

Working at Height

Date	Review Date	Coordinator	Nominated Governor
14/05/2014	15/05/2015	Daniel Duncalf	Derek Vitali

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Work at Height Regulations 2005
- Work at Height (Amendment) Regulations 2007
- School Premises (England) Regulations 2012

We believe working at height includes working on ladders, platforms, trap hatches, roofs or any other position that could result in a person falling. We are aware that it is our duty to manage the “workplace” in order to ensure the general health, safety and welfare of school personnel and others by undertaking suitable and sufficient risk assessments in order to assess and manage the risks that school personnel and others may be exposed to especially when working at height.

The Working at Height Regulations 2005 was introduced to address the number of fatal and major injuries concerning falls from heights. The Regulations apply to all work at height activities where there is a risk of a fall liable to cause personal injury.

We try to avoid any activity that involves working at height and where this cannot be avoided we will ensure that the appropriate equipment is used in order to prevent anyone falling and injuring themselves or others.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To ensure the safety of school personnel, pupils and school visitors by reducing the risk of injuries caused by falls from height.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

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- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to ensure the health and safety of all school personnel;
- responsibility to have in place risk assessments related to working at height;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- try to avoid any activity that involves working at height and where this cannot be avoided will ensure that the appropriate equipment is used in order to prevent anyone falling and injuring themselves or others
- identify all work at height activities;
- try to reduce the number of work at height activities;
- undertake risk assessments on these activities;
- provide all equipment to work at height;
- undertake regular inspections of all equipment;
- keep a log of all inspections;
- ensure that everyone that needs to work at height is competent and well trained by a suitably qualified provider;
- provide a safe system of work;
- ensure that all contractors comply with this policy;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;

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- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- are instructed not to use chairs, tables, units or any other school furniture in order to gain height to reach display boards etc.;
- take reasonable care in the health and safety of themselves and others;
- comply with school health and safety instructions;
- ensure that their own health and safety or that of others is not put at risk when working at height;
- try to avoid working at height wherever possible;
- undertake training and guidance of how to work at height correctly;
- identify and report any necessary changes to the risk assessments on working at height;
- use any supplied equipment in accordance with the appropriate guidance and instructions given;
- report any faulty equipment;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Contractors

Contractors will:

- be made aware of this policy;
- try to avoid any activity that involves working at height and where this cannot be avoided will ensure that the appropriate equipment is used in order to prevent anyone falling and injuring themselves or others;

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- ensure that their own health and safety or that of others is not put at risk when working at height

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

Training

All school personnel that undertake activities that involve working at height will attend appropriate training that includes:

- risk management
- complying with health and safety instructions
- ensuring their own health and safety or that of others is not put at risk when working at height
- using any supplied equipment in accordance with the appropriate guidance and instructions given
- reporting faulty equipment

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

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Linked Policies

▪ Health & Safety	▪ Premises Manager
▪ Risk Assessment	▪ Workplace Environment
▪ Medical & First Aid	▪ Accidents and Emergencies
▪ Lone Workers	▪ Reporting of Injuries, Diseases and Dangerous Occurrences

Headteacher:		Date:	
Chair of Governing Body:		Date:	