



**PORTSMOUTH AND WINCHESTER  
DIOCESAN ACADEMIES TRUST**



# HEALTH & SAFETY POLICY

**Date Agreed:** January 2021

**Review Date:** January 2022

**Signed:** \_\_\_\_\_  
**Chair of Governors**

**Portsmouth and Winchester Diocesan Academies Trust  
St Blasius C of E Primary Academy**

## Health and Safety Policy

### Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2020	CW	LGB	Reviewed policy
2	September 2020	CW	LGB	Staff name changes
3	January 2021	CW	LGB	Reviewed policy – delegated responsible manager role to Assistant Principal
4				
5				



THE CHURCH  
OF ENGLAND

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## STATEMENT OF INTENT

The PWDAT (delegated to the Local Governing Body), will carry out activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of all employees and persons likely to be affected by activities, including the general public where appropriate. The LGB will cooperate and coordinate with partnerships, contractors, sub-contractors, employers, Local Authority departments, policies and officers from the joint Education Diocese of Portsmouth and Winchester and land where we are commissioned to work in order to pursue the Health and Safety Policy aims as detailed below.

To:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all 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 employees and their representatives on health and safety matters

This health and safety management system has been developed to ensure that the above commitments can be met. All academy staff and local governing body governors will be instrumental in its implementation.

Signed:

Chair of Governors \_\_\_\_\_

Principal \_\_\_\_\_

## **ORGANISATION**

### **Employer Responsibility**

The overall responsibility for health and safety at St Blasius C of E Primary Academy, is held by the PWDAT, who delegate this to the **Local Governing Board of the academy** who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

### **Responsible Manager**

The responsible manager for the premises of St Blasius C of E Primary Academy is the **Principal** – Nicki Mobley (delegated to Sarah Powell, Assistant principal), who will act to:

- Develop a safety culture throughout the academy
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update the Local Governing Body and PWDAT, as required
- Produce, monitor and periodically review all local safety policies and procedures e.g. risk assessments

### **All Staff (including local governors and volunteers)**

All staff have a statutory obligation to cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the academy health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

### **Site manager**

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. They are to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will work within their level of competence and seek appropriate guidance and direction from the Principal and the specialist support services as required.

### **All Teachers & Support Staff**

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and all support staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

### **Fire Safety Coordinator**

The fire safety coordinator is the competent person for fire safety on the premises and is also the responsible manager. They will attend the fire safety coordinator training course and refresh this training every three years. The fire safety coordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety coordinator is to work within their level of competence and seek appropriate guidance and direction from specialist advisers as required.

### **Site manager**

The site manager is the competent person for the overall management of general premises facilities and acts on behalf of the responsible manager. They are to attend the facilities management training course and refresh this training every six years. They are responsible for the local management and completion of day-to-day premises matters and duties. They will work within their level of competence and seek appropriate guidance and direction from the Principal and specialist advisers as required.

### **Health & Safety Representative**

The premises health and safety representative, Sarah Powell (Assistant Principal), will represent the staff with regard to their health and safety at work. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

### **Legionella Competent Person**

The site manager is the nominated competent person for Legionella on the premises and acts on behalf of the Principal to provide the necessary competence to enable Legionella to be managed safely. They are to annually complete the Legionella e-learning course and all training records are to be passed to the Principal.

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. They will advise the Principal of any condition or situation relating to Legionella which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Principal and specialist advisers as required.

### **Asbestos Competent Person**

The site manager is the nominated competent person for asbestos on the premises and acts on behalf of the Principal to provide the necessary competence to enable asbestos to be managed safely. They are to annually undertake asbestos refresher training and all training records are to be passed to the Principal.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Principal of any condition or situation relating to asbestos, which may affect the safety of any premises users. They will work within their level of competence and seek appropriate guidance and direction from the Principal and specialist advisers as required.

### **Accident Investigator**

The on-site trained accident investigator will lead on all accident investigations in accordance with departmental and corporate procedures.

## **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 St Blasius C of E Primary Academy and are to be used alongside other academy procedures and 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.

### **Accident/Incident Reporting & Investigation**

The on-site management, reporting and investigation of accidents, incidents and near misses, is carried out in accordance with departmental and corporate policy requirements.

Any accident, incident or injury involving staff, visitors or contractors is to be reported and recorded in the Accident Report Book in the office. A copy of the completed form is to be forwarded to the DIOCESAN ACADEMY TRUST via the Academies Officer.

Minor accidents to pupils are to be recorded in the accident books located at the first aid points.

Accidents involving children locally considered to be of a more serious nature than the minor incidents are to be recorded on an Internal Report Form which is to be retained on site.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be reported within 15 days under the Reporting of Injuries Disease and Dangerous Occurrence Regulations using the F2508 Report Form with a further copy to be forwarded to the DIOCESAN ACADEMY TRUST via the Academies Officer.

All significant accidents, incidents and near-misses are to be immediately reported to the Principal. The trained accident investigator 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.

The Principal will ensure that the local governing body is appropriately informed of all incidents of a serious nature. Sarah Powell will monitor all accident/incident reports for trend analysis, in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the academy, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **Administration of Medicines**

Parents will complete the relevant form entitled 'Permission for school administration of medicines' which can be found in the office.

### **Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register, as issued by Gully Howard Technical, is located in the school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Diocese Buildings Officer, in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Principal and/or the asbestos competent person, who will immediately act to cordon off the affected area and contact Gully Howard Technical for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Principal and/or asbestos competent person.

Asbestos monitoring will be carried out on an annual basis by a competent person.

### **Child Protection**

Arrangements regarding child protection are set out in the Safeguarding and Child Protection Policy.

### **Community Users/Lettings/Extended Services**

The responsible manager/Principal will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed using the required form
- The premises is safe for use and is always inspected prior to, and after each 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

### **Contractors on Site**

Appropriate safe selection procedures are to be used to ascertain competence prior to engaging the services of contractors on site. Guidance can be sought from the Diocese School Buildings Officer, to determine competence of non-approved contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to the academy office, where they will be asked to sign the visitor's book and asbestos register, and will follow all other academy signing-in procedures. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

Host staff are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

### **Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the Assistant Principal, who is also the named Educational Visits Coordinator, 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 and other recognised bodies. Class teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their classes/used within their teaching and learning activities, are managed safely following the appropriate guidance.

### **Display Screen Equipment**

All users must carry out periodic workstation assessments using a Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

## **Electrical Equipment**

The Principal 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 inspected/tested at intervals of once every two years
- Equipment testing/inspection can only be carried out by a competent person
- The competent person to be used is to be advised once the academy is open
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Principal and it has been tested
- New equipment must be advised to the responsible manager/Assistant Principal 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 Assistant Principal and/or site manager and attended to as soon as possible.

## **Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the academy emergency evacuation plan. The academy has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will be directed to the academy website upon induction, in order to read the emergency evacuation plan, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans 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.

## **Fire Safety**

Arrangements regarding fire safety are set out in the Fire Log Book. The fire safety coordinator 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 Assistant Principal will ensure that:

- All staff complete basic fire safety training annually
- 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 rooms and key areas of the building, close to the fire points where possible
- 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 Log Book
- The fire risk assessment is reviewed annually by the fire safety coordinator and amended as new hazards or required amendments are identified

## **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy. The names of first aid trained staff are clearly signposted around the academy.

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.

### **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **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

### **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 responsible manager/Assistant Principal. The premises COSHH assessor acting on behalf of the Assistant Principal is the site manager. The COSHH folder is in the academy office.

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 when not in use which is at the cleaning and/or caretaker's cupboard. This is to remain locked at all times.

### **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 recorded on the whiteboard in the corner of the academy office for the site manager to monitor daily.

Monitoring and inspections of classrooms will be carried out by class teachers.

Routine documented inspections of the premises will be carried out every month, in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted Monthly Premises Safety Inspection Checklist. This will need to include attention to any vinyl glass manifestations – if peeling/peeled, urgent remedial action will be required to remedy.

Weekly checking of playground equipment will be carried out and any defects reported.

Defects identified during these routine documented inspections are to be immediately reported to the site manager and/or Assistant Principal and recorded on the whiteboard in the academy office.

Any identified high level risks or safety management concerns are to be actioned at staff meetings and/or LGB meetings.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the site manager and Assistant Principal. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted Annual H&S Inspection Checklist.

### **Kitchens**

The main school kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is Caterlink. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are via the Principal.

### **Legionella Management**

Legionella management on site is controlled by the Legionella competent person who will manage and undertake all procedures in accordance with guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

### **Lone Working**

All lone working is to be approved by the Principal and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The person lone working is responsible for making their own arrangements. They should always inform somebody (PERSON A) of their time of arrival at the academy, expected time of departure and Assistant Principal's mobile number. If their time of departure changes, they should let PERSON A know. The lone worker should telephone PERSON A and inform them when they have left the premises. If PERSON A does not hear from the lone worker, they should telephone the Assistant Principal.

### **Minibuses**

All minibus drivers must have completed MIDAS (or equivalent) training prior to being permitted to drive minibuses and the academy hold the appropriate insurance and permission of parents for children to be transported.

Minibus vehicles are subject to regular checks by a qualified person, and vehicle users will complete a pre-use check sheet and any defects should be reported immediately.

### **Moving and Handling**

- All staff must undertake basic moving and handling training on an annual basis. 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 caretaker is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

### **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the academy policy and PWDAT Scheme of Delegation. The Academies Officer is to sign off any residential, adventurous or hazardous activities.

### **Physical Intervention**

Arrangements regarding physical intervention are set out in the Positive Handling Policy.

### **Provision of Information**

The Assistant Principal will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are regular staff meetings, email and notes provided on the staffroom noticeboard – this should be checked by all staff daily. Local health and safety advice is also available and specialist advisers, including Barry Grant from Good Skills Agency (H&S Adviser and governor) can provide both general and specialist advice.

The *Health and Safety Law* poster is displayed in the staffroom.

### **Risk Assessment**

General risk assessment management will be coordinated by the Assistant Principal in accordance with guidance.

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

The risk assessor 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 responsible manager/Assistant Principal or their delegated member of staff prior to implementation.

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

### **Security**

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

### **Smoking**

Smoking, including e-cigarettes, is not permitted anywhere on the premises, including the grounds and car park. Staff who smoke are informed that they must leave the premises if they wish to smoke. Staff should not be seen smoking in any clothing that could identify them as a member of staff.

### **Stress & Wellbeing**

St Blasius C of E Primary Academy 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 in accordance with the Health & Safety Executive's Management Standards, guidance and requirements.

On-site arrangements to monitor, consult and reduce stress situations are provided through regular staff meetings and appraisal procedures.

### **Traffic Management**

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the On-site Traffic Policy and procedures.

## **Training**

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist.

The Assistant Principal 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 who require it.

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

- Induction training regarding all the requirements of this health and 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 training to meet mandatory requirements

Training records are held by the Academy Business Leader who, in partnership with the Assistant Principal, is responsible for coordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

## **Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St Blasius C of E Primary Academy. Aggressors may face banning from the premises and/or Police involvement.

Staff must report all such violent and aggressive incidents 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 Violent Incident Report (VIR) Form. Forms are available from the academy office. A copy should be sent to the Academies Officer.

## **Visitors**

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided with a visitor's badge and asked to read the health and safety/fire/safeguarding information before they sign in.

## **Vulnerable Persons**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions, etc) working or visiting the premises, for anything more than an accompanied tour, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

## **Work at Height**

At St Blasius C of E Primary Academy, general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent persons for work at height on the premises who have attended Ladder & Stepladder Safety training, are Georgina Watson and Samantha Tate and they are authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to staff in accordance with
- 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 person 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
- 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
- Staff may only use leaning ladders if they have personally attended the Ladder & Stepladder Safety training course within every three years
- Any safety concerns about a work at height task must be raised 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