



Connect Academy Trust

Health and Safety, including Lone Worker

Approved by the ELT of
Connect Academy Trust, September 2023

This policy will next be reviewed in September 2024



Amendments

Version	Date	Detail
1	Jan 23	New Policy
2	Sept 23	Revised Policy

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Board of Trustees of Connect Academy Trust will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the *Health and Safety at Work etc. Act 1974* and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the school's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the school's obligations under the law.

This policy will be brought to the attention of all members of staff *as part of the induction process for new staff. A master copy is kept in the main office of each school, a copy is also available on Smartlog and Sharepoint.*

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

SECTION 2: ORGANISATION

The Duties of the Board of Trustees'

- To produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy.
- To assist the Board of Trustees' in discharging its legal obligations, the school has appointed the Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health and Safety Service's Health & Safety Arrangement Notes.

The Duties of the Facilities Manager

The Facilities Manager has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities across the eight Connect Academy sites.

In particular, the Facilities Manager in conjunction with the Health & Safety Manager will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review.
- Co-operate with the Board of Trustees to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors.
- Report to the Board of Directors on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy.
- Ensure that the premises, plant, and equipment are maintained in a safe and serviceable condition.
- Report to the Board of Trustees' any significant risks or policy requirements which cannot be met within the establishment's budget.
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.

- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.
- Promote a positive health and safety culture by leading by example.
- co-ordinate and manage the risk assessment process for the Academy Trust
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Chief Operating Officer.
- co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Chief Operating Officer if funds are not available.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.
- arrange periodic health and safety audits and liaise with the Head Teachers and Chief Operating Officer in relation to findings and any associated remedial actions.

The Duties of Caretakers on each site:

The caretakers across each site have specific delegated tasks in relation to health & safety management within their site. They must ensure that:

- They take appropriate action on health, safety, and welfare issues referred to them, informing the Facilities Team of any problems they are unable to resolve with the resources available to them.
- They carry out regular inspections of their site and report/record these inspections to the Facilities Team.

The Duties of Operations Leads for each site:

- To complete H&S Inductions with all new staff, including students on placement.
- To complete risk assessments across the site i.e., Maternity/Medical/Return to work/site

The Duties of Catering and Cleaning Contractors on each site.

- Co-ordinate and manage the risk assessment process for their company.
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to their Operations Manager
- To report any plant or facilities issues to the Facilities Team and ensure that remedial actions identified are addressed without delay.
- Assist with the identification of training needs and the delivery across the Trust, to ensure that staff are adequately instructed, and training records are kept and maintained.
- Collate accident and incident information and investigate accidents and incidents (including near-misses) across the sites and ensure that they

- are promptly reported and investigated.
- Arrange periodic health and safety audits and liaise with the Facilities Manager in relation to finding and any associated remedial actions.
- Complete H&S inductions with all new staff, including students on placement.

The Duties of all Members of Staff

Under the *Health and Safety at work Act etc. 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the School.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's health and safety policy arrangements
- Report all accidents and incidents in line with the reporting procedure.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the school and the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

Contractors

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Premises Manager of any risk that may affect the staff, pupils and visitors.

All contractors must be aware of this policy and the associated emergency procedures and always comply with these requirements.

In instances where the contractor creates hazardous conditions and refuses

to eliminate them or take measures to make them safe, the Facilities Manager will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health and Safety Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA22 (Primary Whole School)
- RA21 (Primary Curriculum)
- RA08 (Fire Risk Assessment)
- RA24B (*Security Safety – Educational Establishment*)
- RA26 (*Swimming Pool – Preston Primary School only*)
- RA27 (*Working at Height*)
- RA03 (*Building & Site Safety*)
- RA28 (*Work Experience*)
- *All other risk assessments follow on from these main areas.*

Risk assessments are available for all staff to view and are held centrally on Smartlog.

Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed *annually by L Braund*. This will be identified on risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS47 Arrangements Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported to the Board of Trustees'. This is achieved by entering accident/incident details on the Smartlog online reporting system.

Accidents to pupils and other non-employees should be recorded on CPOMS (pupils) and Smartlog (other non-employees) Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Board of Directors by entering accident details onto the Smartlog on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries by telephone. Parents/carers will be notified via text of any minor injuries.

The Facilities Team will investigate accidents and take remedial steps to

avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the HSE. This will be completed by the Health & Safety Manager.

For full details relating to accident reporting arrangements, reference should be made to the HS01 Arrangements Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the main office on each school site.

The Asbestos Register is held in the main office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The Facilities Manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Board of Trustees'.
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form and/or the Contractor signing-in sheet.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Lee Atkinson and/or Lisa Braund at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS04 Arrangements Note as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health & safety issues can be found in the Health and Safety Service's Arrangements Notes which are located in the OSHENS Document Library. The Health and Safety Service also provide competent health and safety advice for school staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk

The Health and Safety Law poster is displayed in *the staff room of each*

school within the Trust.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment.
- refresher training where required.

Training records will be kept *on Smartlog*. *Lisa Braund* is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA55 Training Arrangements Note.

Consultation

Members of staff with concerns should raise them initially with the Facilities Team. If required, requests for external advice should then be sought from the Health and Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Board of Trustees' welcomes the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HS08 Arrangements Note.

Contractors

All contractors must report to *the Main Reception* where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, Lee Atkinson will undertake competency checks prior to engaging a contractor.

In respect of construction works, *Connect Academy Trust* appoint a *project manager* to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the project manager will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will

ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS07 CDM Arrangements Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by Lisa Braund using the appropriate Health and Safety Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HS46 Arrangements Note.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the Smartlog online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £45.00.

For full details relating to DSE, reference should be made to the HS12 DSE Arrangements Note.

Fire & Emergencies

The Facilities Team are responsible for ensuring that the Fire Risk Assessments undertaken using the RA08 document, and controls implemented accordingly. The Fire Risk Assessment is located in the main office of each school and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the main office and on Smartlog. All staff will be briefed in the contents of this plan as part of the induction process and on an annual basis. This will be supported by fire drills which will be undertaken termly.

Evacuation procedures are also made known to all contractors/visitors.

Lee Atkinson/Lisa Braund are responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in the main office and will be reviewed annually.

Emergency contact and keyholder details are held in the main office.

For full details relating to fire safety, reference should be made to the HS18

Fire Safety Arrangements Note.

First Aid

Each school within the Trust has risk assessed the need for first aid provision and the following has been provided accordingly:

Emergency First Aid at Work level:

Details are contained in each school's First Aid Policy

Paediatric

Details are contained in each school's First Aid Policy

First Aid boxes are located at the following locations:

Site specific locations are detailed locally.

Lisa Braund will ensure that refresher training is organised and maintenance of the contents of first aid boxes is controlled as follows:

Torbay Schools Detailed locally.

Plymouth Schools Detailed locally.

For full details relating to first aid, reference should be made to the HS19 First Aid Arrangements Note.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The Premises Team shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date.
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials.
- risk assessments are conducted by L Braund to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers.
- The cleaning & catering contractors will provide their own Material Safety Data Sheets (MSDS) safe working method and appropriate emergency procedures. These will be audited and recorded by the Facilities Team.

For full details relating to the control of hazardous chemicals, reference should be made to the HS10 COSHH Arrangements Note.

Legionella

A water risk assessment for the school has been completed by *WEMCO (Torbay Schools)* and Liam Cottrell (Plymouth Schools). The Facilities Team is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene logbook. This risk assessment will be reviewed where significant changes have occurred to the water system.

This is used in conjunction with the Premises Water Management Plan and written scheme for each site.

A Water Hygiene folder is held in the main office and will be made available to all staff and contractors for information purposes.

This folder will include the following:

- Water Hygiene Risk Assessment
- Premises Water Management Plan and Written Scheme
- Water supply site schematic drawings
- HAS 28 Legionella Arrangements
- Flushing regime
- Dead legs

For full details relating to the control of legionella, reference should be made to the HS28 Legionella Arrangements Note.

Lettings/shared use of premises

The Operation Leads will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information as per the Academy Letting Policy. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by *the Facilities Team*. All staff are required to report any problems found with plant/equipment to the Facilities Team. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken by a competent contractor:

- Annual gas appliance inspection and maintenance, to be undertaken by *WEMCO through an SLA with TDA. (Torbay Schools) and RJB (Plymouth schools)*
- Annual gas fixed heating plant inspection and maintenance, to be

- undertaken by WEMCO through an SLA with TDA (Torbay Schools)
RJB (Plymouth Schools)
- Annual gas tightness test, to be undertaken by *WEMCO through an SLA with TDA. RJB (Plymouth Schools)*
- Electrical installation inspection every 5 years by Designated Contractors
- *Lifts Maintenance by P&P Lifts (Torbay Schools) (Plymouth Schools)*

Eggbuckland	Eurolifts
Leigham	N/A
Manadon	Eurolifts
Thornbury	N/A
Widey	Kone
- Lifts Statutory Examinations by Euro Lifts 6 monthly. (Torbay Schools and Plymouth Schools)
- Stage Lighting testing, maintenance and annual inspection provided by NLS solutions. (Torbay Schools) RJB (Plymouth Schools)
- Annual Tree inspections provided by Hi Line through and SLA with TDA (Torbay Schools) Hi - Line (Plymouth Schools)
- Swimming pool & plant equipment is serviced, maintained and checked annually by Rod Hudson Pools (Preston Primary School only)
- Boiler pressure vessels etc., are inspected by BEST Engineering (Preston and Eden Park) Zurich Insurance (Cockington and Plymouth Schools)

Portable Electrical Appliances

All staff will conduct a visual inspection of plugs, cables, and electrical equipment prior to use. Defective equipment will be reported to the Facilities and/or IT Team.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, an annual inspection testing regime is in place. This inspection and testing will be conducted by S Hocking PAT Testing – (Torbay). Plymouth Appliance Testing (Plymouth).

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HS16 and HS58 Arrangements Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found on Smartlog and Sharepoint.

For full details relating to the administration of medication, reference should be made to the HS32 Medication Arrangements Note.

Monitoring

The Premises Manager will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Devon Health and Safety Service. Feedback from this process is to be referred to the Board of Trustees'.

A general inspection of the site will be conducted bi-weekly and be undertaken by the specific site caretaker and annually by Kenneth & Edwards Feedback from this process will be referred to the Board of Trustees'.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- Accident statistics across the eight schools
- Other incidents including any near misses.
- Monitoring of Smartlog to view levels of overall health& safety compliance across the eight schools.

For full details relating to monitoring, reference should be made to the HS05 Audit & Monitoring Arrangements Note.

Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by *the SENDCO at each school* and recorded in a specific Handling Plan for the individual concerned. The format found in the HS35 Arrangements Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HS34/35 Moving and Handling Arrangements Notes.

Offsite Visits

In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system.

The schools within Connect Academy Trust follow local arrangements for

offsite visits as detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities Policy and individual Standard Operating Procedures which are reviewed bi- annually. A copy of these documents can be found in the Documents folder on the Evolve online system.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2022*.

Personal Safety and Security

The schools within the Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour towards its staff. A separate specific Behaviour Policy is in place at each school.

Staff will report any such incidents on the Behaviourwatch/CPOMS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Facilities Team in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission of the Head Teacher *and/or the Facilities Manager*.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA22 Risk Assessment.

Radon Gas

The Plymouth Schools are located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10-year cycle

The Torbay Schools are not affected.

If levels are below the 300 Bq/m³ thresholds, this process of measurement will continue. If readings exceed the 300 Bq/m³ threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 300 Bq/m³. These systems will be maintained.

School Security

The *Facilities Team* is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded in the RA24B risk assessment document, using the Security Checklist as an aide.

For full details relating to security and lone working issues, reference should be made to the HS31 Lone Working and HS50 Security Arrangements Note.

Stress/Wellbeing

Connect Academy Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

All staff have access to our Employee Assistance Programme (EAP), this is provided by a company called Health Assured; they offer a 24/7 counselling service accessed either by their website or via an App on a mobile phone.

The Trust employs the services of an independent Wellbeing Consultant Jon Kestell, who is available to meet with staff, offer support and signpost other support services. There are staff wellbeing ambassadors in each of the schools.

Mentoring is undertaken by line managers dependent on the need of the employee, whether they are an NQT (ECT), support staff or someone more advanced in their career.

Return to work interviews take place with School Operations Leads

When a staff member returns after absence. For long term absences meetings are arranged with Julie Drew (HR Manager) Lisa Braund and/or Jon Kestell if appropriate to see whether any adaptations are needed to their work remit, a risk assessment is put in place to support a return to work as required.

Staff on long term absence are generally referred to and seen by Occupational Health, with the consent of the employee. A phased and/or supported return may be required. For staff returning after long term absence or on a phased return will have regular check ins with the Julie Drew, Lisa Braund and/or Jon Kestell.

Occupational Health services are provided by Heales; they also provide Health Screening Checks for new staff.

Appraisals are yearly for all staff; this is where objectives are set and revised/discussed at a 6-month interval. Other performance related issues are monitored via the Capability Policy, whereby informal support plans may be put in place to support a member of staff. This may lead to formal capability support should no improvements occur.

For full details relating to staff wellbeing, reference should be made to the HS24 Health Issues for Staff Arrangements Note.

Tree Safety Management

An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash Dieback is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The Trust will ensure that tree inspections are undertaken annually through an SLA with the TDA – (Torbay Schools) Hi - Line (Plymouth Schools)

All trees will be inspected termly by Specific Site Caretakers and as part of periodic external site walks by the Facilities Team.

After incidences of bad weather, e.g., High winds, prolonged rain, trees will be checked by the Caretaker on each site and/or the Facilities Team to ensure they remain in a safe condition. Any concerns to be raised to the Facilities Team

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the Facilities Team in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings and must complete the Working at Height awareness Training on Smartlog. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

Staff *must not* climb onto chairs or tables.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised.
- all those involved in work at height are trained and competent to do so.
- the use of access equipment is restricted to authorised users.
- access equipment is regularly inspected and maintained in a safe condition.
- access to fragile surfaces is properly controlled.

For full details relating to the control of work at height, reference should be made to the HS60 Work at Height Arrangements Note.

Work Experience

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's

secondary school. This assessment will be recorded on the RA28 risk assessment document.