiders are: Emma Bell and Susan Hickman

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a Gas Safe registered gas engineer organised through NCC Corporate Maintenance.

The school is responsible for any action required as a result of the inspections or any reactive repairs.

Hazardous substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, i.e. chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant).

Information / COSHH assessments relating to hazardous substances in school are kept above main photocopier and in Caretakers KS1 office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

'Competent' advice is provided by the Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (accident/violent incidents and training queries) (☎ 87 64328)

Housekeeping

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" is displayed in the school staffroom. The name of the H&S Governor, contact details for the Schools H&S Team and where to obtain details of the union safety representatives (intranet) are included.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Premises Manager and Governors.

Employees have been instructed to report any damage / defects to the Premises Manager or Head Teacher.

Arrangements are in place for the annual inspection of PE equipment by a specialist company (organised via School Contracts Team)

Lettings/Use Premises Out of Hours

A contract with conditions of hire has been completed, signed and approved by Legal Section.

Licenses required for entertainment / stage plays etc. are acquired as necessary.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

The Premises Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Premises Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Training on safe manual handling of objects is available from Corporate Safety.

The safe manual handling of pupils, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the Safety Manual.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

New and Expectant Mothers

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is: Ralph Surman supported by Sophie Davies

The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 9476202 ext.249.

Personal Protective Equipment (PPE)

PPE is issued to employees as required, e.g. to the Premises Manager, Caretaker, Cleaners and any employee who may have to deal with bodily fluids. PPE is also provided for students, e.g. in science,

design and technology and PE. The issuing of PPE is recorded on a record sheet and replaced as required.

Positive Handling/De-escalation

The school operates training and practice in line with the standards of Approach Training who provide us with the necessary legal, ethical and de-escalation training.

Playground Safety

The Premises Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Premises Manager or Head Teacher.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses immediately so that prompt action can be taken to avoid accidents and injury. A logbook is available in the school office.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the School Business Managers Office.

These are based on the model generic risk assessments available from the Safety Manual.

Safety Representatives (G14)

Under legislation, Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Further details of Safety Representatives' role and their inspections are available on the Safety Manual.

Security Arrangements

The Premises Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holders are: Kevin Brandwood

Jill Weedop

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teacher is responsible for controlling work-related stress issues and for carrying out a general risk assessment.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground under the trees on the playground.

Supervision

Pupils are supervised during all activities throughout the school day.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation by the Premises Manager. New employees are adequately supervised, as required.

Vehicles, use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found in the on-line H&S manual.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school/hired minibus.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

Nottingham City Council has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported via the incident reporting system and investigated as required by Line Manager / Head Teacher.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Waste/Litter Management

The Premises Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management/control of Legionella

The School have adopted Nottingham City Council's Water Management System for the control of legionella. Monitoring results are recorded on the SERAM database. A risk assessment co-ordinated by Corporate Maintenance is undertaken on a 2 yearly basis and acted upon by the school.

Legionella checks are carried out monthly by the Premises Manager and recorded using the LA Serum database.

Welfare Facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day.

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Premises Manager.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Working at Height

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Premises Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders has been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose.

Appropriate training has been provided in the use of access equipment.

Employees are instructed to report damage / defects immediately to the Premises Manager / Head Teacher.

Appendix 1 cross-reference policies:

- Asbestos
- Bullying
- Child Protection
- Drugs
- Emergency Plan
- Fire
- Handling
- Internet Policy
- Off-Site Visits
- Security