

Health and Safety Policy



Formby High School
Determined to Achieve

1. Health and Safety - Statement of Intent

The Governing Body will apply and oversee a strong, resilient, and robust approach to risk and safety management throughout all parts of the school based upon recognised best practice. It will ensure that safety and risk management is maintained and, where desirable, enhanced in order to protect the school, employees, students and visitors.

The requirement to provide a safe and healthy working environment for all employees and students is acknowledged and the Governing Body and those in control of the School recognise and take responsibility for compliance with their statutory duties under the Health and Safety at Work etc Act 1974 and subsequent legislation.

In compliance with the Health and Safety at Work etc. Act 1974, the Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of all persons on school premises or taking part in school activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and that of others.
- a healthy working environment is maintained, including adequate welfare facilities.

In addition to the above, the School will ensure so far as is reasonably practicable, that the health and safety of students, visitors and contractors is not adversely affected by its activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

2. Health and Safety - Organisation and Responsibilities

Group / Individual	Responsibilities
The Governing Body Competent Person(s)	Ensuring at a strategic level that Health and Safety is adequately planned for, resourced and monitored to ensure that the School is safe and operating within all Health and Safety legislation. One serving Governor, with professional experience in Health and Safety, is the School's 'Competent Person(s)' whose role is to work with the Premises and Facilities Manager (Premises and Facilities Manager) / Health and Safety Coordinator (HSC) to provide guidance as and when required.
The Headteacher	Has executive responsibility for ensuring that Health and Safety within the School is managed effectively and achieves objectives set by the Governing Body.

Group / Individual	Responsibilities
Compliance Education Ltd	Provide Health and Safety overview, risk assessments guidance, inspections and training.
The Premises and Facilities Manager / Health and Safety Coordinator (HSC)	<p>The Premises and Facilities Manager (PFM) has responsibility as Health and Safety Coordinator (HSC).</p> <p>Coordinating and assisting with carrying out Risk Assessments.</p> <p>Monitoring and arranging the inspection / testing of plant, equipment and machinery.</p> <p>Carrying out a planned programme of inspections and producing a report of findings and action required.</p> <p>Arranging regular Fire Drills.</p> <p>Identifying Health & Safety training requirements.</p> <p>Monitoring Personal Protective Equipment provision.</p> <p>Monitoring accident / injury procedures and recording.</p> <p>Arranging PAT (Portable Appliance Testing) and LEV (Local Exhaust Ventilation) system testing.</p> <p>Inspection and maintenance of the Fire Alarm and Emergency Lighting.</p> <p>Arranging annual inspections of Fire Fighting equipment.</p>
Curriculum Leaders	Maintaining Health and Safety procedures and producing recorded risk assessments for their specific areas and teaching activities.
The First Aiders	<p>Providing first aid assistance and maintaining stocks of first aid materials.</p> <p>Safely, storing and allocating students' medicines.</p> <p>Recording accidents and injuries in the Accident Book.</p> <p>Assessing school users suffering temporary disablement to ensure the responsibilities of the school with regard to Health and Safety are maintained.</p>
Caretakers	<p>Managing the maintenance and cleaning of school site, equipment and grounds.</p> <p>Supervision of contractors working at the school.</p>
Catering Manager	Maintaining good food hygiene and health and safety in the kitchen and dining areas.
New Teacher Induction Mentor	Providing Initial Teacher Trainees (ITT) and new staff (including newly qualified staff) to the school with health and safety and emergency procedures information.
Educational Visits Coordinator and Group Leaders	Ensuring all aspects of a school trip / educational visit have been risk assessed and that necessary control measures are put in place (in accordance with the School's Educational Visits Policy). In doing so, adhering to guidance provided by the Health and Safety Executive.

Group / Individual	Responsibilities
Work Experience Coordinator	Ensuring all health and safety arrangements are in place and necessary risk assessment has been undertaken to enable students to safely complete work experience placements.
ICT Network Manager	Ensuring control arrangements are in place to enable staff and students to safely use the school network, and safely installing and maintaining ICT equipment throughout the site.
All Employees	Irrespective of their position within the School structure, all employees have a responsibility in ensuring their own and others' health and safety, and must follow the requirements of this Policy and other safety guidance within the school. All staff have a responsibility for ensuring their working areas remain safe and any potential health and safety hazards are acted upon appropriately.
Students	Ensuring they behave in a way that promotes their own safety and that of others, report any health and safety concerns to a member of staff and take responsibility for ensuring school remains a safe place.
External Advisors	Appointed under Service Level Agreements to provide specialist advice to the School as required.

3. Monitoring and Reporting Arrangements

In order to meet the policy aims and the school's statutory Health and Safety obligations, the school uses the 'Every Compliance Manager' software to manage and monitor the individual aspects of the accompanying organisational arrangements to this policy. This monitoring includes regular review and revision of Risk Assessments associated with these arrangements. These records are monitored weekly by the Premises and Facilities Manager who in turn provides regular reporting to the Headteacher. The Premises and Facilities Manager also reports to the Governors Buildings and Finance Committee four times per year.

A list of accompanying organisational arrangements is contained in Appendix 1 of this policy.

4. Review and Evaluation

This policy is reviewed every three years under the Governors' agreed policy review schedule, or sooner if operationally required. The accompanying Health and Safety Organisational Arrangements are monitored at least annually, or sooner if appropriate legislation/guidelines require.

Where there is a Health and Safety incident at the school, the Premises and Facilities Manager and Headteacher will assess the effectiveness of the school's procedures and its response, and make any necessary changes to improve them as a result.

Appendix One

Health and Safety Organisational Arrangements

For each of the sub-schedules below, please refer to the Health and Safety section of the Staff Handbook for the detailed arrangements and risk assessments.

Schedule	Procedure
1	Accident Reporting and RIDDOR
2	Asbestos
3	CCTV
4	Closure
5	Contractor Information
6	Curriculum Safety (including out of school learning activity/study support)
7	Display Screen Equipment
8	Drugs and Medications
9	Electrical Equipment (fixed and portable)
10	Emergency Procedures and Continuity Planning
11	Fire Safety Precautions and Procedures
12	First Aid
13	Glass and Glazing
14	Handling and Lifting
15	Hazardous Substances (COSHH)
16	Health and Safety Advice
17	Housekeeping, Cleaning and Waste Disposal
18	Lettings / Shared Use of Premises
19	Lone Working
20	Home Visits
21	Maintenance / Inspection of Equipment
22	Minibus and School Drivers Policy
23	Other Transportation of Students (other than minibus)
24	Personal Protective Equipment (PPE)
25	Poster on Health and Safety Law

Schedule	Procedure
26	Public Entertainment
27	Reporting Defects
28	Risk Assessment
29	School Security / Violence to Staff
30	School Trips / Off-Site Activities
31	Slips and Trips
32	Smoking
33	Staff Consultation and Communication
34	Stress and Staff Well-being
35	Training and Development
36	Tree Management
37	Vehicles on Site
38	Visitors
39	Water Hygiene (Legionella)
40	Work Experience
41	Working at Height

Arrangements to Establish, Monitor and Review Health and Safety

School Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

The First Aider must report student accidents by recording details using the appropriate forms.

Accidents involving staff should be recorded on the correct form and entered in the Staff Accident Record Book. Accident and incident investigations will be carried out by the Premises and Facilities Manager. Any workplace accident or illness incurring an absence from work longer than seven days will be reported to the HSE (Health and Safety Executive) in compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

2. Asbestos

The school is compliant with all statutory responsibilities relating to asbestos. A copy of the asbestos register and asbestos management plan is available in the General Office, from the Premises and Facilities Manager and on the T drive. The Premises and Facilities Manager and Caretakers are responsible for ensuring that all contractors have sight of the register and have signed to confirm they have read and accepted its contents prior to starting significant work on the premises.

All staff are instructed not to drill or affix anything to walls, without first consulting with the Premises and Facilities Manager and following the above procedures as for contractors.

If any damage is caused to asbestos materials, the area would be immediately isolated and matter reported to the Headteacher. No attempt would be made to clear up any debris. It will be the School's responsibility to seek external organisations for advice.

3. Closed Circuit Television (CCTV)

There are CCTV cameras in use on the school site. There is one camera covering the gate located on Long Lane and three are located at the Freshfield Road entrance of A Building which covers the access from Freshfield Road. The school follows the CCTV Code of Practice 2008 and complies with appropriate GDPR guidance and legislation.

4. Closure

It may be necessary to close the School, on occasion, particularly as a consequence of adverse weather conditions. When making this decision, the Headteacher will consider the risks presented to staff and students by the campus / buildings and whilst travelling to and from the School, and will take advice from the Premises and Facilities Manager and Competent Person(s). If an enforced closure is necessary, the school will act according to its *Snow Closure Procedures*.

5. Contractors

Prior to the start of work, contractors are required to submit copies of their Risk Assessment and Method Statement (RAMS). In addition, contractors are required to read and sign a copy of the School's Health and Safety for Contractors document. The Premises and Facilities Manager and Caretakers are responsible for monitoring contractors' working methods. Any concerns from staff regarding contractors must be reported to the Premises and Facilities Manager or Headteacher either in writing or verbally at the earliest opportunity.

6. Curriculum Safety [including out of school learning activity/study support]

In subjects where there are risks that need to be managed within the learning environment, Curriculum / Subject Leaders and teaching staff are responsible for ensuring activities and the use of equipment are risk assessed and the risk assessments are shared with the relevant staff. This is particularly important in practical subjects or where potentially dangerous equipment and / or

substances are used. Prior to school trips / educational visits taking place, a full risk assessment must be completed (using Evolve) and submitted to the Educational Visits Coordinator and / or Headteacher for approval.

7. Display Screen Equipment (DSE)

Staff who have been identified as meeting certain criteria in the use of computers as part of their job will be given DSE training and as part of that training will undertake a self-assessment questionnaire. For staff who do not fall into this category, information is available in the Health and Safety folder on the shared network drive. It shows how to set up a computer workstation and includes a self-assessment questionnaire to complete.

8. Drugs & Medications

In accordance with the school's policy for supporting students with medical needs, parents must complete and sign Care Plans and are responsible for informing the school of any changes to these plans at any time. Care Plans will only be changed at the request of parents/carers or those responsible for the student. If there is a Care Plan then the procedures contained MUST be adhered to. All drugs must be administered from the First Aid room with the exception of those students who may suffer from nut allergies, asthma, diabetes or epilepsy, and the relevant paperwork must be completed. Any student with any of the aforementioned conditions sent by a member of staff to the First Aid office must be accompanied at all times. All First Aiders and office staff will be made aware of where records and medication for these records are kept.

9. Electrical Equipment [fixed & portable]

Staff are responsible for visually inspecting all electrical equipment prior to use (see relevant check list/safe system of works). In the event of uncertainty, advice from the Premises and Facilities Manager is to be sought to provide clarity as to inspection required. Any defects are to be reported to the Premises and Facilities Manager or Caretaker; however, if it is felt to be an emergency, the Premises and Facilities Manager needs to be notified immediately. A Portable Appliance Test (PAT) test will be undertaken on all items of electrical equipment as per the relevant risk assessment. The hard wiring is tested every five years.

If staff bring in personal electrical items from home these need to have a PAT; the Premises and Facilities Manager is to be contacted and test conducted. It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of electric shock.

10. Emergency Procedures and Continuity Planning

Procedures are in place for all foreseen emergencies (fire, accident, bomb threat, gas leaks, electrical faults, flood, etc). Continuity plans have been prepared and are stored on the Continuity West MIMS portal. All relevant parties have been advised and contact numbers distributed.

11. Fire Precautions & Procedures

The Premises and Facilities Manager and Competent Person are responsible for annually completing and reviewing the fire risk assessment. Fire drills will be carried out each term and recorded in the Fire Log book located in the Premises and Facilities Manager's office. Fire exits are to be kept clear at all times. Fire extinguishers will be checked on an annual basis by an approved company. The fire alarm will be tested on a weekly basis by the Premises and Facilities Manager or Caretaker. The test will be recorded and any concerns reported to the maintenance company should they be required. The alarm will be tested on a quarterly basis by an appointed company. Emergency lighting is tested monthly by a Caretaker and recorded in the Fire Log Book. There are written procedures as to how students and staff evacuate the building if the fire alarm sounds and this is communicated through the Staff Handbook and induction. Students are updated on any changes through assembly or by Form Tutors during registration.

12. First Aid

The School has assessed its First Aid requirements and lists of First Aid trained staff are displayed throughout the school. The First Aid boxes are maintained by the person responsible for this. All

First Aid administered must be recorded in the appropriate way. The Premises and Facilities Manager maintains a log of trained First Aiders and First Aid training will be refreshed as required. A defibrillator is located in the main school reception area and is regularly maintained by the First Aiders.

13. Glass & Glazing

All glass in doors and windows is safety glass and all glass replacements are safety glass. There is no glass in the School which is below safety glass standard.

14. Handling and Lifting

The Caretakers and Technicians are trained in safe lifting techniques. If any significant manual handling risks are identified action will be taken to avoid, assess and reduce these risks. Staff who have not been identified as requiring manual handling training can find information for safe handling and lifting in the Health and Safety folder on the shared network drive or they can contact the Premises and Facilities Manager for advice.

15. Hazardous Substances (COSHH)

Where possible all substances purchased will be non-hazardous. If a hazardous substance has to be used, the Safety Data Sheet will be obtained from the supplier. Control of Substances Hazardous to Health (COSHH) assessments will be completed where necessary if work with the substances poses a risk to students or staff. The control measures for the hazardous substances used in Science, Technology, Food Technology, Art, Catering and Site Cleaning are covered in the relevant sections. Any hazardous substances retained on site will be stored in accordance with guidance.

16. Health and Safety Advice

This is provided by Compliance Education Ltd and Allan Harris (Competent Person), and is also taken from the HSE website.

17. Home Visits

Home visits may be necessary as part of the school's safeguarding and/or pastoral care procedures, in particular for attendance monitoring and well-being visits. All staff conducting home visits must follow the advice and guidance in the home visits risk assessment.

18. Housekeeping, Cleaning & Waste Disposal

Premises are to be kept clean and tidy. Waste is to be placed in the appropriate bin. A contract cleaning company is appointed to clean the inside of the school buildings between the hours of 3:20pm and 9:00pm. Internal waste bins are emptied on a daily basis into exterior waste bins. Wet floor cleaning is only carried out once the School has closed to students or early in the morning before staff, students and visitors will be on the premises. Signage must be used to warn of wet floors. The Caretaker is responsible for clearing snow and ice. Grit or salt are used on all paths.

19. Lettings / Shared Use of Premises

A condition of lettings is that the organisation hiring the premises is shown fire exit procedures and is aware of their responsibilities for keeping the site secure and for calling the emergency services if required. Fire exits are clearly marked. Hirers have responsibility for their own First Aid provision during the periods of hire. All bookings are required to adhere to the School's Health and Safety notice at all times.

20. Lone Working

If at all possible, staff must avoid working alone in any part of the school buildings. If it is necessary to work alone then the staff member must inform another person that they are working alone, where they are, supply a contact number and what time they expect to finish.

Emergency contact details are available for all staff. Staff are responsible for notifying the School if their contact details change. Staff must follow the Lone Working procedures in the Health and Safety section of the Staff Handbook.

21. Maintenance / Inspection of Equipment

Equipment is independently inspected annually by an approved contractor. The Premises and Facilities Manager undertakes regular testing / checking of fire alarms, fire exits and emergency lighting (refer to Paragraph 11). Water systems are checked by TEAMS (Total Environmental and Mechanical Services). Ladders, stepladders and scaffolding are checked annually by an approved contractor. Fire extinguishers are examined annually under contract. Electrical equipment is tested regularly (see Electrical Equipment, Paragraph 9). Cleaning equipment is maintained by the contract cleaning company. Lifts are serviced two times per year by Pickering's Lifts. All PE equipment is serviced annually by Crown Gymnastics. Partition walls are serviced annually by Pro Servicing.

22. Minibuses

The Governing Body and the Headteacher will ensure that the school has appropriate safety procedures for the minibus in line with the ROSPA (Royal Society for the Prevention of Accidents) advice for minibus safety and their code of practice. Full information can be found in the School Drivers and Minibus Policy. Only staff aged 25 or over and who are Minibus Driver Awareness Scheme (MIDAS) trained will be permitted to drive the school minibuses. All minibus drivers must fill out a declaration form confirming that they are competent to drive the school minibuses. This declaration form will be kept confidentially on file in the HR office. A list of approved drivers is held by the Premises and Facilities Manager.

23. Other Transportation of Students (other than minibus)

The School Drivers and Minibus Policy includes full information on the conditions of use of own vehicles to transport students. Any staff who intend to use their own vehicle for 'occasional business use' must inform the Premises and Facilities Manager to days prior to the travel date, providing the purpose, who will be transported and where. The staff member's vehicle will be insured during this period of travel by the school's 'Occasional Business Use' insurance policy.

24. Personal Protective Equipment (PPE)

PPE will be provided where risks cannot be controlled by other means. Where necessary, PPE will be provided free of charge should a risk assessment determine it to be necessary.

25. Poster on Health and Safety Law

The Health and Safety Law poster is situated in the School Reception, in the main staff room and in each building on the school site. It is the responsibility of the Premises and Facilities Manager to ensure it is displayed throughout the school.

26. Public Entertainment

Relevant licences must be obtained and licence requirements followed. Risk Assessments must be carried out and control measures put in place, including event management plans.

27. Reporting Defects

Premises defects must be reported by email to the Premises and Facilities Manager. Serious hazards must be reported immediately to the Premises and Facilities Manager or Caretaker who will arrange for the appropriate action to be taken. It is the responsibility of all staff to report defects / hazards.

28. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken for significant risks and for ensuring that control measures identified are implemented prior to the activity taking place. Risk Assessments will be completed in conjunction with appropriate staff and will be filed centrally on the Every Compliance System. Using the compliance tracker, they will be reviewed annually or if there are any required changes (refer also to Paragraphs 6, 22, 23, and 25 above). Hard copies of all Risk Assessments must be given to the Premises and Facilities Manager. The school maintains a Risk Register within the Every Compliance Manager to ensure effective management, monitoring and review of all key areas of risk to the school and its operations.

29. School Security / Violence to Staff

All arrangements for visitors on site will be managed in accordance Visitors Policy and the procedures for Managing Inappropriate Behaviour by Parents and Visitors. Visitors must sign in and out at the Reception Office and wear a School Visitor Badge at all times. Staff should challenge strangers in the School if they are not wearing appropriate identification.

All adults and Sixth Form students must wear an ID badge and lanyard at all times whilst on the campus. Different coloured lanyards are used to denote the following:

- Green – employees who have been DBS (Disclosure and Barring Scheme) checked wear a green lanyard.
- Orange – regular visitors to the school who have undergone a DBS check and who do not require supervision (for example, student teachers and Governors). The school will comply with relevant DBS/Data Protection legislation when processing DBS checks.
- Red – occasional visitors to the school who are accompanied at all times and do not have unsupervised access to students (for example, contractors and parents)
- Black – Sixth Form students
- Blue – Sixth Form Prefects

All security doors are to be kept closed. If there are any concerns about meeting with parents who might be angry or concerned, arrangements must be made to support the individual concerned by ensuring they meet in an open area, or are accompanied. All incidents of verbal and physical violence are to be reported to the Headteacher who will ensure appropriate support is provided.

Access codes are required to enter all buildings and these are known to students and staff – the codes are changed on a regular basis.

30. School Trips / Off-Site Activities

All arrangements for school trips and educational visits are made in accordance with the Educational Visits Policy. The Headteacher must authorise all school visits. The Educational Visits Co-ordinator will ensure all necessary paperwork is available and that all visits are recorded on the EVOLVE system. EVOLVE is a fully managed and robust online system run by EDUfocus that simplifies the process of planning, processing, monitoring, evaluating and reporting of educational and off-site visits.

Group Leaders must ensure appropriate risk assessments are undertaken and completed for off-site activities. A student will not be allowed to accompany a visit without a signed consent slip from a parent or guardian. First aid equipment and Medical Care Plans for students must be taken on all visits. Parents / volunteers accompanying students on a visit must have been DBS checked.

When arranging the staffing for trips, the School will ensure appropriate levels of staffing, in accordance with guidance provided by the Department for Education (DfE). The staff:student ratio will vary according to a range of factors, including the potential risk of the activity undertaken, destination, trip duration and age of students participating.

31. Slips and Trips

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings or slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the Premises and Facilities Manager or Caretaker. They should also ensure that appropriate action is taken to prevent any school user suffering injury. It is the responsibility of all staff to report defects / hazards. Cleaners should mop floors after school when there will be few people about or, if that is not practicable, early in the morning before staff, students or visitors will be on the premises. Signage must be used to warn of wet floors. (Refer also to Paragraph 17).

Good standards of housekeeping are required, to reduce the risk of accidents. Staff offices, storage areas, furniture and equipment must be kept tidy, and unwanted items must not be allowed to accumulate and cause congestion in working areas. Students' bags must not be left in walkways, corridors or areas where they could create trip hazards.

32. Smoking

Smoking or vaping (e-cigarettes) is not permitted in any part of the school or grounds.

33. Staff Consultation and Communication

Governors ensure, at a strategic level, that health and safety is adequately planned for, resourced and monitored to ensure that the School is safe and operating within all health and safety legislation. Health and safety matters are monitored and reviewed by the Governors' Buildings and Finance Committee which meets four times per year.

The Health and Safety Policy and the associated risk assessments are the key documents for communicating health and safety procedures within the school.

34. Stress and Staff Well-being

The school will consult staff to identify stress and well-being concerns and take action to control these risks. Feedback on well-being is provided to the Headteacher and Senior Leadership Team through the Staff Welfare Committee and HR department.

35. Training and Development

As part of our risk assessment process, health and safety training needs will be identified for staff and training delivered as appropriate. Where refreshers are required, these will be undertaken. All health and safety training will be recorded. All new staff will receive a recorded health and safety induction from the Premises and Facilities Manager and will be provided with a copy of the Health and Safety Policy.

36. Tree Management

Trees on the school property will be visually examined every six months by the Caretaker and Premises and Facilities Manager, and a full tree survey will be carried out every three years by a contractor who has the appropriate knowledge and expertise. Records will be maintained by the Premises and Facilities Manager.

37. Vehicles on Site

Vehicles are allowed to park only on the designated car parking areas within the school grounds. Visitors to the School are required to complete the visitor book recording their vehicle registration number plate as appropriate. There is signage advising a speed limit of 5mph. Speed bumps are used for traffic calming.

38. Visitors

All visitors must sign the Visitors Book located in reception and wear the visitor badge provided. A log of visitors is maintained by the General Office. Visitors are informed of health and safety procedures on arrival. Visitors are monitored and accounted for in an evacuation.

39. Water Hygiene (Legionella)

The school is compliant with all statutory responsibilities relating to Legionella. It has a Service Level Agreement with TEAMS which involves monthly inspection visits and a prescribed inspection checklist. There is a small risk of legionella bacteria developing in any water system. If droplets are inhaled, as when taking a shower, this could lead to Legionnaire's disease which can be serious for vulnerable persons. A Service Log Book for routine maintenance records is kept in the Site Office. The chilled drinking water fountains are serviced and maintained every six months by PHS Waterlogic.

40. Work Experience

Occasionally, the school will host students on work experience placements. The Work Experience Co-ordinator is responsible for the placement, training and supervision of work experience students. All work experience students must receive information about first aid, fire procedures, health and safety procedures, when they start their placement. Health and safety assessments are carried out prior to the students commencing the placements.

41. Working at Height

The Premises and Facilities Manager is responsible for appointing a qualified person to carry out recorded checks annually to scaffold, stepladders, and ladders (refer to Paragraph 21). Staff must only use authorised access equipment and not stand on furniture to access display boards, high shelves, etc. Under no circumstance should students use scaffolding or ladders. Stepladders are available to staff for putting up displays, etc. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturer's instructions by a competent person who has received the required PASMA instruction and training (Prefabricated Aluminium Scaffolding Manufacturers Association).