

Health and Safety Policy

Adopted: January 2017
Next review date: January 2019

HEALTH AND SAFETY POLICY

Statement of Intent

LeAF Academy believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of AAT.

We are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the organisation.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System is in place to ensure the above commitments can be met. All staff will play their part in its implementation.

Name:
Mr P Holman, Executive Principal

Date:

1. Introduction

In order to achieve compliance with the Statement of Intent LeAF and the Academies Management Teams will have additional responsibilities assigned to them as detailed in this part of the policy.

2. LeAF Academy

LeAF has the responsibility to ensure that:

- a. A clear written policy statement is created which promotes the correct attitude towards safety in staff, visitors and pupils/students.
- b. Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e. Sufficient funds are set aside with which to operate safe systems of work.
- f. Health and safety performance is measured both actively and reactively.
- g. The health and safety policy and performance is reviewed annually.

3. The Trust Site Manager

In his/her capacity, as the key person responsible for the effective management of health and safety, the Site Manager (subject to above) will ensure the effective implementation of this policy by ensuring:

- a. This policy is communicated to all relevant persons.
- b. Appropriate information on significant risks is given to visitors and contractors.
- c. Appropriate consultation arrangements are in place for staff and their representatives.
- d. All staff are provided with information, instruction and training on health and safety issues.
- e. Risk assessments of the premises and working practices are undertaken.
- f. Safe systems of work are in place as identified from risk assessments.
- g. Emergency procedures are in place.
- h. Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i. Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, training etc.
- j. Arrangements are in place to inspect the premises and monitor performance.
- k. Accidents are investigated and any remedial actions required are taken or requested.
- l. The activities of contractors are adequately monitored and controlled.
- m. A report to the AAT Health and Safety Committee on the health and safety performance of the Academies is completed termly.

4. Positions of special responsibility

This includes the Directors, Managers and Administrators. They must:

- a. Apply the health and safety policies to their own department or area of work and be directly responsible to the TEM (subject to above) for the application of the health and safety procedures and arrangements.
- b. Develop health and safety policies/procedures in accordance with AAT's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c. Carry out regular health and safety risk assessments of the activities for which they are responsible.
- d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e. Resolve health, safety and welfare problems that members of staff refer to them, or refer to the TEM any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f. Carry out regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required.
- g. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils/students to avoid hazards and contribute positively to their own health and safety.
- h. Ensure all accidents are investigated appropriately.

5. Obligations of all employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a. Act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by the Site Manager or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Act in accordance with any specific health and safety training received.
- d. Report all accidents and near misses in accordance with procedures.
- e. Co-operate with other persons to enable them to carry out their health and safety responsibilities
- f. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g. Inform their Line Manager of any shortcomings they identify in the local health and safety arrangements.
- h. Exercise good standards of housekeeping and cleanliness.
- i. Know and apply the procedures in respect of fire, first aid and other emergencies.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered. Support can be provided by the Site Manager, if requested.

6. Obligations of contractors

When the premises are used for purposes not under the direction of the Site Manager then, subject to the explicit agreement of the Trust, the principal person in charge of the activities will have responsibility for safe practices in the area under their control.

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

All contractors must be aware of the LeAF health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Site Manager or their representative will take such actions as are necessary to protect the safety of staff and visitors.

Procedures and Arrangements

7. Introduction

The following procedures and arrangements have been established at LeAF to eliminate or mitigate health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to the Trust. More detailed policies and written procedures for a number of these areas are also available and these will be provided as applicable to staff and visitors.

8. Accident and Incident Reporting

All accidents, incidents and near misses/dangerous occurrences must be reported as promptly as possible on the LeAF Accident Report Form and handed to the Lead First Aider who will be responsible for informing the Incident Control Centre (ICC) if the accident is a fatal or major injury as listed by the Health and Safety Executive. The First Aider must ensure that the Executive Principal is aware of the situation before contacting the ICC.

Significant accidents as defined in RIDDOR must also be reported to the HSE using Form 2508. Such accidents are:

- a. Staff member/visitor is sent to hospital due to an accident.
- b. Employee is off work for more than three days due to an accident.
- c. Fatal accident or major injuries (as listed in the RIDDOR regulations)

9. Action to be taken by the Lead First Aider

- a. Inform the Executive Principal. Inform Incident Control Centre (ICC) as soon as possible by quickest means (telephone) if the accident is fatal or major injury as listed by the Health and Safety Executive; and

- b. Complete RIDDOR form 2508 online at www.hse.gov.uk; or
- c. Complete RIDDOR form 2508 and send off to ICC within 10 days by post, fax or by telephone.

Contact address/telephone number
ICC
Caerphilly Business Park
Caerphilly
CF83 3GG
Telephone 0845 300 9923 Fax 0845 300 9924

10. Accident Investigation

All accidents, however small, should be investigated and the findings recorded.

Time allocated to each investigation will depend on the seriousness of the accident, a guide to the time required to investigate is as follows:

- a. Simple investigation (minor accident) 1 hour
- b. Standard investigation (reportable accident) 6 hours

To ensure that there is no reoccurrence of the accident, sufficient risk assessment and change of practice should be implemented as a result of the investigation.

11. Accident/Ill Health Evaluation

The **Business Director** for the Trust will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health. This will allow the identification of patterns and trends and enable corrective action to be taken.

12. Active Monitoring Systems

Active monitoring provides essential feedback on performance before an accident, ill health or an incident. It involves checking compliance with performance standards and the achievement of specific objectives. Its primary purpose is to measure success and reinforce positive achievement by recognising good work.

The forms that these systems take at AAT are:

- a. The periodic examination of documents to check that standards are complied with, i.e. reviewing risk assessments, training records, induction records.
- b. The systematic inspection of premises, plant and equipment, to ensure the continued effective operation of hardware controls. This is carried out termly by the Site Manager, accompanied periodically by a member of the Health and Safety Committee. Environmental monitoring and health surveillance to check the effectiveness of health control measures annually.
- c. Audits (Health and Safety audits, HR audits, Fire Risk Assessment etc.), annually.
- d. Regular reports to management meetings (Trustee Committee)
- e. Other measures (accident monitoring, Environmental Health visits, OFSTED).

13. Behaviour Management

All staff must be familiar with the Trust policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

14. Bomb Threat Procedure

Action to be taken on receipt of a bomb threat or suspicious package (s)

A call may be received by any member of Trust staff. The caller may be the police, or the call may be received directly from the person making the bomb threat. In any circumstance, the caller should be asked the following questions:

- a. Where is the bomb?
 1. In which building?
 2. On which floor?
- b. What time will it go off?
- c. What does it look like?
 1. Size?
 2. Colour of package?
- d. What kind of bomb is it (type of explosive)?
- e. Why are you doing this and do you have a code word?
- f. Who are you? Name and address
- g. Time of call.

Try to write down exactly what the person said immediately as this might include a code word. All information is very important to the Police. The person receiving the call should immediately contact the Executive Principal or in his/her absence the Principal. The Executive Principal/Principal should be informed of the answers to the questions and should alert the Police/Local Authority.

The Executive Principal/Principal will decide whether to evacuate the building.

Evacuation

Inform all Managers of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the Trust offices as per fire drill, **except to instruct them to:**

- a. Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- b. Ask staff to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort).
- c. Ask staff to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Fire Marshall/Site Manager
 - Stage 1 – Assembly at the normal fire drill areas
 - Stage 2 – Move to a more remote assembly point, determined by the Fire Marshall / Site Manager once the area has been cleared.

Security during an evacuation

The security of the building during an incident is the responsibility of the Site Staff and should be carried out from a safe distance, out of line of sight of any bomb/suspicious package(s). Staff are to be positioned at all gates leading into the Academy (which are to be locked once the premises have been evacuated) and will remain there until advised by Incident Control.

15. Crisis Management Policy

LeAF has a separate policy for managing a Crisis, which should be followed in the event of

- a. People related issues – Major accidents, epidemics, abductions or acts of extreme violence where there is clearly a risk of serious injury
- b. Premises issues – Fire, explosions, floods, subsidence
- c. Technological – Computer related issues

16. Cleaning and Maintenance

The Site Manager is responsible for ensuring the safe, routine maintenance and cleaning of the Trust premises and grounds in accordance with LeAF's policies and procedures for maintenance.

17. Contractors

The Trust is responsible for the selection and management of contractors in accordance with the policy for the Management of Contractors.

Contractors should be made aware of the Trust Health and Safety Policy and their obligations under it before commencing any work on site.

Trust staff must be aware of this policy and report any concerns regarding contractors' activities to the Site Manager immediately.

18. Display Screen Equipment

The **XXX** is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff that regularly use laptops or desktop PCs. Regular laptop users will be provided with docking stations. Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

19. Electrical Equipment

The Site Manager will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly, locked away and the defect reported to the Site Manager who will arrange repair or replacement.

The Site Manager must ensure that all electrical equipment brought onto LeAF premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines.

Staff are reminded that they must not bring electrical equipment into the LeAF offices without the permission of the Site Manager. Any electrical equipment must be PAT tested by appropriately qualified Site Staff.

20. Fire Evacuation Procedure

Fire drills are held every term in accordance with the procedure below. All staff, pupils/students and visitors must participate in the fire drill and follow the correct procedures.

In the event of an evacuation no member of staff or visitor should re-enter the building without the permission of the senior member of staff on duty. All staff, on entering any area of the Trust, should check that everything is in order. If it is not, the Site Manager should be informed immediately. If there is a potential hazard, the room should be vacated and the Site Manager informed immediately.

On the Alarm sounding

The Site Staff on duty should check the alarm status at the alarm panel. They should then investigate the reason for the alarm, at the alarm point identified. The alarm should not be silenced at this point.

The Trust is to evacuate on the alarm sounding. The priority is to evacuate the offices to ensure the safety of staff and visitors.

The Site Manager will decide whether to call the Fire Brigade or not based on the investigation of the alarm point. Alternatively, they will pass on the all clear to the Senior Manager on duty (the alarm will be silenced at this point).

Once at the assembly point, a register should be taken and checked.

Responsibility for individual visitors and their evacuation falls to the member of staff being visited. Reception staff should evacuate any visitors and bring visitors signing in/out book to the assembly point for checking evacuation.

Everyone is to remain at the assembly point, until the 'all clear' instruction is given.

The Site Manager will decide when staff may re-enter the buildings. In the event of a fire, the Fire Brigade will take overall responsibility.

If the alarm sounds during break or lunch, the same principles apply.

Back up Alarm

In the event of a power cut, the battery back-up will power the alarm system.

Fire Precautions

The Site Manager is responsible for:

- a. The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b. The maintenance and inspection of the fire fighting equipment.
- c. The maintenance of exit/escape routes and signage.
- d. Supervision of contractors undertaking hot work.

All staff must be familiar with the Trust's Fire Safety risk assessment, the Trust emergency plan and evacuation procedures.

21. First Aid

The Trust has completed a First Aid Risk assessment to ensure ample provision of trained personnel and First Aid supplies.

The following staff are trained First Aiders:

Name

First Aid Boxes

Location

22. Glazing Safety

The design of the Buildings means that there is a lot of glazing inside the building. Where areas have glazed walls onto the corridors, these must remain clear at all times and must not have anything affixed to them.

23. Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Site Manager. The Site Manager will complete an assessment for any authorised products.

Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS Hazards.

Where an appropriate Hazard is not available the appropriate staff member is responsible for ensuring the substance is assessed.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or pupils/students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All of the above should be used in a well-ventilated area.

Dust and fumes are controlled by Local Exhaust Ventilation. No member of staff should be at risk through exposure to hazardous substances.

Hazard Reporting

An important feature of this policy is the operation of an effective hazard reporting system. Any employee, contractor or visitor is encouraged to report any sub-standard condition or practice.

The reporting of hazards, in the main, should be done verbally to the Site Manager/Site Staff on duty and line manager as soon as possible, but where the situation warrants, a more formal response may be required. Appropriate forms are available in the Main Office to report any problem.

In addition to this procedure, reports of hazards may be received via the LGB and Trustee Committee, Departmental meetings/minutes or via risk assessment procedures.

24. LGB / Trust Committees

Health and Safety is a standing item on the agenda of all meetings and issues / reports are made regularly to the LGB and Trustee Committees.

25. Inclusion

The Site Manager is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any member of staff with physical disabilities.

26. Lone working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night:

- a. give prior notice to the Site Manager if you intend working late and indicate you will be in the building;
- b. make sure your colleagues know;
- c. check where they are likely to be in the building;
- d. make sure suitable precautions have been taken to prevent intruders entering the area where you are working;
- e. if possible, take a telephone into the room in which you are working;
- f. if you are alone, consider locking yourself in;
- g. report your departure when you leave the premises.

27. Maintenance and repair of equipment

The detailed arrangements for maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

28. Manual handling

LeAF will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Team for assistance.

29. Personal protective equipment (PPE)

The need for PPE has been identified in risk assessments. It is the Site Manager's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member who might be at risk of injury or harm to health.

Any staff member who refuses to use the PPE will be subject to disciplinary action.

PPE must be clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

30. Risk assessment

It is the TEM's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the Trust.

There will be a regular programme of planned assessments to be completed in high risk areas. In other activity areas there will be an annual risk assessment.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the LGB Committee who will prioritise issues and assign resources to undertake remedial control measures where required.

31. Security

CCTV systems are installed throughout the Trust and will be used to monitor incidents and provide evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft, damage or assault.

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on the premises. Finance staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. LeAF accepts no responsibility for items left unattended. In the event of a theft on the premises, staff will be advised to report the incident to the police and LeAF will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measure to maintain the security of any LeAF equipment being used. If equipment is found to be missing or believed stolen this must be reported immediately to the Site Manager or Site Staff. When using portable and desirable equipment such as laptop computers staff will be required to follow careful procedures to ensure their security.

32. Severe weather conditions

In the event of severe weather conditions, it is the responsibility of the Site Manager in liaison with the Executive Principal to make a decision on closure on grounds of health and safety. In the event of a decision to close on these grounds, the Chair of the Directors will be informed.

33. Smoking

The Trust Board have adopted a no smoking policy throughout LeAF premises.

All LeAF staff will be informed and signs will be on display at main entrances to LeAF buildings.

34. Staff training and development

The Site Manager is responsible for annually assessing the health and safety training needs of all staff and for addressing any identified training need.

Safety induction must be given to all new employees. This induction should take the form of a checklist and new staff should be clearly informed of Health and Safety provisions

e.g. Action to be taken in the event of fire, fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the Site Team and First Aid staff.

LeAF will keep a record of all staff that have been trained and the expiry dates of any certificates.

35. Stress management

Where appropriate a risk assessment of stress in the workplace will be carried out under the management of Health and Safety at Work regulations 1992.

Symptoms of stress include problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart. If you suffer from these symptoms, you are advised to consult your GP without delay.

If you consider you may be suffering from stress for reasons connected to your workload, you should approach the Executive Principal who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress.

No disciplinary action will be taken against an individual who, in medical opinion, is suffering from stress, unless the action is unrelated to the medical condition. Formal stress counselling may be arranged by the Academy doctor where appropriate.

On return to work for any period of stress-related illness, LeAF will take account of medical advice and the needs of LeAF when determining which duties are most appropriate.

36. Visitors – Health and Safety

Under the provisions of the Health & Safety at Work Act 1974, LeAF has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of LeAF they intend the visit. They are to obey all displayed warning notices and verbal instructions.

Contractors who arrive to carry our work must inform the department/s of any potential hazard that may arise due to their work.

All visitors are to be made aware of the emergency procedures. Action to be taken during an emergency is printed on the back of the visitor's badge.

By implementing a Visitors' Policy which is monitored and kept continually under review, it is intended that entertaining visitors should not become a chore, but should be seen by everyone in LeAF as a continuing and valuable opportunity to illuminate our guests with our "beacon of excellence".

There are three categories of visitors to LeAF:

- a. VIPs/Educational visitors

- b. Casual visitors
- c. Troublemakers

VIPs/Educational visitors

There is every reason to suppose that LeAF will experience high levels of VIPs and Educational visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our pupils/students.

When the Executive Principal has authorised a visit to the Trust, the initial welcome will be made on the day of arrival by the PA to the EP, who should be briefed in advance by the individual member of the support staff who has been the initial point of contact.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the Trust into various categories and accord them varying levels of priority. Requests by colleagues from other Academies would normally be given high priority, as would visits by members of the Board.

Casual visitors

As with all busy work places, there is a high level of casual visitors to LeAF during the course of a normal working day. These could be engineers or commercial representatives going to particular areas within the Trust. Sometimes they are expected, more often than not, their visit is unplanned.

For reasons of safety for staff, unknown visitors should on no account be allowed to wander through LeAF premises.

In all cases, it is imperative that the visitor completes the visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

Troublemakers

New guidance, "Academy Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, AAT has banned all knives, regardless of the length of the blade.

LeAF has authorised the Site Manager/Senior Staff, in exercising day to day management of the Trust, to determine who should have access to the premises. The Board have determined that nobody (including governors, staff, pupils/students or parents) has an unrestricted right of access to the premises except those with a statutory right to do so.

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the Site Manager.

LeAF buildings and their grounds are private places and anyone entering without authority is trespassing and may be asked to leave by Executive Principal/Senior Staff. Causing harassment, alarm or distress to staff, threatening, abusing or insulting staff, on or off LeAF premises, could be an offence. The Executive Principal/Senior Staff will exercise professional judgement in deciding whether to involve police in incidents of this nature.

Whether the Executive Principal/Senior Staff have determined that an individual is trespassing, the Board have authorised a letter to be sent out on their behalf warning trespassers of the possibility of proceedings being brought against them. The maximum penalty for this offence is a fine of £500. When deemed necessary, a "troublemaker" will be informed in writing by a standard form letter of the limitations both in terms of time and place as to their permission to enter the premises

General Precautions

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the Trust must sign in and sign out in the Visitor's Book, so that a list of visitors in the building is available at any time.

Any events which use the premises out of working hours, especially where visitors to LeAF are involved, will be subject to particular procedures for the specific event. The key individual organising the event will check procedures with the Site Manager.

37. Working at height

The Site Manager is responsible for the purchase and maintenance of all ladders in the Academies.

All ladders conform to BS/EN standards as appropriate.

The Site Manager is also responsible for completing risk assessments for all working at height tasks in the Academies.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the TEM/Site staff to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Key:

LeAF – Learning and Achievement Federation

ICC – Incident Control Centre

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

HR – Human Resources

DSE – Display Screen Equipment

CLEAPSS - Consortium of Local Education Authorities for the Provision of Science Services

BAALPE - British Association of Advisers and Lecturers in Physical Education

PPE – Personal Protective Equipment