

## **Hackney New School Health and Safety policy**

### **in line with CST MAT Health and Safety policy**

**(This policy is awaiting ratification by the Local School Board)**

#### **Contents**

##### **Part 1: Health and Safety Policy Statement**

##### **Part 2: Organisational Arrangements**

- 2.1 Overall Responsibility**
- 2.2 Roles and Responsibilities**
- 2.3 Health and Safety Representatives**
- 2.4 Health and Safety Committee**

##### **Part 3: Detailed Arrangements and Procedures**

- 3.1 Accident Reporting, Recording and Investigation**
- 3.2 Asbestos**
- 3.3 Contractors**
- 3.4 Curriculum Safety (including out of school learning activity / study support)**
- 3.5 Electrical Equipment**
- 3.6 Fire Safety**
- 3.7 First Aid**
- 3.8 Gas Safety**
- 3.9 Glass and Glazing**
- 3.10 Grounds – Safety / Security**
- 3.11 Hazardous Substances (COSHH)**
- 3.12 Health and Safety Advice**
- 3.13 Health and Safety Law Poster**
- 3.14 Housekeeping – storage, cleaning and waste disposal**
- 3.15 Jewellery**
- 3.16 Lettings / Shared Use of Premises**
- 3.17 Lone Working**

- 3.18 Handling and Lifting**
- 3.19 Medication**
- 3.20 Monitoring the Policy**
- 3.21 New and Expectant Mothers**
- 3.22 Noise**
- 3.23 Occupational Health – Stress and Staff Wellbeing**
- 3.24 Outdoor Play Equipment**
- 3.25 Personal Protective Equipment (PPE)**
- 3.26 Reporting Defects**
- 3.27 Risk Assessments**
- 3.28 School Buildings**
- 3.29 School Transport**
- 3.30 School Trips / Off-Site Activities**
- 3.31 Signs and Signals**
- 3.32 Smoking**
- 3.33 Staff Consultation and Communication**
- 3.34 Supervision**
- 3.35 Swimming Pool Operating Procedures (where applicable)**
- 3.36 Training and Development**
- 3.37 Vehicles on Site**
- 3.38 Vibration**
- 3.39 Violence to Staff**
- 3.40 Visual Display Units (VDU's) / Display Screens / DSE**
- 3.41 Waste Management**
- 3.42 Water Quality**
- 3.43 Welfare**
- 3.44 Work Equipment - Maintenance / Inspection / Selection**
- 3.45 Work Experience (where applicable)**
- 3.46 Working at Height**

## Part 1: Health and Safety Policy Statement

I recognise that developing a high level of health and safety management has benefits for the protection of our staff, our property and our business performance. My responsibility is to ensure that all employees have a safe workplace and the duties they perform do not place them at undue risk. To become a high performing trust, all Headteachers must agree to implement the trust safety management systems within the services they manage, which identify and minimise risks to staff and others to whom we have a duty of care.

The trust will have lead responsibility on all matters concerning safety, developing strategies that reduce the risks to staff and others. We will all do the following:

- 1. Create a positive safety culture**, which is actively and visibly supported by elected members of the trust, senior management and safety reps and their committees, and will be encouraged throughout the organisation.
- 2. Ensure health and safety management is an integral part of the managers' function and is integrated into management duties and the decision-making processes.** Managers have specific duties and responsibilities to comply with this and all other trust policies to ensure that systems of work and supervision are designed to take account of all health and safety risks.
- 3. Ensure equal importance will be given to achieving health and safety targets.** As with all other business targets its performance will be monitored. Adequate resources will be provided and arrangements for ensuring the health and safety of visitors will be developed, with external agencies being consulted where necessary.
- 4. Ensure, where possible, systems that exceed the requirements within statutes, regulations, codes of practice, guidance and best practice**, ensuring the continual improvement to health and safety performance is a mandatory requirement for all staff.
- 5. Develop systems for the effective communication of health and safety matters.** Employees will be positively engaged and consulted in the decision-making process, normally via their representatives.
- 6. Design appropriate information, instruction and training for employees**, including induction training for all staff and training and information for temporary staff and volunteers to ensure competency and safe performance of their duties.
- 7. Report, analyse and investigate incidents and 'near-misses'**, to provide information for future planning and ensure that current policies and procedures are being followed and remain adequate.
- 8. Check equipment and machinery is safe for use and fit for purpose.** Managers are responsible for ensuring that adequate servicing arrangements are in place to maintain equipment and machinery, ensuring that it is fit for purpose at all times.
- 9. Ensure employees have specific responsibilities to support management in their activities.** Employees have a key role in supporting management by complying with policies and procedures and alerting management to any hazards, physical or procedural and must take care of themselves and anyone that could be affected by their activities.
- 10. Make arrangements for the effective planning, development and review of this policy statement.**

**Safety is the responsibility of everyone within the organisation**

Effective management of health and safety can only be achieved by a co-operative effort from all levels in the organisation. I am personally committed to making Community Schools Trust one of the safest places to work and I expect total commitment from all employees in helping me achieve this.

**Simon Elliott, Chief Executive:**

**30th January 2020**

## **Part 2: Organisational Arrangements**

### **2.1 Overall Responsibility**

As the employer of staff, Community Schools Trust has overall responsibility for the health, safety and welfare of staff and students in Hackney New School.

Community Schools Trust will support Hackney New School in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

### **2.2 Roles and Responsibilities**

The Local School Board will:

- Establish and maintain a positive health and safety culture.
- Ensure the Headteacher prepares a health and safety policy for approval and adoption by the Local School Board who will review and monitor the effectiveness of the policy.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken and a written record is kept.
- Allocate sufficient funding for health and safety, e.g. in respect of training, personal protective equipment, and ensure adequate resources are available.
- Ensure regular termly safety inspections are undertaken.
- Review and act upon health and safety reports from the Headteacher and Data/Admin Manager.
- Monitor and review health and safety issues.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and students.
- Publish an annual health and safety report.

**The Headteacher will:**

- Promote a positive, open health and safety culture in school.
- Prepare a health and safety policy for approval by the Local School Board revise as necessary and review on a regular basis, at least every two years.
- Ensure that all staff co-operate with the policy.
- Ensure that suitable and sufficient risk assessments are undertaken, that a written record is kept, and that the assessments are reviewed on an annual basis, or upon changes to circumstances.
- Devise and implement safety procedures.
- Identify safe systems of work for high risk activities.
- Ensure regular inspections are carried out, and meet with the Data/Admin Manager every week to ensure any building/grounds issues are dealt with in a timely manner.
- Report to Local School Board on key health and safety issues.
- Provide an annual report to the Local School Board.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure information and advice on health and safety is acted upon and circulated to staff and governors.
- Ensure that staff are competent to undertake the tasks required of them and have been provided with appropriate training.

- Provide staff with equipment and resources to enable their work to be undertaken safely.
- Ensure that those who have delegated responsibilities are competent, their responsibilities are clearly defined, and they have received appropriate training.
- Cooperate with and provide necessary facilities for trade union and health and safety representatives.
- Ensure appropriate tasks are delegated to the Data/Admin Manager and other premises staff.

**The Senior Management will:**

- Undertake any of the Headteacher's duties that have been reasonably delegated to them, which may include responsibility for health and safety management.
- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.

**The Site Supervisor will:**

- Ensure that safe means of access and egress are maintained.
- Provide adequate welfare facilities and keep the premises clean.
- Ensure adequate security and fire safety arrangements are implemented and maintained.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure regular testing and maintenance of electrical equipment, including portable equipment takes place.
- Implement adequate systems for the management of asbestos and the control of legionella.
- Ensure that any work that has health and safety implications is prioritised.
- Ensure that all work under their control is undertaken in a safe manner.
- Ensure that safe working arrangements are in place when contractors are working on the premises.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Fully cooperate with health and safety arrangements during larger building projects.
- Ensure all premises-related accidents / incidents are recorded and investigated.
- Carry out regular inspections of the premises, in cooperation with union and committee safety representatives.
- Ensure a copy of the Health and Safety Law poster is displayed in an easily accessible location.

**The School Staff will:**

- Familiarise themselves and comply with the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave their workplace in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.

- Supervise students and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff immediately.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments.

**The Students will:**

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Ensure they do not recklessly or intentionally interfere with safety equipment, for example fire extinguishers and fire alarms.
- Inform a member of staff of any situation that may affect their safety or that of other students or staff.

**2.3 Health and Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed, and where this is the case, the academy will consult with that representative on health and safety matters.

Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees, the Site Supervisor will consult in good time with health and safety representatives on any measures that may affect the employees represented. The Headteacher will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake, as well as training necessary to enable them to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

<b>Trade Union</b>	<b>Name of Health and Safety Representative</b>
NEU	TBC

**2.4 Health and Safety Committee**

Hackney New School will establish a safety committee to enable management and trade union representatives to work together to ensure compliance, and a positive health and safety culture within the workplace. Hackney New School recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

**Part 3: Detailed Arrangements and Procedures**

**3.1. Accident Reporting, Recording and Investigation**

- First Aiders are notified of an accident, if serious the Headteacher will be informed
- Details are recorded on an electric document found within Behaviour Watch
- Any investigation will be conducted by the Health and Safety Coordinator
- When an incident meets RIDDOR reporting requirements the Health and Safety Coordinator must complete the HSE online reporting form. ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor))

**3.2. Asbestos**

- The Site Supervisor is responsible for the Premises Asbestos Management Plan.

- Premise Asbestos Management Plan is located in the Data and Admin Manager's office
- Contractors and others, such as site supervisors etc, will have sight of the plan prior to starting any work on the premises.
- There is an instruction to staff not to drill or affix anything to walls without first obtaining approval from the site supervisor or checking the plan.
- All staff should report damage to asbestos materials to the facilities manager in person, if needed an exclusion zone will be implemented and the damage fixed.
- Details of visual checks and inspections on the condition of asbestos are kept in the Site Supervisor's office

### 3.3. Contractors

- Hackney New School will select contractors when managing their own projects using construction line criteria
- All contractors will have a brief induction to the schools to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, Permit to Work, and identify the project manager.

### 3.4. Curriculum Safety (including out of school learning activity / study support)

- Teaching staff will undertake suitable written risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes, e.g. interactive whiteboards, cooking or science equipment.
- The Heads of Departments will undertake to write Health and Safety Policies for the control of safety in specific subjects such as PE, Science and Technology.
- Staff will have the most up to date qualifications required to teach certain subjects, staff also update themselves on latest materials associated with safety e.g. "Safe Practice in Physical Education and School Sport"

### 3.5. Electrical Equipment

- Hackney New School visually inspects electrical equipment daily by users and monthly thorough examination by a competent person
- The Site Supervisor maintains the record of inspection.
- Staff should not bring in any electrical personal items to school.
- Outside contractors are used for the examination of fixed installation every 5 years and staff report any faulty equipment to the site team
- Outside contractors are used for more specialised parts of the school, such as kitchens, science laboratories or Design and Technology Rooms.

### 3.6. Fire Safety

- The Site Supervisor is responsible for undertaking and reviewing fire risk assessment with the help of an outside body. The Data/Admin manager is also responsible for the action plan, the fire risk assessment is reviewed annually.
- Fire drills are completed 3 times a year.
- Hackney New School has **1 Fire Marshal and 13 fire wardens.**
- The Assembly point is the main playground.
- Fire exits and escape routes are visually checked every day.
- Fire extinguishers are checked annually and are placed in the most vulnerable areas of the school
- All staff are inducted on the fire procedure when they arrive.
- The fire service is called automatically by our outside monitoring contractor
- Fire Alarms and Call points are tested weekly
- Emergency lighting is visually checked weekly and is checked by an outside contractor annually.

### **3.7. First Aid**

- First Aid risk assessments are completed as needed.
- The names and locations of trained first aid staff can be found in the school handbook and in reception.
- The location of first aid boxes can be obtained from Reception. The lead First Aider is responsible for ensuring they are stocked
- Only first aiders and the Headteacher can call for an ambulance.
- Parents/Guardians/Carers are called when an ambulance is requested and they are asked to attend with the student, if they can't attend then one of the first aiders will go with the student.
- We currently have 5 first aiders at the school, with more being trained, and in an absence a rota is devised.
- The HR Manager ensures that all qualifications are up to date and requests training as and when needed.

### **3.8. Gas Safety**

- Gas Safety inspections are completed annually by competent people.
- The Site Supervisor maintains the record of inspection.

### **3.9. Glass and Glazing**

- Safety glass has been used in all our ground floor windows.
- Any damage to glass or to glazing must be reported to the site team immediately

### **3.10. Grounds – Safety / Security**

- Staff have fobs to enter the building
- The grounds are visually checked by the site staff every day.
- Rules for maintaining site security:
  - All doors are locked at night
  - Staff are requested to lock doors when they leave a room
  - Visitors must enter via reception and be signed in
  - Staff/visitors are requested to inform reception of any additional help they may require while on the premises

### **3.11. Hazardous Substances (COSHH)**

- Hazardous substances are only bought from pre-approved companies
- Safety data sheets are located in the HODs office for each department that has hazardous substances
- There are risk assessments for the use of hazardous substances.
- All staff working with hazardous substances are trained
- Personal protective equipment (PPE) is bought and used by staff who work with hazardous substances
- Hazardous substances are stored in chemical cupboards that are well ventilated.
- Staff are made aware of any hazardous substances that may cause a health concern (dust)
- Radiation Protection measures are in place and a RPS has been appointed in each school.

### **3.12. Health and Safety Advice**

- Hackney New School monitors the HSE and other Health and safety websites for updates and distributes them to staff as and when needed

### **3.13. Health and Safety Law Poster**

- The Site Supervisor is responsible for sighting this poster and keeping it up to date.

### **3.14. Housekeeping – storage, cleaning and waste disposal**

- The premises have sufficient and safe storage systems in place.
- The premises are to be kept clean and tidy.
- Rubbish is collected regularly and if needed skips are rented.
- Wet floor cleaning signs are in place to minimise risks of slips.
- Sharps bin are located around the school – especially Science for sharps.
- A risk assessment is in place for the moving of snow and ice.
- External waste bins are located away from the building for fire purposes and are locked every evening
- Waste electrical appliances are disposed of or recycled using arrangements in accordance with the WEEE regulations.

### **3.15. Jewellery**

- The can be found in the school's uniform policy.

### **3.16. Lettings / Shared Use of Premises**

- The school has the right to restrict the use of any piece of equipment.
- Staffing for lettings is constantly under review.
- First aid provision is in place, a full FAW trained person is on hand throughout the school period
- Fire and emergency arrangements are in place and an induction programme must be completed before the lettings begins – there are 3 drills a year.
- Emergency lighting maintenance checks are done weekly by site staff and quarterly by an external contractor
- All areas outside the building are lit in the evening
- The lettings manager is responsible for the risk assessments for lettings

### **3.17. Lone Working**

- Lone Working risk assessment needs to be completed before any lone work can be done.
- Safe working practices must be embedded.
- Lone workers are expected to have at least 1 school number in their phone for emergency use.

### **3.18. Manual Handling and Lifting**

- All activities involving lifting / handling are identified before any activity is completed.
- Risk assessments are in place to identify any precautions to minimise manual handling tasks.
- All site staff are trained in manual handling.
- The school advises the use of lifting aids.
- Staff are encouraged to make suggestions for improvement.

### **3.19. Medication**

- Each student that requires a care plan is assessed by the Family Support Worker
- Parental requests for medicines to be administered during school hours are dealt with by the Family Support Worker
- Staff training requirements for medicines such as “Epipen” are arranged by the Family Support Worker
- Storage arrangements for medicines are assessed and arranged by the Family Support Worker and Receptionist/First Aider
- Any medication administered by any first aider is recorded on Behaviour Watch.

### **3.20. Monitoring the Policy**

- The Site Supervisor carries out a site inspection, other checks or workplace inspections to monitor the implementation of the policy by staff.
- The facilities manager monitors accident reports / trends and complaints.
- The school's health and safety performance is reported to the local school board by the Head of School.

### **3.21. New and Expectant Mothers**

- Specific risk assessments for pregnant women and new mothers are undertaken as soon as the school is informed of the pregnancy or birth, there are agreements in place to monitor and review the risk assessments over a set period.
- Risk assessments and reviews are kept with HR.

### **3.22. Noise**

- The school has arrangements for assessing the risk, protection and other controls from noise, such as noise from machinery, when the workplace is so noisy that people have to shout to each other at normal speaking distance to make themselves heard, in accordance with the Control of Noise at Work Regulations 2005.

### **3.23. Occupational Health – Stress and Staff Wellbeing**

- The school has arrangements in place for supporting staff in terms of screening and monitoring with regard to staff well-being and stress.
- The school provides an independent service for staff to contact if they require more assistance with regards to wellbeing, stress or mental illness: the Employee Assistance Programme.

### **3.24. Outdoor Play Equipment**

- There is currently no outdoor play equipment at Hackney New School.

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

- PPE is provided for staff that require specific protection.
- PPE is periodical checked and regular maintenance is completed on equipment.
- The facilities manager and site team ensure that PPE is used properly and if necessary supervised.
- If PPE is required after a risk assessment this will be supplied by the school.

### **3.26. Reporting Defects**

- Hazards should be reported to the Site team and if needed exculpated to the Site Supervisor
- The site team will put in an interim measure until the defect is fixed.
- The facilities manager organises remedial works.

### **3.27. Risk Assessments**

- The Site Supervisor is responsible for ensuring site related risk assessments are undertaken.
- The HR Manager is responsible for undertaking special risk assessments e.g. staff who have health problems.
- Risk assessments are recorded on the schools template
- Any actions identified from the risk assessments will be actioned by the facilities manager and another competent person that the risk assessment relates too.
- Risk assessments are reviewed annually but if needed are updated earlier

### **3.28. School Buildings**

- The school does not have other buildings off-site, e.g. country / outward bound sites.
- The School building has both an intruder alarm and a fire alarm, both are monitored offsite 24 hours a day.
- Staff must use a fob to enter the building
- School gates are open for a set period of time each day, a member of staff is also on the gate.
- The perimeter fence is checked weekly by the site staff.
- The school has CCTV installed in key areas
- Facilities and equipment are maintained in line with best practice and a compliance calendar is used for statutory requirement

### **3.29. School Transport**

- The school does not currently have its own transport (minibus)

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

- The educational visits coordinator is responsible for school trips and therefore the risk assessments associated with the trips
- All staff must obtain approval from the educational visits coordinator before a trip can go ahead
- Emergency arrangements are stated within the risk assessment
- Parental authorisation must be obtained if the trip is out of school hours
- Supervision requirements are stated within the risk assessment
- First aid provision is stated within the risk assessment
- Free school meal entitlement are stated within the risk assessment

### **3.31. Signs and Signal**

- All safety signs and signals are in place and comply with requirements.

### **3.32. Smoking**

- Hackney New School is a non-smoking school

### **3.33. Staff Consultation and Communication**

- Health and Safety meetings are convened as and when needed.
- Staff can raise issues of concern and make suggestions for health and safety improvements by emailing the facilities manager.
- All staff have a school induction on health and safety, when they start work and updates are emailed to them
- Health and safety information can be found in the facilities managers office or in the staff room.

### **3.34. Supervision**

- The schools supervision requirements for students during curriculum time are students must not be left unattended in a classroom or office, and all other times when in care of school.
- During very wet break time and lunchtimes, students can stand in the Canal and Downham halls on the ground floor, staff are on duty to assist them if required

### **3.35. Swimming Pool Operating Procedures**

There isn't a Swimming pool at Hackney New School. As part of their PE Curriculum, some students have their PE lessons at Britannia Sports Centre. This includes tennis, badminton and swimming.

Britannia has full risk assessments and health and safety measures in place. There is a risk assessment in place for the walk to and from the centre.

### **3.36. Training and Development**

- All new staff are given an induction, which includes a Health and Safety briefing, the briefing is given by the facilities manager
- Training is provided on health and safety competencies for certain activities, (e.g. risk assessment controls, emergency procedures, use of hazardous substances, working at height, use of VDU's), and certain roles (e.g. facilities manager, site team, heads of department).
- Training is always given by a competent person and or by a registered training provider and records are kept with HR.

### **3.37. Vehicles on Site**

- No vehicles are allowed on site during normal school hours.\
- On some occasions the playground doubles as a carpark during weekend lettings

### **3.38. Vibration**

- Risk assessments are in place for work with hand-held and hand-guided tools and machines.
- Protection and other controls are in place in accordance with the Control of Vibration at Work Regulations 2005.

### **3.39. Violence to Staff**

- Violence towards any member of staff will not be tolerated.
- Students will be sanctioned under the behaviour policy
- Staff will be sanctioned under the discipline policy.
- Staff are expected to report incidents of verbal and physical violence.

### **3.40. Visual Display Units (VDU's) / Display Screens / DSE**

- DSE risk assessments are performed by the Data/Admin Manager who is fully trained
- Training is given to staff who make significant use of VDU's.
- Defects are reported to the facilities manager/HR or the IT team.
- Health concerns relating to VDUs are reported to the facilities manager and or HR.
- Maximum time limits are discussed with VDU operatives during the DSE risk assessment.
- Arrangements are made for free eyesight tests if required during the DSE risk assessment.

### **3.41. Waste Management**

A risk assessment is in place for arrangements and the disposal of specific waste that needs to be disposed of environmentally e.g. sharps / needles, bodily fluids.

### **3.42. Water Quality**

- A risk assessment is in place for legionella testing, this includes major and mini testing using a registered laboratory for samples.
- Water hygiene tests are done internally weekly and externally monthly.
- A trained member of the site team is responsible for recording weekly water quality checks, the facilities manager is responsible for overseeing the monthly and annual testing
- An external company supports the facilities manager updating the Water Quality control Manual.

### **3.43. Welfare**

- The school has arrangements in place to ensure that welfare facilities at least meet the minimum standards for temperature, ventilation, lighting, water supply, washing facilities, toilets etc., as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

#### **3.44. Work Equipment - Maintenance / Inspection / Selection**

- All equipment is inspected on a periodic basis this will include but is not limited to inspection, examination and testing.
- The school has a list of equipment that is inspected please see the following examples: ladders and steps, extraction systems, PE equipment, D&T machines, lifts and lifting equipment, pressure cooker and pressure systems (including boilers and heating systems), autoclaves, furniture, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc.
- A full compliance calendar is organised and controlled by the Site Supervisor with regards to working equipment.m
- The school has several service level agreements in place for the undertaking of checks and records. All records are kept in the facilities managers' office.
- The facilities manager and the Chief finance officer reviews if new equipment is required, they jointly select equipment based on many factors, this is to ensure it is suitable and fit for purpose and is installed correctly for its function.

#### **3.45. Work Experience**

- A work experience risk assessment is carried out on the first day the student attends.
- The school does not accept work experience students under the age of 14.
- A health and safety induction is undertaken by the student.
- The staff code of conduct is expected to be complied with while the student is on work experience

#### **3.46. Working at Height**

- The school has restrictions in place for staff using steps and ladders.
- Training is provided to all staff who may work at height.
- The school has restrictions in place on using access equipment, and these can only be performed by trained members of staff.
- The school makes arrangements for inspecting and recording checks on access equipment via an external contact.
- students are not to work at height, contractors must submit risk assessments and method statements before any at works heights are performed.

#### **3.47. Young People at Work**

- Specific risk assessment are completed for young people under the age of 18 working in school – please see 3.45
- The school has arrangements for induction and supervision of students on work experience at the school – please see 3.45