

Health and Safety

Name of School	Toynbee School
Date of Policy Issue/Review	Issue: November 2025 Review: November 2028
Name of Responsible Manager/Headteacher	Headteacher
Governors' Sub-Committee	Finance, Resources & Staffing
Statutory/non-statutory	Statutory
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1. STATEMENT OF INTENT

It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are 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 our 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

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

2. Organisation

3.1 Employer Responsibility

The overall responsibility for health and safety at Toynbee School is held by Hampshire County Council.

Toynbee School is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

- Set clear Health and Safety policies and procedures
- 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 arrangement

3.2 Responsible Manager

The Responsible Manager for the premises is the Headteacher who may delegate duties where appropriate to appropriate staff. The Headteacher will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- 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 conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures

3.3 All Staff (including Volunteers)

All staff have a statutory obligation to co-operate 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 school 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; and reporting any near misses appropriately to site staff.

3.4 The Senior Site Managers and Site Staff

The Senior Site Managers and site staff are 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 are to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health and Safety Team as required.

3.5 All Staff

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers and support staff. Where any new process or operation is introduced in 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.

3.5 Governors' Finance, Staffing and Resources Sub-Committee

The purpose of the Finance, Staffing and Resources Sub-Committee is to assist in the assessment of safety-related matters and provide appropriate support to the Headteacher/Responsible Manager. The Finance and Staffing Sub-Committee/Full Governing Body will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

3.7 Fire Safety Coordinator

The fire safety coordinator is the Senior Site Managers who is the competent person for fire safety on the premises and acts on behalf of the Responsible Manager. He/she is to 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 will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health and Safety Team as required.

3.8 Facilities Management Trained Staff (Site Team)

The facilities management trained members of staff are the competent team for the overall management of general premises facilities and act on behalf of the Responsible Manager. They 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 are to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

3.9 Head of Department

The Head of Department is responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Responsible Manager. He/she will ensure that Departmental staff are provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

3.10 Legionella Competent Person

The Senior Site Managers are the nominated competent person for all Legionella matters on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course. Completion of the training is to be notified to the Continued Professional Development (CPD) Coordinator with certification if appropriate so that records are maintained.

The Legionella Competent Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly

completed and recorded in accordance with departmental and corporate requirements. He/she will advise the Responsible Manager of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

3.11 Asbestos Competent Person

The Senior Site Managers is the nominated competent person for asbestos on the premises and acts on behalf of the Responsible Manager to provide the necessary competence to enable asbestos to be managed safely. He/she is to annually complete the asbestos e-learning course and certification of this training is to be passed to the HR Manager who maintains the training records.

The Asbestos Competent Person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is 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. He/she will advise the Responsible Manager of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and/or the Children's Services Health and Safety Team as required.

3.11 Accident Investigator

Members of the Senior Leadership Team (SLT) and the Senior Site Managers are the trained Accident Investigators who will lead on all accident investigations in accordance with departmental and corporate procedures supported by the Welfare Officer.

4.0 Arrangements

4.1 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 Toynbee School and are to be used alongside other current school 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.

4.2 Accident/Incident Reporting Investigation

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

requirements via the online reporting form. HCC then report accident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR requirements) via the Children's Services health and Safety Team.

Any accident, incident or injury involving staff or pupils is to be reported and recorded via the online form by the Welfare Officer, and investigation and response produced by the Senior Site Managers, or a member of the Site Team. 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 Senior Site Managers will ensure that the Governing Body is informed where appropriate of all incidents of a serious nature. All accident/incident reports will be monitored by the Responsible Manager for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community users must report all incidents related to unsafe premises or equipment to the site staff on duty, who will appropriately report each incident for further investigation. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

4.3 Administration of Medicines

Arrangements regarding medicines are set out in the Administration of Medicines Policy.

4.4 Asbestos Management

Asbestos management on site is controlled by the Asbestos Competent Person. The asbestos register as issued by Property Services is located at reception 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 will be notified to PBRs 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 Asbestos Competent Person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Responsible Manager and/or the Asbestos Competent Person who will immediately act to cordon off the affected area and contact the Property Services Asbestos Team 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 Responsible Manager and/or Asbestos Competent Person.

4.4 Child Protection

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

4.5 Community Users/Lettings/Extended Services

The Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements;
- The premises are safe for use and are 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; and
- Hirers/users are formally made aware of fire safety procedures and equipment.

4.6 Contractors on Site

HCC approved contractors are, where possible, to be used for contractual work on the premises. Where non- HCC approved contractors may be required or selected for use, and the value of works is over £5,000 then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used to determine competence of non-HCC contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken.

All contractors must report to reception where they will be asked to sign the visitor's book and asbestos register, and will also sign and read the Child Protection Health and Safety document. All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and 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.

4.7 Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant Head of Department and subject teachers using the appropriate codes of practice and safe working procedural guidance for New Technology, Science, Music, Art, Swimming, Drama, Physical Education and Sport, as issued by Consortium of Local Education Authorities Provision of Science Services (CLEAPSS), Hampshire Inspectorate and Advisory Services (HIAS) and HCC. The Head of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

4.6 Display Screen Equipment

All staff must complete the display screen equipment e-learning course every year without exception. All users must carry out periodic workstation assessments using the CSAF-001 Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

4.7 Electrical Equipment

The Responsible Manager 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/extension lead per socket is permitted;
- 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 repaired;
- All portable electrical equipment will be inspected/tested at yearly intervals;
- Equipment testing/inspection can only be carried out by a competent person;
- The competent person to be used is a member of the Technician Team;
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Technician Team and it has been tested; and
- New equipment must be advised to the Responsible Manager 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 Senior Site Managers and attended to as soon as possible.

4.8 Emergency Procedures

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

All staff will receive a brief and/or a copy of the emergency management plan at induction by their Line Manager, 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.

4.9 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The fire safety co-ordinator is the Senior Site Managers who is responsible for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher/Responsible Manager will ensure through the fire safety co-ordinator that:

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

4.10 First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in the First Aid Policy and clearly signposted around the school.

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.

4.11 General Equipment

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

Equipment is not to be used if found to be defective in any way. Defective equipment

4.12 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;
- and
- Poor housekeeping or hygiene conditions are immediately reported.

4.13 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented Control of Substances Hazardous to Health (COSHH) assessment has been undertaken by a trained COSHH assessor, and the product has been approved for safe use on site by the Responsible Manager. The premises COSHH assessors acting on behalf of the Responsible Manager are the Site Team.

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 secure and signed storage when not in use. The school uses the Science Prep Room. This area is to remain locked at all times.

4.14 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately notified via the on-line reporting system to the Senior Site Managers.

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

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 by the Senior Site Managers on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist which is kept on Sharepoint.

Defects identified during these routine documented inspections are to be immediately reported to the Senior Site Managers, recorded in the defect book or notified via the on-line system. Any identified high-level risks or safety management concerns are to be discussed at the weekly meeting of the Site Team and actioned as necessary.

Periodic detailed inspections of the premises' safety management system will be carried out at least once a year by the Responsible Manager and Senior Site Managers. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual Health and Safety Inspection Checklist which is kept which is kept on Sharepoint.

4.15 Kitchens

The main 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 rest with the Senior Site Managers and the Kitchen team. 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 and food preparation areas, are the responsibility of the current approved catering contractor.

4.16 Legionella Management

Legionella management on site is controlled by the Legionella Competent Person who will manage and undertake all procedures regarding Legionella in accordance with Children's Services Safety Guidance Procedure SGP 13-07. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes online.

4.17 Lone Working

All lone working is to be approved by the Responsible Manager and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. All staff intending to lone work on the premises are required to complete a lone working Risk Assessment before lone working.

4.18 Minibuses

The Site Team under the direction of the Senior Site Managers are responsible for the operation and maintenance of minibuses in accordance with requirements set out in the HCC corporate Minibus Policy. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses, and hold a D1 qualification.

4.18 Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. 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. Staff expected to undertake regular physical work which would typically include significant moving and handling, must attend a formal moving and handling course specific to the work requirements.

4.19 Off-Site Activities

The school has appointed an Educational Visits Coordinator who ensures that arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

4.20 Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

4.20 Provision of Information

The Responsible Manager will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises e.g. staff meetings, e-learning and staff handbook. Local health and safety advice is available from the Responsible Manager and the Children's Services Health and Safety Team at HCC.

The "Health and Safety Law" poster is displayed at the school's reception.

4.21 Risk Assessment

General risk assessment management will be co-ordinated by the Responsible Manager in accordance with guidance contained in the Children's Services Safety Guidance Procedure SGP 01- 07.

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

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

All risk assessments and associated control measures are to be approved by the Responsible Manager 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.

4.22 Security

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

4.23 Smoking

Smoking is not permitted in school buildings, or on school grounds. This includes e-cigarettes.

4.24 Stress and Wellbeing

Toynbee School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors. Stress

management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Children's Services' and Health and Safety Executive's Management Standards, guidance and requirements.

4.25 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.

4.26 Training

Health and Safety induction training will be provided and recorded for all new staff/volunteers in accordance with the CSAF-017 New Staff Health and Safety Induction Checklist.

The Responsible Manager, through delegation to the employees Line Manager is required to ensure that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work.

All staff will be provided with the 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; and
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements.

Staff training is the responsibility of the Responsible Manager who will compile and agree the overall school training plan/requirements in consultation with the SLT, Heads of Department and individuals. Training records are held by the HR Manager who is responsible for maintaining the training records and, once approved, booking training for all staff.

4.27 Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Toynbee School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those

involved and reduce the risk of similar incidents occurring in the future.

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

4.28 Visitors

Authorised contractors must report to the main Reception on arrival and will be met by the Senior Site Managers or his/her appointed deputy. The Senior Site Managers or his/her appointed deputy will identify and sign in contractors and acquaint them with all appropriate school procedures.

All other visitors must report to the main Reception where, having identified themselves, 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 badge, a Health and Safety and Safeguarding leaflet and, when appropriate, be accompanied at all times by a member of school staff.

4.29 Vulnerable Persons

Where there are vulnerable persons (e.g. pregnant women, those with a disability or those with a temporary or permanent medical condition) working at the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare is not compromised whilst on the premises.

4.30 Work at Height

Work at height is always to be undertaken in accordance with the Children's Services Safety Guidance Procedure SGP 23-08. At Toynbee School 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 will be led by the Senior Site Managers and all will have attended the Caretaker Support Service Ladder and Stepladder Safety half-day course or a recognised equivalent. The Senior Site Managers will keep a record of these competent staff in the Senior Site Manager's Office. Competent staff are authorised to:

- Use step stools, steps, stepladders and leaning ladders in accordance with their training;

- Provide step stool instructional training briefs to staff in accordance with SGP 23-08;
- Provide stepladder and steps training to staff using the Children's Services "Stepladder and Steps Safety" user training presentation;
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps; and
- Remove access equipment from use if defective or considered inappropriate for use.

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

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

- Any work to be carried out at height must be underpinned by a risk assessment;
- Access equipment selected for work at height must be as per the risk assessment;
- Any staff working at height must be appropriately trained to use the access equipment;
- 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 Caretaker Support Service Ladder and Stepladder Safety half-day 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; and
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.