



ARNOLD LODGE
4 - 18 yrs Co-educational Independent Day School

ALS Health and Safety Policy

Approved by the Directors: September 2017

Reviewed Annually

Next review date: September 2018



Health and Safety Policy

The Directors of Arnold Lodge School recognise their responsibility under the Health and Safety at Work etc. Act 1974 (HSWA), 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 and egress 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.

Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. All staff are required to complete the Educare on line Health and Safety course as part of formal induction.

Staff Rights

The Directors recognise the need to consult staff on matters of health and safety, and that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Warwickshire County Council Directorate of Children's Services or such other persons as may be necessary.

Local Management of Schools and Delegated Funding

The Directors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.



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Risk Assessment

The Directors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

- the Management of Health and Safety at Work Regulations 1999 amended 2006,
- 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.

Acknowledging Responsibility

- A copy of the statement must be given to every employee (both teaching and non-teaching) by law, but in practice they should have full access to the whole policy. This is done by including it the Staff Handbook, which is given to all new members of staff and re-circulated annually.

THE ORGANISATION

Employer's Responsibilities

Newman Schools Ltd:

- has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Arnold Lodge School (under sections 2 and 3 of the Health and Safety at Work Act 1974),
- has responsibility for appointing competent principal contractors where building or plant maintenance work is done within the school,
- 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 unless the school has initiated the building work, in which case this will be the responsibility of the Directors.

Director's Responsibilities

The Directors, through the Head Teacher, is responsible for:

- ensuring that the school's health and safety policy is implemented, monitored and regularly reviewed and revised as necessary,
- 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 for which they have financial responsibility,
- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary,
- advising the Site Manager of structural defects that could adversely affect the health and safety of staff, pupils and other persons,



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- 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,
- 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,
- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced,
- the adoption of safe working practices by staff and pupils, and by contractors on site,
- acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of contracting organisations.

Head Teacher's Responsibilities

The Head Teacher is responsible for:

- The implementation of the school health and safety policy,
- Advising the directors of the need to review the school health and safety policy,
- The day to day responsibility for health and safety in the school,
- 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.
- Ensuring that staff receives appropriate health and safety training,
- Carrying out an ongoing health and safety audit ,
- Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with,
- Notifying the Health and Safety Executive of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations,
- Emergency procedures, including evacuation in case of fire or bomb threats,
- Ensuring that adequate provision is made for the administration of First Aid,
- Ensuring that all new material on health and safety matters is brought to the attention of any relevant persons promptly,



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Heads of Faculty are responsible for:

- all matters of health and safety in their faculty, department or subject area,
- bringing to the notice of the Head Teacher (or the Business Manager) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their subject areas,
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas,
- producing a subject safety policy if appropriate and revising it as necessary,
- 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),
- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained,
- 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),
- ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- ensuring that they are familiar with and comply with the school and, where applicable, the subject health and safety policy,
- reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty to the Head Teacher (or Business Manager),
- co-operating with their employer (Newman Schools Ltd) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

The Sites Manager / Cleaning Supervisor is responsible for:

- Ensuring that he/she is familiar with and complies with the school health and safety policy,
- Bringing to the attention of the Head Teacher (or Business Manager) any problems or defects affecting the health and safety of any person on the school premises,
- Bringing the school health and 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 (eg. in use and storage of equipment and materials),
- Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use,
- Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out),



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- 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),
- Ensuring that due warning is given of any caretaking / cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.),
- Informing the Head Teacher (or Business Manager as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor),
- 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),
- The safe use and maintenance of all plant and equipment (eg. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, etc.).

The First Aiders / Appointed People are responsible for:

Maintain the First Aid box (es) in line with the guidance given in the Health and Safety Directive Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.

Catering Manager/Chef is responsible for:

- Ensuring that he / she is familiar with and complies with the school health and safety policy.
- Ensuring that all kitchen staff receives such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- 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.
- Bring to the attention of the Head Teacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

I. Access and Egress, Housekeeping, Cleaning & Waste disposal

- Clearance of ice and snow– Site Manager.
- Clearance of leaves – Site Manager.
- Prevention of obstructions to all fire exits – Site Manager and all staff.
- Building repairs and contractors – Site Manager and office staff.
- Provision for communication and liaison with contractors - Site Manager and office staff



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- All contractors sign in and wear badges whilst on school premises. Toilet facilities may not form part of the contract.

2. Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Business Manager who will record the information to the Health and Safety Executive; accident / incident reporting system.

All minor accidents should be recorded in the accident book for pupils, with the necessary details of the accident being filled in by a first aid representative. One copy of the accident form should be given to the parents / guardian of the child or as soon as reasonably practicable thereafter.

If the accident is serious, Senior Leadership should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Senior Leadership are 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. Contractors (Management of)

Senior Leadership with Directors alongside Site Manager are responsible for the following:

- The Site Manager is responsible for managing the contractors and their relevant qualification or competency e.g. IOSH Managing Contractors certificate.
- The Site Manager will oversee arrangements for induction of contractors to exchange information and agree safe working arrangements.
- The Site Manager will be responsible for checking method statements and risk assessments prior to commencement of work.
- Staff should report concerns to the Senior Leaders and the Site Manager.
- The Site Manager will be responsible for providing adequate day to day communication between school and contractors

4. Contractors (Management of Asbestos)

- The Asbestos Risk Assessment is to be shown to all contractors prior to work commencing.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.

5. Contractors and Visitors on Site

Arrival on site

- Contractors will report to reception upon arrival and will wear an identification badge.
- The Site Manager will inform Contractors of health and safety issues.



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

- The rules on selection and use of substances e.g. less hazardous alternative substances are purchased and used wherever possible.
- The Site Manager will maintain the COSHH files.
- The Site Manager will purchase the COSHH products.
- The Site Manager is responsible for the safe storage of the COSHH products.
- The Cupboard in which the COSHH materials are kept is clearly labeled and locked.

7. Defect reporting procedures

- Any queries, concerns or issues related to health and safety should be reported to the School Business Manager and the Head Teacher.
- The School Business Manager and Head Teacher should ensure that all defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The School Business Manager and Head Teacher should monitor and check whether the defect has been rectified.

8. Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members who use 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.
- The School Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

9. Electricity at work

- Hardwired equipment will be checked regularly.
- The Senior Leadership Team are responsible for ensuring the hardwiring checks are carried out.
- Portable appliances testing (PAT) will take place annually.
- The Site Manager will check the equipment of those people who hire the premises.
- All hirers' equipment has to comply with school policy.
- The Site Manager decides whether defective items should be removed or repaired.

10. Fire Precautions and Emergency Plans

- The Senior Leadership Team are responsible for undertaking and reviewing fire risk assessments, emergency plans, including bomb threats / explosion / floods / intruders / dogs in playground.



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- The Senior Leadership Team are responsible for the arrangement for emergency fire evacuation drills, including staff with special responsibilities and frequencies of drills (which will happen at least termly) and assembly points.
- The Site Manager and Senior Leadership Team are responsible for inspection and maintenance of fire exits / escape routes.
- The Site Manager is responsible for checking and updating the Fire Evacuation Notices.
- The Site Manager is responsible for regular inspections and maintenance of fire extinguishers.
- The Senior Leadership Team are responsible for calling the emergency services and coordinating the evacuation. They will be identified by ensuring they wear fluorescent vests.
- The Office Staff will be responsible for making checks and taking registers.
- Senior Leadership Team will oversee this.
- Senior Leadership Team is responsible for the regular testing of the fire alarms which will take place weekly and emergency lighting testing which will take place monthly.
- External contractors will carry out the six monthly inspections and maintenance of the systems.

11. 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 will be informed of health and safety procedures via the Health and Safety Policy and Staff Handbook.
- The Senior Leadership Team will update the staff handbook annually.
- Health and Safety information will be disseminated by memos, staff meetings and emails.
- The health and safety or maintenance items are added as they occur on a daily basis into the maintenance book for the maintenance team to repair as soon as possible.

Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information via lessons, assemblies and any other medium that is deemed suitable and necessary.

Visitors / contractors

The School Safety Officer shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

Directors

The School Business Manager and Head Teacher will ensure that directors are informed of any existing and new health and safety information during director meetings as and when is necessary.



12. Lifting equipment (including lifts and hoists)

Arnold Lodge School does not have any lifts or hoists within the school.

13. Lone working and Personal Safety

- With regard to Lone Working the teaching staff are required to keep the door of the room being used open and inform line managers of the timetabled slots, students they are working with and rooms used. Line managers will monitor the working conditions.
- The Site Manager is the main employer who undertakes Lone Working.
- Training is made available to staff who are expected to work alone.
- Personal safety awareness information is provided /discussed with staff during induction and reviewed as necessary.
- Where staff are working alone, they should contact the Site Manager at the start and end of their hours each day. The Site Manager is available at all times during working hours via telephone.

14. Maintenance/Inspection of equipment

Maintenance and inspection of equipment is carried out by the Site Manager in accordance with the equipment recommendations, or at least annually. A list of the equipment, the type of checks and records required is held and maintained by the Site Manager and files with the Senior Leadership Team. External safety companies are used where required.

15. Manual handling

All site staff and cleaning staff have manual handling training as part of their induction and this is reviewed annually. All staff are expected to adhere to guidance given during training and to report any incidents that may occur. Where a member of staff has not had manual handling training, it is expected that they will be supervised by a trained member of staff or ask for assistance with the task.

16. Minibuses

- Named trained drivers will be able to drive the minibus.
- Drivers will have to undertake relevant training and take the relevant test.
- The Site Manager is responsible for undertaking checks on the minibuses.

17. Monitoring Arrangements

The Site Manager will conduct visual health and safety inspections whilst carrying out his daily duties.

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

The Directors recognise the importance of monitoring health and safety matters. The Directors will call for annual / termly reports on accidents / incidents;

- results of internal or external health and safety inspections;



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- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher / Site Manager / Directors.

To help this process, the Directors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the inspectors of the health and safety executive (HSE) and any other bona fide health and safety officials.

18. Outdoor Play Equipment

- Wooden play equipment is visually inspected daily by site staff and issues reported via log book within the reception.
- Formal inspections occur annually as part of the maintenance routine for the school.
- Risk Assessments are updated annually and are kept in the main school office.

19. PE equipment

- PE equipment is inspected annually.
- Staff are expected to visually check all equipment before use and report any faults or defects.
- Staff can set out equipment and supervise children to move smaller pieces of equipment (eg mats, small nesting tables, etc)
- School follows guidance given in Association for Physical Education (afPE) guidance on safe use of the equipment published in 2012.

20. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessments.
- The Site Manager will select the equipment.

21. Risk Assessments

- The School will 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).
- The Head Teacher and Directors are responsible for ensuring that risk assessments are undertaken.
- Risk assessments will be conducted for New and Expectant Mothers.
- Risk assessments should be signed and dated by the risk assessor as well as the responsible person.
- Risk assessments will be reviewed periodically and as a minimum at least annually per year.
- Risk assessments will be kept electronically and in school office.
- Risk assessments will be shared with the relevant staff they affect.
- Staff should sign and date risk assessments to confirm that they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.



22. Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed within the main entrance / reception of the school.

23. Playgrounds

- This area will be maintained by the Site Manager who will carry out daily visual inspections.
- The Site Manager will be responsible for ensuring the cleanliness of sand pits.

24. Staff Consultation

Refer to general policy statement at beginning of health and safety policy.

- Staff can raise issues of concern and make suggestions for health and safety improvements by seeing the School Business Manager where they will be given the opportunity to raise any concerns or by completing the log book within the reception.
- The Head of Faculty's will be responsible for informing and consulting "in good time" with staff on:
 - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of any 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.

25. Stress and Staff Wellbeing

Arnold Lodge places a high value on maintaining a healthy and safe working environment. We recognise their duty of care extends to the mental as well as the physical health of their staff.

We are committed to providing a supportive working environment that maintains and promotes our staff's health and wellbeing through the implementation of a stress management policy. This should enable staff to cope successfully with the demands and pressures of work and will provide support for staff whose health and well-being are affected by stress.

Sources of Stress

Some pressure at work is inevitable. An elimination of pressure is neither possible nor desirable, but it is important that pressure does not lead to stress. Stress is the reaction individuals have when they have undue difficulty in coping with the pressures and demands placed upon them. Levels of stress may vary considerably from one person to another.

Stress may arise from various sources and whilst the school has no control over sources of stress away from work, it will attempt to identify sources of stress in the workplace and try to eliminate them if practicable.

Workplace stress may arise from one of the following:



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- Under-use of skills; conflicting demands; unclear setting of objectives.
- Unproductive work relationships; bullying or harassment; poor communication.
- Unplanned changes in work organisation and conditions; inequitable workload; lack of participation in decision-making; lack of support from line manager.

Symptoms of Stress

Stress does not have one defining symptom. The effects of stress may be physical, psychological, behavioural or a combination of these.

Aims

- To seek to identify harmful stress at the earliest opportunity.
- To manage stress through effective and responsive management.
- To develop working practices that limit factors that may lead to stress in the workplace.
- To increase awareness in all staff of methods for avoiding and alleviating stress and assist staff in managing stress in themselves and others.
- To develop procedures to manage problems that occur and support colleagues who are experiencing work related stress.

Strategies for Preventing or Dealing With Stress

The school will:

- Promote a culture of consultation, participation and open communication.
- Promote a Performance Management culture.
- Develop awareness in managers of incidents or organisational structures that may create stress.
- Develop Leadership and team building skills in those who have line management responsibility.
- Develop awareness of strategies that individuals can use to prevent or control stress. Collect material available to all staff on how to manage and present stress and provide, where possible, stress management training.
- Support, assist and advise colleagues who may experience stress at work.
- The protection of the health, safety and welfare of school employees is carried out in accordance with the Health and Safety Executive Management Standards.
- Under the Management of Health and Safety at Work Regulations 1999 therefore risk assessments are carried out on those with ill-health arising from work activities, and under the Health and Safety at Work Act 1974 measures are taken to control that risk.
- Staff experiencing problems in the first instance report to their Line Manager who will be advised by the Senior Management Team.
- Expectant mothers should report their condition as soon as possible so that a Risk Assessment to identify risks that could be harmful to the health and safety of new and expectant mothers can be carried out and action plans put in place.



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26. Training and Development related to Health and Safety

- The School Business Manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, working at height).
- The School Senior Leadership Team are responsible for new staff inductions and briefings.
- The School Business Manager is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety coordinators, subject coordinators, etc)
- The Senior Leadership Team will be responsible for keeping training records.
- The Senior Leadership Team are responsible for ensuring staff undertake refresher training.

27. Vehicles on Site/car park arrangements

- The Senior Leadership Team and the Site Manager are responsible for the management of vehicles on site.
- Visitors and staff are encouraged to be courteous and follow general common sense and to use the allocated parking space provided.
- Deliveries are encouraged to take place during working hours avoiding the start and end of the school day. Deliveries are to be made in the car park at the front of the main school.

28. Violence to Staff / School Security

All visitors must report to the main reception. They must sign in and be issued with a school badge, to be worn and visible at all time. Visitors must sign out and return badges before they leave the premises.

If a person is seen around school without a visible school badge, it is the responsibility of all staff to stop and question that person as to why they are on the premises. That person then needs to be escorted to the Reception Office so that they can get a badge or be escorted off the premises. Any incidences should be reported to the Head Teacher.

All visitors will need to report to the office and will be given an identification badge.

Staff should report all incidents of verbal & physical violence to the Senior Leadership Team.

29. Water Hygiene

The Legionnaires and Water Hygiene Risk Assessment and Procedures are followed.

- The water sampling and temperature control procedures are complied with on a daily, weekly and annual basis and recorded in the log book.
- The water hygiene log book is kept in the School office.
- The Senior Leadership Team is responsible for confirming that the Maintenance Team carry out water hygiene sampling.
- The Senior Leadership Team is responsible for maintenance arrangements for any air conditioning units and humidifiers. These will be maintained with annual servicing.

30. Work experience pupils

- The Senior Leadership Team will conduct inductions.



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- The Senior Leadership Team will conduct the risk assessment.
- The Senior Leadership Team will monitor and supervise work experience pupils whilst they are on site.

31. Working at Height

- Equipment is available and kept in a variety of locations secured from access by unauthorized users.
- The Site Manager will carry out inspections.
- Staff using the equipment should record any faults.
- The Site Manager and the Senior Leadership Team should carry out risk assessments.
- Staff should undergo working at height training.
- Working at height training is given in accordance with Health and Safety guidance.

32. Who will ensure staff using the equipment are wearing appropriate clothing / footwear.

- Staff should follow the policy for working clothes and presentation when using such equipment.
- No pupils are allowed to use steps or ladders.
- Contractors need to have carried out risk assessments and the Site Manager is responsible for ensuring these are completed.