



Health and Safety Policy

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Approved by:	Board of Directors
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Date for Review	December 2026

Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	14.05.2019	New Policy	Wendy Ainscough
1.1	01.09.2020	Annual Review	Rose Colpus-Fricker
1.2	07.09.2021	Annual Review	Damian Railston
1.3	06.09.2022	Updated to reflect current practise	Damian Railston
1.4	05.09.2023	Updated	N Martin
1.5	11.2024	Reviewed	S Cottrell/P Flowers
1.6	09.12.2025	Reviewed and updated to reflect current structure	Sue Cottrell

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Board of Directors of Alumnis Multi 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 Act 1974 and other statutory and common law duties.

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

This policy will be brought to the attention of all members of staff at induction / via a master copy is kept in the main office of each Trust school and through a reference copy located on the Trust's shared Google drive and schools' staff portals

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

Chair of the Board of Directors – Sian Jenkins

Date

Interim Chief Executive Officer – Mark Blackman

Date

SECTION 2: ORGANISATION

The Duties of the Board of Directors

- To provide adequate resources to meet the academy's legal responsibilities as well as compliance with this policy;

The Duties of the Local School Committees

- To produce and regularly review the Health & Safety Policy for the academy. This policy will reflect the requirements of the *Health and Safety at Work 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 report to the Board on the condition of the Trust Estate
- To assist the Board of Directors in discharging its legal obligations, the academy has appointed the Health & 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 & Safety Service's Health & Safety Arrangement notes for Academies.

The Duties of Headteachers

Headteachers have day-to-day responsibility for Health and Safety management and will take all reasonable practicable steps to secure the Health and Safety of students, staff and others using the academy premises or participating in academy sponsored activities.

In particular, Headteachers 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;
- Ensure staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Co-operate with the Local Schools Committee 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 Local Schools Committee on Health and Safety performance via the Trust Scorecard 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 Local Schools Committee 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 where appointed;
- ; 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.

Whilst overall *responsibility* for Health and Safety cannot be delegated, Headteachers may choose to delegate certain *tasks* to a Health & Safety Coordinator.

The Duties of a Health and Safety Co-ordinator

A Health and Safety co-ordinator has the delegated task of assisting the Headteacher discharge their duties in relation to day-to-day Health and Safety management. This role is non statutory. The scope of this role can therefore vary amongst Trust schools and the following list of tasks may therefore need to be amended accordingly within the Health and Safety policy documents of the individual Trust schools.

To do this the Health and Safety co-ordinator *may*:

- co-ordinate and manage the risk assessment process for the academy;
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteachers and Local Schools Committee;
- to maintain an overview of records of external inspections and maintenance to plant or facilities and ensure that remedial actions have been identified and are either addressed without delay or brought to the attention of the Headteacher and Local Schools Committee;
- assist with the identification of training needs and training delivery across the academy to ensure that staff are adequately instructed ;
- collate accident and incident information, report accidents as required to the required body and, when necessary, carry out accident and incident investigations;
- arrange periodic Health and Safety audits and liaise with the Headteachers and Local Schools Committee in relation to findings and any associated remedial actions.

The Duties of Specific Employees e.g. Kitchen Manager, Caretaker, Extended Schools Manager etc.

Those staff within have specific delegated tasks in relation to health & safety management within their departments/subject areas must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented;
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively;
- They take appropriate action on health, safety and welfare issues referred to them, informing the Headteachers or Local Schools Committee of any problems they are unable to resolve within the resources available to them;
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Headteachers or Local Schools Committee;
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

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 Trust.

Specifically, all employees have responsibility to:

- To ensure that they have visually risk assessed their working environment;
- Take reasonable care for the Health and Safety of themselves and others in undertaking their work;
- Comply with the academy's Health and Safety policy arrangements at all times;
- 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 academy and, in particular, 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 academy premises are required to identify and control any risks arising from their activities and inform the Headteachers 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 comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Headteachers will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

Online Estate Management

The estate compliance system will hold all compliance schedules, asbestos management plans, risk assessments and Business Continuity Plans. The Headteacher must maintain an overview to discharge their responsibilities ensuring records and reviews are completed in a timely manner.

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 Devon County Council Health & Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA22 - Primary Whole School
- RAA21 - Primary Curriculum Activities
- RAA08 - Fire
- RAA05 – COSHH
- RAA04 – Cleaning, Caretaking & Maintenance (where staff are employed by the Trust)
- RAA11 – Kitchen Safety Maintenance (where staff are employed by the Trust)
- RAA26 – Swimming & Hydrotherapy Pools (for Trust schools with a swimming pool)

Risk assessments are available for all staff to view and are held centrally as detailed within the Health & Safety Policy documents for individual Trust schools. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed on the risk assessment findings.

Risk assessment records will be reviewed by Headteachers within the frequency identified on the DCC RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA47 Arrangement note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported by the Headteacher to the Local Schools Committee. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system and then forwarding information via email.

Accidents to pupils and other non-employees should be recorded in the accident book as detailed within the Health & Safety Policy documents for individual Trust schools. Additionally, accidents deemed to be more serious in nature or H&S incidents, are recorded on the OSHENS system. Those accidents to students 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 Local School Committee by entering accident details onto the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries.

Headteachers will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA01 Arrangement note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located as detailed within the Health & Safety Policy documents for individual Trust schools.

The Asbestos Register is held as detailed in the Health & Safety Policy documents for individual Trust schools 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 e.g. *kilns, boilers etc.* No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Local Schools Committee;
- 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(A) form;
- A visual inspection of those asbestos-containing materials remaining on site is conducted and recorded on the ASB2(A) 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 Devon Health & Safety Service for urgent advice at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA04 Arrangement 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 & Safety Service's Arrangement notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent Health and Safety advice for Academy staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed as detailed within the Health & Safety Policy documents for individual Trust schools.

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 as detailed within the Health & Safety Policy documents for individual Trust schools. The post holder detailed within the Health & Safety Policy documents for individual Trust school is responsible for coordinating 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 Arrangement note.

Consultation

Staff are represented on the Local School Committees.

Consultation of day to day matters will be achieved as detailed within the Health & Safety Policy documents for individual Trust schools.

Members of staff with concerns should raise them initially with their Headteachers or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.

Headteachers should ensure that the Local School Committee is kept up to date with Health and Safety concerns via the Academy Condition Report.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Board of Directors welcome the support of trade unions in Health and Safety matters.

For full details relating to staff consultation, reference should be made to the HSA08 Arrangement note.

Contractors

All contractors must report to the Reception Office of Trust schools, where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency the post holder detailed within the Health & Safety Policy documents for individual Trust schools will undertake appropriate competency checks prior to engaging a contractor. The post holder detailed within the Health & Safety Policy documents for individual Trust schools is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. The post holder detailed within the Health & Safety Policy documents for individual Trust schools will ensure that the specific client requirements of the *Construction (Design & Management) Regulations 2015* have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA07 CDM Arrangement note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the post holder detailed within the Health & Safety Policy documents for individual Trust schools using the appropriate Health & Safety Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HSA46 Arrangement 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 OSHENS DSE 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 HSA12 DSE Arrangement note.

Fire and Emergencies

The Headteacher is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located as detailed within the Health & Safety Policy documents for individual Trust schools and will be reviewed bi-annually (September and March) or if there are any changes to fire risk in the school operations (for example a change to evacuation route due to construction works).

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located as detailed within the Health & Safety Policy documents for individual Trust schools. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The post holder detailed within the Health & Safety Policy documents for individual Trust schools is responsible for ensuring that the academy's Fire log-book is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located on the Trust's Google Drive, and will be reviewed annually. Emergency contact and key holder details are held as detailed within the Health & Safety Policy documents for individual Trust schools.

For full details relating to fire safety, reference should be made to the HSA18 Fire Safety Arrangement note.

First Aid

The academy has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

First Aid at Work:

As detailed within the Health & Safety Policy documents for individual Trust schools.

Emergency First Aid at Work level:

As detailed within the Health & Safety Policy documents for individual Trust schools.

Paediatric

As detailed within the Health & Safety Policy documents for individual Trust schools.

First Aid boxes are located at the following locations:

As detailed within the Health & Safety Policy documents for individual Trust schools.

The post holder detailed within the Health & Safety Policy documents for individual Trust schools will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HSA19 First Aid Arrangement 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 responsible manager 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 the post holder detailed within the Health & Safety Policy documents for individual Trust schools 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.

For full details relating to the control of hazardous chemicals, reference should be made to the HSA10 COSHH Arrangement note.

Legionella

A water risk assessment for the academy has been completed by the water contractor detailed within the Health & Safety Policy documents for individual

Trust schools and the post holder detailed within the Health & Safety Policy documents for individual Trust schools is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

Water Hygiene Management Plans have been completed by the post holders detailed within the Health & Safety Policy documents for individual Trust schools

For full details relating to the control of legionella, reference should be made to the HSA28 Legionella Arrangement note.

Lettings/shared use of premises

The Local Schools Committees will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy Health and Safety information. 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. The risk assessment should consider restricting hirer/tenant access to the main school to comply with data protection.

Maintenance of Plant and Equipment

Regular inspection and testing of Academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by post holder detailed within the Health & Safety Policy documents for individual Trust schools All staff are required to report any problems found with plant/equipment to the Headteachers. 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:

- Annual gas appliance inspection and maintenance, to be undertaken;
- Annual gas tightness test, to be undertaken as detailed within the Health & Safety Policy documents for individual Trust schools;
- Electrical installation inspection every 5 years as detailed within the Health & Safety Policy documents for individual Trust schools;
- All other statutory or plant specific maintenance *e.g. hot water plant and pressure vessels, kilns, swimming pool plant etc.* to be inspected as detailed within the Health & Safety Policy documents for individual Trust 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 Headteachers or H&S co-ordinator.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type as detailed within the Health & Safety Policy documents for individual Trust schools.

This inspection and testing will be conducted by a contractor or trained members of staff as detailed within the Health & Safety Policy documents for individual Trust schools.

Personal items of equipment should not be brought into Trust schools or the Central Office without prior authorisation and must be subjected to the same inspection process as academy-owned equipment.

For full details relating to work equipment and electrical safety, reference should be made to the HSA16 and HSA58 Arrangement 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 as detailed within the Health & Safety Policy documents for individual Trust schools.

For full details relating to the administration of medication, reference should be made to the HSA32 Medication Arrangement note.

Monitoring

The Headteacher 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 Health & Safety Service. Feedback from this process is to be referred to the Local School Committees.

A general inspection of the site will be conducted as detailed within the Health & Safety Policy documents for individual Trust schools, and be undertaken by the post holder detailed within the Health & Safety Policy documents for individual Trust schools. Feedback from this process is to be referred to the Local Schools Committees.

Other processes employed to monitor compliance with this policy and Health and Safety performance in general include:

- Incident Register Reviews produced termly to Local School Committees;

- Scorecard H&S / maintenance reports produced termly to Local School Committee and the Boards;
- Annual Risk Assurance process, completed at both Local School and Board level.

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 post holder detailed within the Health & Safety Policy documents for individual Trust schools and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA35 Arrangement 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 HSA34/35 Moving and Handling Arrangement notes.

Offsite Visits

The Academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2016* as its own policy.

Local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures for individual Trust schools which are reviewed annually. A copy of these documents can be found as detailed within the Health & Safety Policy documents for individual Trust schools.

Personal Safety and Security

The academy believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Policy is in place for dealing with Expression of complaints and concerns across the Trust.

Staff will report any such incidents on the OSHENS 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 Headteacher or H&S Co-ordinator in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

Staff working outside normal school hours must obtain permission of the Headteacher. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 Risk Assessment.

Academy Security

The Headteacher 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 by amending the relevant section of the RAA22 or RAA24B risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA31 Lone Working and HSA50 Security Arrangement note.

Radon Gas

For individual Trust schools located in a radon affected area as defined by Public Health England (PHE), radon gas levels will be measured on a 7-10 year cycle and detectors returned to PHE for analysis.

If levels are below the 400 Bq/m³ thresholds, this process of measurement will continue. If readings exceed the 400 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 400 Bq/m³. These systems will be maintained.

Stress/Wellbeing

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

Specific arrangements for responding to individual concerns and monitoring staff workloads within the Trust include:

- A recognised line management system in place within the Trust
- Return to work procedures implemented following absence

- Professional Occupational Health service level agreements in place within the Trust
- Employee Assistance Programme available to staff across the Trust
- Performance Management Arrangements in place within the Trust
- Stress Risk Assessments completed with employees as necessary.

Where appropriate, risk assessment findings will be recorded on the RAA25 document.

For full details relating to staff wellbeing, reference should be made to the HSA24 Health Issues for Staff Arrangement note.

Tree Safety Management

The Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The Trust will also arrange for an inspection following severe weather conditions.

Where the tree inspection process makes recommendations for remedial actions, the academy will implement them as described.

Records of tree inspections and associated remedial works are kept on site.

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 relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. **Staff *must not* climb onto tables or chairs.**

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 and planned .

For full details relating to the control of work at height, reference should be made to the HSA60 Work at Height Arrangement note.

Work Experience

If an individual Trust 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 RAA28 risk assessment document.