



HEALTH AND SAFETY POLICY Summer 2021

SECTION 1: STATEMENT OF INTENT

- a. The Governing Body of Whipton Barton Federation will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc Act 1974* and other statutory and common law duties.
- b. This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the school's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the school's obligations under the law.
- c. This policy will be brought to the attention of all members of staff at induction and through regular staff meeting updates and circulated on the Hays portal when updated. A copy of the policy is kept in the main office and is also on Whipton Barton Federation's school website.
- d. This policy statement and the accompanying organisation and arrangements will be reviewed once every two years by the Whipton Barton Federation Local Governing Body.

Sarah O'Meara	04/05/2021
.....
Chair for the Governing Body	Date
Gary Read	04/05/2021
.....
Head Teacher	Date

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SECTION 2: ORGANISATION

2.1 The Duties of the Governing Body

- a. To produce and regularly review the Health & Safety Policy for the school. This policy will reflect the requirements of the *Health and Safety at Work etc Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- b. To monitor both compliance with, as well as the effectiveness of, this policy
- c. To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy
- d. To assist the Local Governing Body in discharging its legal obligations, the school has appointed the Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- e. The specific arrangements adopted will be guided by the Health & Safety Service's Health & Safety Arrangement notes for Academies.

As a Local Governing Body, we must protect people from harm. This includes taking reasonable steps to protect our staff, pupils and others from coronavirus. A COVID-19 risk assessment has been completed to help us manage the risk of COVID-19 and to protect people from harm in as far as is reasonably practicable.

We have identified and put in control measures on:

- work activities or situations which might cause transmission of the virus
- those staff and pupils who could be at increased risk (vulnerable person's risk assessment)
- how likely it is that someone could be exposed

Our COVID risk assessment is advertised on the school's website and a hard copy is available to parents on request. It is updated in line with TWEMAT's review guidance.

2.2 The Duties of the Executive Headteacher

- a. The Executive Headteacher has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities.
- b. In particular, the Executive Headteacher will work with the health and safety coordinator and business manager:
 - i. Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
 - ii. Co-operate with the Local Governing Body to ensure that this policy and its associated arrangements are implemented and



- complied with
 - iii. Communicate the policy and other appropriate health and safety information to all relevant people including contractors
 - iv. Report to the Local Governing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
 - v. Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
 - vi. Report to the Local Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget
 - vii. Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training.
 - viii. Ensure consultation arrangements are in place for staff and their trade union representatives
 - ix. Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
 - x. Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
 - xi. Promote a positive health and safety culture by leading by example
- c. Whilst overall *responsibility* for health and safety cannot be delegated the Executive Headteacher may choose to delegate certain *tasks* to the Health & Safety Coordinator.
- d. The role of Health & Safety Coordinator for the School, which is a non-statutory role, has been delegated to Kevin Waite, Site Manager.

2.3 The Duties of the Health and Safety Co-ordinator

- a. The health and safety co-ordinator has the delegated task of assisting the Executive Headteacher discharge their duties in relation to day-to-day health and safety management.
- b. To do this the health and safety co-ordinator will:
 - i. co-ordinate and manage the risk assessment process for the school
 - ii. co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Executive Headteacher and Local Governing Body
 - iii. coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Local Governing Body if funds are not available
 - iv. assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed
 - v. collate accident and incident information and, when necessary, carry out accident and incident investigations
 - vi. arrange periodic health and safety audits and liaise with the

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Executive Headteacher and Local Governing
Body in relation to findings and any associated remedial actions

2.4 The Duties of Site Manager

- a. The Site Manager has specific delegated tasks in relation to health & safety management within their area. They must ensure that:
 - i. Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
 - ii. Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively
 - iii. They take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or Governing Body of any problems they are unable to resolve within the resources available to them
 - iv. They carry out regular inspections of their area of responsibility and report / record these inspections to the Executive Headteacher or Local Governing Body
 - v. All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

2.5 The Duties of all Members of Staff

- a. Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the academy.
- b. Specifically, all employees have responsibility to:
 - i. Take reasonable care for the health and safety of themselves and others in undertaking their work
 - ii. Comply with the school's health and safety policy arrangements at all times
 - iii. Report all accidents and incidents in line with the reporting procedure
 - iv. Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
 - v. Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
 - vi. Ensure that they only use equipment or machinery that they are competent / have been trained to use
 - vii. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons



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2.6 Pupils

- a. Pupils, in accordance with their age and aptitude, are expected to:
 - i. To exercise personal responsibility for the health and safety of themselves and others
 - ii. To observe standards of behaviour and dress consistent with safety and/or hygiene
 - iii. To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
 - iv. Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

Pupils will be supported by the Headteacher and mealtime staff in making dynamic risk assessments when at play in the school grounds.

2.7 Contractors

- a. All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Executive Headteacher of any risk that may affect the staff, pupils and visitors.
- b. All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.
- c. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Executive Headteacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.



SECTION 3: ARRANGEMENTS

3.1 Risk Assessment

a. The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA03 Building and site safety
- RA08 Fire Risk Assessment
- RA09 First Aid Needs/Provision
- RA13 Lone Working
- RA18 New & Expectant Mothers Risk
- RA21 Primary School Curriculum Activities
- RA22 Whole School
- RA25 Stress Risk Assessment
- RA28 Work Experience Placement

b. Risk assessments are available for all staff to view and are held centrally in the H&S file in the school office. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

c. Risk assessment records will be reviewed annually on a cycle agreed by the Local Governing Body. This will be identified on risk assessment record and LGB minutes.

d. For full details relating to risk assessment arrangements, reference should be made to the HS0047 Guidance Note.

3.2 Other arrangements in alphabetical order:

a. Accident/Incident Reporting

- i. All employee accidents must be reported to the Local Governing Body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.
- ii. Accidents to pupils and other non-employees should be recorded in the accident book which is kept in the Medical Room on both the Infant & Junior sites. Serious accidents to pupils or staff will be logged on the OSHENS on-line accident reporting system. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Local Governing Body by entering accident details onto the OSHENS on-line accident reporting system.



- iii. Parents / carers will be notified immediately of all major injuries.
- iv. The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.
- v. All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.
- vi. For full details relating to accident reporting arrangements, reference should be made to the HS001 Guidance Note.

b. Asbestos

- i. The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the H&S folder in the school offices.
- ii. The Asbestos Register is held in the school office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.
- iii. The authorising manager shall ensure:
 - A. The AMP is reviewed annually and that any changes are approved by the Local Governing Body
 - B. That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
 - C. A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register
- iv. All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Gary Read at the earliest opportunity.
- v. For full details relating to the management of asbestos, reference should be made to the HS004 Guidance Note as well as the Asbestos Management Plan.



c. Communication and Training

- i. Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provides competent health and safety advice for school staff and can be contacted on 01392 382027 or at healthandsafety@devon.gov.uk
- ii. The Health and Safety Law poster is displayed outside the main school office.
- iii. *Health and Safety Training* - All employees will be provided with:
 - A. induction training in the requirements of this policy
 - B. updated training in response to any significant change
 - C. training in specific skills needed for certain activities as identified by the relevant risk assessment
 - D. refresher training where required
- iv. Training records will be kept in the H&S folder in the school office and on the individuals personnel file and/or on Hays Training platform. The Health & Safety coordinator is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.
- v. Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.
- vi. For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

d. Consultation

- i. Staff are represented on the Local Governing Body. Consultation of day to day matters will be achieved through staff meetings across the year.
- ii. Members of staff with concerns should raise them initially with their Health & Safety Coordinator Kevin Waite or the Health & Safety Officer, Gary Read. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.
- iii. Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Local Governing Body welcomes the support of trade unions in health and safety matters.



- iv. For full details relating to staff consultation, reference should be made to the HS008 Guidance Note.

e. Contractors

- i. All contractors must report to the main Reception office where they will be asked to sign the visitors' book and wear a visitors' lanyard. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, Kevin Waite will undertake competency checks prior to engaging a contractor.
- ii. In respect of construction works, Gary Read (H&S Officer) has attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, Gary Read will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.- where relevant.
- iii. For full details relating to the control of contractors, reference should be made to the HS0007 CDM Guidance Note.

f. Curriculum Activities

- i. Risk assessments for the significant hazards within curriculum activities will be carried out by the Gary Read (H&S Officer) using the appropriate Health & Safety Service's model risk assessments listed above.
- ii. For full details relating to the primary curriculum areas, reference should be made to the HS0046 Guidance Note.

g. Display Screen Equipment (DSE)

- i. All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.
- ii. Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £50.00.
- iii. For full details relating to DSE, reference should be made to the HS0012 DSE Guidance Note.

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h. Fire and Emergencies

- i. The Executive Headteacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the H&S folder which is kept in the school office, and will be reviewed annually.
- ii. Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the main school office and will be reviewed annually.
- iii. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.
- iv. The H&S Co-ordinator, Kevin Waite is responsible for ensuring that the school's Fire Log is kept up to date.
- v. Procedures for other critical incidents and off-site emergencies are contained within the Federation's Emergency Management Plan which is located in the H&S folder which is kept in the school office and will be reviewed annually. Emergency contact and key holder details are held in the main school office with each member of staff having a copy of the details.
- vi. For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

i. First Aid

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

- Emergency First Aid at Work level 3:

Kevin Waite	Paula Williams	Gary Read
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- Paediatric:

Leanne Cooper Julie Berry Ann Clements	Jo Collins Katie Brewer Paula Williams	Amber Clarke Veronica Brown
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Mealtime staff carry first aid pouches. First Aid boxes are located at the following locations:

Infant School

- School office
- Nursery block

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- Year 1/2 corridor

Junior School

- Hall
 - Kitchen
 - Medical Room
 - Schools Out Room
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- Andrea Gambie, lead administrator, will ensure that refresher training is organised and Paula Williams and Sue Thomas maintain the contents of first aid boxes.
 - COVID-related staffing issues have been considered and are managed by the senior leadership team. Gemma Wills, deputy head of the Infant School, is COVID-Coordinator.
 - For full details relating to first aid, reference should be made to the HS0019 First Aid Guidance Note.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

- The responsible manager shall ensure that:
 - A. an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
 - B. Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
 - C. risk assessments are conducted by Kevin Waite, H&S Co-ordinator and Headteacher, to identify the safe working method and appropriate emergency procedures
 - D. all chemicals are appropriately and securely stored out of the reach of children
 - E. all chemicals are kept in their original packaging and never decanted into unmarked containers
- For full details relating to the control of hazardous chemicals, reference should be made to the HS0010 COSHH Guidance Note.

j. Legionella

- i. A water risk assessment for the school has been completed by EPlus Environmental and the H&S Co-ordinator Kevin Waite is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. We are also subject to six monthly and annual checks by Churchill's via our maintenance agreement. This risk assessment will be reviewed where significant changes have



occurred to the water system.

- ii. For full details relating to the control of legionella, reference should be made to the HS0028 Legionella Guidance Note.

k. Lettings/shared use of premises

The Local Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

l. Maintenance of Plant and Equipment

- i. Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by Kevin Waite (H&S Co-ordinator). All staff are required to report any problems found with plant/equipment to the Executive Headteacher. All statutory servicing is undertaken via DCC contracts under the DMP and recorded on Connect 2. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- ii. The following specific statutory inspections and tests will be undertaken by a competent contractor:
 - A. Annual gas appliance inspection and maintenance, to be undertaken by Cannings
 - B. Annual gas/oil fixed heating plant inspection and maintenance, to be undertaken by Cannings
 - C. Annual gas tightness test, to be undertaken by Cannings
 - D. Lifts to regularly serviced.
 - E. Electrical installation inspection every 5 years by Cannings
 - F. Boiler pressure vessels to be inspected by Cannings

m. Portable Electrical Appliances

- i. All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Executive Headteacher.
- ii. All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance types.
- iii. Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.
- iv. For full details relating to work equipment and electrical safety, reference should be made to the HS0016 and HS0058

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Guidance Notes.

n. Medication Arrangements

- i. Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in the main school office.
- ii. For full details relating to the administration of medication, reference should be made to the HS0032 Medication Guidance Note.

o. Monitoring

- i. The Executive Headteacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Local Governing Body.
- ii. A general inspection of the site will be conducted by the Site Manager daily, Head Teacher weekly and the H&S governors annually. Feedback from this process is to be referred to the Local Governing Body.
- iii. Other processes employed to monitor compliance with this policy and health and safety performance in general include:
- iv. Training audits, accident book reviews, three yearly DCC reports etc.
- v. For full details relating to monitoring, reference should be made to the HS0005 Audit & Monitoring Guidance Note.

p. Moving and Handling

- i. The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.
- ii. All moving and handling of pupils will be risk assessed by the federation SENDCo and recorded in a specific Handling Plan for the individual concerned. The format found in the HS0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

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- iii. For full details relating to moving and handling, reference should be made to the HS0034/35 Moving and Handling Guidance Notes.

q. Offsite Visits

The overall policy is the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*. Whipton Barton Federation local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in the main school office.

r. Personal Safety and Security

- i. The federation believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour Policy is in place at the school which is found on the federation website.
- ii. Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.
- iii. Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Executive Headteacher in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.
- iv. Staff working outside normal school hours must obtain permission of the Executive Headteacher
- v. Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 Risk Assessment.

s. Federation Security

- i. The Head Teacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 or RAA24B risk assessment document.
- ii. For full details relating to security and lone working issues, reference should be made to the HSA31 Lone Working and HSA50 Security Arrangements Note.

t. Tree Safety Management

- i. An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash Dieback is one of the currently emerging diseases likely to cause significant issues

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in the coming years. Physical damage to a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

- ii. The federation will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The academy will also arrange for an inspection following severe weather conditions.
- iii. The federation will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every two years and formally documented.
- iv. The federation will also arrange for a local tree inspection at least every six months by the premises manager, who is competent by training, including refresher training at five yearly intervals. The type of training is decided locally. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.
- v. Where the tree inspection process makes recommendations for remedial actions, the federation will implement them as described.
- vi. Records of tree inspections and associated remedial works are kept on site.

u. Stress/Wellbeing

- i. The federation is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.
- ii. The school has return to work procedures following absence and buys back occupational health support through an independent company for all staff to access as and when required.
- iii. Where appropriate, risk assessment findings will be recorded on the RAA25 document.
- iv. For full details relating to staff wellbeing, reference should be made to the HSA24 Health Issues for Staff Arrangements Note.
- v. The federation has a nominated lead for staff wellbeing. This is Ali Hirst.
- vi. The federation staff have access to the TWMAT staff hub and a range of wellbeing services.

v. Work at Height

- i. Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing

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storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs.

- ii. Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:
 - A. all work at height is risk assessed and properly planned and organised
 - B. all those involved in work at height are trained and competent to do so
 - C. the use of access equipment is restricted to authorised users
 - D. access equipment is regularly inspected and maintained in a safe condition
- iii. For full details relating to the control of work at height, reference should be made to the HS0060 Work at Height Guidance Note.

w. Work Experience

If the school hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RA28 risk assessment document.