



Health and Safety Policy

The Perins MAT

2019 - 2020

Approved by The Perins MAT Trust Board September 2019

Signed Chair of Trustees

Signed Executive Headteacher

Statement of Intent

The Perins MAT accepts its responsibility to provide, as far as is reasonably practicable, a safe and healthy environment for pupils, staff and other users of the premises. The schools will take all reasonable steps to meet this responsibility and expect appropriate support from pupils, parents, staff and visitors.

Our aims are to:

- Provide and maintain a safe and healthy working and learning environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with all staff and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff, Students, Trustees and Local Governors will be instrumental in its implementation.

1. Organisation

1.1 Employer Responsibility

The Trust Board has overall responsibility for Health and Safety. For its part the Trust Board will:

- Ensure Health and Safety has a high profile and that systems are in place to ensure statutory compliance
- Ensure adequate resources for Health and Safety are available
- Monitor and review health and safety arrangements

The Executive Headteacher and the Headteachers of the Schools will:

- Develop and maintain a safety culture throughout the schools
- Ensure staff and students are aware of and carry out their responsibilities
- Update the Trust Board and Local Governing Bodies as necessary
- Monitor the progression of health and safety within the schools

The Responsible Person/ Nominated Lead will:

- Have authority over all stakeholders with exception of the Executive Headteacher relating to Health & Safety matters
- Ensure that health and safety records are correctly maintained
- Promote a culture of health and safety within the staff body
- Ensure appropriate training is provided to all stakeholders so they can carry out their duties safely
- Report to the Health & Safety Trustee and the Health & Safety Working Group (HSWG) as necessary
- Undertake and review site risk assessments
- Maintain, update and review Fire Procedures
- Monitor effectiveness of policies and procedures
- Ensure Health & Safety policies and procedures are in place

The Estates Team under guidance off the Assistant Business Manager will:

- Instruct Contractors to carry out repairs, servicing and maintenance as required
- Complete and review monthly site safety inspections
- Ensure statutory inspections and all statutory requirements are undertaken at appropriate times
- Take day to day operational decisions
- Complete reactional repairs as required

All staff will:

- Understand the importance of and support the implementation of Health & Safety arrangements
- Take reasonable care of themselves and others to ensure, as far as is reasonably practicable, that their classroom or work area is safe
- Report shortcomings through the appropriate channels
- Undertake annual full risk assessments of their working environment by the start of each new academic year, with periodic reviews
- Undertake Health & Safety training as required

1.2 Health and Safety Trustee and the HSWG

The role of the Health & Safety Trustee is to assist in the assessment of safety related matters and provide appropriate support to the Business Manager and Assistant Business Manager. The Health & Safety Trustee and the HSWG meet half termly to monitor and discuss on-site health & safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory.

The HSWG consists of the following representatives:

- Health & Safety Trustee
- Chair of Trustees
- Business Manager
- Assistant Business Manager
- Headteacher (SHJS)
- Office Manager (SHJS)
- H&S Administrator (when required)
- Site Managers (when required)

1.3 Fire Safety Co-ordinator

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Site Manager is the Fire Co-ordinator at Sun Hill Junior School and The Assistant Business Manager for Perins School. The Assistant Business Manager also has overall responsibility for fire safety related matters across the MAT only superseded by the Executive Headteacher.

1.4 Facilities Management Trained Staff

The facility management trained member of staff for each site is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. He/she is to attend the facilities management training course and refresh this training every six years. He/she is responsible for the local management and completion of day-to-day premises matters and duties. He/she is to work within their level of competence and seek appropriate guidance and direction from the Business Manager.

1.6 Heads of Department

The Heads of Department and/ or Phase Leaders are responsible for the day-to-day local management of health and safety within their own departments, acting on behalf of the Executive Headteacher and the Headteachers of the Schools. He/she will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that their working environment is fully risk assessed by the beginning of each academic year, activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

1.7 Legionella Competent Person

The Assistant Business Manager is the nominated competent person for Legionella across The Perins MAT and acts on behalf of the Business Manager to provide the necessary competence to enable Legionella to be managed safely. He is to annually complete the Legionella e-learning course and ensure all training records are retained within their personnel records. The Assistant Business Manager should refer to the Legionella Management Plan and supporting documents to accurately track and manage legionella control.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/ Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Business Manager.

1.8 Asbestos Competent Person

The Assistant Business Manager is the nominated competent person for asbestos across the Perins MAT and acts on behalf of the Executive Headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and all training records are to be retained within their personnel records. An annual survey of Asbestos will be completed by a competent contractor .

1.9 Accident Investigator

The trained accident investigator for the Perins MAT is the Assistant Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures. The SHJS Site Manager will act as assistant accident investigator on all accident investigations at SHJS ensuring that the Assistant Business Manager is informed in the first instance.

Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for The Perins MAT and are to be used alongside other school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

2.1 Accident/Incident Reporting & Investigation

All non-urgent matters can be reported through Siteworks. Urgent matters must be reported in the first instance to the Assistant Business Manager for Perins School or in his/her absence to a member of the Senior Leadership Team (SLT) and to The Site Manager at SHJS or in his/her absence to a member of the SLT.

All accidents, incidents or injury to staff, students or visitors should be recorded in the Accident Report Book.

Accidents involving children considered to be of a more serious nature than the minor incidents are to be recorded on a CSRF-003 School Accident Internal Report Form which is to be retained on site.

The more serious accidents that are notified to the Health & Safety Executive (HSE) are to be reported using the F2508 Report Form and a copy is to be forwarded to the Children's Services Health & Safety Team.

All significant accidents, incidents and near-misses are to be immediately reported to the Assistant Business Manager. The Assistant Business Manager is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence. Once the investigation is complete the relevant information is to be submitted to the HCC H&S team who will provide guidance on whether the incident is reportable to the HSE in the manner above.

The Assistant Business Manager will ensure that the Trust Board / and Senior Leadership Team are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Business Manager for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences. Records will be kept of all incidents for a minimum of 12 months unless the data is no longer relevant or must be destroyed in compliance with GDPR regulations.

2.2 Asbestos Management

All major refurbishment work including painting should be referred to the Assistant Business Manager with a view to the competent contractor being instructed to inspect where necessary. An asbestos risk assessment should be carried out in all cases.

The asbestos register is to be shown to all contractors who may need to carry out work. Contractors must check the area they will be working on within the register before signing the register and being permitted to commence work.

Under no circumstances should staff drill or affix anything to walls that may disturb materials without first checking with the Estates Team. Any damage to structures possibly containing asbestos must be reported as a matter of urgency to the Assistant Business Manager.

2.3 Child Protection

Arrangements regarding child protection are set out in the [Child Protection Policy](#).

2.4 Acceptable Use of Force Policy

Arrangements regarding physical intervention are set out in the [Acceptable Use of Force Policy](#)

Violent, aggressive or threatening behavior is not tolerated within The Perins MAT and as such each and every incident must be reported to a member of SLT within the appropriate school. All violent incidents will be reported to HCC in line with standard procedure.

2.5 Community Users of School Facilities

The Business Manager will ensure that:

- Third party users operate under the hire terms and conditions as set out in School Hire
- Third party users operate under the safeguarding policies and procedures
- Risk assessments are completed where appropriate
- The premises are safe for use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

2.6 Contractors on Site

Where contractors are working on site then procedures are in place to ensure DBS checks are carried out as well as following safer recruitment good practice. The schools will liaise with contractors working on site so that normal Health & Safety provisions are not compromised at these times.

All contractors must report to the individual school's reception where they will be asked to sign in and sign the asbestos register, and will be asked to familiarise themselves [with the health and safety notes and guidance](#). All contractors will be issued with a visitor's badge. Any contractor without proof of a DBS check must be accompanied while on site.

2.7 Visitors on Site

All visitors must sign in at reception. It is the responsibility of all staff to provide reception with details of any planned visitors to the school site. All visitors will be provided with a visitor's badge that must be displayed prominently and they will also be asked to read the health & safety guidance. Visitors to site not holding a DBS check must be accompanied at all times when on the school sites.

In the event of becoming aware of the presence of an unauthorised person on site, reception should be contacted immediately so that SLT and, if necessary, police can be informed. It is most important that all unknown persons who are not wearing a visitor's badge are verified as legitimately visiting the school sites. Staff should summon SLT support before approaching any individual about whom they have serious doubts

2.8 Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Heads of Department and/or Phase Leaders and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Heads of Department, Phase Leaders and/or the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

2.9 Off Site Activities

Staff must submit every trip via Evolve for SLT approval. No arrangements to book or advertise a trip to students or parents can be made until full approval has been given. Full approval will be given upon review of the appropriate risk assessment, parent letter and cost model. Every visit must be backed up with student details, emergency contact details, medical and dietary information.

2.10 Display Screen Equipment

All users must complete the display screen equipment e-learning course every two years without exception and ensure all training records are retained. All users must carry out periodic workstation risk assessments. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

2.11 Electrical Equipment

The Assistant Business Manager for Perins School and the Site Manager for SHJS will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be tested annually and equipment testing can only be carried out by a competent person.
- The competent person is the Assistant Business Manager for Perins School and the Site Manager for Sun Hill Junior School. Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to responsible person for PAT testing in order that it can be added to future PAT testing schedules

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the responsible person at each school for PAT testing and attended to as soon as possible.

2.12 Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school evacuation plan. Each school has a fire emergency plan for fire related emergencies.

All staff will receive a brief and/or a copy of the Emergency Evacuation Plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

It is the Assistant Business Managers responsibility to ensure the Emergency Evacuation Plans are kept undated annually. This will include implementing, updating and reviewing the lockdown procedures for both schools.

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

2.13 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual and Fire Policy. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The [fire evacuation routes and procedures](#) are displayed in each classroom & held electronically.

The Business Manager will ensure through the Fire Safety Co-ordinators that:

- All staff complete the mandatory *fire safety induction e-learning course* every 2 years and records are retained centrally within Educare
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises Fire Safety Manual
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinators and amended as new hazards or required amendments are identified

2.14 First Aid

Arrangements regarding first aid provision are set out in the [First Aid Policy](#). The names and locations of the first aid trained staff on site are listed in the first aid policy and can also be found on the health and safety noticeboard in the staff rooms.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

First Aid is available from the school office at both schools until the end of each school day.

2.15 Medication

Arrangements for medication are set out in the [Administration of Medicines Policy/Supporting Pupils with Medical Needs Policy](#)

On no account should staff give students un-prescribed medicines or medicine (such as paracetamol or throat lozenges) held in school which parents/carers have not given permission prior to being administered.

Students should not carry medication with them (except for diabetes, asthma sufferers and those needing epi – pens). Medicines and parental permission for them to be administered in school should be kept in the school office or locked first aid room.

Parents/Carers should always be notified if medication has been administered in school by a member of staff including the dose and time.

2.16 General Equipment

All general equipment requiring statutory inspection and/or testing on site (*e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. It should be used for its intended purpose only. Defective equipment is to be reported and immediately taken out of use until it is repaired.

2.17 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported to the Assistant Business Manager at Perins and The Site Manager for SHJS.

2.18 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Assistant Business Manager. The MAT COSHH assessor is the Assistant Business Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage which is to remain locked at all times.

2.18 (b) Hot Liquids and Breakables

- All hot drinks consumed with in the school site (with exception to staff only areas) must be in a spill proof cup with a tight fitting lid.
- All cold drinks must be consumed in a plastic bottle or glass (SHJS Only)
- Any plates or dishes used within the school site (with exception of the staff room and meeting room) must be plastic (SHJS Only)
- No glass wear, china or breakables are to be used in any area but the staff room, meeting room and adjacent school office (SHJS Only)

2.19 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately notified and recorded.

Monitoring and inspections of individual departments will be carried out by Heads of Department, Phase Leaders and/or the subject teachers as nominated by the Head of Department

Routine documented inspections of the premises will be carried out every month by the senior member of the Estates Team for Perins and The Site Manager for SHJS in accordance with the premises monthly

inspection schedule Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist. These will be stored for a minimum of twelve months.

Defects identified during these routine documented inspections are to be recorded in Siteworks. Any identified high level risks or safety management concerns are to be actioned as a matter of urgency by the Assistant Business Manager.

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

2.20 Kitchens

The main kitchen areas at both schools are for preparing hot school meals are operated by contractors and must only be used by authorised staff in accordance with their identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval from the Catering Manager prior to entry and must strictly adhere to the kitchen safe working practices and risk assessments.

The school kitchen at SHJS used for lessons and after school clubs is operated by staff or lettings employees and must only be used by authorised staff in accordance with their identified safe working procedures. Pupils taking part in cooking lessons must be supervised at all times by a responsible adult who has completed and passed the online course Food Hygiene and Safety 2018.

2.21 Legionella Management

Legionella management on site is controlled by the Legionella competent person, who will manage and undertake all procedures regarding Legionella. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes. Testing failures are to be reported to a competent contractor in accordance with Legionella Management Plan and all records including water temperature checks are to be kept for a minimum of 5 year.

2.22 Lone Working

All lone working is to be approved by the relevant Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures.

2.23 Minibuses

All drivers must be suitably qualified and trained before driving the minibuses this includes holding a D1 license. All journeys should be recorded in the log held in each vehicle. The Perins MAT should be made aware of any driving convictions prior to driving the minibuses. All vehicle faults or concerns should be reported directly to the Business Manager.

2.24 Moving and Handling

All staff must complete the moving and handling e-learning course every two years without exception and records retained centrally. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Estates Team is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he/she must attend a formal moving and handling course specific to the work requirements.

2.25 Provision of Information

The Assistant Business Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are department meetings, staff briefings, email, inductions and staff training.

The Health and Safety Law poster is displayed on the H&S noticeboard in the staff rooms.

2.26 Risk Assessment

General risk assessment management will be co-ordinated by the Business Manager and Assistant Business Manager.

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

The trained risk assessor on site is the Assistant Business Manager at Perins and The Site Manager for SHJS who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Business Manager at Perins and The Head Teacher at SHJS prior to implementation.

Completed risk assessments to be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

2.27 Security

Arrangements regarding security are based on the annual premises security risk assessment and are set out in the on-site security policy & procedures which include emergency unlock routines.

2.28 Smoking

Perins and Sun Hill Junior School are no smoking environments.

2.29 Stress & Wellbeing

The Perins MAT is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon accordingly.

On-site arrangements to monitor consult and reduce stress situations are addressed in the performance management procedure for each member of staff.

2.30 Traffic Management

Parents are requested to drop pupils off outside of school or safe parking areas not within the school grounds and adhere to the individual school's parking procedures. The schools have parking spaces for staff and visitors cars.

There are dedicated drop off/pick up points for the school buses and members of staff are on duty when buses are dropping off and collecting students on site.

The schools operate a strict 5 mph speed limit through the school parking areas and traffic calming measures are in place along with the appropriate signage. Vehicles without permits are not permitted onto the school site themselves without the prior knowledge of a member of the Estates Team.

2.31 Pedestrian Access to Site

Annual risk assessments are undertaken to ensure the safety of the school community.

2.32 Student Supervision

Rotas are in place to ensure that there is adequate staff cover to supervise pupils outside of lesson times. These rotas are reviewed each year.

2.33 Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with CSAF-017 New Staff Health & Safety Induction Checklist by the Assistant Business Manager at Perins and The Site Manager at SHJS.

The Business Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A Training Needs Analysis will be carried out, from which a comprehensive health and safety training plan will be developed and maintained, to ensure health and safety training is effectively managed for all staff that require it.

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

- Induction training regarding all the requirements of this health & safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Business Manager who is responsible for co-ordinating all health & safety training requirements, maintaining the health & safety training plan, and managing the planning of refresher training for all staff.

2.34 Violent Incidents

Violent, aggressive, threatening or intimidating behavior towards staff, whether verbal, written, electronic or physical, will not be tolerated within the Perins MAT..

Staff must report all such violent and aggressive incidents to the relevant Headteacher to ensure that there is an awareness of potential issues and/or injuries and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

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

2.35 Work at Height

General work at height will be undertaken by staff trained in working at height and where a risk assessment has been undertaken.

The trained persons for work at height on the premises who have attended the Caretaker Support Service Ladder & Stepladder Safety half-day course are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff
- Provide stepladder and steps training to staff
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The competent persons for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment with records retained centrally
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person
- Only appropriately qualified staff may use leaning ladders
- Any safety concerns about a work at height task must be raised with the Assistant Business Manager prior to work starting
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment