



# **Health Safety and Welfare Policy & Arrangements For Clarendon Primary School and Nursery**

Part 1: Statement of General Policy on Health, Safety and Welfare

Part 2: Organisation and Responsibilities for Health, Safety and Welfare

Part 3: Arrangements and Procedures for Health, Safety and Welfare

# Part 1:

## Statement of General Policy on Health, Safety and Welfare

### The Governing Body and Headteacher:

1. Recognise and accept our responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, ensuring the welfare of all employees, pupils, visitors, and any other persons who may be affected by our work activities.
2. Act in accordance with the general health and safety policy of Surrey County Council.
3. Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
4. Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
5. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of all other staff they supervise and are responsible for.
6. The governing body and Headteacher will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of safe plant equipment and safe methods of work without risks to health.
  - The safe use, handling, storage and transport of articles and substances.
  - Effective information, instruction, training, and supervision (to keep all staff, pupils, and visitors safe) is readily available.
  - The premises for which they are responsible for have safe access for all staff, pupils, and visitors.
  - Adequate facilities and arrangements for welfare are provided.
  - A positive health and safety culture is promoted, through communication and consultation with staff and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors.
7. Require all staff to actively support the school's responsibilities by working with due regard to the safety of themselves and others. We expect a similar approach from contractors, partners and volunteers, and from other visitors who use our facilities or visit premises.
8. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school is carried out, with significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

*Karen Handley and Matt Edwards*  
**Co-Chair of Governors**  
September 2024

*William Neale*  
**Headteacher**  
September 2024

### Policy review:

This policy was reviewed in September 2024 and is due for review again in September 2025

## **Part 2:**

# **Organisation and Responsibilities for Health, Safety and Welfare**

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

### **The employer**

Surrey County Council as the employer has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher who has day-to-day responsibility for staff, pupils, and others, as 'officer in charge' of the premises. The Headteacher will ensure the overall implementation of this policy.

### **The governing body**

Strategic responsibility for health and safety lies with the governing body of the school as it controls the school premises. The role of the governing body is to ensure clarity of vision, ethos, and strategic direction. It approves the health and safety policy of the school and monitors its successful implementation. The governing body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the health and safety policy.

The governing body will specifically:

- Include health and safety targets in the school development plan, if required. Targets may include:
  - Provision of resources for health and safety purposes.
  - Reductions in accidents / incidents.
  - Training for Governors / staff.
  - Revision of policy / procedure.
- Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
- Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the council or advisors acting on their behalf.
- Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher. This report should include information on:
  - Progress of health and safety targets in the SDP.
  - Accident / incident analysis.
  - Relevant health and safety information received from the council or its advisors.
  - Suggestion on future health and safety initiatives.
- Facilitate any necessary review of the school's health and safety policy and procedures that may become apparent through the strategies above.
- The governing body will take all reasonable measures to ensure that:
  - The premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
  - They will make adequate provision for maintenance of the school premises and equipment.
- Tackle risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

### **Headteacher**

As senior manager for the school premises, and both 'on and off-site' school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise the Council / governors of any health and safety issue where their support or intervention, (either through system support or finance) is necessary to affect the requirements of this policy. They will ensure that:

- The contents of this policy is brought to the attention of all relevant people.
- A process for risk assessments is applied within the school.
- Appropriate control measures are implemented.
- Assessments are monitored and reviewed, as necessary.
- There is a management system in place for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Appropriate staffing levels for safe supervision are in place.
- An adequate schedule of inspection and maintenance and statutory assessments are in place to ensure the school is in a safe condition and is a safe working environment. In line with DfE's Good Estate Management in Schools, which will include:
  - The fabric of the building.
  - Play equipment.
  - Fire appliances.
  - Boiler / heating systems.
  - Portable electrical appliances.
  - Water systems.
  - First aid / medical facility and equipment.
  - Premises staff equipment.
  - Trees
  - Curriculum specific equipment, e.g. gymnasium equipment.
- An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher health and safety awareness and asbestos management training (as the Responsible Person).
  - Health and safety induction training, (all new and temporary staff including agency).
  - Emergency / fire training for the whole school community.
  - First aid training.
  - Risk assessment.
  - Health and safety co-ordinator training.
  - Manual handling training.
  - Working at heights training.
- Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
- Adequate and easily retrievable health and safety training records are available and up to date.
- The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- A termly health and safety report is provided to governors.
- The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
- An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
- Contractors (including catering, cleaning, and grounds staff) as well as other authorised visitors to the school are appropriately managed and monitored.
- Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.
- Emergency / fire arrangements are formulated and reviewed as necessary and tested at least termly.
- The fire risk assessment is reviewed annually and / or whenever significant changes or building work might affect the means of escape.
- The Headteacher is the responsible person as required by the Regulatory Reform, (Fire Safety) Order 2005.

A health and safety working group is established in accordance with this policy. The Headteacher may delegate functions to other staff, (e.g. the school business manager), who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. In any event, the Headteacher will retain overall responsibility for ensuring these responsibilities are carried out.

## **Deputy Headteacher**

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher. Assistant heads can provide support to Deputy Heads who retain overall responsibility.

## **School business manager**

The Headteacher may appoint or nominate a health and safety coordinator to carry out specific functions (school business manager) which may include:

- Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
- Overseeing and supporting the school's risk assessment / risk management process and advising the Headteacher of any deficiencies.
- Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and that records are kept locally.
- Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
- Carrying out, with the Headteacher and others as appropriate, the school's accident / incident recording, reporting, and investigation arrangements.
- Arranging termly evacuation drills and weekly fire alarm tests etc.
- Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning, and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all senior managers are kept informed of the names and details of those people appointed to provide competent health and safety advice.
- Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

## **Subject Leaders and other senior staff**

- Managers in charge of curriculum areas and/or staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas they control. Line managers will ensure that:
  - The school's risk assessment process is applied within their area and that control measures are implemented in accordance with this assessment, and are monitored and reviewed accordingly.
  - All accidents and incidents occurring within their areas are reported, recorded, and investigated in accordance with the school's health and Safety procedure.
  - All persons they manage or are responsible for, are aware of their specific roles in the event of a fire emergency.
  - Any equipment / appliance, which has been identified as being unsafe, is removed from service.
  - Health and safety inspections are carried out, within their areas of responsibility, (within an timescale agreed with the Headteacher) and a report is provided to them as necessary.
  - The health and safety training needs of staff are identified and the Headteacher informed accordingly.
  - Staff are properly consulted on any matters that may affect their health or safety whilst at work.
  - New or temporary staff, including agency workers, receive appropriate health and safety induction training.
  - First aid provision is adequate.
  - Pupils are given relevant health and safety information and instruction.

### **Teaching staff (including supply)**

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

- Effective and appropriate supervision of the pupils that they are supervising.
- That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- They are familiar with the school's health and safety policy and any arrangements specific to their own department.
- That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
- Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to use and that defective equipment is removed from use if found. PPE must be properly looked after and appropriately stored, e.g. in a dry, clean cupboard. If it is re-usable it must be cleaned and kept in good condition.
- Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
- They report any defective equipment to the relevant person, such as the caretaker or school business manager.
- All accidents and incidents are reported (including near misses), and the correct reporting procedure is followed.

### **Caretaker**

The caretaker is responsible to the Headteacher / business manager and will ensure:

- The removal from service of any item of furniture, apparatus or equipment that has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained (as necessary), to prevent danger.
- That periodic health and safety inspections are carried out within the timescale agreed by the Headteacher / school business manager; paying particular attention to the building structure, services, access to / from school, and the main circulation areas. These inspections may be carried out with others such as governors, and the school business manager etc.
- That people they supervise only undertake work for which they are competent in.
- That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- That all staff work in accordance with safe working practices issued by the school, and the Council.
- Ensure that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy, as appropriate, to their work
- Ensure that all contractors view the school's Asbestos Management Plan and Asbestos Register prior to commencing works that may involve working in areas with the potential of disturbing asbestos and that the arrangements set out in the Asbestos Management Plan are followed, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
- Inform all contractors of any known hazards, which might affect them whilst at work.
- Support the health and safety co-ordinator in undertaking or arranging checks, inspections, statutory assessments, and examinations in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and ensuring that records are kept locally.

### **All employees (including temporary and volunteers)**

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their health and safety responsibilities. All employees must:

- Participate in the school's risk assessment process and comply with findings.
- Report any defects in the condition of the premises or equipment of which they become aware.
- Report all accidents / incidents in accordance with the school's procedure.
- Be familiar with the procedure to be followed in the event of a fire / emergency.
- Make use of personal protective equipment provided for safety or health reasons.

- Follow all relevant safe working practice and local rules.
- Report any unsafe working practices to their line manager.

### **Safety representatives**

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the governing body / Headteacher is notified (in writing) of an appointment, the safety representative shall have the following functions:

- To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
- To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
- To make representations to the Headteacher on matters affecting the health, safety and welfare of employees.
- To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request (in writing) that the school sets up a health and safety committee, they will do so within three months of the request. Names of trade union appointed safety representatives include:

Name	Union	Area Covered
We do not currently have any union-appointed health and safety representatives.		

Alternative consultation arrangements:

<b>Name of Employee Representative:</b>	
<b>Contact details:</b>	

### **Health and Safety working group**

The school has established an H&S working group, which meets termly. The main purpose of the working group is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S working group are copied to Governors for termly Governing Body meetings. Membership of the H&S working group may include:

- Headteacher
- Governor representative
- School Business Manager
- Caretaker

It is a legal requirement to consult with employees on health and safety issues. As a result, the health and safety working group is responsible for liaising with staff, which can be undertaken either individually with staff or as part of staff meetings where matters of health and safety and any concerns are discussed.

### **Others policies / documentation**

This policy should be read in conjunction with other policies. These include:

- Staff Code of Conduct
- First Aid Policy
- Guidance Notes of the use of Emergency Inhalers and Auto-Injectors
- Children with medical needs policy
- Medicines policy
- Infection Control Policy

- Education Visits Policy
- Safeguarding Policy
- Keeping Schools Safe Policy
- Fire and Lockdown policy
- Emergency Closure Policy
- Lone Worker and Personal Safety Policy
- Lettings Policy

Also refer to specific logs and documentation kept in the office relating to important checks undertaken such as those relating to legionnaires, asbestos, fire, the fire alarm system and school security etc.

### **Policy Review**

This policy will be reviewed and approved by the governing body.

Review date: Autumn term 2024

Next review date: Autumn term 2025



# **Part 3:**

## **Arrangements and Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **1. Access Control/Security**

There are clear arrangements in place for processing visitors, protecting the site and managing any emergency following a security alert. All visitors to the site have to report to the school office, sign in and out using our electronic sign system (INVENTORY), and wear a lanyard at all times. The caretaker checks site access / security and perimeter fencing regularly. During the day, the school site is locked and the front door has a security code pad in operation.

### **2. Accident and Near Miss Reporting, Recording & Investigation**

The Headteacher / welfare assistant will ensure all accidents and incidents are recorded as soon as reasonably practicable. Minor accidents are recorded in the appropriate local logbook, located in the office. Moderate and more serious accidents and incidents are reported on the 'OSHENS' online reporting system ([surreycc.oshens.com](http://surreycc.oshens.com)) including:

- Accidents that cause injury, ill health or damage to anyone in school except minor injuries (for example grazes) which are recorded locally.
- Violence, verbal abuse, or threats, including if a person has been physically assaulted, incidents of verbal abuse where it has a significant impact on them or their mental health, or where they felt threatened.
- Near Miss events that could have potentially resulted in a moderate or above injury, as reporting provides valuable insights to help prevent future incidents.
- Specified Dangerous Occurrences – HSE definitions cover certain incidents with a high potential to cause death or serious injury.

All accidents and incidents are investigated, and the 'Initial Review' is completed within 7 days. Any report that meets the threshold for further reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be duly reported in the statutory timeframe. School will contact the SRM team for support and advice in the first instance. Guidance including HSE's EDIS1 is followed and is available in Health and Safety Resources on Surrey Education Services Hub.

### **3. Asbestos**

The school's written Asbestos Management Plan (AMP) sets out its arrangements for managing asbestos and is reviewed annually or upon any significant change. The employer is the designated 'Duty Holder' and the Responsible Person and their Deputy named in the AMP have been delegated to assist with the management of asbestos. The school's AMP contains the following information:

- The Asbestos Register
- The Asbestos location drawings showing the location of known Asbestos Containing Materials (ACMs)
- Site Asbestos Management Arrangements
- Emergency Procedures
- Site Asbestos Record

The AMP covers arrangements for safely managing any works by internal staff or external contractors, the re-inspection of known ACMs by a competent asbestos surveyor at least every 12 months, information and instruction to staff. Asbestos management training is provided for Responsible Persons and their Deputies and asbestos awareness training is provided to staff in a role liable to disturb asbestos.

#### **4. Contractors**

Any contractor working on site has to report to the school office and sign in. Where necessary, a copy of their DBS certificate will be taken and added to the school's single central record. During their time on site, they will be expected to wear a visitor's sticker / lanyard. Once signed in the school caretaker or member of the office team will liaise with them and take them to the area they will be working. They will also act as the key point of contact whilst on site, and the person they should report any concerns to. On leaving the school, the contractor will sign out at the school office.

#### **5. Curriculum Safety**

All staff will be familiar with the school's health and safety policy, and have to hold any relevant qualifications / training for the activities they are leading on, delivering or engaged in.

All off site activities have to be risk assessed by the lead teacher and then agreed by the Headteacher / EVC co-ordinator. (In the event of a residential, these also approved by SCC.)

Any potentially 'hazardous' activities, undertaken in school, also need to be risk assessed and approved in advance. Teachers are responsible for considering any potential risks that could be associated with practical or physical activity and take appropriate steps to minimise this. (P.E lessons are only taken by teachers or personnel who hold an appropriate coaching qualification.)

#### **6. Display screen equipment**

Any identified defects with display screen equipment should be reported to EduThing immediately for rectification. HSE guidance is followed. Where staff raise a concern with their work station, a workstation assessment is organised. (This is booked via the Surrey County Council website or through the health and safety executive.) Following a workstation assessment, recommended controls are put in place to promote wellbeing, ergonomic workstations, and good working practice. Staff are entitled to a free eyesight test when they first become a DSE user, at regular intervals thereafter and if experiencing visual problems, which may be related to DSE work.

#### **7. Drugs & Medications**

Written parental permission and administration details are collected from the parent / guardian in advance and held by the welfare assistant in the school office. All medicines have to be labelled by a chemist / doctor and stored, as directed, with any medicine administered recorded in the school's administration folder. (Please see the school's medicine's policy for further details.)

#### **8. Electrical Equipment [fixed & portable]**

All portable electrical items are PAT tested annually and fixed wiring inspection is undertaken every 5 years. Staff are expected to undertake regular checks of electrical equipment used, reporting any possible concerns to the caretaker / School's Business Manager. Any faulty equipment is removed from use, and either repaired via the SCC property help desk or by a nominated contractor or replaced.

## **9. Emergency procedures**

In the event of an emergency, e.g. a bomb threat, an armed intrusion, a chemical spillage or the need for a whole school evacuation the school will either enter a class, part or whole school lockdown or activate the school's 'Emergency Plan'. (Copies of the 'Emergency Plan' are kept in the school office, deputy head and headteacher's offices, and the Family Centre. A copy of the school's lockdown procedure is available in every room in school.)

The most senior member of staff will decide on what proportionate response to take, and will lead the response, allocating other key tasks required to identified members of staff.

## **10. Fire Precautions & Procedures (and other emergencies)**

The school's fire risk assessment is fully reviewed every 3 years by an external professional.

Fire drills are undertaken termly with outcomes recorded in the fire procedures log with any subsequent actions identified. (This is kept in the school office.) The school uses appropriately trained fire marshals to check the building.

The fire alarm system is checked weekly by the school caretaker and fire extinguishers and other fire safety equipment are checked annually by Chubb Fire.

## **11. First Aid**

The school has a designated welfare assistant, who is trained in first aid, and a designated first aid point is in the school office. The vast majority of other staff (teachers and support staff) also hold a valid first aid certificate, which ensures there is always a qualified first aider on every off site visit. Furthermore, all permanent staff in the Early Years Team have completed their paediatric first aid training. A training record is kept by the school office with staff, whose training is coming up for renewal, booked onto an appropriate training course.

The welfare assistant is responsible for the checking and re-stocking of all first aid supplies as well as the maintenance and updating of individual pupil 'medical care plans'. A record of all accidents, first aid and medication given is kept in the school office. (A second book is used for any minor first aid administered by staff on the playground during break and lunchtimes.)

Also see the school's first aid policy and administration of medicines policy.

## **12. Glass & Glazing**

All glass and glazing is kept in line with minimum government guidelines and replaced by approved contractors.

All glass in doors is safety glass and, following a fire risk assessment, all fire doors required to ensure appropriate zoning of areas, have been replaced to ensure full compliance.

Whilst the single and double glazed window units in the school are old, any replacement windows are always replaced using the appropriate standard of glazing. Windows are regularly checked by the caretaker, with replacement panels installed where cracks or chips are found and deemed potentially dangerous. (This is also the case when staff report damaged panes.)

## **13. Hazardous Substances**

Hazardous cleaning substances are kept in a locked and appropriately labelled cupboard, and used in accordance with government health and safety guidelines.

#### **14. Health and Safety Advice**

If health and safety advice is required, the school contacts Surrey County Council's Strategic Risk Management team for advice. (All notices, regarding health and safety, sent by SCC, are shared with the caretaker and acted on accordingly.)

#### **15. Housekeeping, cleaning & waste disposal**

Appropriate arrangements are in place to ensure the school premises are kept clean, that the accumulation of rubbish is kept to a minimum, that appropriate signage is used to minimise risks of slips on wet floors and all discarded materials are disposed of correctly. (Recycling bins are stored inside the school's inner locked perimeter, with waste bins stored in the car park area. This is to reduce easy access to possible flammable material, e.g. paper and cardboard.)

In the event of snow, the caretaker clears pathways used for entry into the school building before children enter the school site. (Salt is used to grit these walkways, and is stored in lockable cupboards / sheds.)

Where the disposal of sharps is required, e.g. when a child is diagnosed and being treated for type 1 diabetes, sharps boxes are used and stored safely in the office in line with advice from supporting health professionals.

All other waste, (including nappies, sanitary towels and medical waste) is placed in appropriate bins and collected by a specialist company.

#### **16. Handling & Lifting**

The caretaker has undertaken moving and handling training. (See working at height – using ladders guidance in appendix 4.)

#### **17. Infection control**

The school has a separate infection control policy that is followed by all members of staff. This has clear procedures in place for infection control and the management of pandemics.

When required, e.g. during the Covid 19 pandemic, specific risk assessments are completed (in line with government / LA advice and guidance) and updated as and when required.

The school follows national guidance published by UK Health Security Agency (UKHSA) when responding to infection control issues and will encourage staff and pupils to follow good hygiene practice. (Arrangements for managing a range of common and important infections are implemented following any available guidance available from Public Health England and/or SCC.)

Where the school is concerned that they may have a potential outbreak of, e.g. Scarlet Fever or Neuro-Virus, the UK Health Security Agency is contacted / consulted and any subsequent advice to help manage this is followed.

#### **18. Jewellery**

The school has a clear policy in place relating to the wearing of earrings and other jewellery by pupils. (As a rule earrings or jewellery are not allowed to be worn in P.E lessons; however, where they cannot be removed, they have to be covered with plasters.)

## **19. Lettings / shared use of premises**

The office and School Business Manager operate clear procedures in relation to lettings. This includes the sharing of school expectations and sharing of relevant documentation by the person / company making the letting. This includes:

- Public liability insurance certificate
- Qualification certificates, if appropriate
- DBS certificate if appropriate
- Letting agreement with the school

Where the letting involves children, providers are expected to:

- Complete and return Partnership Agreement
- Agree to, and sign our expectable use of ICT agreement.
- Give the school a copy of their DBS check and public liability insurance certificate.
- Sign in and out of the school via the INTENTRY system in the school office. (This includes the reading of our safeguarding statement.)
- Meet with the deputy headteacher, before starting, for an induction meeting to the school and discussion regarding the planned programme being delivered as well as details of the school's DSL and DDSL.
- Give the school a copy of copies of the providers safeguarding training certificates.
- Give the school a copy of risk assessments relating to their activity
- Give the school a copy of signed confirmation that they have read and understood 'Keeping Children Safe in Education - Part 1)
- Complete a register of attendees and return to the office.
- Provide a copy of their staff's safeguarding training and details of their DSL. (Where relevant.)
- Sign a copy of the staff code of conduct.
- Provide copies of required qualifications. (Where relevant.)

## **20. Lone Working**

Lone working may include late working, weekend working, site manager duties, site cleaning duties, working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task that needs to be performed, then the task will be postponed until other staff members are available.

Staff are required to leave the building by 6pm hrs during term time, and 4pm hrs during half term, unless agreed otherwise agreed in advance with the caretaker, school business manager, deputy headteacher or headteacher.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. (The lone worker will also ensure that they are medically fit to work alone.)

**N.B** – The school operates a clear lone working policy. (See policy for details.)

## **21. Long Term Evacuation Plan**

The school has an updated emergency plan in place, which outlines the actions and procedures to be taken in the event of an emergency, and a school disaster recovery plan to ensure the school's business can continue again as quickly as possible in the event of an emergency. (Copies of the 'Emergency Plan' are kept in the school office, deputy head and headteacher's offices, and the Family Centre.)

In the event of, e.g. gas leak or fire, the school will be evacuated immediately and no one will return to the building until it has been deemed safe by an appropriately qualified person. In the event of the site having to evacuate the site completely, the school will evacuate to the Ashford Baptist Church or Thomas Knyvett College.

In the event of the building being unusable for a period of time, the school will activate its disaster recovery plan and remote learning arrangements to minimise disruption to children's learning. In the event of long term building closure, the school will work in partnership with other local schools to identify possible temporary teaching spaces.

## **22. Maintenance / Inspection of Equipment**

Maintenance and inspection is undertaken by SCC as part of the council's buyback scheme.

PAT testing is undertaken annually and staff are expected to report any concerns or defective equipment to the caretaker or School Business Manager.

Equipment requiring periodic inspection is organised by the school business manager and undertaken by either the caretaker or suitably qualified constructor commissioned through the Surrey Help Desk / Buy Back Scheme.) Copies of checks undertaken are kept by the school business manager.

Periodic inspections required include, ladders and steps, kitchen extraction systems, PE equipment, air conditioning units, gas safe inspections, fire alarm and smoke alarms, emergency lighting, fire extinguishers, security/intruder alarms etc.

Any equipment requiring annual or periodic servicing is organised by the school business manager in line with Surrey and / or manufacturer's recommendations. (Any work is completed by suitably qualified people.)

## **23. Manual Handling**

Separate assessments and training needed for the lifting of pupils, will be undertaken in advance. (This will be organised by either the SENCO or the school's welfare assistant.)

Where required, teachers and teaching assistants will be appropriately trained in the appropriate handling of children as per MAPA techniques. (See Positive touch and Restraint Policy for further details.)

Details of training in manual handling and use of lifting aids will be held in staff training records.

## **24. Monitoring the Policy**

Policy implementation and complaints are monitored and managed by the headteacher / School Business Manager.

## **25. Personal Protective Equipment (PPE)**

Any appropriate personal protective equipment would be made available to school personnel if required for a particular task or following professional advice from the local authority. (This would be provided free of charge.)

Any personal protective equipment used on site will be monitored by the school's welfare assistant to ensure it is in date and in a suitable condition. They will also ensure appropriate levels of stock are available, re-ordering items as required.

## **26. Playground Safety**

Any equipment defects are removed from use immediately and reported to the School Business Manager who will organise for an external contractor to come and repair identified defects, as required. In the meantime, the equipment will be removed from use.

The playground is staffed at an appropriate adult to pupil ratio for the needs and ages of the children outside. Where additional staff are required to support the needs of individual children, this is undertaken on an individual needs basis.

An annual safety check is undertaken on all P.E and play equipment. (This is completed by an external contractor provided via one of our buyback contracts with SCC.)

Fences and school boundaries are visually inspected by the caretaker at least weekly.

## **27. Reporting Defects**

Any defects found in school should be reported to the caretaker and/or School Business Manager immediately.

## **28. Risk Assessments**

The School Business Manager, in consultation with the Headteacher, will undertake any risk assessment relating to staff. This includes when staff are pregnant or completing a phased return to work.

Risk assessments relating to pupil visits and classroom based activities are undertaken by class teachers and school SENCO and agreed with the Headteacher.

## **29. School Trips / Off-Site Activities**

Risk assessments relating to off site visits are undertaken by the trip leader and agreed with the Headteacher. Residential visits are also approved by the Local Authority through the Evolve system.

Each off site visit to be accompanied by a member of staff who holds a current first aid certificate.

All trips will take with them a first aid kit and a copy of the required section from the school's emergency plan.

## **30. Site Security / Visitors**

Whilst we do not have CCTV cameras on site, the site is fully fenced and lockable at all times. (All fences to the site are at least 6 foot high and are regularly checked by the caretaker to ensure it remains secure.) The carpark is gated and only accessible via the use of a gate fob (staff) or via the office opening the gates to visitors.

All visitors have to enter and exit via the front office, which is also locked and opened by the office via an intercom system. All contractors and guests to the school have to report and sign in (using our electronic INVENTORY system) at the school office, show their identification / DBS certificate (when not a Surrey contractor) and are expected to read the school's safeguarding statement when they sign in. (This is part of the sign in procedures.)

Contractors are shown to their work area either by the caretaker or a member of the office team and liaise with them before they leave the site. All guests to the site have to wear a computer generated lanyard so that they are identifiable when on site.

To support site security at night, the school is alarmed, and security lights are positioned at the front of the school. Furthermore, before locking at the end of the day, the person responsible for this, ensures the entire site is secure. (If any concerns are identified, this is reported to the school business manager for review and action.) In the event of a security breach, there are systems in place to ensure this is fully reviewed and any remedial action that could be taken to remedy this in the future is taken.

### **31. School Transport**

Any member of staff or school volunteer driving children in a minibus will have completed the Surrey Competency test.

Any adult driving children in their car will have their driving licence and insurance documentation checked to ensure it is appropriate.

### **32. Smoking and vaping**

The school operates a no smoking or vaping policy.

### **33. Staff Consultation**

The Health and Safety working group meets termly to undertake a health and safety walk and a fire practice.

If staff have any concerns relating to the completion of tasks, these can be recorded in the caretaker's workbook. Other concerns should also be reported to the School Business Manager along with any suggestions they have regarding health and safety improvements.

### **34. Staff Health & Safety Training and Development**

Health and Safety induction training and the sharing of this policy forms part of each new member of staff's programme of induction. Relevant staff also complete ongoing health and safety training, e.g. the caretaker.

### **35. Staff Well-being / Stress**

School and county arrangements are in place for supporting staff. This includes access to occupational health and the employee assistance programme (EAP).

The headteacher actively promotes a good work-life balance, which remains an area of focus for the school when looking at improving the health, safety, and wellbeing of all staff members. (The governors also have a staff well-being focus, which involves regular consultation with staff.)

### **36. Supervision**

Groups of children are supervised in school at a ratio appropriate to their age and needs.

When children are out on educational visits, they are supervised at a staffing ratio appropriate to their age and needs. (School also follows the recommended adult to pupil ratio recommended by the Local Authority.)

School staff and regular volunteers all hold a DBS check. Any visitor supporting in school or on an offsite trip, as a one off, are supervised by a member of staff and never left alone with children. An internal risk assessment is also undertaken. (School procedures followed are in line with those recommended by the government and Local Authority.)



### **37. Swimming Pool Operating Procedures**

The school uses the local public swimming pool for swimming lessons. Children are taught by qualified tutors, observed by qualified life guards and supervised by school staff.

### **38. Use of VDU's / Display Screens**

Staff using computer screens as a major part of their role are entitled to eye tests funded by the school. Any defects in equipment are reported to the school business manager, who in turn will liaise with our managed service, as appropriate.

When appropriate, external support to be obtained for the completion of individualised workplace assessments with subsequent actions actioned.

### **39. Vehicles on Site**

Staff vehicles and authorised personnel are the only vehicles allowed to park on site. The school operates the following system to help ensure children can pass through this area safely at drop off/pick up times.

*(When staff drive through the gates in the morning they need to drive slowly to check children and/or parents walking through. If there are people in this area, then they need to wait until it is clear. Once clear, staff can then drive through safely and park.)*

All school deliveries have to report to the school office, via the gates intercom system, and will only be allowed on site when it is safe to do so. (They will also be expected to follow the same procedure identified in italics above.)

### **40. Violence to Staff / School Security**

The school gates and front entrance remain locked during and after the school day. Visitors enter through the locked front entrance and sign in at reception, before entering the school, and sign out before leaving. (Staff inspect the identification of visitors as appropriate.) All visitors have to wear a lanyard, with non-DBS cleared adults having to wear a red one.

Staff report all incidents of verbal & physical violence to the Headteacher.

Violence or harassment of staff will not be tolerated at any time.

### **41. Water management (Legionella)**

To comply with legislation surrounding water management (as detailed in the COSHH Regulations and Approved Code of Practice L8), a Legionella Risk Assessment is undertaken by an external specialist periodically, and when significant changes have occurred to the water system and/or building footprint. (This is organised through the Surrey Buyback scheme.) A written scheme of control sets out how the risks are properly managed and controlled.

The caretaker is responsible for ensuring weekly sample Legionella checks are conducted and recorded. (The caretaker has undertaken appropriate Legionella check training to do this.)

### **42. Working at Height**

The school follows Surrey guidelines in relation to the appropriate working height for school personnel. The caretaker also undertakes appropriate training regarding the appropriate use of steps and ladders.

Also see appendix 4 – 'Working at heights – using ladders'.

### **43. Work Experience**

Work experience placements are organised through the Deputy Headteacher, who ensures that the appropriate paperwork is completed and the required procedures are adhered to. (These are in line with the government and county guidance for work experience students.)

Whilst the assigned class teacher supports and directs the work experience student on a day to day basis, the Deputy Headteacher maintains an overview of their placement, completes their induction, liaises with their school and manages any issues which may arise.

## **Appendix 1**

### **An overview relating to the management of Health and Safety matters in school**

**The following information outlines the general school arrangements for the management of matters relating to health and safety in school:**

- The governors and school complete all statutory risk assessments required for areas such as fire safety, asbestos review and tree and ditches checks.
- The governors and school complete an annual auditing of school premises to review its general condition of decoration; to check its suitability of use and, on a termly basis, to review the general school environment and identify any health and safety issues that need addressing, either as a priority or in the longer term.

**Where areas are identified, the following process is followed:**

- A list of works is established with key priorities budgeted for in the coming year. (A timetable of works is then agreed with the Headteacher and school business manager.)
- Where required works, covered by the school's buyback scheme with Surrey County Council, is identified the School Business Manager or Caretaker will make contact with the Surrey maintenance help desk to organise a surveyor visit or contractor to come out and complete the required works.
- Where larger works are required, specifications and quotations are drawn up and discussed at governor meetings and a programme of works is agreed. (**N.B** - Contracts awarded are done on the basis of 'Best value for money' with regard to quality.)
- When contractors arrive on the school premises, they are advised by the School Business Manager and Caretaker of the Health and Safety Regulations operating in the school and are required to go about their work with due regard for these.

**If any required works are not covered under the Surrey Buyback scheme and exceed available funds, priorities will be determined on the following basis:**

- The completion of any work that is required on an urgent Health and Safety basis. (This includes matters relating to general staff and pupil safety, electrical safety, heating, dangerous walls, leaking pipes etc.)
- The completion of work relating to the serious deterioration of the building, where any delay in repair will lead to increased costs.
- The completion of all other work, including decoration.

## **Appendix 2**

### **Clarendon Primary School and Nursery TERMS OF REFERENCE HEALTH AND SAFETY WORKING GROUP**

#### **Membership**

The Health and Safety Working Group will be made up of no fewer than 2 Governors, the school business manager and the school caretaker.

The group may also invite advisors, (either other staff within school, other governors or external advisors) to attend meetings if and when required.

#### **Meetings**

Meetings will take place termly or more regularly if the group feels this is required. Any member of the governing body is welcome to attend working group meetings.

#### **Purpose**

The primary purpose of this working group is to consult with staff on Health and Safety issues, monitor the general school environment (highlighting areas of concern) and agreeing the Health and Safety Procedures operating within the school.

The Working Group will not act on behalf of the governing body but instead make recommendations for the governing body to consider at a Full Governing Body meeting. Minutes of the Working Group will be made available to the Governing Body to ensure they hold strategic management and oversight of school staffing performance.

#### **The Health and Safety Working Group will:**

- Ensure the school's Health and Safety and Lettings policies are regularly reviewed to ensure they remain up to date, adhered to and in line with government legislation.
- Monitor the condition of the building and school premises, making recommendations to the Full Governing Body regarding the completion of future works.
- Ensure regular inspections of school's premises and grounds are carried out on a termly basis or more often if required.
- Identify any areas of concern and action plan these for remediation.
- Complete a termly practice and review of the school's fire procedures.
- Monitor and review the school's lockdown procedures and emergency plan.
- Review statutory health and safety check requirements are completed and up to date.

### Appendix 3

#### Health and Safety Checklist for Headteachers

Area	Description	Yes/No	Comments/Actions
<b>Health, Safety and Welfare Policy</b>	Health, Safety and Welfare Policy in place, reviewed annually and signed by current Chair of Governors and Headteacher. Policy is brought to the attention of all staff.		
<b>Health and Safety Responsibilities</b>	Above Policy sets out roles and responsibilities. H&S Co-ordinator identified. Discussed in staff induction and regular staff meetings.		
<b>Health and Safety Law Poster</b>	School displays the HSE's approved <a href="#">Poster</a> in a prominent position in each workplace.		
<b>Premises Compliance</b>	System in place for managing premises compliance in line with DfE's Good Estate Management for Schools. <i>* Compliance <a href="#">Tracker</a> and other tools available.</i>		
<b>Routine Inspections</b>	School carries out regular health and safety inspections around the school premises. Formal inspections carried out three times per year. Competent parties undertake tree inspections and annual inspections of gym and playground equipment.		
<b>Risk Assessments</b>	School considers risks to staff, pupils, visitors, contractors. Risk assessments are reviewed annually, after any significant change or following accident/near miss. <i>* Template Register available, ensure all risk areas covered e.g. premises, playground, adverse weather, work at height, curriculum, educational visits...</i>		
<b>Asbestos</b>	<a href="#">Asbestos Management Plan</a> in place, reviewed annually, setting out arrangements including management of in-house staff and external contractors. <a href="#">Asbestos Register</a> is kept up to date. <a href="#">Reinspections</a> of identified asbestos containing materials (ACMs) by competent party. <a href="#">Training</a> provided and school holds original <a href="#">Management Survey</a> . <i>* Asbestos management required if any of the school premises were built before 2000.</i>		
<b>Control of Substances Hazardous to Health (COSHH)</b>	Substances Hazardous to Health are managed and stored securely. School's COSHH Register, COSHH Assessments and Safety Data Sheets are in place.		
<b>Work at Height</b>	Work at Height <a href="#">risk assessment</a> in place covering all tasks; work at height should be avoided if possible. Appropriate equipment is in place to work at height which is inspected annually. Staff provided with necessary <a href="#">information, instruction, and training</a> .		
<b>Manual Handling</b>	A manual handling risk assessment is in place. Individual manual handling assessment needs to be in place for difficult handling tasks.		

<b>Fire Risk Assessment</b>	Headteacher's responsibility to ensure school has a Fire Risk Assessment carried out by a competent person and reviewed on an annual basis or after any significant change to the premises or its use. Adequate and appropriate fire safety measures and procedures put in place.		
<b>Legionella Risk Assessment</b>	A Legionella Risk Assessment is in place and a written scheme of actions for controlling the risk is being followed including any testing and flushing of systems. Records are being kept.		
<b>Five Year Fixed Installation Test and PAT testing</b>	The five-year fixed electrical installation test is in date and actions being completed. PAT testing schedule is in place and system for testing equipment.		
<b>Management of Contractors</b>	Contractors are managed on site to ensure their activities do not pose a risk to pupils, staff or visitors. Risk assessment in place, including selection of competent contractors, risk assessment and method statements requested ahead of works. Asbestos information shared including AMP and Register; refurbishment/demolition survey undertaken prior to any intrusive works.		
<b>Accident and Incident Reporting and RIDDOR</b>	Headteacher and senior staff aware of the procedures to report and review accidents and incidents, near miss events and abuse/threats/violence. Reports are monitored to identify trends, appropriate actions taken, including reporting to <a href="#">HSE</a> if required. <i>* Use of <a href="#">OSHENS</a> is mandatory for all schools where SCC is the Employer or Insurer.</i>		
<b>First Aid and Administering of Medication</b>	Adequate First Aid provision based on school's Needs Assessment. Arrangements in place for administering medication and managing allergies.		
<b>Supporting children with physical disabilities</b>	Moving and handling assessment and training is in place to support children and young people with physical disabilities.		
<b>Staff Wellbeing / Stress</b>	<u>Risk assessment</u> and arrangements in place for supporting staff, including Occupational Health and an Employee Assistance Programme (EAP). School actively promotes a good work-life balance.		
<b>Communication, Training and Consultation</b>	System in place to communicate and consult with staff on health and safety matters. Involve staff safety representatives in meetings and inspections, assist two-way communication by putting health and safety as a standing item on agenda of all staff and governing body meetings.		
<b>Training</b>	Incorporate employees' health and safety responsibilities into their job description and provide suitable training to support their responsibilities. System in place to identify		

	training needs, maintain records and monitor renewal dates.		
<b>Display Screen Equipment</b>	HSE guidance is followed. Workstation assessments for DSE users are carried out to ensure ergonomic workstations and correct controls are in place.		

## Appendix 4

### **Working at heights – using ladders**

#### **Introduction:**

Falls from a height account for around 70 deaths and 4000 major injuries in the UK every year. The education sector as a whole produces a significant number of falls – five deaths over the last six years and more than 3000 injuries. This means that if you are a teacher or classroom assistant, you could be at risk.

Most major injuries in schools are caused by ‘low’ falls (below two metres) and involve stairs; but other activities are also involved, such as falls from desks/chairs while putting up displays and falls from ladders while putting up stage lighting. Falls can and do happen anywhere in schools. They are most likely to happen when you are under pressure towards the end of term. You can be more at risk in older schools, as they may have high ceilings, stone stairs that can become slippery and windows that do not open easily.

#### **Steps to help cut risk and protect yourself:**

- Always ask yourself if you can avoid or minimise work at height if possible, e.g. preparing displays as far as possible before putting them up.
- Always use suitable equipment for working at height, e.g. ‘kick-step’ type stools, properly designed and maintained low steps, poles for opening high windows etc.
- If you still can’t reach without overstretching, ask for help from the caretaker.
- Be aware of your school’s health and safety policy.
- Always think of your personal safety and assess the risk from what you propose to do.
- Remember that school furniture was not designed for you to stand on.
- Be aware of obstructions at all times.
- Wear suitable footwear.
- Report poor maintenance, such as damaged window mechanisms, which could create hazards.
- Be aware of slippery surfaces, particularly stairs.
- Reduce accidents on stairs by encouraging people not to run or push.
- If you are worried about the lack of equipment or its poor quality, inform your head teacher or safety representative.

***Alertness is the key – Keep your mind on what you should be doing and how you should be doing it.***

#### **Using ladders safely:**

There is a common misconception that ladders and stepladders are banned, but this is not the case. In fact they can be a sensible and practical option for low-risk, short-duration tasks, although they may not automatically be your first choice. However, make sure you use the right type of ladder and you know how to use it safely and remember you should only use ladders in situations where they can be used safely, e.g. where the ladder will be level and stable, and where it is reasonably practicable to do so, the ladder can be secured.

#### **Before working at height you must work through these simple steps:**

- Avoid work at height where it is reasonably practicable to do so;
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

#### **Remember you should:**

- Do as much work as possible from the ground;
- Ensure you can get safely to and from where you are working at height;
- Ensure the equipment being used is suitable, stable and strong enough for the job and is maintained and checked regularly;
- Make sure you don’t overload or overreach when working at height;
- Take precautions when working on or near fragile surfaces;



- Provide protection from falling objects;
- Consider your emergency evacuation and rescue procedures.

#### **Guidance on competence:**

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure staff receive instruction on how to use the equipment safely, (e.g. how to set up a ladder properly) and appropriate training, which often takes place on the job and not in a classroom.

### **Check your ladder before you use it:**

Before starting a task, you should always carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use.

A pre-use check should be carried out:

- By the user;
- At the beginning of the working day;
- After something has changed, e.g. a ladder has been dropped or moved from a dirty area to a clean area (check the state or condition of the feet).

**Check the stiles** – make sure they are not bent or damaged, as the ladder could buckle or collapse.

**Check the feet** – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/ stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the foot material and not the dirt (eg soil, chippings or embedded stones) is making contact with the ground.

**Check the rungs** – if they are bent, worn, missing or loose the ladder could fail.

**Check any locking mechanisms** – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged.

**Check the stepladder platform** – if it is split or buckled the ladder could become unstable or collapse.

**Check the steps or treads on stepladders** – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.

If you spot any of the above defects, don't use the ladder and notify your employer.

### **Use your ladder safely**

Once you have done your 'pre-use' check, there are simple precautions that can minimise the risk of a fall.

#### **Leaning ladders**

When using a leaning ladder to carry out a task:

- Only carry light materials and tools – read the manufacturers' labels on the ladder and assess the risks;
- Don't overreach – make sure your belt buckle (navel) stays within the stiles;
- Make sure it is long enough or high enough for the task;
- Don't overload it – consider workers' weight and the equipment or materials they are carrying before working at height. Check the pictogram or label on the ladder for information;
- Make sure the ladder angle is at 75° – you should use the 1 in 4 rule (ie 1 unit out for every 4 units up) – see Figure 1;



**Figure 1** Ladder showing the correct 1 in 4 angle (means of securing omitted for clarity)

- Always grip the ladder and face the ladder rungs while climbing or descending – don't slide down the stiles;
- Don't try to move or extend ladders while standing on the rungs;
- Don't work off the top three rungs, and try to make sure the ladder extends at least 1 m (three rungs) above where you are working;
- Don't stand ladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, excavator buckets, vans, or mobile elevating work platforms;
- Avoid holding items when climbing (consider using a tool belt);
- Don't work within 6 m horizontally of any overhead power line, unless it has been made dead or it is protected with insulation. Use a non-conductive ladder (eg fibreglass or timber) for any electrical work;
- Maintain three points of contact when climbing (this means a hand and two feet) and wherever possible at the work position – see Figures 2 and 3;
- Where you cannot maintain a handhold, other than for a brief period (eg to hold a nail while starting to knock it in, starting a screw etc), you will need to take other measures to prevent a fall or reduce the consequences if one happened;
- For a leaning ladder, you should secure it (eg by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point, ie do not rest a ladder against weak upper surfaces (eg glazing or plastic gutters – see Figure 4);
- You could also use an effective stability device.



**Figure 2** Correct – user maintaining three points of contact (means of securing omitted for clarity)



**Figure 3** Incorrect – overreaching and not maintaining three points of contact (means of securing omitted for clarity)



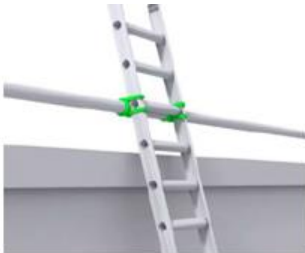
**Figure 4** Correct – use of a stand-off device to ensure a strong resting point. Do not rest a ladder against weak upper surfaces such as glazing or plastic gutters. Follow the manufacturer's instructions

## Stepladders:

When using a stepladder to carry out a task:



✓ **Figure 5** Example where two hands need to be free for a brief period for light work. Keep two feet on the same step and the body (knees or chest) supported by the stepladder to maintain three points of contact. Make sure a safe handhold is available



✓ **Figure 6** Correct – ladder tied at top sties (correct for working on, but not for gaining access to a working platform/roof etc)

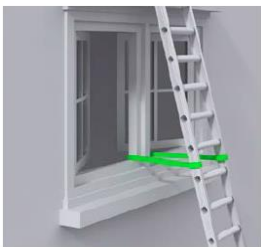
- Check all four stepladder feet are in contact with the ground and the steps are level;
- Only carry light materials and tools;
- Don't overreach;
- Don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
- Ensure any locking devices are engaged;
- Try to position the stepladder to face the work activity & not side on. There are occasions when a risk assessment may show it is safer to work side on, e.g. in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on;
- Try to avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete);
- Where side-on loadings cannot be avoided, you should prevent the steps from tipping over, e.g. by tying the steps. Otherwise, use a more suitable type of access equipment;
- Maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder (see Figure 5 and associated text).

When deciding if it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, install a smoke detector on a ceiling), this needs to be justified, taking into account:

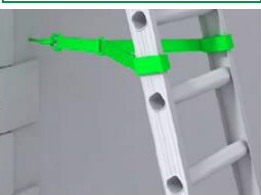
- The height of the task;
- Whether a handhold is still available to steady yourself before and after the task;
- Whether it is light work;
- Whether it avoids side loading;
- Whether it avoids overreaching;
- Whether the stepladder can be tied (eg when side-on working).

## What about the place of work where the ladder will be used?

As a guide, only use a ladder:



✓ **Figure 7** Correct – tying part way down



✓ **Figure 8** Correct – tying near the base

- On firm ground;
- On level ground – refer to the manufacturer's pictograms on the side of the ladder. Use proprietary levelling devices, not ad-hoc packing such as bricks, blocks, timbers etc;
- On clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;
- Where they will not be struck by vehicles (protect the area using suitable barriers or cones);
- Where they will not be pushed over by other hazards such as doors or windows, i.e. secure the doors (not fire exits) and windows where possible;
- Where the general public are prevented from using it, walking underneath it or being at risk because they are too near (use barriers, cones or, as a last resort, a person standing guard at the base);
- Where it has been secured.



Figure 9 Correct – access ladders should be tied and extend at least 1 m above the landing point to provide a secure handhold

## **What are the options for securing ladders?**

The options are as follows:

- Tie the ladder to a suitable point, making sure both stiles are tied, see Figures 6, 7 and 8;
- Where this is not practical, secure with an effective ladder stability device;
- If this is not possible, then securely wedge the ladder, eg wedge the stiles against a wall;
- If you can't achieve any of these options, foot the ladder. Footing is the last resort. Avoid it, where 'reasonably practicable', by using other access equipment.

## **What about ladders used for access?**

In general:

- Ladders used to access another level should be tied (see Figure 9) and extend at least 1 m above the landing point to provide a secure handhold. At ladder access points, a self-closing gate is recommended;
- Stepladders should not be used to access another level, unless they have been specifically designed for this.

## **What about the condition of the equipment?**

Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use. As a guide, only use ladders or stepladders that:

- Have no visible defects. They should have a pre-use check each working day;
- Have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions. Ladders that are part of a scaffold system still have to be inspected every seven days as part of the scaffold inspection requirements;
- Are suitable for the intended use, ie are strong and robust enough for the job. HSE recommends British Standard (BS) Class 1 'Industrial' or BS EN 131 ladders for use at work (see 'Further reading');
- Have been maintained and stored in accordance with the manufacturer's instructions.

A detailed visual inspection is similar to 'pre-use' checks', in that it is used to spot defects. It can be done in-house by a competent person (pre-use checks should be part of a user's training) and detailed visual inspections should be recorded.

When doing an inspection, look for:

- Twisted, bent or dented stiles;
- Cracked, worn, bent or loose rungs;
- Missing or damaged tie rods;
- Cracked or damaged welded joints, loose rivets or damaged stays.

Make pre-use checks and inspect ladder stability devices and other accessories in accordance with the manufacturer's instructions.

## Appendix 5

### School Health and Safety Inspection

### Checklist

<b>School/specific area of school site:</b>	
<b>Person(s) undertaking inspection:</b>	
<b>Date:</b>	

Flooring	Yes	No	N/A	Comments
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing	Yes	No	N/A	Comments
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows	Yes	No	N/A	Comments
Are all windows designed to be opened, safely openable?				
Are window poles available if needed?				
Doors	Yes	No	N/A	Comments
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all soft/self-closers function correctly?				
Are finger-guards fitted (where required by risk assessment) and free from damage?				
Do all final exit doors open from the inside (whilst the school is in use) without use of a key?				
Storage	Yes	No	N/A	Comments
Is all shelving secure?				
Are storage areas kept tidy?				
Are items stored safely? e.g. heavy items should not be at high level.				
Are step ladders/kick stools available for use where necessary?				
Furniture	Yes	No	N/A	Comments
Is furniture damage free and stable?				
Is the furniture sited safely?				
Housekeeping	Yes	No	N/A	Comments
Are all area kept clean and tidy?				
Is all rubbish put in suitable receptacles?				

Are receptacles emptied regularly?				
<b>Hazardous Substances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all hazardous substances stored safely and securely?				
Are COSHH assessments and safety data sheets available for all hazardous substances?				
<b>Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has PPE been issued to staff as necessary?				
Is PPE properly maintained and stored properly?				
<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is the lighting provision sufficient in all areas?				
Do any bulbs/fluorescent tubes need replacing?				
Is emergency lighting provided in critical areas?				
<b>Heating</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are temperatures adequate in all areas?				
<b>Fire Precautions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free from obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
<b>Electricity</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
<b>Stairs</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are all stairs including coverings and treads in good condition?				
Are all handrails secure?				

Are all stairwells properly lit?				
<b>External</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are roof tiles in good order?				
Are aerials and chimneys secure?				
Are fences in good order?				
Are gates in good order?				
Are paths and walkways well maintained?				
Are pedestrian and vehicular routes suitably segregated?				
Is snow and ice effectively cleared?				
Are trees routinely inspected by competent party?				
Are ponds fenced and secure?				
Are out-buildings and sheds secure?				
<b>External Play Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
<b>Ladders &amp; Steps</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are similar ladders & steps uniquely identified?				
Are all ladders & steps free from visible defect?				
<b>Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Do all visitors sign in and out?				
Are visitors provided with ID badges and suitable lanyards?				

<b>No.</b>	<b>Actions Required?</b>	<b>By whom?</b>	<b>By when?</b>	<b>Date completed:</b>