



**BREDON HILL ACADEMY
HEALTH AND SAFETY POLICY
(INCLUDING FIRST AID POLICY)**

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The Governors of Bredon Hill Academy recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the academy, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the academy in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of an academy or Trust Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. Academy Safety Officer) without having first been consulted.

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils within the Trust, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the academy and in particular the inspection and maintenance of

those items of premises and equipment where financial responsibility has been delegated to them.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

**the Management of Health and Safety at Work Regulations 1999,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002).**

2. THE ORGANISATION

2.1 Employer's Responsibilities

Worcestershire Hills Trust

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at the academy (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the academy has initiated the building work, in which case this will be the responsibility of the Governing Body.
- d) Has responsibility for monitoring and updating the Trust health and safety policy.

2.2 Local Governing Body's Responsibilities

The Local Governing Body, through the individual Head teacher, is responsible for:

- a) ensuring that the Trust's health and safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety.
- c) monitoring the (health and safety) need for building maintenance in the academy and implementing repairs as necessary.
- d) arranging the repair of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the academy, and ensuring that such equipment can be used safely in the normal running of the academy.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the academy and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives and contracting organisations.

2.3 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the academy safety policy.
- b) Advising the Local Governing Body/Board of Directors of the need to review the academy safety policy.
- c) The day to day responsibility for health and safety in the academy.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under:
 - Control of Substances Hazardous to Health (COSHH) Regulations 2009;
 - Manual Handling Operations Regulations 1992;
 - Provision and Use of Work Equipment Regulations 1998;
 - Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the academy are dealt with.
- g) Notifying the Health and Safety Provider of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- h) Notifying the Health and Safety Provider of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- i) Emergency procedures, including evacuation in case of fire or bomb threats.
- j) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the Health and Safety Provider or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of an Academy Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.4 Academy Business Manager Responsibilities

The Business Manager is responsible for:

- a) Ensuring that all line managed staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- b) Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person in the area for which they have responsibility.
- c) Ensuring the completion of portable appliance testing, in conjunction with the Premises Manager, to maintain electrical equipment in safe condition, together with a record of the results.
- d) Ensuring that the annual classroom Health & Safety audit is carried out and ensuring that the results are collated and acted upon.
- e) Carrying out the review of the Health and Safety policy for consideration by the Local Governing Body/Board of Directors.

2.5 Curriculum Leaders & Subject Leaders are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher (or the Academy Safety Officer) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.

- g) ensuring that any risks specific to their area of work are adequately assessed (eg. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (eg. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc).

2.6 Other Teaching, Teaching Assistant and Technician Staff are responsible for:

- a) ensuring that they are familiar with and comply with the academy and, where applicable, the departmental or subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or Academy Safety Officer).
- c) co-operating with their employer (Worcestershire Hills Trust) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.7 The Premises Manager is responsible for:

- a) Ensuring that he/she is familiar with and complies with the academy Health and Safety policy.
- b) Bringing to the attention of the Headteacher (or Academy Safety Officer) any problems or defects affecting the health and safety of any person on the academy premises.
- c) Bringing the school health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (ie. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction
- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).

- h) Informing the Headteacher (or Academy Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the academy (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment and the safe use and storage of all materials used for that maintenance (eg. boiler descalers, swimming pool chemicals etc.).
- k) Ensuring the completion of portable appliance testing, to maintain electrical equipment in safe condition, together with a record of the results.
- l) When using the Village minibus before each use, undertake visual checks to ensure it is sound for use. Liaise with the Business Manager as required.

2.8 The Office Staff are responsible for:

- a) Maintenance and oversight of first aid equipment and materials (e.g. restocking of First Aid boxes and controlling and maintaining any other First Aid supplies as may be kept separately).
- b) Keeping of pupil accident book, staff/visitor accident book and reporting of accidents to the Health and Safety Provider as appropriate.
- c) Arranging for emergency assistance (i.e. calling an ambulance) when necessary.

2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on academy or trust safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed, safety representatives should receive time off with pay to perform their union duties.

2.10 Catering / Kitchen Manager (if employed by the Trust) is responsible for:

- a) Ensuring that he/she is familiar with and complies with the academy Health and Safety policy.
- b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d) Bringing to the attention of the Headteacher (or Academy Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

2.11 All Employees have a responsibility to:

- a) Ensure that they act with reasonable care with regard to health and safety of themselves, other members of the Tschool, contractors and members of the public.
- b) Co-operate with supervisors, line managers, safety representatives and the safety advisor, and adhere to safety guidance given, in helping to maintain standards of health and safety with the academy.

2.12 Contractors

- a) It is the responsibility of contractors and their employees to read and comply with the academy health and safety policy / notices in reception as appropriate.

Risk Assessments

2.13 Responsibility for assessing and controlling risks rests with all personnel within the academy in areas over which, to any extent, they have control. However, risk and assessment and training shall be performed in consultation with the safety officer and the Health and Safety Provider as appropriate.

3. THE ARRANGEMENTS – BREDON HILL ACADEMY

Access and Egress

Clearance of ice, snow and leaves and steps to prevent the obstruction of fire exits will be undertaken by the Premises Manager. In the event of snow or ice, the first priority is the clearance of a main pathway leading to each of the academy buildings before playgrounds and tennis courts. The grit/salt is stored in the boiler room area by the kitchens.

Accident Reporting

Any accident or injury is reported to the office staff who are responsible for maintaining the Accident Books (pupil and adult). All significant accidents or incidents to children and all accidents or incidents to staff are reported to the Health and Safety Provider via the Cority on-line electronic accident reporting system. A copy of the accident report will be printed off to keep for academy records.

If the accident/incident is serious and/or reportable to the HSE it will be escalated for investigation. The system will notify the academy (Headteacher) to start an investigation. If this happens, a member of the Health and Safety Provider will contact the academy to lead them through the investigation. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

All minor accidents are recorded in the academy's own *minor accident book*. Where necessary, parents/guardians are notified of the accident.

If a pupil incurs a head bump, then this is recorded in the medical book and a letter is sent home to inform parents.

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil until they reach the age of 21.

Asbestos

See Contractors on Site

Blood Borne Diseases

Disposable gloves should be worn by all staff having to deal with spillages of body fluids, no matter how small, including class teachers, lunchtime supervisors and caretakers as well as first aiders.

Button Batteries

Spare button batteries are safely stored in the front office away from view, so no pupil has access to them. As ingestion of button batteries can cause serious harm.

Cleaning

Contract cleaners clean the main areas of the academy and the Premises Manager is responsible for ensuring that the standards of cleaning remain high. The Premises Manager cleans the data sensitive areas of the academy such as the offices and staffroom areas and the medical room and Bathroom Management Area.

Warning signs must be used when floors are wet and slippery and removed when the floor has dried. Suitable flat/non-slip shoes should be worn when cleaning floors.

Contractors on Site (including Management of Asbestos)

Contractors are appointed by the Business Manager or the Premises Manager.

All contractors must be checked to ensure that they have appropriate levels of public liability insurance and are suitably qualified.

Prior to commencement of work, the Premises Manager must meet with the contractors to agree safe working arrangements and check risk assessments to determine what impact the work will have on the safe running of the academy. Hot Work Permits will be issued if necessary.

The Premises Manager must ensure that there is adequate segregation of workmen and pupils.

All contractors report to Reception where they sign in and are issued with an ID badge. They are shown the 'Notice to all Contractors' and the fire procedures.

The academy's asbestos register is held in the finance office. Prior to intrusive work (including minor works) being carried out it must be ensured that there is no asbestos in the building structure to ensure that existing asbestos will not be damaged or disturbed. If necessary a 'Permit to Work' must be obtained.

The Asbestos Register is to be shown to all contractors prior to work commencing. All contractors must sign to state that they have seen the relevant sections of the asbestos register and are properly qualified to work with asbestos.

Staff are emailed annually to inform them of the sites of Asbestos in the academy.

Coronavirus (Covid-19)

The school will follow the guidelines issued by DfE and Public Health England.

COSHH – Control of Substances Hazardous to Health

All heads of department (Premises manager, Science, Art, FT, Resistant Materials, Kitchens, Cleaners) are responsible for the purchase of any hazardous substances.

When considering such a purchase, they must always try and ensure that less hazardous alternative substances are purchased and used whenever possible.

Heads of department must:

1. Carry out an annual stocktake of COSHH chemicals and give a list of all COSHH chemicals stored in their department, and where they are stored, to the office. This list must be kept on the 'Fire' file.
2. Ensure that a copy of the Manufacturers Safety Datasheet (MSD) delivered with each COSHH substance is given to the office, to be kept in a central file.
3. Ensure that all COSHH risk assessments are completed and up to date.
4. Confirm that all COSHH training for their members of staff is up to date.

The contract cleaners must provide a folder containing COSHH risk assessments and Manufacturers Safety Datasheets for all substances used on site.

Any substances that staff bring onto site from home to use with pupils, must have a MSD. If they do not have one, they must go online and print one off.

Defect Reporting Procedures

Staff report any defects to the Premises Manager or Business Manager. These are then input into the 'Every' management system. This ensures a record of all reported defects and the action that has been taken.

The Business Manager monitors that all problems have been rectified.

All defective items are taken out of use immediately.

Design & Technology Equipment

All the design and technology machines undergo an annual service/maintenance check. This is carried out by an outside contractor.

Display Screen Equipment (DSE)

DSE self assessments for office staff members using display screen equipment have been completed and will be reviewed at least every 3 years.

The Business Manager will monitor and arrange for any problems relating to display screen equipment to be resolved.

Dust Extraction System

The dust extraction system bins are regularly checked and emptied under the direction of the Premises Manager. Annual maintenance & service visits are in place.

Electricity at Work

The statutory electrical testing is organised in association with our Property Management providers – PR Associates.

Portable Appliance Testing (PAT) is carried out on Class II items every two years by an external contractor and on Class I items annually by the Premises Manager.

Any electrical equipment brought on site by staff from home must be checked by the Premises Manager before use.

When the premises are let out, any electrical equipment used by the hirers is PAT tested by the Premises Manager before it can be used on site.

The PAT registers are kept by the Business Manager. Any defective items are either repaired or removed from the academy.

Entry Sign

All staff and visitors must sign into Entry Sign on arrival and sign out when leaving. This is so there is a record of who is on site at any one time.

Fire Precautions and Emergency Plans

All health and safety items relating to fire precautions are detailed in the academy Fire Safety Policy.

The Headteacher is responsible for the production and review of the Critical Incident Plan which details the procedures for dealing with the worst foreseeable contingency.

First Aid

A list of qualified first aiders is kept in the academy office. The main first aid staff have the First Aid at Work (FAAW) qualification. Other staff have the Emergency First Aid at Work (EFAW) qualification. Refresher training is undertaken every three years.

The Business Manager is responsible for checking when staff require refresher training.

The first aid kits are kept in the medical room and academy office. The office staff are responsible for checking and restocking the first aid kits.

Health & Safety Advice

The academy has a service level agreement with the WCC Health & Safety team to ensure that all staff can obtain competent health and safety advice.

Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

Accidents can be prevented by following the guidelines listed below:

- Keep corridors free of obstructions.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

Information / Publications

Staff are informed about the Health & Safety policy and all other policies as part of their staff induction. Staff sign to say that they have read and understood these policies. The policies are kept on the Staff Resources area of the server.

Any new information or health & safety alerts are posted on the staffroom noticeboard and an email sent to make them aware of this. Any new information will also be passed on during professional development days and at the weekly staff meetings, minutes of which are kept in the file in the staffroom.

Teachers ensure that pupils are made aware of any health and safety items during morning and afternoon registration.

Governors and Directors will be informed of any new health & safety items via the Clerk to Directors.

Lettings

All enquiries regarding occasional lettings must be made through the Business Manager.

A lettings form must be completed and signed. The hirer must have public liability insurance of no less than £1 million.

No activity can take place without evidence of relevant safeguarding documentation if deemed necessary by the Headteacher.

The hirer must sign a form to indicate they are aware and have understood the fire and emergency procedures at the academy.

Lone Working

Lone working in the academy is mainly limited to the premises manager. Personal safety awareness information is discussed with the premises manager. A risk assessment is kept in the Health & Safety file.

Maintenance/Inspection of Equipment

A list of all equipment, type of check required and frequency, dates of last service and next service, are kept in the Premises Inspection and Service Reports file in the finance office.

This is monitored regularly to ensure that all servicing is up to date.

Manual Handling

In order to provide a safe place to work, training relating to the moving and supporting of either objects or people is undertaken.

Medication

Medication is only administered in accordance with the Supporting Pupils with Medical Conditions Policy and the Asthma Policy.

Written permission must be received from a parent or guardian before medication can be administered.

Any medication administered is documented and members of staff sign to state the amount and time of the dose.

All staff have annual diabetes and epipen training.

Minibus – Beckford Village Minibus

Only members of staff with a D1 category on their driving licence are able to drive the minibus.

Drivers are made aware of the pre-visual checks procedures and which forms must be completed before and after use.

Monitoring

- Annual Health & Safety audit – Business Manager/Premises Manager
- Annual Governor Health & Safety audit - H&S Governor
- Annual Classroom audit - Teachers

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

Near Misses

Systematic consideration of near misses helps to reduce the number of actual accidents. These can be reported to the Business Manager to be logged in the 'Near Miss' book to be followed up appropriately.

Offsite and Educational Visits

Mr Damian MacDonald is the Educational Visits Coordinator (EVC)

When planning an academy trip staff must follow the procedure set out in the Educational Visits and Academy Trips Policy.

PE Equipment

Pre-use visual checks are made by the PE staff. Risk assessments are drawn up by staff as part of their lesson plans and Scheme of Work.

PE equipment is serviced annually by G M Services Ltd

Pond

Warning signs are erected near the academy pond. Pupils are told not to run and play near the pond. A risk assessment has been drawn up in accordance with CLEAPSS 'Supporting Practical Science and Technology in Academies and Colleges' documentation.

Positive Handling Strategies

Teachers and TAs complete Team-Teach training which covers positive handling strategies.

Public Performances

Arrangements for the safety of the public (Public Liability Insurance) and Public Entertainments Licence (depending on requirements of District Council) are arranged through the Local Authority. The member of staff responsible for the event advises on evacuation, fire procedures etc.

Risk Assessments

Risk assessments must be undertaken for all activities which present significant foreseeable hazards. Heads of Department are responsible for ensuring that all risk assessments are undertaken. Copies of which are kept in their department.

The Business Manager undertakes risk assessments for New & Expectant mothers and Line Managers complete risk assessments or care plans for those who have health problems.

Risk assessments should be shared with the relevant staff that they effect and reviewed annually.

Every off-site visit should be risk assessed.

Science

The Science Department have their own Health & Safety policy created in accordance with CLEAPSS regulations.

Smoking

The site is a 'NO SMOKING SITE'.

Signage is displayed on all main external doors used by the public/staff.

Sports Pitches / Playing Fields

The playing fields are maintained by the site contractor, Fairways Contracting Ltd. They are responsible for cutting the grass, marking out the pitches and erecting the rugby posts.

The PE department carry out daily visual inspections of the courts and pitches to ensure that they are safe to use and report any defects to the Premises Manager.

The long jump sandpit is covered to prevent animals fouling in it.

Staff Consultation

There are weekly staff meetings at which staff can raise issues of concern and make suggestions for health & safety improvements.

There is a Trade Union noticeboard in the staffroom.

The Health and Safety Law poster is displayed in the staffroom.

Stress and Staff Wellbeing

Stress levels in staff are reduced by using an induction programme to support the employee when they start at the academy. All staff have a Line Manager to whom they can report any concerns or problems that they are experiencing. The Governing Body have a Sickness Policy which covers stress management. Return to work interviews after periods of absence are held to support employees. There is a staffroom where staff can prepare and consume food and drinks.

Training – Induction

Arrangements for health and safety training of new staff, is part of the induction policy.

Training – Specific

Regular arrangements are made to provide staff with specific training needs as appropriate including Manual Handling, First Aid, COSHH, Food Hygiene etc. The CPD Leader is the Deputy Headteacher.

Vehicles on Site

The village minibus is parked in the bay adjacent to the academy Bungalow, away from the road for safely loading and unloading.

Car Parking:

- The car park is situated at the front of the academy site with additional marked spaces down by the Technology block. The centre circle is for visitors so that they do not get blocked in by the Academy buses parking on the turning circle at the end of the school day.

Waste Disposal

The bins and recycling bins are emptied regularly by the cleaners and premises manager.

The external waste bins are stored behind the boiler room in a locked enclosure.

The Science department ensures that old/surplus chemicals are disposed of appropriately.

Fluorescent lights and batteries are taken to the tip for disposal.

Water Hygiene

The water hygiene log book is kept in the Premises Managers office. The Premises Manager carries out all of the water checks as prescribed in the WCC Legionnaires and Water Hygiene Policy and flushes through the system at the start of each term.

Work Experience Pupils

Miss Emma Lloyd coordinates the work experience students. She acts as their mentor and ensures that they have an induction and that all risk assessments are completed.

Working at Height

All staff are made aware of the location of step ladders that are available for use.

Staff are informed termly that they must visually check any ladder before use and that they should always have another person present when using a ladder. They are also reminded that they should not stand on a chair or desk instead of using a ladder.

The Premises Manager carries out an annual check of the ladders. These checks are recorded and the records kept in the Site Manager's office.