

**Coppice Primary
Partnership**

An Ethic of Excellence



COPPICE PRIMARY PARTNERSHIP HEALTH & SAFETY POLICY

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Section A – Introduction:

A1 – Important note for Trust Leader and Headteachers:

It is important that the following is understood in relation to this Health and Safety policy:

1. The headteacher is responsible for the implementation of this policy within the school environment and must advise the Trust if the policy is failing to meet the needs of the school and if updates or amendments are required to ensure health and safety is managed within the school environment.
2. The employer (Coppice Primary Partnership - CPP) is responsible for the overall health and safety, though tasks may be delegated, the responsibility cannot.
3. CCP will consult with staff, governors and trustees when devising and updating the policy and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
4. The policy must be signed and dated by the Trust Leader and chair of Trustees, the policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
5. As the policy is a management tool, it is likely to be one of the first documents requested if visited by an HSE Inspector.

A2 – The law regarding health and safety policies:

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & any recognised trade union and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation to add specific content, and staff can have adequate time to have an input into the policy contents. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



A3: Health & Safety Statement of intent:

Coppice Primary Partnership (CPP) fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are fully committed to achieving the highest possible standards throughout the Trust and Academy schools.

Coppice Primary Partnership will ensure that all our premises are safe and that our Staff, Pupils, Visitors, Contractors and any other persons that may be effected are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives, the CCP will:

- Ensure adequate resources are made available to effectively implement the safety management system.
- Provide suitable instruction, training and information for all staff.
- Ensure that suitable arrangements are in place for the safe use, handling, storage and transportation of articles and substances for use at work.
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all significant risks and ensure that they are adequately controlled.
- Ensure that any work designated High Risk is covered by an appropriate 'safe system of work' before work commences.
- Ensure that each of our premises remain as safe as possible.
- Ensure adequate resources are available for health and safety management.
- Regularly review and update our health and safety management system following changes to legislation or in our working practices. In any event this policy will be reviewed annually.

We are committed to continuous improvement of our health and safety performance and as such we expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

To be effective everyone within the Coppice Primary Partnership will play their part to ensure that the above standards are achieved.

Signed: _____

Trust Leader/CEO of Coppice Primary Partnership

Date: _____

Section B – Organisation

B1: Employer responsibilities

CPP as the employer has a statutory duty in respect of health and safety in its schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteachers, who have day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Trust Leader will ensure the overall implementation of this policy.

B2: Trust Leader and Headteacher responsibilities

The Trust Leader is responsible for:

- Ensuring this policy is reviewed annually or earlier if there are any changes in circumstances.
- Ensuring that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- Including health and safety issues in the Trust improvement plan, if necessary ensuring statutory inspections and assessment are carried out within the required timescale, that the recommendations arising are actioned with any longer term issues reflected in the Trust Estate Management plan.
- Ensuring risk assessments are completed and significant findings recorded and reviewed annually or sooner if there is a change in circumstance.
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- Ensuring that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency inspector) are properly addressed.
- Monitoring and reviewing all health and safety policies and procedures.
- Tasks can be delegated to other staff members but the responsibility remains with the Trust Leader.

Headteachers have delegated responsibility for:

- Ensuring that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- Including health and safety issues in the School improvement plan, if necessary carrying out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- Ensuring statutory inspections are carried out within the required timescale, matters arising are reported to Local Governing Bodies and, that the recommendations arising are actioned.
- Undertaking school specific risk assessments, record significant findings, and review annually, or before if there is a change in circumstance
- Receiving and dealing promptly with raised issues or complaints about unsafe premises, equipment or work practices

- Ensuring that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- Ensuring that school specific emergency evacuation and lock down procedures are in place and tested to ensure validity.
- Ensuring that adequate first aid provision is available and kept up to date at all times.
- Reporting health and safety issues to the governing body on a regular basis.
- Investigating work-related causes of sickness and absences within their school, and reporting such to the Trust Leader where necessary
- Seeking advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary

B3: Trustees and Local Governing Body responsibilities

Responsibility for the health and safety of pupils lies with the Trustees, as both the employer of school staff and because it controls school premises.

The Trustees are responsible for promoting a strategic overview for health and safety and Local Governing Bodies are responsible for reviewing the implementation of policy within schools.

The Local Governing Body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises.

The Trustees will make adequate provision for maintenance of the school premises and equipment within the school's delegated budget.

The Local Governing Body will support and monitor health and safety within the school, including reviewing and monitoring the effectiveness of this policy

The Local Governing Body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

B4: Staff responsibilities

To read and fully co-operate with this policy.

Must take reasonable care of their own health and safety and that of others who may be affected by their actions.

Will co-operate with their employer on health and safety matters.

Will not interfere with anything provided to safeguard their health and safety or that of others.

Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.

Have a duty to report all health and safety concerns to the head teacher or their line manager.

B5: Site manager responsibilities

The Site manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.

They will:

Ensure that any work that has health and safety implications is prioritised.

Report any concerns regarding unresolved hazards in school to the senior leadership team immediately.

Ensure that all work under their control is undertaken in a safe manner.

Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the all areas.

Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.

Carry out a weekly test of the fire alarm.

Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. (Ref: Rules for Contract Workers and Induction Sign off)

Fully co-operate with health and safety arrangements during larger building projects.

B6: Safety Representatives

Where there are appointed safety representatives of a recognised Trade Union they will have the following functions:

Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.

Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.

Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.

Investigate complaints made by an employee they represent about their health, safety, or welfare in the workplace.

Present the findings of investigations to the Headteacher.

Inspect the workplace.

With at least one other appointed representative, request in writing that the school set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Where there are no appointed union health and safety representatives, employers must still ensure that consultation takes place in regards to health and safety matters (see section B7).

B7: Consultation with employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff meeting agendas.

B8: Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

A copy of the Health and Safety Law Poster is clearly displayed in the main school buildings.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff

The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B9: Competency for health and safety tasks and training

The Headteacher will ensure that all staff undertake induction training.

Training will be identified arranged and monitored by the Trust leader, head teachers, trustees and local governing body.

Staff are also responsible for identifying and communicating their own personal training needs and feeding this back to the headteacher.

Training records will be easily accessible for audit purposes and will be kept up to date.

B10: Monitoring

The head teacher or delegated person will check working conditions and ensure that safe working practices are being followed.

Regular inspections will be undertaken of the school building and grounds at least three times a year.

A delegated person can be nominated to be responsible for investigating accidents although the accountability remains with the trust leader/head teacher.

A delegated person can be nominated to be responsible for investigating work-related sickness and absences, although the accountability remains with the head teacher.

The Trust leader/head teacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section C – Arrangements for Health & Safety

C1: School activities

The head teacher will ensure that risk assessments are undertaken for all school activities outside of the normal daily activities.

The significant findings of all risk assessments will be reported to the local governing body and to all relevant staff, contractors, visitors and all of those who may be affected.

Any actions that are required to remove or control risks will be approved by the Trust Leader where it relates to strategic risk or by the head teacher if it relates to a specific school.

The Trust leader or head teacher will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments:

Coppice Primary Partnership ensures the welfare and safeguarding of the pupils by ensuring safety risk assessments are carried out for all curriculum activities including events and visits.

C2: Visitors

All visitors shall be directed by clear signage to the main reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.

All visitors shall be made aware of the school's fire arrangements in the event of a fire.

All visitors shall be made aware of the school's emergency procedures, including evacuation points.

C3: Fire and emergency procedures

The headteacher is responsible for ensuring a fire risk assessment is undertaken, suitable controls are implemented and that it is reviewed annually and kept up to date.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Instructions to employees are posted at strategic points around the building.

Each school will have a specific emergency evacuation and lockdown procedure which details responsibilities.

Emergency evacuation and lockdown will be practiced at least three times a year and records will be retained.

Regular testing of fire alarms will occur on and will be carried out by the school caretaker/site manager who will keep a log of such.

Servicing of the fire alarms, emergency lighting and extinguishers are maintained as required.

C4: Fire fighting

Suitable fire extinguishers are located throughout the schools. The extinguishers will normally be located along the main escape routes but may also be located in specific higher risk areas including plant room areas and kitchens.

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Staff must be trained to ensure that the alarm is raised before attempting to tackle a fire.

C5: Maintenance of fire equipment

The headteacher will ensure regular maintenance of:

Fire extinguishers – Every 12 Months

Fire alarms – Every 6 Months

Fire doors – Weekly checks required. Maintenance completed as required.

Fire safety signs and identification of escape routes – Every 12 Months

Emergency lighting and other emergency equipment. – Every 6 Months

C6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

The Trust Leader is responsible for ensuring the bomb alert procedures are up to date whilst the Headteacher is responsible for ensuring staff are aware of their roles and responsibilities and how the policy should be implemented.

Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First aid arrangements

Headteachers will ensure that there are an appropriate number of designated and trained first aiders in school.

Headteachers will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teachers to determine the above factors.

The school will follow the required procedure for completion and recording of incident/accident records using the in house accident report form and investigation.

All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school using form F2508. Advice should be sought if any doubt whether an incident is reportable.

Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Communication Technology

Headteachers will ensure that suitable arrangements are in place for the safe use of information Communication technology.

Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.

Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.

Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

All DSE users (see definition) must complete the use of DSE training course and be provided with the relevant information

C9: Legal requirements for premises

The Trust will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.

The Trust will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe handling and use of substances

A variety of materials that are classified as hazardous substances may be used in the work place.

To ensure pupil, visitor and employee safety the following will apply:

Note: When assessing the introduction of new products always consider the use of a none or less hazardous substance first.

Our policy is at all times to comply with the hierarchy of control selecting the safest suitable solution to the reduction of the Hazard. Where it is impractical to use alternative substances of a less hazardous nature, or to engineer a solution to reduce handling, then as a last resort approved personal protective equipment (PPE) must be used.

Substances classified as hazardous to health must be strictly controlled. All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment.

List of hazardous substances will be provided to a fire officer in the event of a fire.

The Headteachers are responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Headteacher or delegated responsible person will be responsible for undertaking COSHH assessments.

The head teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.

The head teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.

Site Managers are responsible for ensuring COSHH assessments are carried out and reviewed on an annual basis or when the work activity changes, whichever is the soonest. They are also responsible on a day to day basis for ensuring substances subject to COSHH are safely and securely stored.

C11: Inspection of premises, plant and equipment

The headteacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme.

All identified maintenance will be implemented.

Routine checks may be undertaken by a combination of class teachers, governors, site managers/caretaking staff and the head teacher/deputy head using the example checklists.

Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards.

Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

C12: Asbestos management

The Headteacher as the Duty Holder will ensure that a management asbestos survey is carried out every three years, and is reviewed at least three times per annum. The Trust Leader will ensure that the KCC asbestos management policy is followed.

Site Managers will ensure that an asbestos docubox containing the risk register and other related documents e.g. refurbishment surveys, completed works is available on reception and, that all contractors check the survey and sign to say that they are aware of where the asbestos is within the building.

The Site Manager as the responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. This will be carried out at least three times per annum. All works undertaken will be recorded in the asbestos survey on completion and included within the docubox available on reception.

Staff responsible for site management and maintenance will attend the Local Authority or similar asbestos awareness training.

C13: Legionella management

The Headteacher as the Responsible Officer will ensure that a water hygiene risk assessment is carried out every two years in line with statutory requirements.

The water risk assessment will identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken monthly. Site Managers are responsible for carrying out the monitoring and recording of the checks, which will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

Staff responsible for carrying out the monitoring will have received the necessary training both legionella awareness and monitoring requirements.

C14: Risk Assessment

Effective risk assessment is the cornerstone of all workplace safety. Until risks have been assessed it is almost impossible to correctly determine the steps that are required to maintain and improve upon workplace safety.

It is the Trust Leaders responsibility in conjunction with the management team for introducing, monitoring and controlling a risk assessment and hazard analysis programme. The programme must have due regard to the nature of the activities and the size of the undertaking. The purpose of risk assessment is to identify any measures necessary to ensure that employees and any other person that may be affected by our undertaking are safe by virtue of regulation 3 of the Management of Health and Safety at Work Regulations 1999. This requirement is extended to temporary and agency labour employees.

The Management of Health and Safety at Work Regulations extend a specific duty towards new and expectant mothers and those young persons above the minimum school leaving age but under the age of eighteen. Where risks to these categories of employees are identified and cannot be avoided, the Trust/School may alter the working conditions or terms accordingly. The Trust central HR team must be informed prior to the employment of any young worker. The HR Team must also be notified as soon as possible when any female employee's pregnancy is confirmed. (See sections relating to Young Persons and New and Expectant Mothers)

Objectives

The results of all completed risk assessments shall be available to the area to which they apply and must be available for inspection by any employee wishing to do so. Copies of the expectant mothers and young persons assessments shall be held by the Human resources department.

The risk assessment documents shall be used in the preparation of all safe systems of work.

Risk assessments must be considered as living documents and must be reviewed at regular intervals or if there should be a change to the operation or if new processes are introduced.

Responsibility for Risk Management

In order to ensure that risk assessments remain current regular reviews shall be undertaken as follows:

- An index of current risk assessments shall be made available.
- The index shall be updated as required to include new or revised assessments.
- Outstanding actions that have been identified by the assessments shall be listed and updated as required.
- Outstanding actions shall be prioritised in order of importance for completion. This shall be reviewed as required.

It is imperative that all employees are made aware of the risks presented to them during the course of their employment therefore Managers and Team Leaders must communicate the result to all relevant employees. Any changes in the risk assessments and thus alterations to the safe systems of work will be communicated in an appropriate manner accounting for differing skill and levels of understanding.

In addition to the general risk assessments undertaken it is also the case that on some occasions specialist assessments may be required. These assessments may include the following:

- Asbestos
- Fire
- Hazardous Substances
- First Aid
- Legionella
- Work related Stress
- Display Screen Equipment (DSE)
- Emergency Planning

- Managing Contractors
- Off-site visits – Completed by schools as required
- Playground supervision
- School events – Completed by schools as required
- School facilities (swimming pools)

C15: Manual Handling

The Trust is aware that the incorrect handling of loads causes a large majority of accidents and injuries. In order to comply with the Manual Handling Operations Regulations 1992, the Trust supports a policy, so far as is reasonably practicable, that loads are moved by mechanical means, with full training given to operators of such equipment. It is also recommended that loads must not be lifted above shoulder height.

As part of the Induction Training Programme, all employees must have safe lifting techniques explained. This is further supported through specific training sessions as part of their on-going training.

The Trust will constantly assess working practices to ensure that the risk to employees is limited and if practical techniques or equipment become available that they are introduced as soon as possible.

Employees are required to attempt to eliminate the need to manually handle a load by utilising to their fullest, any mechanical means available. This includes the use of, pallet trucks, trolleys, wheels etc.

Where elimination of a manual handling task is not possible, all employees are required to reduce the potential for injury to the lowest possible level. This may include breaking down the load and conduct several journeys or seek the assistance of a colleague.

When this is not feasible, all employees are required to conduct a self-assessment based upon the following principal:

TASK – what is the task and how safely can you complete it?

LOAD – what is the weight of the load? Are the contents dangerous, will the contents move during transit?

INDIVIDUAL - are you physically capable of lifting the load, have you a pre-existing condition, which may be exacerbated (pregnancy, muscle injury, back pain)?

ENVIRONMENT- is the floor slippery, Is there adequate lighting, can you see where you are walking, Is the surface uneven?

Remember the basic principles when manually handling an item – feet firmly on the floor, hip width apart. Bend the knees, keep the back straight. Keep the item in as close to the body as possible to reduce the stress loading on the body and never exceed your own physical capability. If in doubt, seek assistance.

Employees are fully expected to comply with the manual handling training given to them. Employees must whenever possible, eliminate the need to manual handle an item by fully utilising mechanical equipment that may be available. Where this is not possible, they should seek the assistance of another

employee to reduce the load or reduce the weight of the item to an acceptable level within their physical ability.

C16: Working at Height

It is Coppice Primary Partnership (CPP) policy that working at height must be by exception. Only when there is no suitable alternative should this type of work be undertaken. For example the use of telescopic handles could be considered for high level cleaning tasks rather than using a ladder or steps. If working at height is unavoidable then a hierarchy of control should be applied.

1. Can a fixed platform be used?
2. Can a mobile work platform be used?
3. Should a step ladder be used?
4. Should a standard ladder be used?
5. Is a safety harness required?

In all cases a suitable and sufficient risk assessment must be completed and complied with.

LADDERS

A competent person will check ladders before use. If any faults are found, the equipment will be isolated from use until the fault has been rectified. The ladder must be placed at an incline 75° to the horizontal that is the foot of the ladder must be one metre out from the vertical face for every four metres of height to the ladders uppermost point of contact. Special precautions must be taken where the ground slopes at more than 10°.

Where the ladder is used to reach a higher working level, it must be extended at least a meter above that level so as to provide a handhold.

For short ladders and short periods, a second man must foot the ladder.

Long ladders must be securely lashed at the top from the stiles.

Items / equipment will not be carried up the ladders manually, but hoisted up.

SCAFFOLDS

Only trained certificated persons are permitted to erect scaffolding in the workplace.

Scaffolding will be checked before use by a competent certificated person. If any faults are found, the equipment will be isolated from use until the fault has been rectified. Contractors who may use scaffolding on Trust premises must provide adequate safety measures for themselves and employees of our company. All scaffolding used by contractors must be examined and approved by a competent member of the site team. Contractors must also be able to provide evidence of scaffolding training for their staff and check logs of the equipment.

Work Related Stress

The Trust recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

As a consequence we have developed a separate Stress in the Workplace Policy. This policy will apply to everyone working within the Trust and Trust Schools.

The management teams are responsible for policy implementation and the Trust is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

For additional information please refer to the Stress in the Workplace Policy

D1: Useful contacts

Title	email	Tel	Address
Kent County Council Health and Safety Unit	healthandsafety@kent.gov.uk	03000 418456	Room 1.04 Sessions House, Maidstone, ME14 1XQ
Outdoor Education Unit	Outdoor.Education@theeducationpeople.org	03000 410901	The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS
Health and Safety Executive			International House, Dover Place, Ashford, TN24 1HU
Classcare	classcare.enquiries@kent.gov.uk		Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ
Kent Fire & Rescue Service		01622 692 121	The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB
RIDDOR Incident Contact Centre	www.riddor.gov.uk.	0845 345 0055	
Employment Medical Advisory Service (EMAS)		02089 958503	PO Box 3087, London W4 4ZP
Association for Physical Education.	enquiries@afpe.org.uk Website: http://www.afpe.org.uk	01905 855584,	117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ
Sustainability & Climate Change Team	Deborah Kapaj – Sustainable Estates Programme Manager	03000 410237	2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX