



# Old Basford School Health and Safety Policy

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Autumn Term 2024	Laura Duffin	<ul style="list-style-type: none"> <li>• Updating Headteacher duties</li> <li>• Updating control of contractors</li> <li>• Update to first aid information</li> <li>• Update to last positive handling training date</li> </ul>
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## Health and Safety Policy Statement

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 non-employees e.g. pupils, parents, visitors etc., are not exposed to a 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 safe plant and equipment
- To ensure safe use, handling and storage of substances
- 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 the systems in place that manage health and safety and to revise it as necessary on an annual basis

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

## Responsibilities

### RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body acknowledge that as employer, they are ultimately responsible for health and safety in the Academy.

The Governing Body is responsible for:

- Leading an effective health and safety culture
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that the school have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensuring a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements
- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda of appropriate meetings
- Considering immediate reviews in the light of major shortcomings or events.

### DUTIES OF THE HEAD TEACHER

The Head Teacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- 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 school 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
- 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
- Ensuring that emergency procedures are in place
- 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 BUSINESS MANAGER

- 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 arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe

## **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 school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- 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 SITE MANAGER**

The Site 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 in accordance with legionella management requirements

## **DUTIES OF THE OFF-SITES 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

## Arrangements

### Accident Reporting and Investigation

Accidents to employees are recorded and investigated 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 Schools 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.
3. Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the online incident reporting system.
4. Of those accidents that 2. applies to, if the pupil goes directly to hospital from school for treatment (rather than a precaution) then these must be reported to the Health and Safety Executive (see below).

All accidents are investigated by: A member of the senior leadership team

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

Please refer to the Supporting Pupils with Medical Conditions policy.

All medication will only be administered with written parental consent.

The following members of staff have volunteered to administer medicine:

Name: Office Staff / Midday Staff / First Aiders

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.

Training on the administration of specific medicines is provided by:

Subject: Epipen

Trainer: School Nurse

### Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into the 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, the school 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 Site 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 Site Manager in the school office, and is made available to any contractors carrying out work within the school.

The latest Asbestos Management Survey report is dated: 28<sup>th</sup> November 2015

### **Communication**

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings.

### **Construction work**

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

### **Consultation with Employees**

Health and safety is a standing item on the agenda of staff meetings and weekly staff communications. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or a member of the senior leadership team.

The Academy will consult with employees or School safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

A School Health and Safety Committee will be established if requested to do so by two or more safety representatives.

The academy consults with Trade Unions on local policies which have a health and safety element and that are not based on NCC model versions.

### **Control of Contractors**

As part of the tendering process for any building work, contractors are chosen who can prove their competence in the specific trade.

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

### **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. Risk assessments for individuals are completed where appropriate.

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.

### Electrical Safety

All portable electrical appliances in school are checked by a ‘competent’ person at predetermined intervals: annually. Records of PAT testing are held on site by the Site Manager.

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 Site 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

Detailed in the academy’s Emergency Plan.

### Finger Guards

The risk of pupil finger trapping in door hinges is managed by control measures detailed in the school’s risk assessment. This includes the provision of finger guard devices where deemed necessary.

### 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 the start of the school year and at inductions with new starters.

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

Also refer to fire management folder including risk assessment and logbook.

### First Aid

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

First Aid Kits are available, the main first aid kit is kept in the main reception.

The kits are kept topped-up by Sarah Harding, Assistant School Business Manager.

All first aid treatments are recorded on the relevant form (see Accident Reporting and Investigation).

Arrangements are in place for the dealing with bodily fluids

The following Personal Protective equipment is provided to deal with first aid: Protective Gloves and Disposable Aprons

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

Course	Name
First Aiders (FAW)	All level 2 & 3 teaching assistants
Paediatric trained First Aiders	Danielle Taggart, Tracy Squires, Shelly Lawson, Laura Williams, Adele Dobson and Joanne McNicholas

### Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the Gas Safe Register™. This is arranged by the Site Manager.

Gas supplies are capable of being isolated and 'locked off' when not in use.

### Hazardous Substances

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

A (COSHH) risk assessment is carried out by the Site Manager for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol.

Information / COSHH assessments relating to hazardous substances in school are kept by the Site Manager

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

### Health and Safety Advice

Competent advice is provided through the H&S Support package from the Schools Health and Safety Team (☎ 87 64608/9) and Corporate Safety (☎ 87 64328) (accident system and training)

### Housekeeping (and see also under waste / litter)

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 and school office. The name of the H&S Governor and school representative are included.

### Inspections

The following inspection/servicing contracts are in place:

Type	Frequency	Contractor
Air conditioning	Annual or as recommended by manufacturer	Tendered annually
Automatic gates (electric powered)	Annually	Tendered annually
Catering equipment	As required by risk assessment, recommended by manufacturer	NCC
Electrical installation	Five Yearly	Tendered
Gas boilers	Annual	Tendered annually
Gas cookers	Annual	NCC
Gym equipment (fitness training etc.)	6-Monthly / Annual	Sportsafe

Emergency Lighting	6-Monthly	
Fire Alarm	Quarterly	
Fire Extinguishers	Annual	Notts Fire & Rescue
Hall Dividers	Annual	
PE and Play equipment	Annual	
Portable Electrical Appliances	Generally Annually / 2-Yearly	Tendered annually
Power Tools	As required by risk assessment, recommended by manufacturer	
Tree Inspections	As recommended by NCC	

### Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved 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 Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site 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.

Leaflets on safe manual handling of inanimate objects is available from the Safety Manual.

The safe manual handling of pupils, e.g. disabled children, 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 from the Safety Manual.

### Monitoring and Review

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

### New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

### Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is Mrs Louise Davie

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 Local Authority's Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team based at College Street – ☎ 9476202.

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

### **Personal Protective Equipment (PPE)**

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

### **Positive Handling / De-escalation**

The criteria for staff attending Positive Handling/ De-escalation training is that all SLT, the SENCO, and 1:1 TAs enabling sufficient cover in all year groups.

Training last undertaken: June 2024.

For further information please refer to Old Basford School Behaviour, Discipline and Physical Intervention Policy.

### **Playground Safety**

The Site 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 Site Manager or Head Teacher.

Play equipment is inspected annually by Playdale

### **Reporting of defects, hazards and near misses**

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. A logbook is available in the business manager's office to report these matters.

### **Risk Assessments**

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the business manager's office.

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

### **Safety Education**

Arrangements are in place for safety education to be included in the curriculum.

### **Safety Representatives**

Under legislation Academy employees who have been appointed as 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

Safety Representatives have no legal responsibilities other than those of an employee.

## **Security Arrangements**

The Site 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: Site Manager, Headteacher, Security company

## **Site 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, Site Manager and Governors.

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

## **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 Headteacher is responsible for managing work-related stress within the school.

## **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 via side of building and trees around the trim trail. In extreme cases the school has air conditioned rooms.

## **Supervision**

Pupils are supervised during all activities throughout the school day.

It has been determined that during morning and afternoon break times teaching staff and teaching assistants will generally stand on their respective playground and trim trail with one (or more) standing on the playground and one supervising the trim trail.

During lunchtimes the Opal Play Team Members will cover the following areas

1. The dining hall
2. The Early Years and Key Stage One playground and trim trail
3. The Key Stage Two playground and trim trail
4. The medical area

Children are always encouraged to move around school sensibly and safely i.e. walking in the school building. Children do not enter the school building unsupervised before 8.40am and are always met on the playground at the end of each break so that children are escorted safely into school.

It is the class teacher's responsibility to ensure that all children are supervised out to play at the end of teaching sessions. It is their responsibility to follow up any incidents that may occur.

## **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, using a checklist. New employees are adequately supervised, as required.

Site Management staff attend general health and safety training shortly after commencement and on a five yearly refresher basis after this.

## **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.

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

Employees are instructed not to use hand held mobile phones whilst driving.

## **Violence**

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

The Academy 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 on the Violent Incident Report form 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 Academy Legal Advisor as required.

## **Waste / Litter Management**

The Site 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.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

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

## **Water Management / Control of Legionella**

The Academy complies with the requirements of the legionella Approved Code of Practice (L8).

The following company have been employed to review the Academy's legionella risk assessment on a 2 yearly basis: Second Element

Legionella checks are undertaken by MDB Plumbing and the site manager is responsible for ensuring that the necessary checks have been made.

## **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.

There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

## **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, strimmer's, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, 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 cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site 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. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

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

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

## Appendix 1 Cross-referenced Policies

- Asbestos (within Asbestos logbook)
- Emergency Plan
- Off-Site Visits
- Supporting Pupils with Medical Conditions