St John's Primary School
Health and Safety Policy

Review Date: October 2016
Next Review due: October 2018 (biennial basis)

Persons responsible for review: Premises and Community committee for initial review, final sign of by full Governing Body

General Statement

The Health & Safety at Work Etc Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the schools' activities.

This policy supplements Newcastle City Council's health and safety policy statement.

All school staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

Chair of Governors
Mary Nicholls

Signed

Date

Head Teacher
Tracey Caffrey

Signed

Date

Organisation

1. The responsibilities of the governing body

    - Monitor and review health and safety issues through the discussions held with the Headteacher.
    - Ensure adequate resources for health and safety are available.
    - Provide plant, equipment and systems of work, which are safe, and without risks to health.
    - Make arrangements for handling, storage and transportation of articles and substances.
    - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
    - Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
    - Ensure sufficient funds are available to provide, as necessary, equipment to all staff employed in the school.

2. The responsibilities of the Head Teacher
    - Be responsible for the day-to-day implementation of school safety organisation and policy. Ensure that all staff fulfil their duties to co-operate with the policy.
    - Develop a culture of safety throughout the school.
    - Report to Governors on pertinent issues.
    - Report accidents and incidents of violence to the Governing Body and where relevant the local authority and other outside agencies
    - Formulate and co-ordinate safety procedures.
    - Ensure relevant staff members have access to appropriate training.
    - Liaise with outside agencies to offer expert advice
    - Ensure that all staff fulfil their duties to co-operation with health and safety policy and guidelines
    - Report to SBM/ caretaker and governing body on any issues regarding health and safety that are brought to her attention
    - Ensure all adults coming into contact with children are prohibition list checked as a minimum and DBS enhanced disclosure has been sought for those adults who work with children directly.

3. The responsibilities of the school business manager/caretaker
    - Review first aid, fire/evacuation and risk assessment procedures with relevant staff on an annual basis and where necessary report back to the governing body
    - Ensure that they are familiar with the school's health and safety policy
    - Meet regularly with the head teacher and the Premises Sub committee of the Governing Body to conduct site checks and discuss any issues relating to Health and Safety
    - Ensure that all cleaning staff are aware of any implications relating to Health and Safety as it affects their work activities e.g. safe storage and use of equipment, materials and substances

- Report to the head Teacher any defects of hazards that are brought to their attention
- Inform the head teacher and any other relevant people whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- Ensure that means of access and exits are safe for use
- Ensure that all equipment that is made available is safe and that hirers are fully aware of how to use any such equipment safely
- Ensure that fire exits are clearly marked
- Ensure that hirers are briefed about the location of telephones, fire escape routes, fire alarms, fire fighting equipment and first aid supplies
- Make arrangements for checking the security and conditions of the premises and equipment used

4. The responsibilities of all staff
   - Ensure that they have read the health and safety policy
   - Fully support health and safety arrangements
   - Take reasonable care of their own health and safety and that of others who may be affected by their actions.
   - Report any defects and hazards to the SBM or caretaker.
   - Not interfere with any health and safety provisions
   - Report and complete 'Accident / Incident / Violence' form, available from the School Office, in the event of a significant accident, incident or near miss of violence.
   - Comply with this policy, risk assessment and instruction provided by the Headteacher
   - Promote healthy and safe practices within their classrooms
   - Exercise effective supervision over those for whom they are responsible, including pupils
   - Ensure that as far as practicable, that pupils use tools and equipment safely and that these meet the accepted safety standards.
   - Report any concerns of abuse of pupils to the head Teacher/the child Protection Officer
   - Complete appropriate accident/incident documentation
   - Keep all relevant people updated with regard to any pupils specific medical needs
   - Co-ordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advice to all other members of staff
   - All staff should question any unfamiliar people that may be seen on school premises and direct them to the office to allow them to follow procedures for signing in. Any such incident should be reported to the Head teacher as soon as is practical.

5. All pupils are expected, within their expertise and ability, to:
   - Exercise personal responsibility for the safety of themselves and their fellow pupils
   - Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)

- Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

IT IS THE RESPONSIBILITY OF THE HEAD TEACHER AND STAFF TO ENSURE PUPILS ARE AWARE OF THESE RESPONSIBILITIES THROUGH DIRECT INSTRUCTION, NOTICES AND THE SCHOOL PROSPECTUS

Arrangements
All staff should be aware of the following arrangements: -

1. **Fire safety arrangements**

Please see the fire safety file held in the administration office. This contains the fire evacuation plan, any individual plans as required, risk assessments and equipment check information.

The fire risk assessment carried out by the LA is to be kept up to date.
The SBM will ensure that the fire precautions provided remain effective, and the required checks/tests on the fire safety hardware are carried out at the correct intervals identified in the fire precautions log book.

The Headteacher/SBM will ensure that fire drills are carried out each term, with records kept.

2. **Managing asbestos**

A full asbestos plan is available in the H&S file held in the administration office. Checks are carried out on an annual basis by local authority approved contractors purchased through SLA. All records are kept up to date.

3. **Managing the risk of legionella**

A full risk assessment is available in the H&S file held in the administration office. All actions reported by the LA approved contractor are acted upon immediately.

4. **Risk assessments**

The Headteacher will ensure suitable & sufficient Risk Assessments are in place for the activities the school undertakes. These risk assessments shall be reviewed on an annual basis or as and when necessary to reflect any significant changes. Staff will undertake risk assessments for areas/activities within their control and discuss these with the Headteacher.

5. **First Aid**

The Headteacher is responsible for ensuring that there are adequate numbers of qualified First Aiders. Posters showing the names and pictures of all first aiders are displayed throughout school.

6. **Reporting procedures for accidents, incidents and dangerous occurrences**

Any pupil complaining of illness or who has been injured is sent to the qualified First Aiders to examine and, where appropriate, administer treatment. Unless an accident has occurred that requires treatment in situ. All accidents, incidents, ailments and treatment are reported in the appropriate report book/form available from the school office.
All accidents will be recorded on the council's accident report form and copies sent to the Health & safety section.

7. School security

School security arrangements are managed through the local authority. There are three key holders for the whole school site:
Head Teacher
SBM
Caretaker

The school buildings are alarmed, the alarms are monitored by ADT through a local authority service level agreement.

Apart from the main entrance, all access gates are locked during the school day. Access is via an intercom system at the main door. All visitors must sign in at reception and are given a visitor badge.

8. Working at height

It is not expected that any member of staff will work at significant height. For display work the school has provided low level safety steps which must be used. The local authority guidance is attached as an appendix to this document.

9. Medications

See separate Medicines and Supporting pupils with medical conditions policies

10. Vehicle safety within school premises

The following are have been implemented within the school premises:

- Separate route for pedestrian and vehicles by the provision of adequate pavements, where necessary.
- Restricting vehicle movement to times outside those periods when considerable pupil movement takes place e.g. at the start and end of the day and during lunch breaks. Where this is not practical appropriate warning notices are posted at the entry to grounds prohibiting commercial traffic movement during periods when pupils will be in the area and the restrictions are actively enforced.
- Good visibility.
- Avoidance of reversing, where possible.
- Adequate speed restrictions by the use of signage.

11. Educational visits

The Headteacher will appoint an educational visit co-ordinator; all visits and trips away from the school site must have a specific risk assessment which will be submitted in accordance with the online Educational Visit Advisory Service. The Headteacher will ensure that the guidance contained in ‘Safety in Educational Visits and School Journeys’ is followed. Please see separate Educational visit policy.

12. PE equipment

Play equipment complies with relevant BS/EN standards, is safely set up and supervised, and is maintained in a safe condition. Manufacturer's guidance is followed. Inspection arrangements are in place, appropriate to the risks and type of equipment involved. The principles of an inspection regime are:

- Frequent inspections must be carried out by employees to ensure there is no physical damage or deterioration.
- Annual inspections by a trained and competent inspector.

13. Managing chemicals

The local authority is responsible for providing a COSHH assessment for hazardous substances in school, compiling and maintaining a list giving details of these substances. All substances used should be used in accordance to supplier's instructions and the Headteacher will monitor this.

14. Portable appliance testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. All alterations to electrical equipment should only be made by a qualified electrician. When a fault is suspected, the Head Teacher should be informed and action will be taken to have the item removed from use and inspected

15. Selecting and managing contractors

The SBM will ensure that all works planned are organised with Contractors who compile with the school's permit to work procedure. Onsite meetings and planning will be carried out for any works. The Headteacher/SBM will closely liaise with existing contractors to ensure that any work carried out by/on behalf of the contractor is also planned and organised in a safe manner.

16. Manual handling

Pupils, staff and any other supervising adults should only lift objects within their own individual capability. All staff will complete online manual handling training provided by Safesmart

17. Plant and Equipment

The Headteacher is responsible for ensuring that all plant and equipment are appropriate for school use and are inspected following manufacturer guidance. A maintenance regime will be undertaken by Hillstar and monitored by the Headteacher to ensure all requirements are met.

Procedures

For ensuring involvement of all members of the school community involve:

1 regular review of health and safety issues through staff meetings, open to all members of staff, Governor Sub-Committee Premises Meetings and house captains' meetings
2 training for midday supervisors
3 governor training
4 open debate about health and safety issues at full governor' meetings.

For providing children with opportunities to discuss health and safety issues:

1 Personal and Social Education discussions designed to promote mutual respect, self-discipline and social responsibility
2 the compilation of a set of rules to begin the school year by each class at the beginning of the autumn Term
3 assemblies when a variety of issues pertaining to health and safety are discussed
4 general rules which are contributed to by teachers and children through their House Captains.

For Accident, Prevention, Reporting and Investigation include:

1 vigilance by all staff and children to spot potential causes of accidents and take action to prevent these whenever possible
2 promptness in reporting any potential hazard using the appropriate form
3 immediate response to such reports involving investigation and rectification of the hazard
4 reporting all accidents to the Headteacher by completing the correct accident form
5 keeping a note of all accidents, the administration of medicines and inhalers in specific school books/forms
6 notifying parents as soon as possible in the case of accidents to children
7 prompt investigation of all accidents by the Headteacher or SBM in order to establish the cause and adopt remedial measures.
8 Annually update the risk assessments for the areas of responsibility in school.

For First Aid Provision include:

1 the use of hygienic first aid practices by all staff. This means that disposable gloves should be worn at all times when dealing with first aid and changing children who have vomited or soiled/wet themselves
2 the presence of trained first aiders in the school at all times
3 the provision of a fully stocked first aid box in the Deputy Head's Office and Early Years, which is regularly checked
4 summoning of an ambulance where necessary by the Administrative Officer or any responsible member of staff. If the school is unable to

contact a parent or nominated contact, a member of the school staff must accompany the child to hospital and wait there until the arrival of a parent.

For Infection Control

1. Promote good hygiene at all times
2. Take advice from School Health

   If there is an infection break out current Health Protection Agency guidelines will be followed.

For ensuring Road and Metro Safety include:

1 regular visits from Road Safety Officers and visits to Safetyworks. In addition, all Year 4/5 pupils have the chance to carry out cycling proficiency training in the Summer Term.

For ensuring personal Hygiene include:

1 encouragement of high standards of personal hygiene for staff and children. This involves teaching all children to wash their hands after using the toilet and the and the provision and maintenance of suitable facilities for this e.g., paper towels and soap
2 the provision of sanitary disposal equipment in the Ladies Toilets and KS2 girls' toilet, which is regularly serviced by an external contractor.

For ensuring Playground Safety include:

1 conscientious supervision of playgrounds involving two staff for playground areas and dinner supervisors at lunchtime. If only one class is outside during break time, then only one member of staff is required for supervision.
2 regular inspection of the playground/grassed areas to ensure that any dangers are removed promptly
3 school rules about playground behaviour designed to maximize playground safety.

For ensuring Safety within the Curriculum include:

1 training children to use tools and other equipment safely and properly
2 warning staff that scissors with points should never be used by any child
3 teaching children about the dangers of pointed pencils and ensuring the safe use of compasses.

For ensuring a Safe Physical Environment include:

1 regular inspection of the whole school by the Business Manager and Caretaker. Regular walks about the school are undertaken by members of the Premises and Community Sub-Committee by the Governors
2 a No-Smoking Policy (including e-cigarettes) in all areas of the school,

advertised by the posting of notices

3 a No Dogs Policy in all areas of the school (with the exception of guide dogs)

4 provision of the correct sized furniture for pupils. Storage of materials at an appropriate height for the user as far as is practicable

5 teaching children to dispose of litter correctly and the regular emptying of bins by the Caretaker

6 any weed killers must be used only in school holidays and only if safely dispersed before children resume school

7 a variety of security measures including outdoor microphone restricted access, panic buttons and outside security lighting

8 The work of the Caretaker who is responsible for the maintenance of the premises and who responds rapidly to rectify damage.

For sharing health & safety related information:

1. All health & safety related policies will be published on the school website.

Appendix One

First Aid procedures

As stated in the main part of this Policy, there are a number of trained first aiders in school.

Serious accidents are always dealt with at once. Parents are informed of accidents immediately if they are serious, less serious accidents are reported to parents at home time.

During lesson times and lunchtimes any first aider treats children with accidents or illnesses. More serious accidents or illnesses are brought to the attention of the Headteacher or Deputy Headteacher.

The First Aid Box should contain, as a minimum:
First aid guidance leaflet
Contents list
Disposable gloves
Resuscitation face shield
Water resistant plasters
Medium sterile dressing
Large sterile dressing
Eye pad sterile dressing
Finger sterile dressing
Burns dressing
Triangular bandage
Conforming bandage
Alcohol free moist cleansing wipes
Safety pins
Adhesive tape
Foil blanket
Sterile eye wash
Scissors

With the increase in hepatitis and HIV, it is essential that disposable gloves are used by anyone who deals with a bad cut, or a sick child as infection can be caught from body fluids. These gloves should only be used once and then, together with soiled dressings, placed in bags, which can be sealed and disposed of in the correct bins provided.

The common playground accidents

Bumps: Bathe with cold water or apply a cold compress-if ice is used, it should not be put directly onto the skin but in a cover and calm the child down. If it is a bad bump on the head or if a child is sick, dizzy or loses consciousness, even for a very short time, a doctor should see the child. Take to Accident and Emergency Department of the local hospital (dial 999 if necessary). Always contact the parent and ask them to meet you at the hospital, as many hospitals will not treat the child without parental consent.

Cuts and Grazes: Wash with water. Dry well and cover with a plaster or non- allergic dressing only if necessary.

Stings: Many children panic if a wasp or bee comes too close to them. By waving their

arms about and screaming they are almost certain to be stung. Wasps to do not leave the sting in the wound. Bee strings can be removed with tweezers.
Observe the child for a time to check that they do not have an allergic reaction.

Splinters: These can be removed with tweezers. Then wash well and apply a plaster only if necessary.

Nose Bleed: Sit child up and let them hold bridge of their nose fairly tightly. Do not let them blow their nose or bleeding will recommence.

If nosebleeds do not stop after treatment or they reoccur almost immediately, then a parent may need to be contacted, as medical treatment is sometimes needed.

A possible fracture: Immobilise limb as far as possible with triangular bandage and take to hospital. (Dial 999 for ambulance if necessary). Do not try to move the limb. Get help in moving the child if it is safe to do so.
If there is any doubt about moving the child, leave him/her where they are and summon immediate help. It can be extremely dangerous to move spinal injuries. Reassure child until help arrives (Once again, dial 999 immediately).

Swallowing something poisonous: Remember many dangerous substances can do damage coming back up again so beware of using an emetic. Call an ambulance.

Allergies: there seems to be many more children now, who are allergic to certain foods such as peanuts. No one may be aware of this until the child comes into contact with this food for the first time, which may be in school. The child becomes red and swelling can appear, often followed by breathing difficulties which can be fatal if not dealt with quickly. The child may have an inhaler or a syringe loaded with adrenaline if he/she has had such an attack before. If not, dial 999 or take to A&E department of local hospital quickly. The same allergic reaction may occur with such things as bee stings. Treatment is the same for any serious allergic reaction.
N.B. Children may also be allergic to Elastoplast. Always ask the child before applying a plaster to a wound etc.

Asthma Attacks: it will usually be known if a child is asthmatic and the child will have an inhaler in school for his/her use. Calm the child down and don't panic yourself. Use the inhaler as directed. If no inhaler is available and/or it is serious attack, get the child to a doctor or hospital quickly. Children are encouraged to carry their own inhalers or if too big they can be kept in the Deputy Head Teacher's Office.
Do not panic if another child uses someone else's inhaler; they are unlikely to suffer any harm. It is, however, school policy to explain to pupils with inhalers that they are for personal use only and are not to be shared around with others! Non-prescription inhalers are available from the deputy head's office.

Medication: if a child has to have regular medication the parents can be asked to come in to administer it.
Please see the medication policy for more detail.

Appendix Two

Corporate Health and Safety Code of Practice	Newcastle City Council
The safe use of stepladders	
Distribution: All employees who use or inspect stepladders. All employees who manage or supervise the purchase, hire, use, storage or transport of stepladders.	

Please note:

- Managers should also refer to the corporate codes of practice 'Managing Work at Heights Safely' (K30) and 'Managing Work at Low Level Heights in Offices and Similar Lower Risk Work Environments' (K68) as applicable.
- There is a separate corporate health and safety code of practice on the use of ladders: - 'The Safe Use of Ladders' (K13).
- There is a code of practice covering the inspection of this type of equipment: 'Periodic Recorded Inspections of Ladders, Stepladders, Trestles, Roof Ladders, Podium Steps etc (K14)

These codes and other information on working at height are available on the corporate Health and Safety Management intranet site.

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1. Managers/supervisors actions

Managers and Supervisors should ensure that:

- This code of practice is issued to all employees who use stepladders.
- That employees who use step ladders receive the appropriate level of training or instruction (see Section 5).
- That the standards and good practice outlined in this code (including recorded stepladder inspections) are applied in the workplace.

2. Introduction and legal requirements

Stepladders are a useful means of access for carrying out light or short duration work. However, incorrect use or poor maintenance can lead to falls from height and other serious accidents. Following the advice in this code should minimise the chance of these serious accidents occurring.

The Work at Heights Regulations require employers to assess work at heights and apply a 'hierarchy of controls':

- **Avoid** work at heights where possible
  (e.g. by carrying out window cleaning from ground level using a reach system)

  If this can't be done:

- **Prevent** falls by using an existing safe place of work (e.g. an already guarded roof deck) or by using appropriate equipment. (e.g. a tower scaffold with fixed guard rails).

  If this can't be done:

- **Minimise** the distance and consequences of a fall by using equipment or other measures.(e.g. by providing fall nets)

This means that, where practical, alternatives to stepladders such as podium type steps (i.e. steps incorporating an edge protected platform) or mobile access platforms should be used. This is particularly in the case of heavier or long duration work. Please see Section 7/figs 3 for examples of alternatives to ordinary stepladders. Manufacturer's instructions should be followed.

3. When stepladders can be used

- Stepladders should only be used for short duration work. Short duration work means in one position for a maximum of 30 minutes.
- Stepladders should only be used for light work. They are not suitable for heavy or strenuous work. Objects over 10kg in weight should only be carried up stepladders if the work has been justified by carrying out a specific risk assessment. Objects over 25kg in weight should never be carried up stepladders.
- When 'three points of contact' (hands and feet) can be maintained. A handhold must be available on the stepladder, If a handhold cannot be made available, then a specific risk assessment should be carried out to justify whether it is safe to carry out the specific task.
- The regulations also permit the use of stepladders in low risk work where the use of safer equipment is not possible because of existing features on site which cannot be altered.

Always consider whether safer alternatives to ordinary stepladders might be practical – see Section 7/figs 3 for examples.

4. Inspections of stepladders

Before each use, the user should **visually check** the stepladders for any obvious damage or defects. Faults should be reported and the stepladders taken out of use. Examples of typical things to look for include:

- Missing, damaged or worn anti-slip feet.
- Contaminants such as mud, grease or oil.
- Cracks, severe dents, distortion, corrosion or other forms of damage.
- Missing or damaged fixtures such as screws/rivets, hinges or restraining clips, locks or hooks.

Stepladders should also be formally inspected at regular intervals and these inspections recorded. Stepladders must be uniquely identifiable for these inspections to be effective. Managers should ensure that such a system is in place. More information on implementing recorded inspections, including frequencies, can be found in the corporate code 'Periodic Recorded Inspection of Ladders, Stepladders, Trestles, Roof Ladders, Podium Steps etc' (K14).

5. Training and competence

Employees who use ladders should attend formal ladder training. Ladder training covers the use of both ladders and stepladders and may be delivered through in- house arrangements or through corporate Learning & Development. Managers should consider if there are any special training needs required; if so contact the health & safety section for advice. Employees who only use stepladders will tend to be those in lower risk occupations and will not require the full ladder training; however these employees still require instruction specifically on the safe use of stepladders. A manager should arrange for the corporate code of practice on the Safe Use of Stepladders to be issued to these employees and for an appropriate member of staff or a supervisor / manager to go through the safety measures it sets out. A retrievable record of this instruction, signed by the employee, should be kept.

6. Setting up and using stepladders safely

Setting up – Ensure that:

- You check the ladder before and after use for any defects. Faults should be reported and the stepladders taken out of use. Rungs contaminated with debris, grease or ice should be cleaned.
- All four legs of the stepladder are on a sound level surface and that boxes/bricks etc are not used to gain extra height.
- The stepladder restraint devices are fully opened and any locking devices engaged.
- If they are used in an area where there is vehicle movement they are protected with suitable barriers or cones. Also consider any other practical way of increasing safety – such as timing the work for less busy periods.
- The stepladders will not be struck by other hazards such as doors or windows. This might be done by securing the doors or windows where possible (not fire exits) or, where this is not possible, having a person stand guard. Where this is not practical, people should be informed, by the use of warning notices or otherwise, not to open the doors or windows.
- Never work within 6 m horizontally of any overhead power lines unless they have been made dead or protected with temporary insulation. Always use a non-conductive stepladder for any necessary live electrical work.
- The stepladders are set facing the work and not used in a way that causes a side loading unless they can be tied or secured. (see figs 1)
- That, if used outside, the weather conditions are suitable and there are no strong or gusting winds.

Using – Ensure that:

- You maintain a handhold whenever possible
- Only one person at a time uses the stepladder.
- You are wearing sensible footwear, and it is in good condition, and that the soles are not thick with mud or other slippery contaminants.
- You don't use stepladders if you are suffering from any medical condition that might make it unsafe – inform your manager.
- You don't deliberately throw or drop articles from stepladders.
- You don't use stepladders provided by other parties without checking with your manager first – the stepladders may not be appropriate for the work being carried, out or they may be defective.
- You don't try and move the stepladder while standing on it, or slide down the stiles when descending.
- You don't put a 'side loading' onto the stepladders or overreach – see Figs 1.
- You keep your knees below the top of the steps unless a suitable handrail is available (this generally means not using the top 2 or 3 steps depending on the type of ladder) – see Figs 2.
- You don't use stepladders as a means of gaining access to places at height unless they have been specifically designed for this purpose and are tied and secured.

Figs 1.



Incorrect – Steps side on to work activity.



Correct – Steps facing work activity

Figs 2





Keep Knees below the top of the stepladders – 2 or 3 steps from top depending on stepladder type.

7. Alternatives to ordinary stepladders

Examples of some safer alternative products – they should be used where it is practical to do so. Information on these and other products is readily available online. Manufacturer's instructions for the specific product must be followed.

Figs 3.

















8. Standards or classes of stepladders

There are different British or EN standards that apply:

- **Class 1** (Industrial Duty).
- **European Standard EN131** (Light Trade Duty) – this is equivalent to the old 'Class 2'.
- **Class 3** (Domestic Duty).

The higher the standard, the more robust and safe the stepladders are.

Class 3 or domestic grade stepladders should never be used by Council employees.

Council employees should generally use Class 1 stepladders unless they are used very occasionally for very light work in which case stepladders to the lower EN131 standard are acceptable. A few types of 'specialist' ladders may not strictly be covered by existing standards, but generally manufacturers will quote the above standards as 'equivalents'. Anything falling within a Class 3 'equivalent' should not be used.

9. Storing and transporting stepladders

Manufacturer's instructions should be followed regarding storage. Generally, stepladders should ideally be stored on racks with sufficient support to prevent sagging. stepladders should never be hung from a rung. They should be undercover and protected from damage. Timber stepladders should not be stored close to sources of excessive heat or damp.

During transport on vehicles, stepladders should be properly supported to avoid sagging. They should be securely tied to minimise the effects of road shock. Other equipment should be carefully loaded so that stepladders are not subject to impact or abrasion.

Footnote: If further advice is required on this code of practice, please contact the Health and Safety Section in Resources. Contact Details are available on the corporate Health and Safety Management intranet site.