

HEALTH AND SAFETY POLICY

Incorporating the Local Health and Safety Arrangements for:

- **Name of School – Lathom High School**
- **Category of School – Voluntary Aided / Foundation**
- **School Number - 08113**
- **School Address – Glenburn Road, Skelmersdale, WN8 6JN**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated health and safety and other legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Foundation or Voluntary Aided School the governing body is the employer and is responsible for the use of the premises. The headteacher is responsible for the implementation and management of health, safety and welfare within the school. The governing body and the headteacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

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| <ul style="list-style-type: none"> • provide adequate control of the health and safety risks arising from our work activities; • provide and maintain safe plant and equipment; • ensure all employees are competent to do their tasks and ensure the provision of adequate training; • maintain safe and healthy working conditions; • ensure safe handling and use of substances; • review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review of this template by the county council; | <ul style="list-style-type: none"> • consult with employees on matters affecting their health and safety; • provide information, instruction and supervision for employees; • prevent accidents and cases of work-related ill health; • comply with appropriate directions given by the county council on health and safety requirements; • act in accordance with the relevant provisions in the "Scheme for Financing Schools in Lancashire" and the "School Teachers Pay and Conditions Document". |
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Signed:	Signed:
	On behalf of the Governing Body
Headteacher's name: Mr Paul Livesley	Chair of Governors name: Mrs Linda Bennet
Date: April 2024	Proposed Review date: April 2025

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of eg headteacher:</p>	<p><i>Name and Designation</i> <i>The Governing Body</i></p>
<p>The delegated member of staff with day-to-day responsibility for ensuring this policy is put into practice is eg school business manager, health and safety co-ordinator etc:</p>	<p><i>Mrs Jan Marshall, SBM</i> <i>Mrs Lynne Jepson, Facilities Manager</i> <i>Mr Chris McMaster, Facilities Assistant</i></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas eg premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:</p>	<p><i>Premises – Mrs Lynne Jepson, Mr Chris McMaster</i> <i>Fire Safety – Mrs Lynne Jepson, Mr Chris McMaster</i> <i>Emergency Plans – Mrs Jan Marshall/ Mrs Lynne Jepson</i> <i>Educational Visits – Mrs Jan Marshall</i></p>
<p>Health and safety objectives for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health and safety management support and audit visits; advice from the county council etc, or other sources eg DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:</p>	<p><i>SLT</i> <i>SDP</i> <i>H&S risk assessments</i> <i>GB meetings</i> <i>Facilities Team Planning & Minutes</i></p>
<p>Documented health and safety objectives and any associated action plan(s) can be found:</p> <p>Note: Any actions arising from those objectives should be documented eg as an action plan, and monitored to ensure they are achieved.</p>	<p><i>SLT Line Management and GB minutes</i> <i>Facilities Team Planning & Minutes</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the headteacher and his nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and, 5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised 	

to be on the school premises and when they are engaged in authorised school activities elsewhere.

Health and safety risks arising from work activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by: Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.	<i>Mrs Lynne Jepson, Facilities Manager, Mr Chris McMaster, Facilities Assistant Mrs Lynne Jepson, Facilities Manager, Mr Chris McMaster, Facilities Assistant</i>
The significant findings of risk assessments will be reported to:	<i>Mr Paul Livesley, Headteacher Mrs Jan Marshall, SBM Mrs Linda Bennet, COG</i>
Action required to remove/control risks will be approved by:	<i>Mr Paul Livesley, Mrs Jan Marshall, GB committee as appropriate</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Mrs Lynne Jepson, Facilities Manager Mr Chris McMaster, Facilities Assistant</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Mrs Jan Marshall, SBM</i>
Risk assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:	<i>Mr Chris McMaster, Facilities Assistant Mrs Lynne Jepson, Facilities Manager</i>

School's Commitment

To meet the requirements of this Policy Statement, the headteacher/governing body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health and safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements within the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will:

- make health and safety procedures and documentation available for inspection upon request
- regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Mr Chris Anderson</i>
Consultation with employees is provided via:	<i>Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, continuous liaison with department managers regarding health & safety – see workplace inspection form</i>

Safety Representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety representatives' functions are to:

- investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents;
- make representations to the headteacher/governing body on the above investigations, and on general matters affecting the health and safety of the employees they represent;
- regularly inspect the workplace;
- represent employees in dealings with health and safety inspectors; and,
- attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Head of Departments for practical subjects, e.g. PE, Science, Technology Mrs Lynne Jepson, Facilities Manager</i>
Responsible person(s) for ensuring effective maintenance arrangements are in place:	<i>Mr Chris McMaster, Facilities Assistant Mrs Lynne Jepson, Facilities Manager</i>
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Mr Chris McMaster, Facilities Assistant Mrs Lynne Jepson, Facilities Manager</i>
Any problems found with equipment should be reported to:	<i>In the first instance Head of Department for practical subjects and Mr Chris McMaster, Facilities Assistant or Mrs Lynne Jepson, Facilities Manager</i>
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Mr Chris McMaster, Facilities Assistant Mrs Lynne Jepson, Facilities Manager</i>

Information, instruction and supervision

<p>The Health and Safety Law poster is displayed at:</p> <p>Note: It is a legal requirement to display the Health and Safety Law Poster in a prominent position in each workplace eg in the school's reception area, or to give employees a copy of the Health and Safety Law leaflet.</p>	<p><i>Reception Staffroom Kitchens Technology workroom Science prep-room</i></p>
<p>Health and safety advice is available from:</p>	<p><i>Mrs Lynne Jepson, Facilities Manager LCC designated person</i></p>
<p>Induction, supervision of trainees/work placements etc will be arranged/undertaken/monitored by:</p>	<p><i>Mrs Jan Marshall, SBM</i></p>

Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Job specific health and safety training will also be provided if needed to achieve the required competency. Training arrangements will include regular refresher training where appropriate. Write down your arrangements for training here, including arrangements for record keeping.

<p>Induction training will be arranged/undertaken for all employees by:</p>	<p><i>Mrs Jan Marshall, SBM</i></p>
<p>Job specific training will be provided by:</p>	<p><i>Mrs Jan Marshall, SBM Head of Department</i></p>
<p>Jobs requiring specific health and safety training are:</p>	<p><i>List the training and method of provision e.g. Asbestos Inspection & Awareness – H&S Team, eLearning & on-the-job training Legionella & Water Monitoring – H&S Team , eLearning & on-the-job training COSHH – H&S Team, eLearning & on-the-job training Management of Contractors – H&S Team, eLearning & on-the-job training DSE – H&S Team, eLearning & on-the-job training</i></p>

	<i>Working at Height – H&S eLearning & on-the-job training Manual Handling of people - H&S Team & on-the-job training These will be achieved via eLearning/on the job training.</i>
Training records are kept by:	<i>Mrs Jan Marshall, SBM Mrs Lynne Jepson, Facilities Manager</i>
Training will be identified, arranged and monitored by:	<i>Mrs Jan Marshall, SBM Mrs Lynne Jepson, Facilities Manager</i>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- ensure there are adequate arrangements in place for the reporting, recording and investigation of incidents and accidents;
- ensure there are adequate arrangements in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations;
- provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities;
- ensure there are adequate arrangements in place to provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of their work activities.

The first aid box(es) is/are available:	<i>Staffroom PE Technology – food room JM office Learning Support Lower level staffroom Minibus Front entrance SC office MC office DG office AMC office DN office</i>
The first aider(s) and appointed person(s) is/are:	<i>Displayed on posters around whole school. Updated by LJ post training.</i>

All accidents and cases of work-related ill health are to be reported to:	<i>Mrs Jan Marshall, SBM Designation</i>
Health surveillance is required for employees doing the following jobs within the school:	<i>*eg CDT Assistant with a history of chest problems</i>
Health surveillance will be arranged by:	<i>Mrs Jan Marshall, SBM</i>
Health surveillance/records will be kept by/at:	<i>Jan Marshall, SBM Personnel file</i>

Performance monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will conduct workplace inspections. These are carried out by:	<i>Mr Chris McMaster, Facilities Assistant, Mrs Lynne Jepson, Facilities Manager – workplace inspection form</i>
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	<i>Mr Chris McMaster, Facilities Assistant Mrs Lynne Jepson, Facilities Manager</i>
Responsible person(s) for investigating accidents eg road traffic accidents, slips, trips and/or falls etc before requesting assistance from the Health, Safety and Quality team if necessary:	<i>Mrs Lynne Jepson, Facilities Manager Mrs Jan Marshall, SBM Mr Paul Livesley, Headteacher</i>
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Mrs Jan Marshall, SBM</i>
Responsible person(s) for acting on investigation findings to prevent recurrences:	<i>Mrs Lynne Jepson, Facilities Manager – premises Mrs Jan Marshall, SBM – sickness absence</i>

Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<p><i>Mrs Lynne Jepson, Facilities Manager – premises</i></p> <p><i>Mrs Jan Marshall, SBM – sickness absence</i></p>
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Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<p><i>Mrs Jan Marshall, SBM</i> <i>Mrs Lynne Jepson, Facilities Manager</i></p>
Escape routes are checked by/every:	<p><i>Mr Chris McMaster, Facilities Assistant frequency: every month</i></p>
Fire extinguishers are maintained and checked by/every:	<p><i>Mr Chris McMaster, Facilities Assistant – monthly visual check</i></p> <p><i>Frequency: annual maintenance through BECON, currently WalkerFire</i></p>
Alarms are tested by/every:	<p><i>Mrs Lynne Jepson / Mr Andrew Riley - weekly, see Fire Log Alarm system – annual check through BECON – arranged through LJ with EFT Systems</i></p>
The emergency evacuation procedure is tested by/every:	<p><i>Termly through fire drill test with whole school.</i> <i>Records held in Fire Log Book</i></p>
Responsibility for ensuring arrangements are in place to deal with other emergency situations eg bomb threat, flood, etc. rests with:	<p><i>Mrs Jan Marshall, SBM</i></p> <p><i>Mrs Lynne Jepson, Facilities Manager</i></p>

Table of occupational health and safety topics/activities that apply

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Accident reporting, recording and investigation	√	<ul style="list-style-type: none"> • H&S Policy • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies • Incident Book • Staff Induction
Asbestos management plan	√	<ul style="list-style-type: none"> • PAMS • Premises OneNote • Asbestos File
Bodily fluids (urine; blood; faeces; vomit) and biological agents	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies • First Aid Practice
Cleaning/caretaking tasks	√	<ul style="list-style-type: none"> • Risk Assessment 1 2 3 4 • Cleaning - out sourced to Andron
Control of contractors	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment - Contractors Induction • Exit from site form
Control of substances hazardous to health (COSHH)	√	<ul style="list-style-type: none"> • Premises OneNote • Andron – file kept in cleaners office • Shorrock Tri-Chem • Science Dept - CLEAPSS hazcards • DT Dept - CLEAPS • Kitchen – folder in kitchen office

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Disability access (health and safety implications)	√	<ul style="list-style-type: none"> • V:\Policies and Documents\School Policies\Health & Safety\Policies – Single Equalities Policy • Risk Assessment – Personnel File held by Jan Marshall • Premises OneNote
Display screen equipment and eye tests	√	<ul style="list-style-type: none"> • eLearning in V:\eLearning • Premises OneNote Risk Assessment • H&S Training Log • Staff Induction
Driving at work	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety • H&S Training Log
Electrical safety, for example, installations, PAT tests, visual checks, local policy on bringing electrical items into school etc	√	<ul style="list-style-type: none"> • Premises OneNote • PAMS - Statement of Compliance (PAT and FAT)
Emergency procedures other than fire, for example flood, services failure	√	<ul style="list-style-type: none"> • Premises OneNote School Emergency Plan copied to V:\Policies and Documents\School Policies\Health & Safety
Extended school and community use	√	<ul style="list-style-type: none"> • Premises OneNote Lettings Policy copied to V:\Policies and Documents\School Policies\Finance
Finger traps (internal and external)	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Fire safety	√	<ul style="list-style-type: none"> • Premises OneNote copied to V:\Policies and Documents\School Policies • V:\eLearning\Health & Safety • Training Log • Health & Safety notice boards • Displayed in workspaces
First aid	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies • Health & Safety notice boards • Displayed in workspaces
Gas safety, for example, installations, servicing, tests, visual checks, local policy on use of gas items in school etc	√	<ul style="list-style-type: none"> • Statement of compliance • Premises OneNote
Health and safety induction (a checklist is available on the health safety and quality website)	√	<ul style="list-style-type: none"> • Premises OneNote, • New starter staff induction procedures (JM personnel folder)
Infection control, including needles and needlestick injuries	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies
Lettings to non-school groups	√	<ul style="list-style-type: none"> • Premises OneNote Lettings Policy copied to V:\Policies and Documents\School Policies\Finance
Manual handling	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and • Documents\School Policies\Health & Safety\General Risk Assessments

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Minibuses	√	<ul style="list-style-type: none"> • V:\eLearning\Health & Safety Training Log • Premises OneNote Minibus Policy, copied to V:\Policies and Documents\School Policies\Health & Safety\Policies
Mobile phones (the use of)	√	<ul style="list-style-type: none"> • Student ban during school day • School Behaviour Policy • V:\Policies and Documents\School Policies\Students\School Behaviour Policy
Personal safety including lone working and violence and aggression	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment, Facilities Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety\General Risk Assessments • V:\eLearning\Health & Safety Training Log
Play equipment installations inspections	√	<ul style="list-style-type: none"> • Premises OneNote Playsound Services Ltd.
Playgrounds and external areas	√	<ul style="list-style-type: none"> • Daily school opening & lock up, • Premises OneNote Opening & lock up defect log • Health & Safety Inspection
Ponds and water features	√	<ul style="list-style-type: none"> • No access to pupils/locked door • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety\General Risk Assessments
Premises management (see premises management guidance on the Health, Safety and Quality team's website)	√	<ul style="list-style-type: none"> • PAMS Statement of Compliance

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Pupil moving and handling (special needs)	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment if appropriate, • Learning Support
Pregnant employees and nursing mothers	√	<ul style="list-style-type: none"> • Health & Safety Procedures, • Premises OneNote Risk Assessment • Personnel Records (JM)
Reporting of health and safety concerns/faults	√	<ul style="list-style-type: none"> • Opening & lock up defect log • Walkie talkie response • Anonymous reporting via Health & Safety box in the staffroom, • Spiceworks Helpdesk • Staff induction • Premises OneNote Health & Safety Management Inspection • Dept lead H&S inspection meeting
Severe weather including winter gritting	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety\General Risk Assessments
Shared use of buildings	N/A	
Sharps, for example, broken glass in the school building or external grounds	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety\General Risk Assessments

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Stress	√	<ul style="list-style-type: none"> • Premises OneNote School Policy, copied to V:\Policies and Documents\School Policies\Staff • V:\eLearning\Health & Safety • Training Log
Swimming pools	N/A	
Transport safety/vehicle movement – arrangements for vehicle movement, car parking and vehicle/pedestrian segregation on site	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment copied to V:\Policies and Documents\School Policies\Health & Safety\General Risk Assessments
Visitor and volunteers' safety	√	<ul style="list-style-type: none"> • Premises OneNote Visitor Policy copied to V:\Policies and Documents\School Policies\Health & Safety\Policies • Inventory
Waste storage and disposal	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment
Water hygiene (Legionella, lead etc) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	√	<ul style="list-style-type: none"> • Policy & Procedures, • Legionella File – Facilities Office • Statement of Compliance PAMS • Training Log
Work equipment and machinery	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessments copied to V:\Policies and Documents\School Policies\Health & Safety\General Risk Assessments • Work Equipment Checklist

Occupational health and safety topic/activity (Note: This is not a comprehensive list. Please add any further topics/activities relevant to your school.) Information and guidance is available on the Health, Safety and Quality team website :	Applicable (√)	Details of where information about the school's arrangements can be found
Working at height – ladders, access equipment etc	√	<ul style="list-style-type: none"> • Premises OneNote Risk Assessment 1 2 3, 4 copied to V:\Policies and Documents\School Policies
Workplace inspection (internal and external)	√	<ul style="list-style-type: none"> • Annual Risk Assessment, V drive/ Health & Safety, • Facilities Assistant Records