

Lymington CE Infant School

HEALTH AND SAFETY POLICY

Name of School:	Lymington CE (Aided) Infant School
Name of Headteacher:	Julia Morris
Date Policy approved and adopted:	July 2026
Statement of Intent	
It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including our pupils and the general public where appropriate. We will co-operate and co-ordinate with the Diocese, partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims. Our aims are to: • Provide and maintain a safe and healthy working environment ensuring the welfare of all persons. • Maintain control of health and safety risks arising from our activities. • Comply with statutory requirements as a minimum standard of safety. • Consult with all staff on matters affecting their health, safety and welfare. • Provide and maintain safe systems and equipment. • Ensure safe handling, storage and use of substances. • Provide appropriate information, instruction and supervision for everyone. • Ensure staff are suitably trained and competent to do their work safely. • Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health. • Assess risks, record significant findings and monitor safety arrangements. • Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements, for example the Covid risk assessment and outbreak management plan. • Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters. • Introduce our pupils to the life skills needed to keep themselves safe and healthy. Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.	

Organisation

Employer Responsibility

The overall responsibility for health and safety at Lymington CE (Aided) Infant School, (Lymington Infant School) is held by or shared by the Governing Body and the school leadership team. The governor responsible for health and safety issues is Mrs Carole Dowding. The Governing Body will:

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

Responsible Manager

The responsible manager for the premises is the headteacher, Mrs Julia Morris, who will act to:

- Develop a safety culture throughout the school.
Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively.
- Assess and control risk on the premises as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are carried out.
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update governing bodies/partnerships as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures.

All Employees (including Teachers, Support Staff, Site Staff and Volunteers)

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

- Supporting the school's health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those under their supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Wearing a lanyard at all times when in school or on the school site

Specific Health and Safety responsibilities & individuals are as follows:

Site Manager

The Site Manager is Mr Colin Floyd.

The site manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the Headteacher. He is responsible for the local management and completion of day-to-day premises tasks. The site manager together with the Headteacher, ensures staff are provided with adequate safety information and will help to manage any specific risks. He is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Teachers

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

Safety Committee

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The safety committee is to periodically meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee equates in this school to the Health and Safety Governor (Carole Dowding) the Site Manager (Colin Floyd), the Health and Safety Representative (Clare Roche) and the Responsible Manager (Julia Morris) and they meet half termly.

Fire Safety Co-ordinator

Mrs Clare Roche is the Fire Safety Co-ordinator. (FSC)

Fire Risk Assessment Principals and Practice training will be renewed every 3 years.

The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

Health & Safety Co-ordinator

The H&S Co-ordinator is Clare Roche.

The H&S Co-ordinator will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Headteacher. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative

The Health and Safety Representative is Clare Roche.

The Health and Safety Representative will represent the staff with regard to their health and safety at work. She is expected to promote a positive safety culture throughout the premises and carry out the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Nominated Responsible Person

Mr Colin Floyd, is the nominated responsible person for Legionella.
Legionella training will be renewed annually.

The Legionella Responsible Person acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. The Legionella Responsible Person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Asbestos Responsible Person

Colin Floyd is the nominated responsible person for asbestos.
Asbestos training will be renewed annually.

The Asbestos Responsible Person acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. The Asbestos Responsible Person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He is to work within his level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

COSHH Assessor

Colin Floyd and Clare Roche are COSHH Assessors.
COSHH Assessor training will be renewed every 3 years.

The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Risk Assessor

The Risk Assessor is Clare Roche.
Risk Assessor training will be renewed every 3 years.

The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified and managed. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Work at Height

The competent person is Colin Floyd.
Caretaking Support Service Ladder & Stepladder Safety training will be renewed every 3 years.

The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Accident Investigator

The Accident Investigator is Clare Roche.
Accident and Investigation training will be renewed every 3 years.

The Accident Investigator will lead on all on site accident investigations in accordance with departmental and corporate procedures.

Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Lymington Infant School and are to be used alongside other current school procedures and policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses are carried out in accordance with corporate requirements. All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident online reporting system.

A copy of the completed incident report is automatically received by the Children's Services Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online accident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils are to be recorded in the accident book located either in the school front office or the playground box/white cupboard outside the lunch hall.

The Children's Services Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school.

The Headteacher will ensure that the governing body is informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Chair of Governors for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

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

Administration Of Medicines

Arrangements regarding medicines are set out in the Supporting Children with Medical Conditions Policy.

Asbestos Management

Asbestos management on site is controlled by the nominated responsible person.

The asbestos register as issued by the Asbestos Team is located in the filing cabinet in the school front office and is to be shown to all contractors who may need to carry out work on site. All contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos team in order that the asbestos register may be updated accordingly.

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

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

Child Protection

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

Community Users/Lettings/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements.
- The premises are safe for use and is always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users.
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.

Contractors on Site

HCC approved contractors are always to be used for contractual work on the premises. Where non-HCC approved contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services.

All contractors must report to the school front office where they will be asked to sign in and complete the asbestos register.

All contractors must be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

All employees are responsible for monitoring work areas and providing appropriate levels of supervision.

Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant subject leaders using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Display Screen Equipment

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

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested annually.
- Equipment testing/inspection can only be carried out by a competent person. The competent person is Colin Floyd.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc must be removed from use, reported to Clare Roche and/or Colin Floyd and repaired or disposed of as soon as possible.

Emergency Procedures

General emergency evacuation for non-fire related emergencies is carried out in accordance with the school emergency evacuation plan or lock down procedure. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident. Copies to be kept in the child's classroom and emergency contact file.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher as the Responsible Manager will ensure that:

- All staff complete the mandatory fire safety induction e-learning course every year.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire safety notices are posted in the key areas of the building close to the fire points.
- Evacuation routes and assembly points are clearly identified.

- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual.
- The fire risk assessment is reviewed annually by Clare Roche fire safety co-ordinator and amended as new hazards or required amendments are identified.
- Information from the fire risk assessment is shared with employees annually.

First Aid

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

First aid provision will be regularly monitored, and equipment checks recorded.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training. The exception is where there are minor bumps/grazes at lunchtime when a mid-day supervisory assistant will attend and Clare Roche (Accident Investigator) as necessary.

Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document is kept both electronically and in on file and is reviewed and updated when there are changes to the premises and/or glazing.

Any damaged glazing will be reported to Colin Floyd or Clare Roche and made safe and replaced as soon as possible.

General Equipment

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

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out. This is recorded in the on-site inventory.

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry, and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.

- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or poor hygiene conditions reported.

Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor, and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessors acting on behalf of the Headteacher are Colin Floyd and Clare Roche.

When using a hazardous substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets. Hazardous substances are stored in the site managers store room and kept locked at all times.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual classroom areas is carried out by the class teachers as nominated by the Headteacher.

Routine documented inspections of the premises will be carried out every two months in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to Clare Roche and recorded in the defect book. Any identified high-level risks or safety management concerns are to be actioned at the Governing Body meetings.

The termly H&S web monitoring form will be completed by Clare Roche. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the health and safety representative on the Governing Body and the Site Manager and Headteacher. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted Annual H&S Inspection Checklist.

Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures.

Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Other kitchen areas, canteens, food preparation areas are managed by ABM Catering.

Legionella Management

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system.
- Regularly flush unused outlets.
- Report any alterations to the water system.
- Undertake descaling and disinfection.

Lone Working

All lone working is to be approved by the responsible manager/Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures. The lone working arrangements for staff who may undertake lone working on this site are outlined in the school Lone Working Procedure document.

Moving and Handling

All staff must complete the moving and handling e-learning course every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education and Offsite Visits Policy.

Physical

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

Provision of Information

The responsible manager/Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems include posters, staff meetings, INSET days, meeting minutes, email distribution, health and safety documents e.g., curricular, generic and specific risk assessments and signature-based receipt of information.

Local health and safety advice is available from the Headteacher, Site Manager, Clare Roche and the Children's Services Health & Safety Team can provide both general and specialist advice.

The Health and Safety Law poster is displayed in the staff room and in the school hall.

Risk Assessment

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

The trained risk assessor is Clare Roche, will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved and signed by the Headteacher.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review schedule.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

Security

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

Smoking

Smoking and the use of e-cigarettes/vaporizers is not permitted on school premises.

Stress & Wellbeing

Lymington Infant School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

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

On-site arrangements to monitor, consult and reduce stress situations are; liaison and discussion within teams, frequent consultation on whole school issues, regular non-contact time, support from peers and team leaders, opportunities to raise issues anonymously e.g., through staff surveys, curriculum support networks, access to counselling services etc.

Traffic Management

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

Training

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

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained.

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

- Induction training regarding all the requirements of this health and safety policy.
- Appropriate local training regarding risk assessments and safe working practices.
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities.
- Periodic refresher training as required.

Training records are held by Clare Roche, who is responsible for co-ordinating all health and safety training requirements and managing the planning of refresher training for all staff.

Violent Incidents

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

In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the control menu. Control measures will be documented on the Violence & Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

Employees must report all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally. If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

Visitors

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

- All visitors must sign into the school at reception and sign out when leaving.
- No visitors are allowed through the security door without gaining permission from the reception staff.
- Visitors are to be accompanied to their destination as appropriate.
- Appropriate personnel are to be made aware of visitors to the school.
- All visitors must wear a lanyard when in school or on the school site

Work at Height

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager. He is authorised to:

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

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

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

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

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools if they have received a local instructional training brief.
- Staff may only use stepladders if they have received training from the ladder and stepladder competent person.
- Staff may only use leaning ladders if they have personally attended the Caretaker Support Service Ladder & Stepladder Safety half-day course within every three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors.
- Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Linked Policies and Procedures

- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Physical Intervention Policy
- On-Site Security Policy & Procedures
- Lone Working Policy & Procedures
- Outdoor Education and Offsite Visits Policy

- Fire Safety Manual
- Relationship and Health Education Policy
- Mental Health and Well-being Policy
- Anti-Bullying Policy

Date reviewed by Governors	July 2026
Review Date	July 2027 (Annually)
Person(s) Responsible for Implementation & Monitoring	The Governors and Head teacher have responsibility for monitoring this policy.

Table of Changes

Date	Change
17.09.2026	H&S Governor change to Carole Dowding “All visitors must wear a lanyard when in school or on the school site” added