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## HEALTH AND SAFETY POLICY

This policy is reviewed annually by the Provision Committee.

To be read in conjunction with but not limited to:

Local Emergency Procedures, Local risk assessments, Biological Hazard Policy & Procedures, Lone Working, Whistleblowing, PAT Testing Policy, Driving at Work & Minibus Policy and other relevant policies and procedures

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## HEALTH & SAFETY POLICY STATEMENT

SENDAT is fully committed to fulfilling their obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation. In furtherance of these objectives, SENDAT has nominated designated staff members at management level to be responsible for health and safety and arranged for the ongoing monitoring and review of Health & Safety arrangements. SENDAT has access to the relevant regulatory authorities where appropriate and is kept apprised of new Health & Safety and other relevant legislation. SENDAT views these arrangements as the minimum acceptable standards and will strive to continuously improve its overall health & safety performance.

Ultimate responsibility for Health & Safety lies with the CEO who, together with the board of directors, accept their statutory and common law duties in respect of death, injury and disease suffered by employees, students, contractors and visitors including the general public and any incidents arising from their activities.

SENDAT employees agree, as part of their contract of employment, to comply with their duties under the Health and Safety at Work Act 1974 and other relevant legislation. This includes taking responsibility for their own Health & Safety and that of others around them. They are obliged to co-operate with SENDAT to enable it to meet its obligations as employer under these Acts and other legislation. This includes reading and complying with SENDAT policies and procedures.

SENDAT will comply with its obligations towards its employees and others in order to provide a working environment that, so far as reasonably practicable, is safe and free of risks to Health and Safety to minimise the risks associated with its operations. This will include relevant information, training and guidance with the aim of ensuring a culture of health and safety.

SENDAT will ensure immediate and accurate reporting and analysis of all workplace Incidents and with a view to accident/incident prevention. Staff must follow the procedures to report and record incidents but also have responsibility to appraise themselves of work place risk assessments and the risk assessments for the young people they work with.

This policy statement will be appraised as necessary, but at intervals not exceeding two years.

Date: 16 January 2019

Lawrence Chapman, CEO

Neil Kellet, Chair of Directors



## **2 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH AND SAFETY**

School Staff and the Directors must work together to ensure health, safety and wellbeing objectives are achieved.

### **2.1 The Board of Directors as the employer**

In consultation with the CEO/Heads of School, the Directors will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety arrangements
- Periodically monitor and review the health and safety arrangements
- Periodically carry out H&S tours of the school on a termly basis
- Ensure that staff are advised about health and safety arrangements and requirements

### **2.2 The CEO/Headteacher as Responsible Manager**

The responsible manager for SENDAT is the CEO who will act to:

- Develop a safety culture throughout the schools/provisions
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of day to day management of the school
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health and safety responsibilities
- Update the Board of Directors as at every Provisions Meeting
- Produce, monitor and periodically review all health and safety policies and procedures.

### **2.3 Employees (all staff including volunteers)**

All employees within SENDAT and volunteers have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting SENDAT's health and safety arrangements
- Ensuring their own work remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised, for their own protection or the protection of those under supervision and others who may be affected by their actions
- Reporting safety concerns to their staff representative, line manager or appropriate person
- Reporting any incident that has led, or could have led, to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting in any way that may cause harm or ill health to others.



## **2.4 The Site Manager**

The Site Manager at each school is responsible for undertaking a wide range of typical duties and checks related to health and safety on behalf of and under the direction of the Chief Finance & Operations Officer (CFO). He/she is to work in accordance with risk assessments and on-site safe working practices.

The Site Manager will carry out, and record, regular Health & Safety tours of the school. The Site Manager will record his/her observations and ensure any urgent health and safety issues are dealt with immediately and other less urgent issues are dealt with as soon as possible.

Once a month the CFO or the CEO should accompany the Site Manager on his/her tour of the school.

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager (CEO/Heads of School). The *Legionella*-competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general *Legionella* management tasks are correctly completed and recorded in accordance with legislative requirements. He/She will report any concerns immediately to the responsible manager (CEO/Heads of School) or the CFO, which may affect the health and safety of staff and/or students.

## **2.5 Health and Safety Officer**

The CFO will represent the staff with regard to their health and safety at work. He/she is expected to promote a positive safety culture throughout the premises and carry out health and safety duties appropriate to the role in accordance with current guidance and legislative requirements.

## **2.6 Heads of Department (Teaching and Support Teams)**

Heads of Department are responsible for the day to day management of health and safety within their own department, acting on behalf of the CEO/Head of School. They will ensure that their staff members are provided with adequate safety information and they will manage all integral and specific risks related to their department's functions. They will ensure that their department complies with overall school policies and procedures; that all activities are periodically risk assessed; that periodic inspections are carried out; and that necessary controls are implemented.

## **2.7 Health and Safety is a delegated responsibility of the Directors' Provision Committee**

In addition to Directors, the CFO is a member of the Provision Committee. The Committee will meet three times a year, and at any other time if there is an urgent matter requiring its attention. Health & Safety is a standard agenda item for committee meetings where the CEO or CFO will report on accidents/incidents and near misses.

The Committee will report to the Full Board and will provide it with Minutes of its meetings.

# **3 ARRANGEMENTS**

## **3.1 Accident/Incident Reporting and Investigation**

Any incident or accident or injury involving staff, pupils, visitors or contractors is to be reported and recorded in the School's Accident Report Book held in the offices on all sites. In certain situations a serious incident must be reported to the Health and Safety Executive. The CFO must



be informed of all incidents for advice and guidance on reporting levels. The circumstances behind incidents, accidents and near-misses will be thoroughly investigated and reported to the Provision Committee. The aim is to put measures in place to avoid, as far as possible, recurrence of any accident or incident.

Noting the stipulations in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 certain accidents must also be reported to the Health and Safety Executive. Guidance will be available at <http://www.hse.gov.uk/>.

### **3.2 Accidents (Minor)**

Minor accidents to students and staff are to be recorded in the Accident/First Aid log or near miss book as applicable and kept in the main admin offices at each SENDAT site.

### **3.3 Asbestos Management**

Each school maintains an Asbestos register and management report. This identifies the nature of the asbestos, its location and condition. All contractors should be shown the asbestos register and management report and should sign to indicate they have been shown it.

### **3.4 Child Protection**

Arrangements for Child Protection are set out in the school policy for safeguarding children.

### **3.5 Community User/Lettings/Extended Services**

The CFO will ensure that

- All hirers operate under hire agreements
- A risk assessment for the activity is carried out by the hirer and a copy given to the school.
- The premises are safe for use and are inspected prior to and after each hire
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

### **3.6 Contractors**

- All contractors will be appropriately selected and be competent in terms of health and safety
- Method statements, risk assessments and copies of insurance will be obtained and scrutinised prior to any work commencing on site
- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site
- All contractors must sign in at reception and be made aware of the school's fire evacuation procedures. (The CFO and/or Site Manager may approve an alternative system of signing in for large works)
- The school's asbestos register must be checked by all contractors prior to any work commencing and they must sign the appropriate documentation
- The Site Manager will be responsible for the coordination of contractors' activities on site
- The CFO must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and visitors to the premises. Appropriate Risk assessments must be in place



- **Appropriate supervision of contractors will need to be determined dependent upon the nature of the work, levels of perceived risk and the length of time that the work will take to complete.**

### **3.7 Curriculum Activities**

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant heads of department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art and Drama as issued by CLEAPSS and other specialist advisory consultants including the Local Authority.

Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that the equipment and premises in their areas of the curriculum are maintained and managed safely following the appropriate guidance.

Heads of Department are responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the CEO/Headteacher for the application of the health and safety procedures and arrangements
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the management or removal of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc
- resolving health, safety and welfare problems or referring to their line manager any problems they are unable to resolve within the resources available to them
- ensuring that risk assessments are carried out when necessary, and reviewed on a regular basis, on the activities and equipment for which they are responsible
- ensuring that sufficient information, instruction, training and supervision is provided to staff and pupils to avoid hazards and to contribute positively to their own health and safety
- exercising effective supervision of pupils and knowing the emergency procedures in respect of fire, first aid and other emergencies, and how to carry them out.

### **3.8 Defective Equipment, Furniture and Classroom maintenance**

- Defects must be reported to the Site Manager or by using school email to caretaking
- **Defective equipment or furniture must be removed from use and quarantined immediately and it is to be clearly marked as faulty until it is repaired or disposed of.**

### **3.9 Display Screen Equipment**

All staff confirmed as DSE users should carry out a periodic self-assessment for their workstation. An easy to follow guide and checklist is available from the Site Manager

Every applicable workstation will be assessed by the Site Manager and then reviewed at intervals but not exceeding three years.

NB: only certain categories of staff are assessed as DSE users. For example the admin and finance team. Teachers and STAs are not categorised as DSE users as they do not have a desk bound role in school.



### 3.10 Electrical Equipment

The CEO/Head of school will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13 amp sockets are in use, only one plug per socket is permitted (i.e. no plugging of extension leads into extension leads)
- Equipment is not to be used if found defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected according to the designated inspection regime
- Equipment testing/inspection can only be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises or used unless its use has been approved by the CFO or Site Manager and it has been tested by an authorised tester

New equipment should be incorporated into the next available PAT test.

Any defective or suspect equipment must be removed from use and reported to the Site Manager, or CFO as soon as possible.

### 3.11 Emergency Procedures/Fire Evacuation/Lock Down

For a general emergency evacuation follow the local procedures detailed in the Emergency Evacuation Plan and Lock Down Procedures.

All staff will receive a copy of the Emergency Evacuation plan and lock Down Procedures as part of induction. When the procedure is updated a new version will be circulated to all staff.

### 3.12 Fire Safety

Each school carries out an annual fire risk assessment. This is used as the basis to determine any amendments to procedures, policies and also formulates an action plan for any remedial work required in the buildings.

The responsible manager/CEO/Head of school will ensure that:

- All staff complete fire safety training during their induction and periodically thereafter
- The Fire Procedures are readily available for all staff to read
- Fire safety notices are posted in key areas throughout the building close to fire points
- Evacuation routes and assembly points are clearly identified
- All staff are aware of and have read individual student PEEPS (Personal emergency evacuation plans) thereby ensuring they are aware of what is required to ensure the safe evacuation of each student.
- Staff members are made aware of their own responsibilities for knowing the location of fire alarm points and fire exits. They should also know the location of the assembly point in the event of a fire
- **The use of door wedges is specifically discouraged.** A door wedge can only be used temporarily while a room is occupied. Wedges must be removed and doors closed when room is empty. Failure to adopt this discipline will prevent the fire door doing its job and allow a fire to spread.
- All staff are familiar with the flammable potential of materials and substances that they use and handle those substances accordingly
- The Fire Alarm is tested weekly and recorded in the premises fire log
- Emergency lights are tested monthly and records kept in the premises log
- Test fire evacuations are carried out once a term and recorded in the premises fire log
- Test fire evacuations for the residential department are held on a more regular basis to cover evacuations at different times for those who board at Priory and Chalk Hill Schools



- Fire Marshalls are involved in a de-brief after every evacuation to determine any lessons to be learnt

### **3.13 First Aid & Medication**

Each school nominates one person as the nominated medical lead. This person is responsible for disseminating medical information to all staff and first aiders within the school. The medical lead will ensure that the first aid equipment and supplies available are in date and appropriate.

First Aid should be administered by first aid trained staff with valid certification.

Strict protocols are followed for the administering of medication to students as many of the students have medical needs that must be accounted for during each school day. The medical lead will coordinate the dissemination of detailed information in the form of Student Personal Care Plans that contain information and guidance on each student's medical needs and the protocols to follow. The medical lead will liaise with parents and other agencies to ensure the correct procedures are followed at all times.

### **3.14 Food Preparation Areas**

Only authorised staff members are allowed access to school kitchen areas.

Permission for access must be sought from the Catering Manager/Head Chef.

All catering staff members operate to the standards laid down in the Food Standards Act 1999 and follow the Food Standards Agency guidance.

Kitchens are inspected annually by the Environmental Health Inspectors who evaluate the standards, grade and report to the CEO/Head of School. Any remedial action required is acted upon without delay.

All kitchen staff are trained to operate machinery and equipment in a safe way with due regard to health and safety. Due to the nature of their work all kitchen staff are required to refresh their Health and Safety training on an annual basis using the school online training facility. Training includes lifting and handling, fire safety and general health and safety at work.

### **3.15 Gas equipment**

All equipment is regularly maintained and serviced by appropriately qualified contractors and records kept in the premises maintenance log. Members of staff operating Gas equipment are advised of the safety procedures they should adopt and in particular the science and kitchen staff are aware of the safety cut off valves to be used in an emergency.

### **3.16 General Equipment**

All general equipment requiring statutory inspection or testing onsite such as boilers; PE equipment; lift; electrical wiring etc is inspected on a regular basis by competent contractors.

### **3.17 Good Housekeeping**

Tidiness and cleanliness are essential in the promotion of good health and safety. The following must be adhered to:

All corridors and access ways to be kept clear of obstruction at all times

Fire exits must be kept clear of obstruction at all times

Store rooms must be kept tidy and items stacked safely with no shelves overloaded. Floors should be kept clear, clean and dry to avoid any risk of slip or trip hazards. Rubbish and litter is cleared daily.



### **3.18 Hazardous Substances**

Hazardous substances are kept in a number of departments within the school and should be kept in secure and a signed storage location. All are documented with a COSHH assessment. No hazardous substances should be used without one.

Staff must ensure that adequate precautions are taken to prevent ill health in accordance with the COSHH assessment. A harmful substance should only be used by trained personnel using safe working practices and appropriate protective equipment.

### **3.19 Health and Safety Training**

All staff receive health and safety training as part of their induction. If their roles include working at height or lifting and handling then separate training will be arranged by the CFO or the Site Manager. The Site Manager works closely with the CFO and will conduct workstation assessments for those assessed as DSE users as well as carrying out face to face health and safety induction for all new members of staff. All members of staff receive refresher training covering fire procedures and health and safety at work on at least a triennial basis using an online training package, monitored and reviewed by the Deputy Head. The frequency of the training is linked to the nature and 'risk' associated with an individual's role.

### **3.20 Hirers**

Hirers of the premises and other third party users must report all incidents related to unsafe premises or SENDAT equipment to the member of staff on duty who should make notes and report as soon as practicable to the Site Manager or CFO who will investigate. Incidents related to the hirer's own organised activities are to be reported by them in line with their own operating/reporting procedures.

### **3.21 Inspections and Monitoring**

Daily working routines and staff awareness and reporting are expected to identify general safety concerns and issues. Building issues should be reported using email without delay.

The email to be used:

Priory School is: [caretaking@priory.sendat.academy](mailto:caretaking@priory.sendat.academy)

Stone Lodge is: [caretaking@stonelodge.sendat.academy](mailto:caretaking@stonelodge.sendat.academy)

Chalk Hill is: [caretaking@chalkhill.sendat.academy](mailto:caretaking@chalkhill.sendat.academy)

The Site Manager and the CFO work together to ensure that all school's within SENDAT maintain the procedures laid down in this policy. Routine and *ad hoc* inspections will take place to include checking the operation of fire exits; ensure risk assessments are up to date and in place; ensuring the safe storage of dangerous substances and gases etc. These checks will be recorded and kept in the Health and Safety File.

### **3.22 Lone Working**

Lone working is discouraged but when it does unavoidably occur it does so in accordance with the lone working policy.

### **3.23 Moving and handling**

No member of staff should attempt to move excessively heavy loads. Help and advice should be sought before any attempt to move heavy equipment is made. A risk assessment may also be required.

### **3.24 Residential Provision (Priory School / Chalk Hill)**

Priory school has boarding facilities which cater for up to 23 students on 4 nights per week during term time.



Chalk Hill has 12 boarding facilities which cater for up to 12 students on 4 nights per week during term time.

Whilst following the same Health and Safety rules and guidelines that are in force for the main day school the residential department has enhanced health and safety protocols specifically regarding the personal care of those students sleeping overnight including emergency evacuations and security. Detailed and thorough training is provided for those working in the residential department and is coordinated by the Head of Care and deputised by the Senior Residential Child Care Officer

### **3.25 Risk Management and Assessment**

Responsibility for identifying, assessing and controlling risks rests with the personnel in the area of work. Risk assessments should be carried out for all areas where a significant risk is identified. A template is available to guide the assessor through the risk assessment process. Both the Site Manager and CFO are available to help and advise. All risk assessments must be completed and signed by the department head and then authorised by the CEO/Head of school. Specific departmental risk assessments should be kept in that department. Personnel and whole school risk assessments should be kept in the health and safety file or stored in the risk assessment folder electronically. On-going risk assessments should be reviewed periodically to ensure they are still appropriate and up to date.

### **3.26 School Visits and Educational Trips**

The school nominates the head of each school as the Educational Visits Coordinator. He/She receives training to enable them to carry out this responsibility and ensures that all the appropriate Health and Safety considerations are accounted for and risk assessments completed. SENDAT uses the Evolve System.

### **3.27 Smoking**

Smoking is not permitted anywhere on SENDAT sites. This includes vaping e cigarettes or any other mimicking or type of 'smoking'

### **3.28 Stress and Well-being**

SENDAT takes positive action to manage and minimise stress and well-being issues. Arrangements are in place to provide staff with a free and confidential well-being service. Any stress and workload management issues are discussed and recorded as appropriate as part of the performance management process.

### **3.29 Pupils**

Students will be reminded regularly that they are expected to:

- exercise personal responsibility for the health and safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines
- observe all the health and safety rules of the school and, in particular, the instructions given by staff in an emergency
- use and not wilfully misuse, neglect or interfere with, things provided for their health and safety.

This policy is published on the SENDAT website and is available to all pupils and parents.



### **3.30 Use of own vehicle for Business use & Driving Mini-buses**

SENDAT has a Driving at Work Policy that requires employees who drive their own vehicles for school business to verify that they and their vehicle are safe to drive. Only drivers authorised to drive may drive in connection with their employment and may claim mileage expenses.

Only drivers who hold the requisite D1 entitlement on their licence and have satisfactorily passed a regular driver assessment will have permission to drive the school minibus.

The Site Manager will ensure the vehicle is roadworthy at all times. The minibus has a regular maintenance and service/safety check. A log is kept to record this.

Every driver is required to follow the detailed health and safety guidance associated with driving the school minibus and or their own vehicle. The Business Support Team ensures all drivers are inducted into the procedures to be followed and appropriate records are kept.

### **3.31 Vehicle Control and Pedestrian Safety**

Each SENDAT site will ensure tight supervision of traffic and pedestrian movement at the beginning and end of the school day.

- Priory School visitor parking is available to the front of the school or the carpark accessed via the gates off Shakers Lane. Parents are encouraged to use the Shakers lane entrance to drop off pupils as the road and the access at the front of the school is easily congested.
- Angel Hill there is very limited parking at this site and care should be exercised in driving through the archway from the main road. The recommendation is to park at Priory School and make the short walk down to Angel Hill College
- Stone Lodge parking is available at the back of the school off Birkfield Drive. There is a small amount of visitor parking at the front of school.
- Chalk Hill parking as available in front of the school. There is hard parking beyond the barrier and parking on the grass.

### **3.32 Visitors and other users of the premises**

- It is the duty of all the personnel within each school to ensure the health and safety of all visitors
- All visitors must sign into school at reception and sign out again when leaving. A visitor's badge must be worn at all times
- Visitors are to be accompanied to their destination as appropriate
- Appropriate personnel are to be made aware of visitors to the school
- Health and Safety together with Safeguarding and Fire Evacuation information is supplied to all visitors when they sign in.

### **3.33 Work Experience Students attending the school**

Work Experience students should understand the requirements of the Health and Safety and Safeguarding Policies.

Staff allocated a student must ensure they can provide them with the required Health and Safety information. They are responsible for the well-being of the student allocated to them.

### **3.34 Working at Height**

Any member of staff for whom working at height is part of their normal working routine will be required to attend Working at Height training.



When using access equipment, such as ladders or stepladders, the correct equipment must always be used for the job to be undertaken. There should be a suitable risk assessment in place. The Site Manager is currently the member of staff who has attended Working at Height training.

### **3.35 Water safety**

Any risks of Legionella to be identified and steps taken to ensure the possibility of infection. Regular water temperature testing to take place and be recorded in the Property Log Book.