



NEWBRIDGE SCHOOL

HEALTH & SAFETY POLICY 2017-2018

Updated: November 2017

Review Date: November 2018

Persons Responsible: Chair of Governors/Headteacher/Health & Safety Governors



A member of the Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales with company number 8414933 whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcestershire, WR11 1BN.

HEALTH and SAFETY POLICY

With ARRANGEMENTS

1. THE STATEMENT

1.1 General Requirements

The Governors of Newbridge School recognise their responsibility under the Health and Safety at Work Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2. THE ORGANISATION RESPONSIBILITIES

Advance Trust:

a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at schools within the Trust including Newbridge School (*under sections 2 and 3 of the Health and Safety at Work etc. Act 1974*).

b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done. c) has responsibility for appointing a competent person to project manage those works which fall within the scope of the Construction (Design and Management) Regulations 1994, in which case this will be the responsibility of the Governing Body.

2.1 Who to include

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school.

The Governors	Siegret Philip, Chair of Governors Helen Butler, Vice Chair & Health & Safety Jan Simms, Parent Governor Tony McCaffrey, Staff Governor Vacant, Teacher Governor Liz Hayward, Executive Principal, Advance Trust Alison Young, Business Director, Advance Trust Sue Askin, Director, Advance Trust Ron Clews, Governor, Riversides School Prof Derek Sheldon, Associate Governor
The Headteacher	James Laidler
Heads of Department/ Subject Co-ordinator in areas of particular risk	Charlotte Webby - D&T Workshop Kate Hodgkinson - Kitchen Vacant - Science
Office Manager/Transport Caretaker Catering	Leesa Davies Robert Hancocks/Raymond Johnson Suzanne Bromley
The First Aiders	Tina Pell Tony McAffery Matt Roberts Leesa Davies
Safety Representatives	Helen Butler, Health & Safety

2.2 Employer's Responsibilities

The Governing Body:

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Newbridge School (***under Sections 2 and 3 of the Health and Safety at Work Act 1974***);
- b) ensuring that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary;
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary;
- d) advising the Advance Trust Board of structural defects that could adversely affect the health and safety of staff, pupils and other persons;
- e) ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health;
- g) has responsibility for appointing competent principal contractors where building or plant maintenance work is done;
- h) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007;
- i) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment;
- j) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;
- k) the adoption of safe working practices by staff and pupils, and by contractors on site.

2.4 Headteacher's Responsibilities

The Headteacher is responsible for:

- a) the implementation of the School Safety Policy;
- b) advising the Governing Body of the need to review the School Safety Policy;
- c) the day to day responsibility for health and safety in the school;

- d) ensuring that risk assessments are carried out in accordance with the ***Management of Health and Safety at Work Regulations 2006*** in all areas of significant risk, as well as those required under the ***Control of Substances Hazardous to Health (COSHH) Regulations 2002***, the ***Manual Handling Operations Regulations 1992*** as amended, the ***Provision and Use of Work Equipment Regulations 1998*** and the ***Display Screen Equipment Regulations 2002***;
- e) ensuring that staff receive appropriate health and safety training;
carrying out an annual safety audit;
- f) ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with;
- h) notifying the Advance Trust Board of Directors of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down;
- i) emergency procedures, including evacuation in case of fire or bomb threats;
- j) ensuring that adequate provision is made for the administration of First Aid;
- l) ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly;
- m) facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings;
- n) consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.5 Heads of Department/Subject Co-ordinators are responsible for:

- a) all matters of health and safety in their faculty, department or subject area;
- b) bringing to the notice of the Headteacher (or the School Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area;
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas;
- d) producing a faculty/departmental/subject safety policy and revising it as necessary;
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken);
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.

- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances);
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

2.6 Office Manager/Caretakers are responsible for:

- a) ensuring that he/she is familiar with and complies with the School Safety Policy;
- b) bringing the School Safety Policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials);
- c) ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use;
- d) ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out);
- e) ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction.

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- f) ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.);
- g) informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor);
- h) informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out);
- i) the safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

2.7 Catering Manager is responsible for:

- a) ensuring that he/she is familiar with and complies with the school safety policy;
- b) ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others;
- c) ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements;
- d) bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

2.8 The First Aider is responsible for:

- a) recording of accident/incidents requiring first aid treatment;
- b) maintaining the First Aid box(es);
- c) controlling and maintaining any other First Aid supplies as may be kept separately.

2.9 Safety Representatives (Appointed by Trade Unions/Professional Associations)

Safety representatives have the right to:

- a) carry out termly inspections of the premises and submit a written report to the Headteacher;
- b) receive any reports of inspections or accident investigations made by the Health and Safety Executive;
- c) represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff;
- d) represent the staff/union membership on school safety committees;
- e) receive such training as may be necessary for them to perform their duties.

2.10 All employees have a responsibility to:

- a) ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public;
- b) co-operate with supervisors, line managers, safety representatives and the safety advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety within the school;

2.11 Contractors it is the responsibility of contractors and their employees to read and comply with the school safety policy/notices in reception as appropriate.

3. THE ARRANGEMENTS

- 3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal
- 3.2 Accident reporting, recording and investigation
- 3.3 Contractors (Management of)
- 3.4 Contractors and visitors on site
- 3.5 Control of substances hazardous to health (COSHH) – including radiation
- 3.6 Defect reporting procedures
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3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

Newbridge School ensures the school be in the good conditions by:

- Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish.
- Arrangements for wet floor cleaning to minimise risks of slips.
- Means of disposing of glass and other sharp objects.
- Arrangements for snow shifting and icy conditions (refer to Grounds Maintenance Fact Sheet on Edulink).
- Arrangements for clearing leaves off pathways.
- Arrangements for security/location of external waste bins.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers etc.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Headteacher and Administrator who will record the information on WCC County Council accident/incident reporting system.

All minor accidents should be recorded in the schools own *minor accident book/ safeguard system*. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Headteacher is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil/student until they reach the age of 21.

3.3 Contractors (Management of)

Newbridge School manages all contractors who work on site by:

- The appointed responsible person to manage the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- How contractors are selected, refer to Property Services Approved Jobbing Contractors booklet available on Edulink.
- Arrangements for induction of contractors to exchange information and agree safe working arrangements.
- Administrator and Property Services are responsible for checking method statements and risk assessments prior to commencement of work.
- Staff should report concerns to Administrator.

3.4 Contractors and Visitors on Site

Arrival on site, all visitors are required to report at Reception. Administrator will explain how they will be controlled – who will monitor/wear an ID badge/sign in and out and inform them of health and safety issues.

3.5 Control of substances hazardous to health (COSHH) – including radiation

Head of Department is responsible for COSHH record and management, as follows:

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- Head of Department is responsible for maintaining the COSHH file which is kept in subject area classroom.
- Purchasing Policy – School Administrator purchases COSHH products from reliable suppliers who can supply products safely and provides school with safety data sheet.
- The need to carry out risk assessments for tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002.
- Head of Department is responsible for safe storage of the COSHH products
- Instructions for labelling decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment.
- Safe storage and transportation of hazardous substances.
- Emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them.
- Disposal procedures for waste, unwanted or spilt substances.

For HIGH School only - Radiation

WCC Health & Safety Team, Corporate Health & Safety Manager is Clive Werrell.

3.6 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section. Staff reports the defect to Administrator who enters it into the defect report form kept in the school intranet system). All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. Administrator will monitor that the defect has been rectified and report to Governors at termly intervals.

3.7 Display Screen Equipment (DSE)

In accordance with the Display Screen Regulations:

- DSE Self assessments for staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- Line Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.8 Electricity at work

To maintain the electricity at work:

- All hardwired equipment checked every 5 years via Place Partnership Limited or an external competent contractor.
- Administrator is responsible for ensuring the hardwiring checks are carried out by the school Caretaker.
- Portable appliances tested (PAT) including microwave leakage testing and by external company and/or internal staff is carried out annually.
- PAT registers are kept at the admin office. All defective items removed or repaired.

3.9 Fire Precautions and Emergency Plans

- Headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- Emergency evacuation drills, including staff with special responsibilities and frequencies of drills (at least termly), assembly points are regularly monitored by the Headteacher.
- Caretaker is responsible for weekly inspections and maintenance of fire extinguishers and bi-annually inspected by a competent person.
- E-Learning on fire awareness training is given to all staff.
- Office Manager/Caretaker is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and where records are kept (fire precautions manual), and oversee the six monthly inspections and maintenance of the systems.

3.10 First Aid and Medication

First Aid

- First aider details are displayed in the school.
- First aid training is provided to First Aider and refresher training undertaken every 2 years.
- Headteacher is responsible for checking when staff requires refresher training.
- The first aid kits are kept in the reception area. They are regular checked and restocked by the first aider.
- All staff has been trained to cover in the event of absence, training & retaining of first aiders.

Medication

- First Aider and Administrator shares responsible for administer the medication and are supported by special training if required.
- All medication are kept in the locked cabinet in the reception office.
- Pupils who need medication need to have signed consent from parent/ guardian. That all medication given is documented.
- Two members of staff sign to say they have given dose.

3.11 Health and Safety Advice

The school can seek advice from WCC School Health and Safety team for any issues/concerns.

3.12 Information dissemination procedure

Information and instructions on health and safety matters are available/given to teachers/non-teaching staff/pupils, governors and visitors as follows:

Employees:

- Staff are informed about all of the existing information held on the site in arrangements section, staff handbook, specific risk assessments and induction.
- The documents are kept electronically where staff can access.
- Health and safety is a standing item to discuss in Governor meeting.

Pupils:

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information in lessons, assemblies, and newsletter to parents.

Visitors/contractors:

- Administrator shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit.
- The information is also printed on back of visitor badge.

Governors:

- Headteacher will ensure that governors are informed termly of any existing and new health and safety information.

Trade unions:

- Trade union representative will ensure that Trade Union health and safety representative are informed of new health and safety information.

3.13 Lettings/Shared use of premises/Extended Services

- Headteacher and/or Administrator is responsible for discussing and agreeing health and safety arrangements.
- A written lettings agreement/is a policy in place, signed by the hirer and the school hold a copy. In the agreement, all the following details will be included:
 - Restrictions on use of equipment
 - Staffing requirements
 - Fire and emergency arrangements
 - Standard operating procedures
 - Emergency lighting availability
 - Risk assessments
 - Security arrangements
 - Insurance cover

3.14 Lifting equipment (including lifts and hoists)

- Staff need to seek assistance when lifting any heavy items that requires more than one person to lift, or use trolley or any other equipment suitable for its purpose.

3.15 Lone working and Personal Safety

- Lone Working is limited to caretaker.
- Personal safety awareness information is provided/discussed with staff who requested to work alone in the specific date.
- Contact arrangements, and Risk assessments carried out and shared with staff.

3.16 Maintenance/Inspection of equipment, including fume cupboards

- Details of what equipment requires periodic inspection, examination, testing are kept electronically and are monitored by Administrator.
- List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems.
- PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc.

3.17 Manual handling

- Manual handling training is required to Administrator or staff who occasionally requires to handle objects.
- Line manager of staff will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.

3.18 Monitoring Arrangements

WCC Health and Safety school team, Governors, Site Managers, Management Team, Trade Union health and Safety representatives will be monitoring health and safety at school annually.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents/incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headteacher/Site Manager.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.19 Noise at Work

We realise that in order to comply with the ***Control of Noise at Work Regulations 2005*** we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, Administrator carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.20 Offsite and Educational Visits

Details of offsite and educational visits are kept electronically in staff share drive.

- Educational Visits Co-ordinator (EVC) will monitor the request for visits and the procedure.
- Headteacher to sanction visit once EVC Visit leader and EVC has completed the necessary arrangements and checks.
- Requirements when planning school trip, the need for pre-site visits.
- Leader of each visit will carry out risk assessments. Recording of risk assessments before activity.
- Emergency arrangements, parental authorisation, supervision requirements, First Aid Provision.
- The need for a 'plan B' if the activity cannot be carried out.

3.21 PE equipment

- PE Teacher is responsible for the arrangements for PE equipment to be inspected termly.
- All equipment will be risk assessed especially if using pupils own.
- The Association for Physical Education (afPE) Guidance on safe use of the equipment be followed/adopted published 2012.

3.22 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Staff will seek for advice and discuss this with line manager.
- The arrangements for periodic checking and maintenance of the equipment.

3.23 Risk Assessments

- The need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The Management of Health and Safety at Work Regulations 1999).
- Headteacher is responsible for ensuring risk assessments are undertaken annually, signed, recorded and kept in Reception office.
- Arrangements for New and Expectant Mothers to be discussed with periodic review of risk assessments.
- All staff are informed and shared all risk assessments.
- Every off-site visit is risk assessed and a post visit review is done as required.
- Pupils are individually risk assessed on arrival and at six weekly intervals or as required following an incident.

3.24 Sports pitches/play fields/smoking on site

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.25 Staff Consultation/Trade Unions

Refer to **General Requirements** statement at beginning of Health and Safety Policy, Newbridge will ensure to have:

- Frequency of health & safety committee meetings and terms of reference.
- Staff raise issues of concern and make suggestions for health and safety improvements in team briefings, staff meeting, and trade union involvement.
- Line manager will be responsible for informing and consulting "in good time" with trade union health and safety representatives on:
 - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - Appointment of competent persons on site who will to comply with health and safety requirements.
 - Risks to employees health and safety and preventative measures.
 - Planning and organising of health and safety training.
 - Introduction of new technology and health and safety consequences.

3.26 Stress and Staff Wellbeing

Newbridge will ensure that stress and staff wellbeing be looked after by conducting:

- Regular Performance Review, 1-1 supervision, TED and Team Building are in place to support staff.
- If staff have any concerns, they will report to Line Managers/Headteacher/Governors.
- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- General staff facilities available e.g. staff room, rest rooms will be ensured to be in good and healthy standard.

3.27 Training and Development related to Health and Safety

- Headteacher/Line Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- Line Manager is responsible for new staff inductions and briefings.
- Training records are kept in the admin office.
- Headteacher is responsible for ensuring staff undertakes refresher training.

3.28 Vehicles on Site/car park arrangements

- Administrator is responsible for management of vehicles on site.
- All vehicles both from staff and visitors will park in the marked parking area. In any occasion that there is no parking space available, vehicle owners should report to Admin staff when sign in, if they have to park in unmarked area.

3.29 Violence to Staff / School Security

- Specify rules for maintaining site security have been set by keeping doors shut, electronic control access, controlling visitor access, and signing in arrangements.
- Requirement for all staff to report all incidents of verbal & physical violence.
- Risk assessment carried out for hazardous circumstances.

3.30 Water Hygiene

Refer to the HSE The Control of Legionella bacteria in water systems L8, the school will ensure all water supply be in hygiene condition.

- The water hygiene log book is kept in the caretakers office.
- Contractor is responsible for carrying out water hygiene sampling, monitored by Administrator.
- Water temperature is regularly monitored by the caretaker.

3.31 Work experience pupils

- Alternative Provision Manager will give the induction and carry out the risk assessment.
- Pupils will be monitored/supervised whilst on site.

3.32 Working at Height

- Steps/ladders are available and it is kept in the storing room.
- Caretaker will carry out the annual inspections.
- Administrator will ensure staff are aware of the risk assessments if working at height and to ensure staff using the equipment are wearing appropriate clothing/ footwear.
- Restrictions on use by pupils.
- Restrictions on use by Contractors.