

# Newbold and Tredington C of E Primary School



Health and Safety Policy  
Policy Arrangements and Guidelines  
Adopted: May 2018  
Due to be reviewed: May 2019

## **Newbold and Tredington C of E Primary School Statement of Intent**

Within our schools we will meet all of the requirements set out in the Warwickshire County Council (WCC) Health and Safety Policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our School Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels
- Ensuring that the WCC policies are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.

Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process. Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.

Ensuring that health and safety is considered as part of our employee appraisal and supervision process.

Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

**Headteacher:**

**Chair of Governors:**

**Health & Safety Governor :**

**Date:**

## ARRANGEMENTS

Information on the organisation and responsibilities relating to health and safety for the County Council are detailed in the Warwickshire County Council (WCC) Health and Safety Policy. Individual responsibilities of the Headteacher and school staff are included in Sections 2.1.6, 2.1.7 and 2.1.9.

These school policy arrangements (Appendix 1) supplement the WCC Health and Safety Policy and relate to procedures and relevant documents that are used in the management of health and safety at Newbold and Tredington C of E Primary School.

For many areas of health and safety the school refers and adheres to corporate and directorate health and safety policies, procedures and guidance, produced in conjunction with WCC Health and Safety Officers, as the agreed standard.

All WCC policies referred to in these arrangements are available in the health and safety document library of the Schools' Learning Platform (we-learn portal) at <https://portal.we-learn.org.uk/>

Each school also has their own specific health and safety procedures and documents, relevant to them. These are used in addition to the corporate and directorate health and safety policies and documents referred to in these policy arrangements. Also in compliance with the WCC Health and Safety Standards in Schools document.

For further information and advice on any aspect of health and safety in school, contact Samantha Welsby, Head.

For further advice from the Local Authority, contact Sally Brandrick, Health and Safety Officer or Mark Wills, Deputy Health and Safety Officer on 01926 742575 / 742307.

**All staff should read the complete Health and Safety Policy, and a record must be retained to prove it has been read/ received by the staff. This should include part time staff and volunteers.**

### **1. ACCIDENT REPORTING, RECORDING AND INVESTIGATION (in conjunction with the WCC Accident/Incident Report Policy and Guidance)**

- All serious accidents that occur on the site should be notified to the Head or senior member of staff who will record the information on an electronic County Council accident form and email to [accidentreport@warwickshire.gov.uk](mailto:accidentreport@warwickshire.gov.uk).
- All minor accidents should be recorded using the accident report slips as per the school's system. Where necessary, parents / guardians or other persons should be notified of the accident.

- If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident Reports and investigation records should be kept for 5 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

## **2. BULLYING AND HARASSMENT**

Newbold and Tredington C of E Primary School follows the WCC bullying and harassment procedures. There is a separate "Anti-Bullying" policy.

## **3. CHILD PROTECTION**

Newbold and Tredington C of E Primary School has an up to date policy for "Safeguarding and Child Protection" - please refer to this. It is located in the school's Policy File in the staffroom and school's website.

## **4. CONTRACTORS (MANAGEMENT OF)**

Newbold and Tredington C of E Primary School follows the WCC guidance for the Management of Contractors' on site. There is a separate policy for the "Safe Management of Contractors". The Head has undertaken the training for the Management of Contractors on the school site.

- The school will usually use Property Services to manage larger contracts
- Contractors are selected either via Property Service recommendation and the fact that they are registered on the LA list of approved contractors. For minor works three quotes are obtained and discussed and approved by the Premises committee of the Governing Body.
- A pre-start meeting is set up with contractors to exchange information and agree safe working arrangements.
- The Head or Property services manager is responsible for checking method statements and risk assessments prior to commencement of work.
- Staff should report concerns to the Head of Federation or Office Manager.

## **5. CONTRACTORS (MANAGEMENT OF ASBESTOS)**

The WCC Asbestos Policy and Procedures to Asbestos is followed by both schools. Asbestos information for each school is held on the WCC Atlas system.

- Up to date information regarding asbestos is found on the ATLAS Database. This system is referred to prior to any intrusive work being carried out be it by a contractor, member of staff or other.
- Information from the ATLAS System is to be accessed and shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of ATLAS.
- 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.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice.

## 6. CONTRACTORS AND VISITORS ON SITE

- All contractors and visitors must sign in and out using each school's signing in/out system.
- They must wear a visitor's badge while on the school premises or their WCC identification badge.
- They will be informed of all Health and Safety issues e.g. location of asbestos, by the Head or Office staff, or through the leaflet 'Health and Safety Information to Visitors and Contractors'.

## 7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The COSHH policy which follows the WCC recommended guidance can be found in the Caretaker's room.

- We do not use any harmful or hazardous substances in the classroom; we purchase all resources via ESPO, the LA approved supplier.
- The COSHH file is updated every three years and maintained by the Caretaker and Health and Safety Governor.
- Part 1 of the COSHH Risk Assessment process is completed by each school. Part 2 is then completed by the County COSHH Officer once the assessment form has been sent through.
- Staff are aware of how to identify COSHH materials.

- All COSHH materials have got a data sheet.
- We ensure that relevant staff are provided and instructed on the use of specific Personal Protective Equipment.
- All hazardous substances are safely stored.
- We ensure the safe disposal of waste, unwanted or spilt substances.

## 8. DEFECT REPORTING PROCEDURES

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Staff report the defect to the Office Manager or Head who enters it into the blue defect report folder kept in the office. Staff can report defects themselves.
- 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 Head and Office Manager at each school monitors that the defect has been rectified.
- A report is produced for governors as necessary. The report is discussed at Resources meetings where recent defects are identified and outstanding works discussed.
- Defect reporting records are kept for a minimum of 5 years.

## 9. DISPLAY SCREEN EQUIPMENT (DSE)

Newbold and Tredington C of E Primary School complies with the WCC DSE Policy 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- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- The Head will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

- The Office Manager has been advised about the free eye test for regular users.

## **10. ELECTRICITY AT WORK**

Newbold and Tredington C of E Primary School adhere to the WCC Electrical Testing Policy- Fixed Electrical Installations & Portable Electrical Equipment.

- All users of electrical equipment must visually inspect portable electrical appliance equipment prior to their use, reporting any defects to the Head or Caretaker. Any defective equipment must be taken out of use immediately and labelled appropriately until it has been repaired by a competent person.
- Portable electrical appliance testing is carried out by (Terri Hawkins) annually. A record of tested appliances is kept in the Health and Safety file in the Head's office. Individual equipment is labelled with a test label as well.
- The Office Manager is responsible for ensuring the hardwiring checks are carried out, in conjunction with WCC Maintenance & Minor Works Service.
- If premises are let out the hirer's equipment must be tested before use and they should supply the school with evidence of these checks.
- No electrical equipment, including the teacher's own, may be brought into school unless it has been checked out or is new and has a moulded plug.
- All minor electrical repairs are carried out by the Local Authority's provider or a local competent electrical contractor.
- The Caretaker shall only change fuses and not carry out any other electrical maintenance.

## **11. EXTENDED SERVICES**

- There is a separate policy for Extended Services and Lettings- please refer to this.

## **12. FIRE PRECAUTIONS AND EMERGENCY PLANS**

- The Head and named Health and Safety Governor are responsible for undertaking and reviewing the fire risk assessment and emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- There are additional documents available with regard to fire safety and evacuation.

- The Head and Caretaker are responsible for inspection and maintenance of fire exits/escape routes.
- The Head is responsible for checking and updating the Fire Evacuation Notices.
- Regular inspections and maintenance of fire extinguishers are the Head's responsibility and these are inspected by a competent person from the Fire Service or WCC representative annually.
- Training is given to staff on Fire and Safety every three years by the representative from the LA Safety and Premises team or suitable external trainer.
- The Senior Leader in the Head's absence is responsible for calling the emergency services and co-ordinating the evacuation. They will be identified by staff and emergency services by waiting for the service to arrive on site and everyone will be informed as to who they are.
- Class teachers will take a named roll call for their class with the Office Manager taking out paper copies of the registers.
- Whoever else is in the office on a particular day will deputise for this.
- The Caretaker is responsible for the regular testing of the fire alarms and emergency lighting. The records are kept in the file in each school's office.
- The named contractor for the Fire Alarm systems carry out the six monthly inspections and maintenance of the systems
- The liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc. or those whose help may be required e.g. emergency services, Local Authority Emergency planning Department etc. are made by the Head of Federation or Office Manager as required.
- Fire evacuation notices are in each room.
- Fire evacuation drills are held each term and recorded appropriately.

### **13. FIRST AID AND MEDICATION**

There is a separate First Aid and Medicines policy for each school, which can also be referred to.

#### **First Aid**

- Newbold and Tredington C of E Primary School adheres to the WCC First Aid at Work Policy

- First Aider details and qualifications are displayed in the main entrance of each school.
- The first aid kits are kept in locations known to all staff.
- A designated staff member is responsible for checking and restocking the first aid kits.
- Whoever is available will call the ambulance and a member of staff will accompany children to hospital.
- In the event of absence, training & retraining of first aiders is undertaken by Ann Cooke (AC First Aid) via their courses. All first aiders are trained at different times so that school is always covered.

### **Medication**

- Parents come into school to administer medication to their child.
- Asthmatics will keep and administer their own medication.
- Other medicines should not be given nor kept in school.

For more specific information on general health and medication in school, please refer to the WCC School's Health Directory.

### **14. GLASS AND GLAZING RISK ASSESSMENT**

This Risk Assessment has been carried out by Property Resources and is kept in the Risk Assessment File in the school office.

### **15. HEALTH AND SAFETY ADVICE**

The school obtains competent health and safety advice as necessary from the Local Authority Health and Safety Officers (01926 742575).

### **16. HOUSEKEEPING, CLEANING AND WASTE DISPOSAL**

- The Caretaker has the job of ensuring that the premises are kept clean, to minimise accumulation of rubbish.
- Arrangements for wet floor cleaning to minimise risks of slips is carried out immediately and signage put up near to the wet floor to warn of slip hazard.

- Glass and other sharp objects are disposed of in wrapped newspaper and put in the external bins.
- There is a separate risk assessment for snow shifting and icy conditions in the Risk Assessment file.
- The Caretaker and Grounds Maintenance contractors have the responsibility for clearing leaves off pathways.
- Arrangements for disposal of hazardous waste such as fluorescent tubes and computers are arranged through WES Facilities Management.

## **17. 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 informed as necessary via staff meetings about all of the existing information held on the site.
- Staff sign to say they have received, read and understood the information.
- Documents are kept in the main office, Head of Federation's office and a copy of COSHH in the Caretaker's room.
- New information is disseminated as required either verbally or during meetings as an agenda item - see staff meeting book.

### **Pupils**

- It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information through lessons and assemblies.

### **Visitors / contractors**

- The Head, Office manager or Caretaker will 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).
- The information will be disseminated via our school Health and Safety leaflet, verbally etc.

## **Governors**

- The Head will ensure that governors are informed of any existing and new health and safety information e.g. via Head of Federation's report or at Governor meetings.

## **Trade unions**

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

## **18. JEWELLERY**

- Please see School Prospectus.

## **19. LETTINGS, SHARED USE OF PREMISES, EXTENDED SERVICES**

- The Office Manager is responsible for lettings and is the person responsible for discussing and agreeing health and safety arrangements.
- A written lettings agreement / policy in place, signed by the hirer and the schools should hold a copy.
- There are restrictions on use of equipment e.g. PAT testing and hirers' own equipment.
- Staffing requirements are agreed between the school and the hirer.
- First aid provision must be provided by the hirer.
- Fire and emergency arrangements are in the school leaflet given to the hirer.
- The Head is responsible for agreeing to and overseeing school fetes and other fund raising events.
- Emergency lighting and illuminated exit signage is existent on the school site.
- Depending on the event the school always nominates a person as being responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003 (This Act applies to all forms of entertainment, music, dancing and sale of alcohol. Each local authority has information on their websites and forms to apply for Premises Licences.)
- The Head is responsible for checking risk assessments.
- Security arrangements are checked by the Head prior to an event.

- Insurance cover is sourced as applicable. It is the hirer's responsibility to source their own liability insurance and no letting will take place without such cover.

**If Extended Services take place on the school site, policy and procedures must be covered in this arrangements section and covered throughout section one and two as applicable.**

## **20. LONE WORKING AND PERSONAL SAFETY**

- The Local Authority Policy on Lone Working applies to this school. It has been personalised for the school.
- Newbold and Tredington C of E Primary School adheres to the WCC Personal Safety Policy and Working Safely guidelines.
- All staff must ensure that if they are in the school during a weekend holiday period that they always have a mobile phone with them and that they have informed somebody as to where they are and how long they are likely to be. They should also give another person their contact phone and address details.
- Personal safety training is given to staff every three years as part of their Health and Safety training.

## **21. MAINTENANCE INSPECTION OF EQUIPMENT**

- Periodic inspection or testing is required for ladders and steps, portable appliances, fire extinguishers and fire alarms, computers, emergency lighting, PE equipment, outdoor area equipment, intruder alarm system etc.
- These checks are carried out by the contractors for the specific equipment and records kept and stored accordingly.

## **22. MANUAL AND PEOPLE HANDLING**

- The Caretakers sometimes have to undertake duties which involve lifting, pushing, pulling. They have a sack truck to help with this and is instructed only to move what he can safely manage. Help from other persons may be necessary for specific activities/duties.
- Relevant Risk Assessments may be required and will be undertaken by the Head with the Caretakers as needed.

- Training and handling awareness is shared with all staff members.

### **23. MONITORING ARRANGEMENTS**

- The Head and named Health and Safety Governor will carry out health and safety inspections. Governor 'Walk-around inspections' are carried out termly.
- The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head and that any necessary alterations to working practices and procedures are implemented.
- The governors will be informed annually of reports on accidents/incidents.
- Results of internal or external health and safety inspections; maintenance reports; complaints, hazards and defects reports and reviews of any procedures carried out by the Head / Caretaker / Office Manager will be passed on to the Governors.
- To help this process, the governors and Head will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

### **24. OFFSITE AND EDUCATIONAL VISITS**

The Offsite Visit Manual and policy are held in the main office.

- The Federation's EVC is currently Mrs. Welsby.
- A competent member of staff will lead the party.
- A pre-site visit will be undertaken if the site/venue is new and unknown to the school.
- A risk assessment will be carried out prior to the visit/activity.
- The EVC must be informed of all visits/activities.
- Approval for an extended school visit will be sought from the LA representative for off-site visits and the trip approved by Governors prior to the visit.

- Please refer to the Off-site visits policy for more detailed arrangements.

## **25. OUTDOOR PLAY EQUIPMENT**

- This will be formally inspected each term by the LA, records kept in the H&S file in the Head's office.
- All staff will carry out the daily visual inspections prior to the children using the equipment.
- Risk Assessments are in the file in the main office

## **26. PE EQUIPMENT**

- All PE equipment is tested and inspected by Sportsafe. Records are kept in the Health and Safety file in the Head's office.
- The AfPE (Association for Physical Education) guidance on safe use of the equipment will be followed / adopted.
- Staff will use pre-visual checks before equipment is used.
- Older children will set out the equipment where it is too heavy for younger children to do so. A risk assessment is in place for this.
- The Association for Physical Education (afPE) guidance on safe use of the equipment will be followed (published 2008).

See the PE policy for other information.

## **27. PERSONAL PROTECTIVE EQUIPMENT**

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The Head with advice from caretaking services and the LA H&S team will select the equipment.
- The arrangements for periodic checking and maintenance of the equipment will be carried out by the head and Caretaker.
- Proper use of such equipment and its supervision will be undertaken by the Head and Caretaker.

## **28. POND**

- The pond is only accessed by children with adult supervision. It is fenced and gated and permanently bolted with warning signs.

## **29. RISK ASSESSMENT**

- Newbold and Tredington C of E Primary School adheres to and meets the requirements of the WCC Risk Assessment Policy.
- Risk assessments are undertaken for all activities which present significant foreseeable hazards.
- The Head is responsible for ensuring risk assessments are undertaken.
- Arrangements for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.
- All staff are trained in writing risk assessments.
- Arrangements for undertaking special risk assessments (such as New and Expectant Mothers or who have health problems) are made by the Head of Federation.
- Arrangements for periodic review of risk assessments, at least annually but usually earlier if needed are made by the Head of Federation.
- Risk assessments are kept in the separate file in the main office.
- Every off-site visit is risk assessed

## **30. SMOKING**

WCC Corporate Smoke Free Workplace Policy is adhered to by our school. Both sites are a 'NO SMOKING SITE'.

Signage is displayed on all main external doors used by the public/staff. There is a separate "Smoke-Free School" policy.

## **31. SPORTS PITCHES/PLAYING FIELDS**

- Grounds maintenance contractors will maintain the sports area and the pitches.
- Daily visual inspections will be carried out by the Caretaker and staff.

- Precautions are needed to prevent animals fouling in sand pits and checking and replacing sand is usually required at the start of the athletics season.

## **32. STAFF CONSULTATION/TRADE UNIONS**

Please refer to the general policy statement at beginning of Health and Safety policy.

- Resources committee meetings are termly and terms of reference reviewed annually.
- Staff can raise issues of concern and make suggestions for health and safety improvements e.g. staff meetings, suggestion schemes, trade union involvement etc.
- The Head will be responsible for informing and consulting "in good time" with trade union health and safety representatives if required on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site who will to comply with health and safety requirements.
  - Risks to employees health and safety and preventative measures.
  - Planning and organising of health and safety training.
  - Introduction of new technology and health and safety consequences.
- The Health and Safety Law poster is situated in the staffroom.

## **33. STRESS AND STAFF WELLBEING**

- Newbold and Tredington C of E Primary School adopts the WCC Management of Work-Related Stress and Well-being Policy, Guide and Risk Assessment forms.
- We recognise that stress is an increasing threat to the health of staff. Wherever possible we aim to reduce stress levels. Current strategies include aiming to pace work, the introduction of quality time for PPA, the subscribing to the Teachers and Non-teaching Cover schemes, so that staff do not return until they are fully fit. We also have a tight Behaviour Policy which allows time out of class to give both pupils and adults a break from disruptive children. LA stress management training is also available.
- Anyone experiencing problems refer to their line manager or to the Head.

- Individual stress risk assessments will be carried out by referral to the Occupation Health Service.
- Health advice, counselling etc. for employees e.g. referral to Occupational Health Service will be undertaken by the Head.
- Expectant mothers encouraged to report as soon as possible.
- There is no separate room available for nursing mothers but everything possible will be done to ensure that nursing mothers are comfortable and private e.g. use of the office or staff room.
- There are general staff facilities available, e.g. staff room.

#### **34. Swimming lessons (Public Pool) Please refer to the Off Site Activities Manual.**

- Swimming lessons take place at Sibford Leisure Centre pool.
- The level of supervision follows the LA guidance for staff: pupil ratio and school and pool staff supervise swimming.
- Supervisors/coaches are pool staff and our own staff act in a supervisory capacity
- Staff who supervise the session do not require a life saving certificate / first aid certificate as the pool staff have these.
- There is life saving equipment at the pool.
- Normal operating and emergency operating procedures are in place.
- Risk assessments are undertaken for swimming activities and for vulnerable children.
- Teaching Assistants from Newbold and Tredington C of E Primary School are permitted to walk classes to the swimming pool providing there is sufficient adult:pupil ratio.

#### **35. TRAINING AND DEVELOPMENT RELATED TO HEALTH AND SAFETY**

The Head and Caretaker (where the Head deems appropriate, and cross-referenced with relevant sections in the WCC Health and Safety Standards document) are responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of DSE).

- The Head is responsible for new staff induction and briefings. These may be delegated to an Senior Teacher.
- Training records are kept by the school in the Health and Safety files.
- The Head is responsible for ensuring staff undertake refresher training.

### **36. VEHICLES ON SITE / CAR PARK ARRANGEMENTS**

- The Head and Caretaker are responsible for management of vehicles on site.
- Sometimes deliveries have to occur during school time and staff are aware of this. Vehicle access is restricted and drivers must report to the main office to ask for access.

### **37. VIOLENCE TO STAFF / SCHOOL SECURITY**

- We remain vigilant at all times and staff are instructed to keep all external doors closed during the school day.
- Visitor access is restricted to the main entrances and there is a signing in/out procedure at the main office and all visitors wear a school sticker.
- All staff are encouraged to work safely - inform someone where they are, keep a mobile phone on, work in pairs where possible.
- All staff must report all incidents of verbal and physical violence.
- Risk assessments are carried out for hazardous circumstances when they arise.

### **38. WATER HYGIENE**

**Please refer to the WCC Legionnaires and Water Hygiene Policy in the main office at each school.**

- The water hygiene log book is kept in the main office.
- The caretaker at Newbold takes responsibility for this.

### **39. WORK EXPERIENCE PUPILS**

- The school adheres to guidance from the LA's Work Experience Placements- Health and Safety Managers Guide.

- The Head will give the induction and give students the Health and Safety leaflet.
- The Head or Senior Teacher will carry out the risk assessment.
- They will be monitored / supervised whilst on site and by the teacher who they are placed with or by the Head.

#### **40. WORKING AT HEIGHT**

- The school follows and adheres to the content of the WCC Working at Height guides, which are made available to relevant staff.
- Ladders and other suitable equipment are available for use and are stored in the cupboard off the hall.
- Kik stools are available throughout each school for use.
- Annual inspections of all working at height equipment is carried out by the LA inspection team.
- Individual staff will carry out pre-use checks.
- Individual staff will carry out risk assessments if required, otherwise the Head and Caretaker will do these.
- Staff cannot use equipment for climbing above a metre in height unless trained to do so. They can use low ladders and Kik stools.
- Specialist training is required for staff using equipment such as for ladders / tower scaffolds etc. but the Caretaker is the only person likely to use such equipment.
- The Head and Caretaker will ensure staff using such equipment are wearing appropriate clothing / footwear.
- No pupils are allowed to climb on or use any ladder/Kik step equipment at any time.
- Use by Contractors of any school equipment is not allowed and they should bring in their own equipment for use.

