



HEALTH & SAFETY POLICY

St Edward's Catholic Academy

Policy Status: Approved/Awaiting Approval	Approved 15/05/2017
Prepared by:	J.McQuillan
Next Review:	Summer 2018
This Version No.	1

ST. EDWARD'S CATHOLIC ACADEMY
HEALTH & SAFETY POLICY

True Mind, True Heart, True Spirit

STATEMENT OF INTENT

The Board of Directors and Senior Leadership Team of St Edward's Catholic Academy recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The academy is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

In compliance with the Health & Safety at Work etc. Act 1974, this Academy's Board of Directors will ensure so far as is reasonably practicable that:

- The premises are maintained in safe condition
- Safe access to and egress from the premises is maintained
- All plant and equipment is safe to use
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided
- Arrangements exist for safe use, handling and storage of articles and substances at work
- A healthy working environment is maintained including adequate welfare facilities

In addition to the above commitment, the Board of Directors also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc. are or may be affected by the academy activities being carried out on or within the academy boundaries or otherwise, the Board of Directors will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example to its pupils, this commitment is seen as especially important.

Within financial restraints, the Board of Directors will ensure through the Senior Leadership Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Board of Directors is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Board of Directors' commitment to the continuous improvement in our Health & Safety performance. For the policy to be effectively implemented the academy must have the full co-operation of employees and others who use the premises.

ST. EDWARD'S CATHOLIC ACADEMY
HEALTH & SAFETY POLICY

Employees are reminded of their own duties:

- To take care of their own safety and that of others
- To co-operate with the Board of Directors and the Senior Leadership Team so that they may carry out their own responsibilities successfully
- To comply with all relevant codes of practice and standards as necessary, and point out any shortcomings in these to management

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement, together with the organisational structure, and the following arrangements and procedures has been approved by the Academy's Board of Directors.

Headteacher

Chair of Board of Directors

Name: Jayne McQuillan

Name: Neil Weightman

Sign:



Sign:



Date: 15/5/17

Date: 15/5/17

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

Responsibility of Board of Directors.

The Board of Directors is responsible for ensuring that Health & Safety is maintained within the academy. In order to do this they must ensure that certain key elements are in place within the academy. The responsibilities of the Board of Directors outlined below fall principally into the areas of monitoring of performance, ensuring Health & Safety matters are adequately resourced and ensuring that those staff who have specific Health & Safety responsibilities are aware of and undertake those responsibilities.

In particular the Board of Directors should ensure that:

- The academy has a Health & Safety policy which is implemented within the academy and that the effectiveness of this policy is monitored. The Directors should formally approve this policy.
- Health & Safety is effectively managed in the academy through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The academy considers Health & Safety as an on-going priority and ensures that Health & Safety obligations are included in academy development plans.
- Health & Safety responsibilities are allocated to appropriate staff within the academy's organisational structure.
- When decisions on staffing levels are being considered- that the Health & Safety implications of such decisions are fully considered.
- Adequate resources for Health & Safety are identified.
- They seek Health & Safety advice from CAYA Health & Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing Health & Safety issues, taking decisions and ensuring action is carried out either at a full Directors' meetings or at a Health & Safety committee meeting.
- They receive an annual report on the academy's Health & Safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Directors, accident statistics, any changes in working practice and any budgetary implications.
- They receive, on a regular basis, any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the Health & Safety performance of the academy and set targets for achievement for the next year.
- All the County guidance on academy journeys and adventure activities and licensing, where appropriate, is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH & SAFETY AT WORK ETC. ACT 1974 AND THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF HEALTH & SAFETY AT WORK ETC. ACT 1974.

ST. EDWARD'S CATHOLIC ACADEMY
HEALTH & SAFETY POLICY

Responsibilities of the Headteacher (Academy Health & Safety co-ordinator)

The Headteacher is ultimately responsible for the day to day implementation of Health & Safety in their academy. This includes ensuring there are arrangements in place for the safe use of the academy for out of hours activities.

In order to effectively discharge this responsibility, the Headteacher should ensure that:

- An academy Health & Safety policy is developed with the Board of Directors in line with the CAYA Health & Safety policy guidance and that this policy is fully implemented and monitored within their academy.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of Health & Safety issues is kept up to date.
- Individuals within the academy staff are allocated appropriate duties in terms of Health & Safety management and that these are recorded in the academy Health & Safety policy document.
- Staff are made aware of the Health & Safety guidance, and any guidance issued by the CAYA which is relevant to their work.
- An annual report on Health & Safety is prepared and presented to the Directors.
- Inspections of the academy are carried out as per CAYA guidance and that appropriate action is taken to deal with the findings of these inspections.
- The academy has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the academy meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of Health & Safety are identified and that staff receive adequate Health & Safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teacher training and students on work experience) receive, as a basic minimum, induction training on their first day in academy.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g. tools, goggles, gloves, ladders etc.) required to ensure Health & Safety is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and, where it is found to be faulty, that it is taken out of use until repaired or disposed of.
- Safe systems of work are adopted and are documented.

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

- All goods purchased comply with the relevant safety standards and where there are Health & Safety implications for their use, that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g. fire drills, fire alarm testing, etc., are carried out in accordance with CAYA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site, that all appropriate Health & Safety documents (e.g. safety policy/ risk assessments) have been seen by the academy. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their Health & Safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Directors are responsible for the repair and/or purchase of, are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them on the appropriate form.
- Where a situation presents an imminent risk of serious personal injury, that action is taken to minimise that risk as far as is reasonably practicable, irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used after hours, that all appropriate Health & Safety considerations e.g. access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place.
- That all necessary insurance is in place and that a lettings agreement has been signed.
- Any Health & Safety guidance received from CAYA is made available to the Board of Directors so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

Teaching/non teaching staff holding positions of special responsibility

This includes Assistant Headteacher, Student and Leadership Support Manager, and SENCo who have the following responsibilities:

- Ensure the academy's Health & Safety policy is applied in the day to day running of the academy
- Ensure that all staff under their control are familiar with the Health & Safety code of practice.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health & Safety.

ST. EDWARD'S CATHOLIC ACADEMY

HEALTH & SAFETY POLICY

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow particular Health & Safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.
- Point out any shortcomings in Health & Safety arrangements relevant to their area of work.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measures relevant to their area of work and teaching.
- Require the use of protective clothing and guard where necessary.
- Make recommendations to their Headteacher or Line Manager on Health & Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior permission.
- Report of accidents, defects and dangerous occurrences to their Line Manager.
- Set a good personal example.
- Carry out risk assessments for educational visits in line with CAYA and EVOLVE procedures.

All Employees

All employees have Health & Safety responsibilities as outlined by the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999.

The Health & Safety responsibilities of employees are as follows. Whilst at work all employees will:

- Make themselves familiar with and conform to the academy's Health & Safety policy.
- Be aware of and comply with all academy's Health & Safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the academy's arrangements for Health & Safety (guidance, instructions, safe systems of work and risk assessments) to their Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.
- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to Health & Safety, for example, the introduction of new procedures, initiatives or requirements.

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

- Co-operate with any investigations related to Health & Safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own Health & Safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.

Academy Health & Safety Representatives

The Board of Directors recognises the role of Health & Safety Representatives appointed by a recognised trade union. Health & Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time but, wherever practicable outside teaching hours. They will also be consulted on Health & Safety matters affecting all staff.

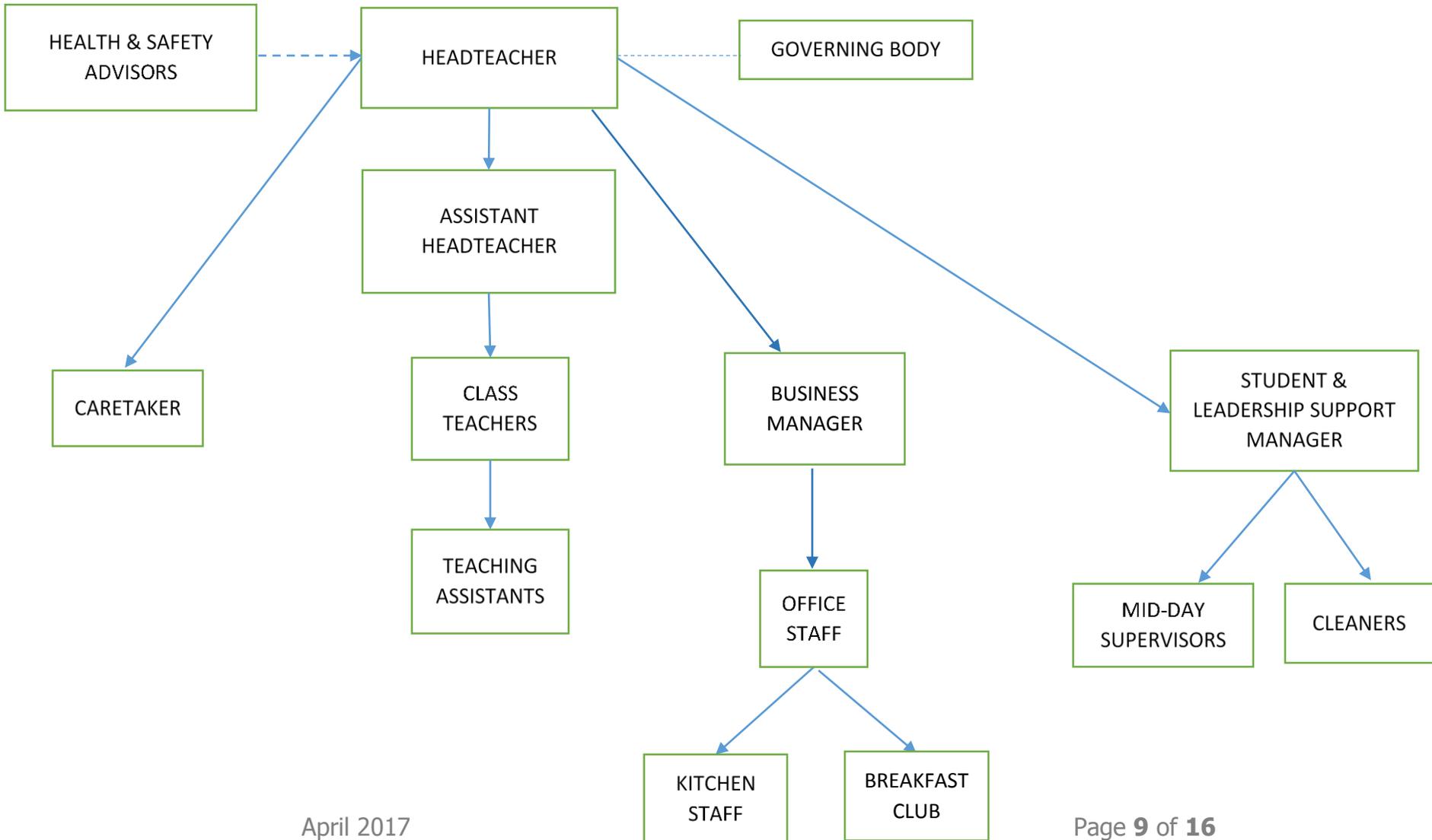
They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their Health & Safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Board of Directors.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the Health & Safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health & Safety rules of the academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their Health & Safety.

Organisational Responsibility for Health & Safety



ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

Accident/Incident Reporting

All accidents and incidents in St Edward's Academy will be reported and recorded in line with the Local Authority accident reporting guidance. In St Edward's Academy all staff will report all accidents to the Headteacher who will ensure that they are recorded in line with this guidance by either herself or, in her absence, by F Beavon. Both members of staff have been fully trained in accident and reporting procedure. A copy of the guidance is held in the head teacher's office and staff room. Non reportable accidents will be recorded by the teacher or teaching assistant in the log in the first aid room. A bumped head letter or pastoral slip will be sent home to inform parents. In Foundation, whenever possible, parents will be informed when collecting their child. Data will be reviewed termly by Senior Leadership Team to identify accident/near miss trends, and reported to the full Board of Directors.

Appendix 1 – Examples of forms used to report accidents. ¹

Administration of Medicines

The academy only administer prescribed medication and follow the LA guidance and parents have to sign a consent form before medication is given.

School Nurse Services give annual training to staff on the use of epi-pens.

Details of asthma treatments are co-ordinated by the person responsible for First Aid, S Morris, who also checks expiry dates. All personal inhalers are clearly labelled with the child's name and are kept in a first aid box in the child's class. Staff and children are aware of procedures for PE, break-time and out of academy activities.

Appendix 2 – Consent Form

Animals

A risk assessment is carried out before the introduction of any animals onto the academy premises.

Arrangements for the keeping of animals, e.g. supervision ratios, cleaning and feeding arrangements will need to be considered carefully along with consideration of the care given in the academy holidays.

Asbestos

The academy has a copy of the Type II Asbestos Report and a register of the areas where asbestos is known to be present. These are filed in the Red Box in the front office. The academy is following the Derbyshire County Council guidelines for permit to work systems and has the relevant forms available for use.

The Headteacher has received Asbestos Duty Holder training.

¹ All appendices may be found in the Health & Safety Policy file located in the Headteachers office

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

Communication / Consultation with Staff

Health & Safety issues are included as an agenda item at weekly staff meetings. All staff are aware that urgent matters should be reported immediately to their line manager (see Organisational Responsibility for Health & Safety chart – page 8). A log of areas requiring attention is kept in the front office for staff to report any problems these are then acted upon by the caretaker, S Hadley.

Contractors

The academy is aware of their responsibilities regarding contractors and they are asked to sign in and out when on site and operate a permit to work system. The academy uses Diocese contractor CPA or Derbyshire County Council approved contractors. Method statements or risk assessments for the work to be carried out are requested by the academy.

The academy contracts out grounds maintenance to Acorn Home and Garden. A copy of their public liability insurance is held in academy.

COSHH

An external cleaning company, JPC, administer the caretaking and cleaning for the academy and approve products and ensures that the latest copies of the COSHH assessments are available. Part of their contract with is to provide training for caretaking and cleaning staff.

Classroom Areas

An annual risk assessment is carried out in each of the classroom areas to identify potential problems and ensure safe working areas.

Risk assessments are also carried out for PE and playground activities.

Critical Incident Plans

The academy has a current Critical Incident Plan approved by the Board of Directors. Named responsible persons are aware of where copies are held securely in academy and off site.

Display Screen Equipment

The academy has carried out risk assessment for use of Display Screen Equipment (DSE) in both the classroom and office situations. The use of DSE is monitored and staff are aware of the possible risks associated with its use.

Education Academy Visits

The academy has a structured system in place. Risk assessments are always carried out by members of staff before an out of academy activity is undertaken. Adult : Pupil ratios must be strictly adhered to. The Education Visit Co-ordinator, S Hadley, has undertaken training on the EVOLVE recording system. Day

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

trips, visits or out of academy activity risk assessments are approved by the Education Visit Co-ordinator and the Headteacher; residential trip risk assessments are sent to Derbyshire LA for approval.

Trip leaders will ensure that all adults and children are aware of the correct procedures to be followed and highlight possible risks before the trip or activity takes place.

Electrical Safety

All mains electrical work is carried out by the Diocese or County approved contractors. A five year mains electrical testing is carried out. Visual inspections are undertaken twice yearly, one of which is the annual PAT test. A risk assessment for electrical Safety is carried out annually.

Finger Safe Devices

The academy has instigated a rolling programme of fitting finger safe devices throughout the academy starting with the highest risk doors first.

Fire

J McQuillan is the duty holder for fire safety and has attended Derbyshire LA Fire Safety management course. The academy has carried out a Fire Risk Assessment and this is held in the Fire Safety Logbook in the Red Box in the academy office. It will be reviewed annually or if there are any significant changes to the building.

Staff and children are aware of fire evacuation procedures and assembly points. Visitors are made aware of procedures on arrival. In the event of a fire D Murphy or F Beavon will contact the emergency services.

The fire alarm system is tested weekly from different call points. Pro-active fire drills are regularly undertaken with records of such drills and tests being maintained in the Fire Safety Logbook.

Visual inspection of fire-fighting equipment is carried out weekly. Annual inspection is carried out by a service engineer and a copy kept in the Fire Safety Logbook. Used or faulty equipment is reported to the Headteacher, J McQuillan.

Staff have had fire training on prevention, procedures and use of fire-fighting equipment.

Year 3 classroom door has been fitted with an automatic fire door closure device.

First Aid

The academy has undertaken a risk assessment in relation to first aid and continues to make ongoing arrangements for the necessary provision to ensure that the academy has the appropriate number of first aid personnel and associated material and equipment. Paediatric First- Aiders must always be on site when Foundation Stage pupils are present and accompany them on any out of academy activities. Copies of certificates are stored in the headteacher's office together with a list of trained staff. The teacher responsible for First Aid is K Methven. The Teaching Assistant, Sarah Morris, is responsible for maintaining

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

the contents of the First Aid boxes including checking expiry dates and reordering new stock. She also ensures adequate first aid equipment is taken on any educational visits or off site activities.

First Aid boxes are located in individual classrooms with epi-pens being stored in the First Aid room and Key Stage 2 entrance lobby.

In the event of a serious incident the emergency services will be contacted first and parents or next of kin notified immediately afterwards.

Appendix 3 – First Aid Forms and letters used in academy

Garden Areas

When carrying out garden activities with adults and children, staff must ensure adequate staff:pupil ratios and appropriate risk assessments are carried out.

Inspection of the Premises

Annual risk assessments of the premises both internally and externally are carried out by members of the Leadership Team.

All staff are aware that urgent matters should be reported immediately to their line manager (see Organisational Responsibility for Health & Safety chart page 10).

Legionnaires Disease (Legionella Bacteria)

A legionnaire survey has been carried out which raised the issue of tank water. The tanks have now been replaced (October 2009) and all drinking water outlets have been identified.

J McQuillan and Stuart Hadley have received legionnaire training.

Temperature checks are carried out on hot and cold water outlets and the results logged in the Water Risk Assessment folder held in the Red Box in the academy office.

Lone Working

Lone working is discouraged for members of staff except when absolutely necessary. A risk assessment for lone working has been carried out and appropriate members of staff have been made aware of inadvisable practice if lone working.

Members of staff are advised to carry mobile phones at all times if lone working and notify their line manager when attending the premises alone and when work has been completed.

ST. EDWARD'S CATHOLIC ACADEMY
HEALTH & SAFETY POLICY

Manual Handling

The academy instructs staff to avoid hazardous manual handling operations so far as is reasonably practicable. If manual handling operations cannot be avoided the risk should be assessed in order to reduce the risk of injury as far as reasonably practical.

Physical Education

Risk assessment are carried out for the use of PE apparatus. Equipment is checked before use by the teacher and is inspected annually by DCC and any remedial work carried out. Children must remove all jewellery before any PE activity including earrings. No member of staff will remove earrings.

Premises

If premises are used for out of hours activities, access to a telephone will be available during normal office hours, otherwise members of staff or outside agencies must have access to a mobile phone.

Academy will advise on locked areas and escape routes and any appropriate risk assessments.

Playground Safety

The academy undertakes regular visual checks of the playground and additional equipment and furniture. These are carried out by the Caretaker and a log kept in the Caretakers room. Any remedial action required is reported to the Headteacher.

Risk assessments of all play areas are carried out by the Health & Safety committee.

Risk Assessments

Generic Risk Assessments provided by Derbyshire LA are used for educational out of academy visits; premises and working conditions and events. These are completed and reviewed as appropriate by members of staff and monitored by members of the Health & Safety Committee. They are filed in the Red Box in the academy office. Members of teaching staff have received training on completing risk assessments.

Road Safety

Access to the academy site for vehicles is via a single driveway with no through route. The drive entry is used for access to the front car park, for access to the waste and recycling bins and to the kitchen for deliveries. As the driveway is also the route of entry of pedestrian visitors to the academy, pupils are not allowed to use this route unaccompanied by an adult (the pedestrian route is clearly marked).

Safety on the driveway is regularly mentioned in academy assemblies and newsletters.

Access to the kitchen is restricted by locked gates. These are unlocked by kitchen staff to allow deliveries and then locked again afterwards.

ST. EDWARD'S CATHOLIC ACADEMY HEALTH & SAFETY POLICY

Safety Inspections

The academy will implement an annual audit and inspection of Health & Safety. This will be carried out by the Headteacher and health & safety director. A copy of the evaluation report will be presented to the full Board of Directors along with any recommendations of actions needed to fulfil health & safety requirements.

Appendix 4 – Blank Evaluation Report

Appendix 5 – Audit of Health & Safety compiled by DCC

Security

The academy premises are secure during the academy day and access is only available via the front reception which has a controlled door entry system. All visitors to the site must sign in and out using the visitors' book and they are issued with a badge to identify them as visitors whilst on the site.

Stress Management

Academy Directors, Head-teachers, and academy managers are aware of the effects stress can have on the academy. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff.

The Board of Directors are adopting the Derbyshire LA Management of Stress Policy.

Training

A rolling programme of appropriate staff training will be drawn up by the Health & Safety committee and implemented by the headteacher. All new members of staff, either temporary or permanent, will receive a copy of an induction booklet which refers to health & safety policy and practice. Appropriate training will be organised if necessary.

The academy Health & Safety Co-ordinator (Headteacher, J McQuillan) has received training on the following;

- Risk Assessment Training
- Managing Health & Safety
- Fire Safety Management
- Legionella
- Asbestos Training
- Accident Reporting and Investigation

The headteacher keeps a record of training sessions for members of staff.

ST. EDWARD'S CATHOLIC ACADEMY
HEALTH & SAFETY POLICY

Violence at Work

Academy managers are aware that staff may be vulnerable to incidents of violence at work from a variety of sources.

The Board of Directors are adopting Derbyshire LA Policy on Violence at Work.

Waste Management

Wheeled waste bins are located at the front of the academy, well away from buildings, and secured by chain and padlocks to a fixed post.

The paper and cardboard recycling bin is also located at the front of the academy well away from buildings.

Compost waste is kept in lidded bins well away from the academy building. Only vegetable and fruit waste is deposited in the bins.

Work Related Learning

The academy hosts placements for pupils and students of all ages. A risk assessment has been carried out by the LA for suitability of the academy to host work experience or student placements.

The co-ordinator for work related learning is N Prabatani. She liaises with schools and colleges for the placements and is responsible for briefing and debriefing students.

Working at Heights

Members of staff are instructed not to use ladders or stepladders without having received training. A log of trained staff is kept by the headteacher.

Risk assessments have been completed for working at heights, stepladder and ladder use.

Stepladders and ladders are visually inspected by the headteacher and caretaker at six monthly intervals. This is recorded and held with risk assessments in the Red Box in the academy office.

Appendix 6 – Working at Height Staff Form

Appendix 7 – Ladder Inspection Form