Brookvale ACADEMY

Academy Policy

# Health and Safety Policy (Draft)

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| CEO approval: | Sean Kelly | |
| LGB Cluster ratification | AP Cluster | |
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To Be Ratified

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# 1. Responsibilities

1.1 The Board of Trustees

1.1.1 The Board of Trustees has ultimate responsibility for health and safety matters in the Academies / Trust but will delegate day-to-day responsibility to the CEO which is further delegated down to each Academy Principal, the Chief Operating Officer and Estate Lead.

1.1.2 The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Academies / Trust premises.

1.1.3 The Trust, as the employer, also has a duty to:

a) Assess the risks to staff and others affected by Academy / Trust activities in order to identify and introduce the health and safety measures necessary to manage those risks

b) Inform employees about risks and the measures in place to manage them

c) Ensure that adequate health and safety training is provided

1.1.4 The Link Trustee for Health and Safety oversees health and safety at this academy.

1.2 Academy Principal

1.2.1 At Brookvale Academy, the Executive Principal fulfils the role of named Principal.

1.2.2 The Principal is responsible for health and safety day-to-day. This involves:

a) Implementing the health and safety policy

b) Ensuring there is enough staff to safely supervise pupils

c) Ensuring that the Academy building and premises are safe and regularly inspected

d) Providing adequate training for staff

e) Reporting to The Board of Trustees on health and safety matters

f) Ensuring appropriate evacuation procedures are in place and regular fire drills are held

g) Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff

h) Ensuring all risk assessments are completed and reviewed

i) Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

j) In the Principal's absence, Head of School, assumes the above day-to-day health and safety responsibilities.

1.3 Line Managers

1.3.1 The duties of Line Managers include:

a) Day to day responsibility for the health, safety and welfare of employees and pupils

b) Ensuring risk assessments are carried out for activities as required

c) Ensuring safe working conditions and safe working practices in accordance with legislation and school policies

d) Ensuring employees are 'competent' to carry out their activities

e) Ensuring new employees are inducted in the safe working practices

f) Ensuring safety inspections are carried out at least termly

g) Ensuring all plant, machinery and equipment is inspected and maintained in safe working order

h) Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment

i) Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available

j) Ensuring that employees and pupils are aware of the emergency procedures

k) Ensuring that hazardous substances are correctly used, stored and labelled

l) Ensuring that relevant health and safety warning signs are displayed

m) Ensuring effective means of communication with employees and pupils

n) Reporting any health and safety concerns to the Academy Principal

1.4 Site Managers

1.4.1 The Site Manager's duties include:

a) Keeping the building and site in good order and repair and free of waste / litter

b) 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.

c) Monitoring the provision and safe use of main services i.e. water, gas and electricity

d) Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.

e) Monitoring and maintaining effective security arrangements

f) Maintaining safe storage of chemicals, hazardous substances and equipment

g) Ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times

h) Dealing with reported damage and defects

i) Monitoring the condition of known asbestos containing materials

j) Assisting the Academy Principal and Governors with the annual health and safety inspection

k) Undertaking duties in accordance with legionella management requirements

1.5 Off-site Educational Visit Co-Ordinator (EVC)

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

1.6 Employees

1.6.1 Trust staff have a duty to take care of pupils in the same way that a prudent parent would do so.

1.6.2 Staff will:

a) Take reasonable care of their own health and safety and that of others who may be affected by what they do at work

b) Co-operate with the Academy / Trust on health and safety matters

c) Work in accordance with training and instructions

d) Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

e) Model safe and hygienic practice for pupils

f) Understand emergency evacuation procedures and feel confident in implementing them

## 2. Arrangements

2.1 Accident Reporting and Investigation

2.1.1 Accidents to employees are recorded and investigated in accordance with NCC policy and recorded locally.

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

a) 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.

b) Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the accident report form.

c) Pupil accidents resulting in fractures or other injury that required outside medical attention must be reported on the accident report form.

d) 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).

2.1.3 All accidents are investigated by either the Site Manager/Academy Principal/Estates Lead or Chief Operating Officer.

2.1.4 2.1.4 Reported accidents are monitored termly to identify any trends, e.g., same pupil or accident in the same location.

2.1.5 The Academy Principal 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.

2.2 Administration of Medicines

2.2.1 Please refer to the Academy's Supporting Pupils with Medical Conditions Policy.

2.2.2 All medication will only be administered with written parental consent.

2.2.3 The members of staff who have volunteered to administer medicine can be found in the Academy's Supporting Pupils with Medical Conditions Policy

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

2.2.5 Records are kept of all administration of medication.

2.2.6 Training on the administration of specific medicines is provided by:

a) Subject: Epilepsy awareness, Asthma Awareness, Epi pen training

b) Trainer: Nottingham Healthcare (NHS)

2.3 Asbestos Management

2.3.1 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.

2.3.2 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 the school 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.

2.3.3 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.

2.3.4 The condition of asbestos in the building is monitored by the Site Manager monthly and recorded in the Asbestos logbook.

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

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

2.4 Communication

2.4.1 Effective communication between the Academy Principal and employees is undertaken either face-to-face or through regular staff meetings and the staff notice board.

2.5 Construction work

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

2.5.2 The consulting firm, Eddisons, undertake works through Condition Improvement Funding across the Trust.

2.6 Consultation with Employees

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

2.6.2 Employees are encouraged to report any health, safety or welfare concerns to the Academy Principal or to a nominated person.

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

a) The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.

b) Information they must give their employees on risks to health and safety and preventive measures.

c) The planning and organising of any health and safety training.

2.7 The Health & Safety is managed by the Trust who has a Trustee responsible for Health & Safety. If items need to be discussed, this would be passed to the Local Governing Body committee who meet on a termly basis.

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

2.8 Control of Contractors

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

2.8.2 The Site Manager is responsible for day-to-day control of contractors, although it is recognised that overall responsibility lies with the Academy Principal.

2.8.3 Contractors are asked to complete and sign an induction/local site rule form before they commence work.

2.9 Curriculum

2.9.1 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.

2.9.2 Specialist guidance is provided by:

a) Design and Technology through the Design and Technology Association (DATA). And CLEAPSS

*b)* Physical Education through The *Association for Physical Education (afPE)*

c) Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

d) Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.

e) "Make it Safe", NAAIDT

2.10 Display Screen Equipment

2.10.1 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.

2.10.2 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.

2.11 Electrical Safety

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

2.11.2 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.

2.11.3 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.

2.12 Emergency Procedures

2.12.1 Detailed in the academy's Emergency Plan.

2.13 Finger Guards

2.13.1 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 in areas of high traffic and on all withdrawal rooms.

2.14 Fire Safety

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

2.14.2 Fire drills are undertaken termly. Fire training is provided at the start of the school year or when due for refreshment and at inductions with new starters.

2.14.3 The Site Manager undertakes all on-site testing (e.g. fire alarm, emergency lighting) and records in the fire logbook, as well as every system

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

2.15 First Aid

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

2.15.2 First Aid Kits are available in the following locations:

a) The kits are maintained by a nominated First Aider at the Academy.

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

2.15.3 The following arrangements are in place for the dealing with bodily fluids:

a) Staff must wear gloves, mask and aprons. Staff are to use cloths provided and then sterilise the area with D10.

b) In the event of someone vomiting, gel, saw dust or sand is placed over the vomit and then removed. The area is sterilised after cleaning.

2.15.4 The following Personal Protective equipment is provided to deal with first aid:

a) Gloves

b) Face masks (surgical)

c) Disposable aprons

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

2.15.6 Please refer to the Academy's First Aid Policy for a list of trained First Aid staff.

2.16 Gas equipment and appliances

2.16.1 All gas boilers / appliances are inspected annually by a 'competent' contractor who is on the commercial Gas Safe Register™

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

2.17 Hazardous Substances

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

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

2.17.3 Information / COSHH assessments relating to hazardous substances in school are kept in the Site Managers Office/school office. The COSHH Cabinet for KS2 Science also kept secure in site managers office

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

## 3. Health and Safety Advice

3.1 Competent advice is provided though the H&S Support package from the Local Authority Health and Safety Team

3.2 Housekeeping (and see also under waste / litter)

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

3.2.2 All employees are informed of their responsibilities during their induction.

3.3 Information

3.3.1 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.

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

3.4 Inspections

3.4.1 3.3.1 For a full list of our inspections and servicing records, please see the central Every compliance system held by the Trust.

3.5 Lettings / Use Premises Out of Hours

3.5.1 The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved as necessary. Currently no premises are hired.

3.6 Lone Working

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

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

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

3.7 Maintenance of plant and equipment

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

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

3.8 Manual Handling

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

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

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

3.8.4 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.

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

3.9 Monitoring and Review

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

3.10 New and expectant mothers

3.10.1 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.

3.10.2 A risk assessment is carried out as soon as the Academy Principal is made aware by the employee and reviewed as necessary.

3.11 Off-Site Educational visits

3.11.1 The Off-Site Educational Visits Co-ordinator (EVC) is Mark Clifford, Head of School.

3.11.2 The EVC is responsible to the Academy Principal for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

3.11.3 Advice and guidance is provided by EVOLVE Advice - support@evolveadvice.co.uk.

3.11.4 Advice as regards swimming activities is provided by EVOLVE Advice - support@evolveadvice.co.uk.

3.12 Personal Protective Equipment (PPE)

3.12.1 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.

3.13 Positive Handling / De-escalation

3.13.1 Please refer to the Trust's Relationship and Positive Behaviour Policy

3.14 Playground Safety

3.14.1 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.

3.14.2 Staff report any identified defects / concerns directly to the Site Manager or Academy Principal.

3.14.3 Play equipment is inspected annually by The Play Inspection Company.

3.15 Reporting of defects, hazards and near misses

3.15.1 All employees have been instructed to report defects, hazards, near misses to the Academy Principal, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. These are reported through a logbook held in Main Reception/ and on every system

3.16 Risk Assessments

3.16.1 Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in Principal's office/ Site Manager's office.

a) Pupil Risk Assessments are uploaded onto CPOMS

b) Staff Risk Assessments are kept on personnel files within the shared drive/personnel folders

c) Site Risk Assessments are kept in the Site Manager's office and on the shared files.

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

3.17 Safety Education

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

3.18 Safety Representatives

3.18.1 Under legislation Academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

a) to represent employees

b) to investigate hazards and complaints

c) to carry out inspections of the workplace

d) to attend safety committees

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

3.19 Security Arrangements

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

3.19.2 Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding.

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

3.19.4 Key holders are:

a) Richard Palfreman – Site Manager

b) Mark Clifford – Head of School

c) WEC Alarms – Security firm and site security company

d) Chris Birchnall - Trust Estate Lead

e) Lisa Radford cleaner in charge

3.20 Site Inspections

3.20.1 Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Chief Operating Officer, Estates Lead, Health & Safety Trustee and Site Manager.

3.20.2 Employees have been instructed to report any damage / defects to the Site Manager or Academy Principal through the 'Every' system

3.21 Slips, trips and falls

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

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

3.22 Storage Arrangements

3.22.1 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.

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

3.23 Stress, Work Related

3.23.1 The Academy Principal is responsible for managing work-related stress within the school.

3.24 Sun Protection

3.24.1 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.

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

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

3.25 Supervision

3.25.1 Pupils are supervised during all activities throughout the school day.

3.25.2 It has been determined that during break time and lunchtime the adult supervisors are needed to cover the following areas:

3.25.3 Staff rota to cover Lunch hall, Sports hall, outdoor areas, individual classrooms (if in use)

## 4. Training

4.1 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.

4.2 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.

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

## 5. Vehicles, Use of

5.1 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.

5.2 The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A risk assessment has been completed.

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

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

## 6. Violence

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

6.2 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'.

6.3 All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Academy Principal.

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

6.5 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.

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

## 7. Waste / Litter Management

7.1 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.

7.2 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.

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

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

7.5 Nicam batteries are stored and then disposed of safely by the site manager

## 8. Water Management / Control of Legionella

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

8.2 Second Element have been employed to review the Academy's legionella risk assessment every two years.

8.3 Second Element carry out monthly water temperature testing. Flushing is taken place on a weekly basis by the Site Manager. During the summer holidays and the first day back after each holiday, the taps are flushed by the Site Manager.

## 9. Welfare facilities

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

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

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

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

## 10. Work Equipment

10.1 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.

10.2 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.

10.3 Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc. Records of the training are kept by the Site Manager

10.4 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.

## 11. Workplace Transport Safety

11.1 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.

11.2 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.

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

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

## 12. Work Related Learning / Work experience

12.1 Work Experience is co-ordinated by the Academy Principal and co-ordinated by Safety Measures. This is carried out on a case by case basis and not for all pupils.

## 13. Working at Height

13.1 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.

13.2 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.

13.3 Kick stools have 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.

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

13.5 Arrangements are in place for access equipment to be inspected on a monthly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Academy Principal.

## Appendix 1 Cross-referenced Policies

a) Asbestos (within Asbestos logbook)

b) Behaviour

c) Bullying

d) Safeguarding and Child Protection Policy

e) Drugs

f) Emergency Plan

g) Fire

h) First Aid Policy

i) Internet Policy

j) Off-Site Visits

k) Security

l) Supporting Pupils with Medical Conditions