



Health and Safety Policy

Published January 2018
To be reviewed by January 2019
Then annually

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 pupils, employees and all persons likely to be affected by our activities including the general public where appropriate.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all pupils, employees and others entering the school
- 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 pupils and 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 Bordon Infant school is held by Hampshire County Council 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 the Headteacher, Matthew Greenhalgh, 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 governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

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 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 staff representative 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 in any way that may cause harm or ill-health to others

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. She is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. She is to work within her level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

On-Site Health & Safety Co-ordinator

The on-site health & safety co-ordinator to the school is Karon Mitchell. She will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of, the Headteacher. She is to work within her level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

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 regard 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.

Safety Committee

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

The Safety Committee consists of the governors on the Finance & Resources Committee who meet once every half term.

Fire Safety Co-ordinator

The School Business Manager, Karon Mitchell, is the Fire Safety Co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. She is to attend the fire safety co-ordinator 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 Headteacher and/or the Children's Services Health & Safety Team as required.

Facilities Management Trained Staff

The Site Manager, Tracey Goss, is the Facilities Management Trained Staff member and is the competent person for the overall management of general premises' facilities and acts on behalf of the Headteacher. She is to attend the facilities management training course and refresh this training every six years. She is responsible for the local management and completion of day-to-day premises matters and duties. She is to work within her level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative

The premises Health & Safety Representative, Karon Mitchell, will represent the staff with regard to their health and safety at work. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to her role in accordance with current guidance and legislative requirements.

Legionella Competent Person

Tracey Goss, the Site Manager, is the nominated Competent Person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. She is to complete annually the Legionella e-learning course and retain all training records.

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 departmental and corporate requirements. She will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises' users. She is to work within her level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Asbestos Nominated Person

Tracey Goss, the Site Manager, is the Nominated Responsible Person (NRP) for Asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. She is to complete Asbestos Awareness HSS course and annually the asbestos e-learning course and retain all training records.

The Asbestos Responsible Person will ensure that all staff have a reasonable awareness of the dangers and management of asbestos. She is to ensure that the appropriate staff are competent in the use of the Asbestos Register and that any asbestos is managed in accordance with departmental and corporate requirements. She will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. She is to work within her level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The on-site trained Accident Investigator is the School Secretary, Marie Edney, who will lead on all accident investigations in accordance with departmental and corporate procedures. The Senior Leadership Team and the School Business Manager also share responsibility for accident investigation in the absence of the Headteacher.

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 Bordon Infant School and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and 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

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported online. A paper copy of the form is on staff share "Accident Violent Incident Form" which staff can access, complete and forward to Marie Edney/Karon Mitchell for submission online.

Minor accidents to pupils are to be recorded in the School Accident Book held in the school office

Accidents involving children within the school considered to be of a more serious nature than minor incidents are also recorded using the online template.

The Children's Services Health and Safety Team will now be responsible for reporting all incidents under RIDDOR to the HSE.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. The Trained Accident Investigator is always to 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 recurrence.

The HCC Online Accident Investigation Report Tool is to be used for the recording and reporting of investigations. The Headteacher will ensure that the governing body and senior management are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Health & Safety Coordinator and the governors' safety committee for trend analysis so that any repetitive causal factors may be identified and action taken to prevent recurrences.

Premises' hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school staff 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.

Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

Asbestos Management

The Headteacher, Responsible Manager (RM) is the person who is the main lead for the school. The Responsible Manager must ensure that they have carried out the duties identified in Annex 3 of the Corporate Asbestos Management Procedures and completed and signed the checklist. The Responsible Manager (RM) will complete the asbestos awareness e-learning on appointment and annual refresher.

Asbestos Management on site is controlled by Tracey Goss, who is the Nominated Responsible Person (NRP) whom the Responsible Manager has delegated some of the local asbestos management responsibilities to. The NRP must be someone who is familiar with the site, the activities which take place on the site, including maintenance activities. The Nominated Responsible Person for the building must ensure that they undertake the duties set out in Annex 4 of the Corporate Asbestos Management Procedures and have completed and signed the checklist. The Responsible Person (NRP) will complete Asbestos awareness HSS taught course on appointment and e-learning refresher annually.

The Asbestos Register, as issued by PBRS, is located in the school office and is to be shown to any 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 information held in Asbestos Register will be notified to PBRS so that the Asbestos register can be updated.

Under no circumstances must staff drill or fix 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 Headteacher and/or the Asbestos

Competent Person who will immediately act to cordon off the affected area and contact the PBRS Asbestos Team for guidance.

Any contractor suspected of carrying out unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and/or Asbestos Competent Person.

Child Protection

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

Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for their activities is completed using RATF-047A or RATF-047B
- The premises are safe for use and are always inspected prior to, and after, each use
- Means of general access are safe for use by all users
- All equipment provided by the school 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

HCC-approved contractors are always to be used for contractual work on the premises. Where non-HCC-approved 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. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine the competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for the specific work being undertaken.

All contractors must report to the school office where they will be asked to sign the Visitors Book and Asbestos Register. They will also be shown the Visitors Information and be asked to fill in the Contractors' Information Sheet. All contractors must be issued with the locally-written Contractor Induction Brief that includes all relevant details of fire safety procedures and local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision - more so where the contractor's work may directly affect staff and pupils on the premises.

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject 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 CLEAPSS, HIAS and Hampshire County Council. 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 by following the appropriate guidance.

Display Screen Equipment

All users must complete the Display Screen Equipment E-learning Course every year. All users must carry out periodic workstation assessments using a CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

Electrical Equipment

The 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 and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Equipment testing/inspection is only be carried out by a competent person.
- Private electrical equipment is not brought onto the premises or used unless its use has been approved by management and has been tested
- New equipment must be advised to the Headteacher so that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager, Tracey Goss, and attended to as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the School Emergency Evacuation Plan.

The school has a Fire Emergency Plan for fire-related emergencies and an Emergency Evacuation Plan for all non-fire emergencies.

All staff will receive a briefing and/or a copy of the Emergency Evacuation Plan at induction, and provided with updated information when the Emergency Evacuation Plan is reviewed and amendments are introduced.

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

Fire Safety

Arrangements for safety in the event of a fire are set out in the Fire Safety Manual. 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 Fire Safety Co-ordinator that:

- All staff complete the mandatory Fire Safety Induction E-learning Course every year
- 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 potential hazards or required amendments are identified

First Aid

Arrangements for the provision of first aid 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 are also clearly signposted around the school

First aid is never to be administered by anyone except first aid trained staff with in-date training certificate.

First aid trained staff will always operate within the parameters of their training.

General Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors under PBRs arrangements, 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

Tidiness, cleanliness and efficiency are essential in the promotion of good health and safety.

The following 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
- 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

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used, or brought in for 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 Headteacher.

The premises COSHH assessor acting on behalf of the Headteacher is the Site Manager, Tracey Goss.

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 any harm or 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 the secure and signed storage when not in use which is in the caretaker's cupboard. This is to remain locked at all times.

Inspections and Monitoring

Daily monitoring of the premises, through work routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager, Tracey Goss.

Routine documented inspections of the premises will be carried out every month in accordance with the premises' monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager, Tracey Goss, and recorded in the defect book. Any identified risks or safety management concerns are to be reported to the Headteacher or the Health & Safety Coordinator who will take appropriate action to maintain the health and safety of all children, staff and visitors.

Periodic detailed inspections of the premises' Safety Management System will be carried out every year by the Headteacher and the School Business Manager. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Anyone 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.

Legionella Management

Legionella management on site is controlled by Tracey Goss, the Legionella Competent Person, who will manage and undertake all procedures for Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

Lone Working

The lone working arrangements for staff who may undertake lone working on this site are explained in the Lone Working Policy.

All lone working must be approved by the Headteacher and is to be carried out in accordance with the premises Lone Working Risk assessment and the Lone Working Policy.

Moving and Handling

All staff must complete the Moving and Handling E-learning Course every year.

Staff are not permitted to handle regularly 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 so 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. She must therefore attend a formal moving and handling course specific to the work requirements.

Off-site Activities

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

Physical Intervention

The school's policy and procedures if/when physical intervention is required are set out in the Physical Intervention Policy.

Provision of Information

The Headteacher will ensure that information systems are established so that staff are provided with information on safety arrangements in the school.

Any specific information is given in staff meetings and recorded in the minutes of those meetings. Any general information is put up on the Health & Safety Notice board in the staffroom.

Advice on health and safety can be obtained from the Business Manager, Karon Mitchell, or the Headteacher, Matthew Greenhalgh. The Children's Services Health & Safety team provides both general and specialist advice.

The *Health & Safety Law* poster is displayed in the staffroom on the Health & Safety Notice board.

Risk Assessment

General risk assessment management will be co-ordinated by the Headteacher, Matthew Greenhalgh, in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01-07.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site who is the School Secretary, Marie Edney, will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out with 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 his delegated members of staff prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the school's bring-up diary system.

Security

Arrangements for security are based on the risk assessment carried out on premises' security. They are set out in the Security Policy & Procedures and include emergency unlock routines.

Smoking

Smoking is not permitted on the premises.

Stress & Wellbeing

Bordon Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing the causes of workplace stress.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stressful situations are handled through performance management and monitoring by the Senior Leadership Team

Traffic Management

Vehicles may not drive to the front door between:

- 8:20 - 9:10am
- 10:40 - 11:10am
- 12:00 - 1:15pm
- 2:50 - 3:40pm

Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health & Safety Induction Checklist.

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training on their safety at work.

A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

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

- Induction training on all the requirements of this health and safety policy
- Appropriate training in school on risk assessments and safe working practices
- Updated training and information following any significant changes in health and safety issues
- Specific training appropriate to their own role and activities
- Periodic refresher training (at least every three years)
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the School Secretary, Marie Edney, 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.

Violent Incidents

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

Staff must report any violent or aggressive incidents. This will ensure that there is an awareness of potential issues and/or injuries and enable any incident to be appropriately investigated, reasonable action taken to support those involved and the risk of similar incidents occurring in the future reduced.

Violent incident reporting is completely confidential. Violent and aggressive incidents are to be reported using CSRF-001 Violent Incident Report (VIR) Form in accordance with Children's Services Safety Guidance Procedure SGP18-07.

Visitors

All visitors must first report to the main reception.

They will be provided with the Visitor Health & Safety Information Sheet and a visitor's badge.

Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Bordon Infant 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 Person for Work at Height on the premises (who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course) is Tracey Goss. She is authorised to:

- Use steps, stepladders and leaning ladders in accordance with her training
- Provide step stool instructional training briefs to staff in accordance with SGP 23-08
- Provide stepladder and steps training to staff using the Children's Services *Stepladder & Steps Safety* user training presentation
- 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 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 specified in 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 step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within the past three years
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and is 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

Other policies that relate to this one

- A. Administration of Medicines Policy
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. First Aid Policy
- F. Physical Intervention Policy
- G. Lone Working Policy & Procedures

Ratified by: [name/body]: FGB
Date: 18/1/18
Signed (Chair):.....