



Northern Ambition Academies Trust

HEALTH AND SAFETY POLICY

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FOREWORD

Northern Ambition Academies Trust recognises that making appropriate provisions for the health and safety of all persons using our premises and facilities and those participating in off-site educational activities is fundamental to the well-being of the schools.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety, commensurate with the operation of an educational establishment and expect all staff to be familiar with the contents of this policy.

Signed

Chair of the Trust Board

Signed



Chief Executive, Northern Ambition Academies Trust

NORTHERN AMBITION ACADEMIES TRUST

HEALTH & SAFETY POLICY

PART 1

STATEMENT OF POLICY

PART 1

STATEMENT OF POLICY

1.1 Scope

The Health & Safety at Work etc. Act 1974 [section 2(3)] requires all employers with more than five employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy.

As employer the Trust will set the strategic direction of all policies and systems aimed at improving the smooth running of the Trust. It supports the widest opportunities for development of both staff and pupils. The Trust meets relatively infrequently and will delegate to the Academy Council of each school the day-to-day monitoring of the delivery and performance of Senior Management on Health and Safety issues.

This policy is specific to this Trust and off site educational visits.

The Health and Safety system will be integrated with the daily management of the academy, following the principles set out in *Successful Health & Safety Management* (HSG65) and *Managing Health & Safety in Schools* (HSC 1995). It will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:-

- i. The Statement of Policy
- ii. Organisation
- iii. Arrangements for Implementation
- iv. Working Policy Documents
- v. Subject specific Guidance periodically issued by the DfE, LA and HSE.

The policy recognises the legal duties and responsibilities owed to all users of the Trust's sites and seeks to develop standards which are higher than those required by law as a means of contributing to the overall performance of the schools by reducing accidents, injuries and ill health, **as far as reasonably practicable**.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the Trust and the Academy Councils via the Principal/Headteacher and managerial staff to ensure that systems are in place which will deliver, as far as reasonably practicable, a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters.

The Trust expects each employee to take reasonable care of their own safety and that of others, either under their supervision or who may be affected by their actions. The main objectives of this policy will apply **as far as reasonably practicable** and are as follows:-

- i. to establish and maintain a safe and healthy environment throughout the Trust.
- ii. to establish and maintain safe working procedures among staff and pupils.
- iii. to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- iv. to ensure the provision of sufficient information, instruction and supervision to

enable everyone to avoid hazards and contribute positively to their own health and safety at work.

- v. to maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- vi. to ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- vii. to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of academy premises;
- viii. to lay down procedures to be followed in case of accident;
- ix. to provide and maintain suitable and sufficient welfare facilities.
- x. to develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- xi. to monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- xii. to ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the Trust's Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

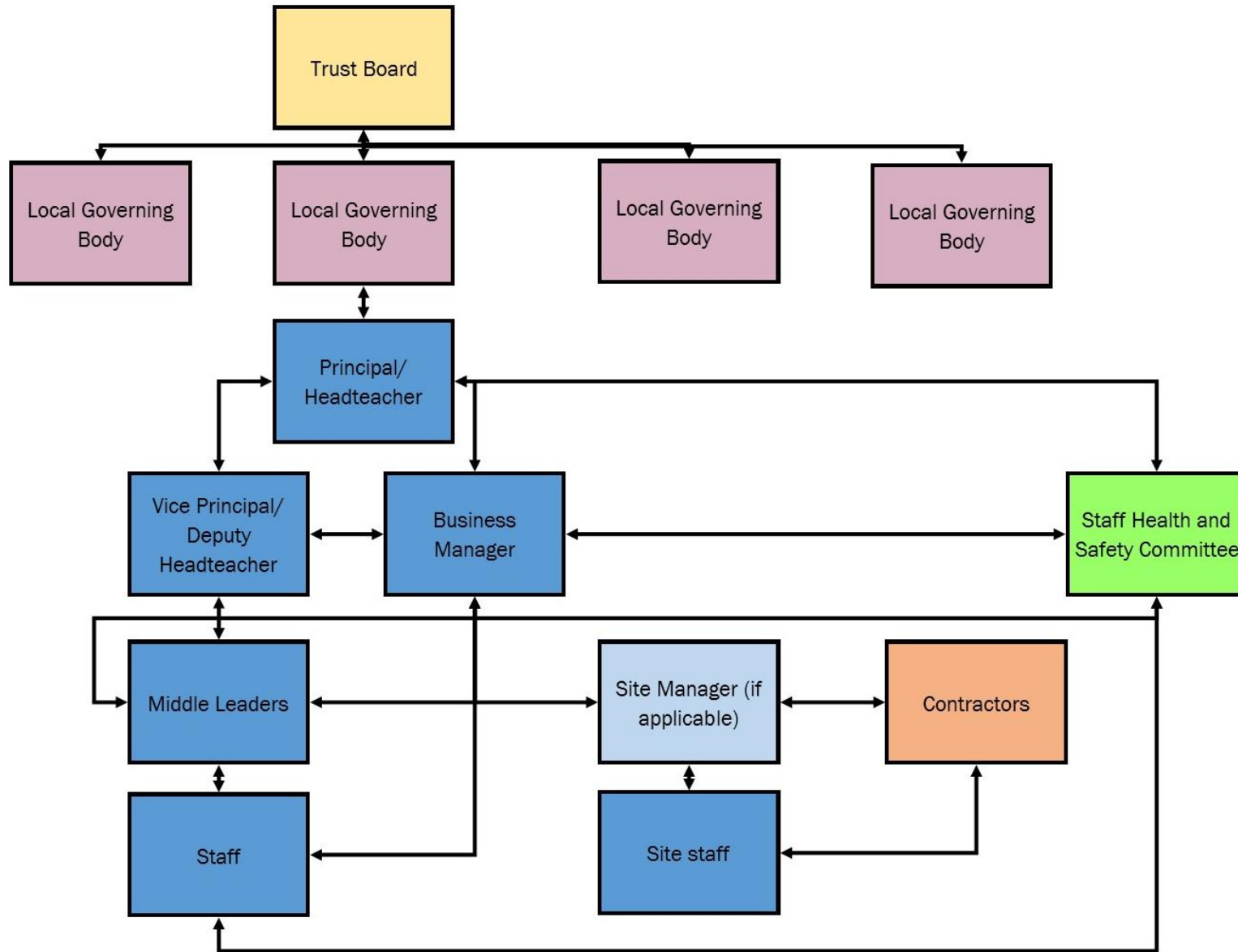
NORTHERN AMBITION ACADEMIES TRUST

HEALTH & SAFETY POLICY

PART II

ORGANISATION

ORGANISATIONAL CHART FOR HEALTH AND SAFETY



PART II ORGANISATION

2.1 The Trust

The strategic goals for health and safety at Northern Ambition Academies Trust are founded in common sense and practicability. They are not intended to restrict activities or limit exposure to new experiences, in fact quite the opposite they are intended to encourage a “can do safely” mentality by raising awareness and integrating health and safety into workplace culture.

2.1.1 In particular the Trust is responsible for:-

- i) Encouraging strong leadership in championing the importance of and a common sense approach to health and safety in the workplace.
- ii) Ensuring the provision of sufficient funds by Academy Councils to facilitate compliance with this policy.
- iii) Embracing our responsibilities as employer, but delegating to the Academy Councils of each school the day-to-day monitoring of performance of the Principal/Headteacher and Senior Management on Health & Safety issues.

2.2 The Academy Council

2.2.1 In particular the Academy Council is responsible for:

- i) ensuring that the Health and Safety Policy is implemented and monitored within their academy;
- ii) ensuring that their academy has considered its health and safety obligations and has made provision for meeting these obligations. This is best achieved by making health and safety an integral part of day to day management;
- iii) ensuring that the academy has a clear written policy statement which sets out the responsibilities different individuals within school have for carrying out the arrangements of Health and Safety. From time to time Governors and Trust Board will seek to satisfy themselves that the policy is appropriate and being implemented as agreed;
- iv) receiving health and safety guidance and information distributed by the Enforcement Agencies or Trust Board and ensuring that proper arrangements are made within the school for complying with the guidance;
- v) ensuring that regular reports of accidents and dangerous occurrences are reported to them by the Principal/Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- vi) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- vii) ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through and these actions are reported to the Trust Board on a regular basis.
- viii) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- ix) ensuring that conformity to safety standards for goods purchased and equipment

installed form part of the school's purchasing policy;

- x) ensuring that procedures exist for checking that any items offered for use by the school are safe;
- xi) ensuring that school journeys are arranged and properly supervised in accordance with relevant guidance;
- xii) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;

2.2.2 Planning and setting standards which include:

- i) ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- ii) ensure clear plans for coping with sudden emergencies are developed and maintained.
- ii) developing a positive health and safety culture.
- iv) ensuring that a training plan is developed which :-
 - a) enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
 - b) provides induction training for new employees including temporary, part time and supply staff.

2.3 Principal/Headteacher's Responsibilities

The day-to-day responsibility for all health, safety and welfare organisation and activity within each academy rests with the Principal/Headteacher. The Principal/Headteacher may choose to delegate the day-to-day implementation of some of these tasks to a suitably qualified person in school. The Headteacher/Principal will:

- i) work in conjunction with the Academy Council to revise and update on a continuing programme the Health and Safety Policy Statement for each school.
- ii) co-ordinate the implementation of health, safety and welfare procedures in the academy.
- iii) make clear any responsibilities and duties in respect of health and safety which are delegated to members of staff and the consequences of failing to observe such responsibilities and duties.
- iv) ensure that problems in implementing health and safety policy are reported to the Academy Council or Trust as applicable.
- v) ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- vi) arrange annual review of the working documents and systems which support the policy, such as:-
 - a) emergency procedures
 - b) provision of first-aid
 - c) the risk assessments
 - d) off-site visitsand make appropriate recommendations to the Academy Council.

- vi) put in place procedures to monitor the health and safety performance.
- vii) ensure that all known hazards are reported immediately to the Academy Council and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety.
- viii) make recommendations to the Academy Council for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.
- ix) review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- x) develop a health and safety training plan for all employees
- xi) maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- xii) report to the Academy Council
 - 1) annually on the Health and Safety performance of the school
 - 2) to secure funding for any identified Health & Safety costs
 - 3) on any Health & safety issues of concern

2.4 Responsibilities of the Vice Principal/Deputy Headteacher

To deputise for the Principal/Headteacher in all areas of Health and Safety.

2.5 Responsibilities of the Business Manager

The day to day responsibility for all health, safety and welfare organisation and activity rests with the Business Manager, who will:

- i) be the focal point for reference on health safety and welfare matters and to give advice or seek external advice.
- ii) liaise with and report directly to the Principal/Headteacher and the Senior Leadership Team on all matters relating to Health and Safety
- iii) ensure the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for school and off-site activities and seeking the approval of the Principal/Headteacher for meeting the financial implications of identified control measures.
- iv) ensure that all certification and statutory inspections are kept up to date.
- v) to organise the investigation of accidents, dangerous occurrences and near misses, complete and send RIDDOR notifications (F2508) to the enforcing authority in consultation with the Principal.
- vi) keep all systems up to date and issue revisions as required to all holders of health and safety policy documents.

2.6 Responsibilities of the Site Manager

To carry out the practical implementation of all site related health and safety requirements set out in this policy and any other health and safety matters delegated by the Business Manager.

In the case of a primary school without a dedicated Site Manager, references in this document to the responsibilities of the Site Manager should be understood to mean the Business Manager.

2.7 Heads of Subject/Year Leaders/other staff with similar responsibilities

- i) be responsible for ensuring the day to day operational requirements of the health and safety policy are implemented.
- ii) maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty/year group involved.
- iii) notify the Site Manager and/or Principal/Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.

2.8 Specific Risk Areas.

2.8.1 Catering Operations

- i) The Catering Manager or Cook in Charge is responsible for ensuring that the health and safety requirements are implemented on a daily basis and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.
- ii) The Catering Manager will advise the Site Manager and/or Principal/Headteacher of any health and safety concerns.

2.8.2 The Phoenix Theatre

- i) The Theatre Manager will be responsible for ensuring that health and safety requirements are implemented in the theatre on a daily basis.
- ii) The Theatre Manager will advise the Site Manager and/or Principal of any health and safety concerns.
- iii) The Theatre Manager will maintain an up to date copy of the health and safety policy and documents specific to the operation of the theatre.
- iv) The Theatre Manager will ensure that the health and safety requirements of the Public Entertainment Licence are complied with where such a licence is required.

2.8.3 Grounds Maintenance

- i) The Grounds Maintenance service provider will have its own health and safety policies relating to their activities which must be followed on site and in addition the service provider's employees must familiarise themselves with the relevant policies of the school.
- ii) In-house gardening, grass cutting and litter picking will be covered by this policy and will be the responsibility of the competent person named in Appendix 1

2.8.4 Contractors

- i) Contractors will have their own health and safety policies relating to their activities which must be followed on site and in addition they must make

themselves and their employees aware of relevant academy requirements

2.9 Classroom Teacher's Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:

- i) check classroom area is safe
- ii) check equipment used is safe before use
- iii) ensure safe procedures are followed
- iv) explain risk assessments and give clear instruction and warnings to pupils, as often as necessary
- v) report defects to the Site Manager
- vi) follow safe working procedures personally
- vii) carry out special tasks as assigned in Appendix 1 (this will identify any particular duties that teachers are responsible for).

2.10 Obligations of all Employees under the Health and Safety at Work Act 1974.

All employees are expected

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- iii) to exercise good standards of housekeeping and cleanliness;
- iv) to know and to apply procedures in respect of fire, first aid and other emergencies;
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the school;
- vii) to co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- viii) to report all accidents, defects, dangerous occurrences and near misses to the Site Manager.
- ix) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Site Manager

2.11 Caretaker Responsibilities

- i) Have a general responsibility for the application of the school's health and safety policy to their own area of work, and are directly responsible to the Principal/Headteacher for the application of the health and safety procedures and arrangements.
- ii) will establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage

and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).

- iii) will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Principal/Headteacher (or such person as the Principal/Headteacher directs) any defects which need attention.
- iv) will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the schools health and safety training requirements.
- v) will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- vi) will advise the Principal/Headteacher (or such person as the Principal/Headteacher directs) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- vii) will maintain boiler houses and log work carried out.

2.12 Health and Safety Representatives

The Trust, Academy Council and Principal/Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Health and Safety representatives must be allowed:

- i) to investigate accidents and potential hazards.
- ii) to investigate complaints by staff about matters relating to health, safety and welfare.
- iii) to make representation to the employer about such matters arising from such complaints, and such investigations and on general issues affecting health, safety and welfare in the workplace.
- iv) to carry out school inspections within directed time, but wherever practicable outside teaching time.
- v) to represent constituents in consultation with enforcement agencies.
- vi) to receive information that inspectors are required to provide.

2.13 Visitors and Other Users of the Academy

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the academy. In particular parents and other volunteers helping out in the academy will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

NORTHERN AMBITION ACADEMIES TRUST

HEALTH & SAFETY POLICY

PART III

ARRANGEMENTS FOR IMPLEMENTATION

PART III – ARRANGEMENTS FOR IMPLEMENTATION

This part gives details of local implementation under specific subject headings and wherever possible gives references to detailed relevant Approved Codes of Practice, Guidance and advice issued by the HSE, DfE etc. which are to be considered in conjunction with Working Policy Documents.

3.1 Distribution of Health and Safety Information

- i) The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept by the Site Manager. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) Copies of the Safety Policy together with relevant documents concerning specific areas will be kept by Heads of Faculty, Theatre Manager and Caretaker
- iii) All staff will receive copies of the Safety Policy (Parts I to III) and will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- iv) The Site Manager will issue updates, new guidance and approved revisions to staff as soon as they become available
- v) All new staff including part time, temporary and supply staff will be provide with a copy of the policy (parts I to III) and will receive induction training which will include relevant health and safety issues.
- vi) Risk assessments, policy documents and health and safety information will be made available to all staff on the shared computer network.

3.2 Accidents, Dangerous Occurrences and Near Misses

- i) Immediate first aid
Accidents involving injury or ill health effects will be notified immediately to the appointed member of staff or to the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment, staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Principal/Headteacher. In the event of an accident requiring hospital treatment, the Trust must also be informed in case of future litigation.
- ii) Completion of Accident Book
Staff should ensure that all accidents involving injury or ill health effects are notified to the appointed member of staff with enough information to allow that person to complete the Accident Book.
- iii) Internal Reporting and Investigation
A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Site Manager. The Site Manager will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will involve consultation with Safety Representatives with the aim of identifying the cause and implementing preventative strategies.
- iv) Compliance with RIDDOR regulations

The Site Manager will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. S/he will complete the necessary report form (F2508) and, following consultation with the Trust, send it to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible. A representative of the Trust must also be notified immediately. Advice can be found in EDIS1 **Reporting of School Accidents**.

3.3 Asbestos

- i) It is the policy of the Trust and Academy Council that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.
- ii) The Control of Asbestos at Work Regulations 2002 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. A survey to comply with these requirements has been carried out by the local authority building services department for any school built before 1997. A copy of the results of that survey is kept by the Site Manager. All contractors must check the available information in the Asbestos Log before commencing work on site.
- iii) Where substantial and intrusive works are to be carried out on the fabric of the building suspected to contain asbestos, the Trust requires the school to commission an Asbestos Refurbishment and Demolition Survey to confirm the presence or otherwise of asbestos-containing materials.

3.4 Contractors

Guidance has been issued by the Education Service Advisory Committee in consultation with HSE **Contractors in Schools** (IACL98). All Contractors will:-

- i) observe their own health and safety policies and procedures
- ii) report to the Site Manager and sign in at Reception on arrival
- iii) comply with the general requirements of the school health and safety policy and contractors' handbook, particularly in relation to emergency procedures
- iv) Examine the Asbestos Log where applicable prior to commencing any work on site
- v) Comply with the requirements of the latest Construction (Design & Management) Regulations and the Approved Code of Practice L144
- vi) report to the Site Manager and sign out at Reception when leaving

3.5 COSHH – Control of Substances Hazardous to Health Regulations 1994-2002

- i) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP).
- ii) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994-2000

(CHIP). These Regulations also require the supplier to provide a safety data sheet.

- iii) COSHH also applies to biological agents connected to the workplace e.g. Legionellae, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- iv) Copies of COSHH risk assessments including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- v) As a general principle it is the policy of the Trust and the Academy Council that wherever possible safer alternatives be considered when purchasing hazardous substances.

3.6 Display Screen Equipment

- i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- ii) Workstation risk assessments will be carried out by competent persons on all stations falling within the scope of the regulations in accordance with the Guidance on Regulations No L26 issued by the HSE.
- iii) Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet ***Working with VDUs***.

3.7 Electricity at Work

The Electricity at Work Regulations 1989 require that electrical installations be maintained to prevent danger.

- i) Fixed installations will be inspected and tested by an approved contractor (see Appendix 1) at pre-determined frequencies and in the event of a fault developing.
- ii) Portable equipment shall be checked in accordance with the guidance (INDG236) issued by the HSE and summarised in their leaflet ***Maintaining portable equipment in offices and other low risk environments***.
- iii) In addition to the safety inspections detailed in section 3.4 staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Site Manager.

3.8 Emergency Procedures

1) Evacuation

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire the alarms will be operated but, where it is deemed dangerous to use the fire alarm system, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.

- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified in Appendix 1.
- iv) The Principal/Headteacher and/or Site Manager will determine when it is safe to re-occupy the buildings.

2) Fire

- i) All fire appliances will be checked at least annually by specialist maintenance personnel.
- ii) All fire stop doors must be free swinging at all times so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- iii) The fire alarms will be tested on a weekly basis and the results should be recorded.
- iv) Fire Drills will be held three times per year, when the Fire Marshals will record the evacuation time and the general performance of the drill.
- v) Appropriate members of staff will be trained how to use relevant fire appliances. Subject Heads and the Site Manager will identify fire training needs and will incorporate that information into the Health & Safety Training Plan.
- vi) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 1.
- vii) Each school is inspected annually by a Fire Safety Officer to ensure compliance with relevant fire legislation including the Fire Precautions (Workplace) Regulations 1997. Fire risk assessments have been carried out by a competent person.

3) Bomb Threat

- i) In the event of a warning the Principal/Headteacher and/or the Site manager will implement emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- ii) Any suspicious objects should be reported to line managers or directly to the Site Manager or Principal/Headteacher. Under no circumstances should the object be touched or moved.

4) Chemical Incident

- i) Any chemical incident will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Site Manager in consultation with the Principal/Headteacher.

5) First Aid

- i) First Aid boxes will be maintained at the sites specified in Appendix 1. The "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 is named in Appendix 1 and will ensure that first aid box contents are replenished
- ii) In compliance with The Education (School Premises) Regulations 1996, each

Academy Council has ensured that an adequately-stocked space is available for medical treatment.

- iii) It is the policy of the Trust and Academy Council that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in Appendix 1 to this part. Below 50 employees only an "Appointed Person" is required, between 50 and 100 employees one First Aider is required and one per 100 employees thereafter. In consideration of pupil safety, it is recommended that additional First Aiders in the ratio of one per 250 pupils be provided.
- iv) In an emergency, any member of staff may call for an ambulance. If an ambulance is called, the member of staff must immediately provide Reception with details of the person requiring medical attention, the location of the patient, brief details of the incident and the name of the person who called the ambulance. Reception staff must then notify the patient's parent/carer or emergency contact of the incident and also notify most senior member of SLT available in school.
- v) If a pupil is taken to hospital by ambulance, a member of staff will accompany them until handover arrangements can be made with the child's parent/carer.
- vi) Where hospital treatment is required but it is not an emergency, a First Aider will telephone the patient's parent/carer or emergency contact to arrange for them to take the patient to hospital. If the next of kin cannot be contacted, the School may decide to transport the patient to hospital.
- vii) Where the School makes arrangements for transporting a child, only staff cars insured for this purpose will be used and two staff members must accompany the child in the vehicle, at least one of whom should be the same gender as the pupil. No individual member of staff should be alone with a pupil in a vehicle.
- viii) Where a child has to be accompanied to hospital by a member of staff, all reasonable steps will be taken to ensure that there is a face to face hand over to the family.
- iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.
- v) Contractors including those with Service Level Agreements will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the appointed person must be notified so that replenishment can be organised.
- vi) The Approved Code of Practice and guidance No L74 will be followed where applicable.

3.9 Glass and Glazing

- i) Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage

3.10 Inspections, Monitoring and Audit and Review of Performance

1) Inspection

- i) General inspections take place once per term by the Site Manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- ii) In addition Faculty Heads/Year Leaders or similar senior section managers and staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the school's Site Manager.

2) Monitoring

- i) The Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- ii) The Principal/Headteacher will monitor the school's performance on Health and Safety issues.
- iii) The Academy Council will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3) Audit and Review of Performance

- i) Each schools should undertake an annual audit of all aspects of Health and Safety, including reviewing all risk assessments, usually in the summer term and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Academy Council, generally the first meeting of the school year. This report, along with any actions arising from it, should also be presented to the Trust Board.

3.11 Lifting Operations and Lifting Equipment

- i) There is one disabled person lift in the Theatre at Airedale Academy, one lift at Oyster Park Primary School and lifting equipment which is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice issued by the HSE in other schools.
- ii) The Site Manager will ensure that the statutory inspections take place when due.
- iii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

3.12 Management of Health and Safety

- i) The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice and Guidance L21 will form the basis of the Trust's health and safety system. In addition the principles contained in HSG65 **Successful Health and Safety Management** and **Managing Health & Safety in Schools** (HSC1995) will be given high priority and implemented wherever practical.
- ii) Risk assessments and safe systems of work will be developed and implemented in each school by competent persons, with the assistance of a suitably qualified service provider where necessary. These will be available to all employees in the locations set out in Appendix 1. Any activities due to be undertaken in school not already covered by a risk assessment will be notified to the Site Manager and a new risk assessment produced.

- iii) The Trust wishes to ensure that health and safety becomes an integral part of the daily operation of each school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

3.13 Manual Handling

- i) Manual Handling causes over one third of all reported injuries. It is the policy of the Trust and Academy Council that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE.
- ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- iii) Training will be a key part of reducing the risks for those staff involved in manual handling.

3.14 New Plant, Machinery and Equipment

- i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- ii) Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Site Manager, who will not grant such permission unless he/she can be sure that all Health and Safety implications have been considered.

3.15 Noise at Work

- i) The control of Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by the HSE.
- ii) In a school environment the circumstances where these regulations may apply are very limited. Assessments have been made on the noisiest activities to determine whether they apply e.g. woodworking and metalworking equipment, ride on grounds maintenance equipment and hedge trimmer.
- iii) The revised trigger levels are 80 and 85 dB(A) over an eight hour period. Assessment of the noisiest activities has revealed that only one machine breaches the upper trigger level; this is the petrol driven hedge trimmer which outputs 95dB(A). Use is limited to two hours on only two or three occasions per year and BS EN 352-3 ear defenders are mandatory. Two other machines breach the lower trigger level (band saw and circular saw at 82 and 81 dB(A) respectively) and their use of less than two hours per day bring them below the level.
- iv) Annual assessment will be made on specific machines.

3.16 Occupational Health

1) Access to Occupational Health services

- i) Occupational Health Services, which can provide confidential assistance on a wide range of matters affecting personal health will be provided by an independent contractor.
- ii) Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Trust's HR team who will respect the privacy of the individual concerned.
- iii) Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service.

2) Bullying

- i) Bullying of any employee will not be tolerated and will be regarded by the Trust as a serious disciplinary issue.
- ii) The Trust's Anti-Bullying policy and will be followed by management in dealing with such incidents.

3) Drugs and Alcohol Policy

- i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others, the matter will be dealt with in accordance with the Trust's Drugs and Alcohol Policy
- ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may invoke disciplinary procedures.

4) Health Surveillance

- i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

5) Health Promotion

- i) The Trust and Academy Council recognise that, whilst they will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The three most important factors affecting health are smoking, diet and lack of regular exercise.
- ii) Assistance will be given wherever practical in relation to;
 - a) smoking cessation courses
 - b) encouraging healthy diet (healthy options available in school dining facilities)
 - c) encouraging staff to use the sporting and exercise facilities where available

6) Legionnaires Disease

- i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice has been issued by the HSE.
- ii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.
- iii) The advice in the Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each term. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the Caretaker or an independent contractor.
- iv) Each school must have in place a contract for the regular monitoring of water systems via an approved contractor. Any issues identified by such monitoring must be dealt with swiftly.

7) New and Expectant Mothers

- i) The guidance issued by the HSE in HSG 122 ***“New and expectant mothers at work – A guide for health employers”*** will be followed together with the appropriate internal policy.
- ii) Upon notifying the school of their pregnancy, pregnant employees should be risk assessed using the relevant risk assessment documentation. Further guidance is available from the Trust’s HR team.

8) Smoking Policy

- i) Neither smoking nor ‘vaping’ is allowed anywhere on the Trust’s sites. Any employee found in breach of this policy will be dealt with under the Trust’s disciplinary policy.

9) Stress at Work

- i) Stress is becoming an increasingly important issue. The Department of Health has identified the annual cost to employers of 80 million days lost at £3.7bn and more than 2500 legal actions commence each year against employers.
- ii) The HSE has issued guidance in HSG218 Tackling work-related stress: ***A manager’s guide to improving and maintaining employee health and well-being***. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled ***Managing work-related stress: A guide for managers and teachers in schools***. It is the policy of the Trust that this guidance be followed.
- iii) Other useful publications from HSE that employees can refer to are ***Work Related Stress – A short guide*** and ***Tackling work-related stress – A guide for employees***.
- iv) Advice should be sought from the Trust’s HR Team regarding how to support any employee suffering from or believed to be suffering from stress. The

Trust's approach is that such employees should be encouraged to participate in a stress risk assessment to identify the causes of such stress and identify any possible solutions or support which might reduce their risk of stress.

10) Violence at Work

- i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

3.17 Off site Educational Visits/Activities

- i) In the last few years there have been a number of fatalities associated with educational holidays, visits or activities, some of which have led to high profile litigation. However it is the policy of the Trust that the educational benefits and personal development opportunities provided by such visits should be supported wherever possible
- ii) A good practice guide has been issued by the DfE entitled ***Health and Safety on Educational Visits*** which must be followed.
- iii) All visits to sites which involve overnight stays must be assessed and approved using a Health and Safety Service Provider authorised by the Trust Board and be approved by the Academy Council.
- iv) Any teacher wishing to participate in an off-site visit must follow the school policy and must submit a request for permission together with a risk assessment carried out by a competent person to the Principal/Headteacher at least 10 working days before the visit is due to take place.

3.18 Personal Protective Equipment

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE will be followed.
- ii) The circumstances where these regulations apply are limited within school premises but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

3.19 Safety Representatives/Safety Committee/Consultation

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with nominated representatives or directly with non-union employees.

- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- iv) The Trust and Academy Council will fulfil these obligations through the Principal/Headteacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

3.20 Site, Building and Staff Security and Safety

- i) Site
The site should be securely fenced but - where it is not possible to secure the whole site - strategically placed CCTV cameras or automated gates will be used where possible to provide a deterrent to unauthorised access.
- ii) Separation of Vehicular and Pedestrian movement
 - a) The Site Manager will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians
 - b) The Site Manager will ensure, when contractors are on site, that their activities and vehicular movements do not compromise the safety of pedestrians.
 - c) The Site Manager will ensure that deliveries are not made during break or lunch times or for 15 minutes after the close of school in order to avoid peak pupil movement times.
 - d) Where separate access has been delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles, this must be used.
- iii) Buildings
Where buildings are provided with smart card access locks, keypad locks, key operated locks or other forms of securing the building in order to reduce unauthorised access, these must be utilised. It is important that entry doors are closed and not wedged open.
- iv) Staff
 - a) All staff will wear personal badge identification which includes a photograph.
 - b) Staff working either in isolated parts of the building and/or out of normal hours should follow the Trust's Lone Working Guidance where applicable.
 - c) Cleaning staff should sign in as agreed with the senior management of the school on commencement of work and sign out at the end of their shift.
- v) Visitors
 - a) Visitors must sign in at reception and will be issued with a visitor's badge which must be returned on leaving the site.

3.21 Slips, Trips & Falls

- i) Most incidences of slips, trips and falls occur in wet or contaminated conditions or where housekeeping is poor. Whilst they are often seen as humorous, in reality they are serious.
- ii) Risk Assessments will identify appropriate control measures, which are often simple and cost effective, and are likely to include a combination of some or all of the following:-
 - 1) Prevention of contamination
 - 2) Management of spillages & cleaning
 - 3) Maintenance to prevent leaks
 - 4) Appropriate flooring
 - 5) Good housekeeping
 - 6) Effective matting systems
 - 7) Suitable footwear where appropriate
 - 8) Effective training and supervision
 - 9) Prevention by design
- iii) Guidance for Employers on identifying hazards and controlling risks due to slips and trips is available in HSG155 and the leaflet ***Preventing slips and trips at work*** (INDG225 revised 11/03) both published by HSE.

3.22 Statutory Inspections and Examinations

- i) Statutory inspections and examinations of boilers, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. A register of those items covered under the engineering inspection requirements will be held on behalf of the Trust by the Site Manager who will confirm that arrangements for inspection and examination are made by the due dates. The Principal/Headteacher of each school is responsible for ensuring that arrangements are in place for other equipment subject to a statutory inspection regime to be inspected as required by the legislation.

3.23 Supervision of Pupils

- i) The Principal/Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.
- ii) The Principal/Headteacher shall take all reasonable steps to ensure appropriate supervision of pupils by duty staff at break time and lunch time.
- iii) All staff will share the responsibility for ensuring that pupils adhere to the school's code of conduct in terms of their behaviour when moving between different parts of the building.
- iv) Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, cooking or technology rooms, etc will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school's code of conduct

3.24 Supporting Pupils with Medical Needs

- i) A local policy will be developed to support pupils with medical needs so that they can maximise their involvement in normal school activities. This policy will follow the latest DfE guidance which sets out health and safety requirements.

3.25 Training

- i) All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be shared with the Academy Council.
- ii) The Training Plan will cover:-
 - a) Induction Training
All new staff must receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy issued.
 - b) Management Training
The Trust and Academy Council recognise that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
 - c) Specialist Training
The Principal/Headteacher of each school will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
 - d) Fire Training
All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and, where necessary, practical training on the use of fire fighting equipment and alarms.

3.26 Visitors

- i) Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.
- ii) In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 1.

3.27 Work Experience/Placements

- i) The Principal/Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm. Employees will be covered by this policy.
- ii) All places of employment utilised for placements or experience will be assessed. Parents should be provided with relevant information including Health and Safety prior to the person commencing work.
- iii) Where Parents or Pupils arrange their own work experience the Employer should be reminded of his/her responsibilities under the Management of Health and Safety at Work Regulations 1999 and should take into account HSG 165 *Young Persons at Work – A Guide for Employers*. The following matters should be addressed:-
 - a. The inexperience, lack of awareness of risks and immaturity of young persons.

- b. The fitting and layout of the workplace or workstation.
 - c. The nature, degree and duration of exposure to physical, biological and chemical agents.
 - d. The form, range and use of work equipment and the way it is handled.
 - e. The extent of the health and safety training provided to young persons.
 - f. The risks from agents or other processes carried out at the workplace. g. The risk to the young person's health and safety must be assessed.
 - h. The protection measures to be taken.
 - i. Any risk notified to him/her by any other employer sharing the same workplace.
 - j. Any work beyond the young person's physical or psychological capacity.
 - k. Any work involving harmful exposure to agents, which are toxic, carcinogenic, mutagenic or have chronic effects.
 - l. Involving harmful exposure to radiation
 - m. Extreme heat or cold
 - n. Noise or vibration
 - o. The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.
- The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

3.28 Working at Height

- i) The Working at Height Regulations 2005 cover work in any place from which a person could fall a distance liable to cause personal injury and includes work at or below ground level.
- ii) A task based risk assessment system will be used to identify all situations where working at height is relevant. The risk control hierarchy will be: Avoid, Prevent and Mitigate. Consideration should always be given to the use of a mobile scaffold tower where possible.
- iii) The use of ladders across the whole site must only take place with the prior approval of the relevant Site Manager/Caretaker, who will assess the risks involved and the suitability of the equipment for the task to be performed.

3.29 Workplace Safety

- i) The Workplace (Health, Safety & Welfare) Regulations 1992 and the Approved Code of Practice and Guidance No L24 cover a wide range of basic health, safety and welfare issues. They set out what is required in relation to ventilation, temperature, lighting, cleanliness, space, traffic routes, drinking water, sanitary conveniences, changing and rest facilities and other matters relating to the workplace.
- ii) The maintenance elements of these regulations will be checked in accordance with section 3.10 Inspections, Monitoring etc.

PART III – APPENDIX 1
COMPETENT PERSONS AND RELEVANT LOCATIONS
 (This section should be kept up to date within each school)

RESPONSIBILITY	COMPETENT PERSON	LOCATION
First Aid Appointed Person		Main Office
First Aid Box Locations		Main Office First Aid Room Sports Centre Science Preparation Room Technology Prep. Room Lower Gym
First Aiders (Emergency)		See H&S notice board
First Aiders (First Aid at Work)		See H&S notice board
Accidents Notified to		
Accident Book kept by		
RIDDOR Notifications by		
Fire Marshals		
Assembly Points		School Field All Weather Pitch
Emergency Procedures		Principal's Office
Asbestos Survey		NPS Glasshoughton
Asbestos Log Kept by		Main Reception
Statutory Inspections <input type="checkbox"/> Boilers <input type="checkbox"/> Hoists <input type="checkbox"/> Fire Safety <input type="checkbox"/> Legionnaires		Site Manager's Office
Out of School Visits		Evolve
Risk Assessments		Site Manager's Office
COSHH Assessments		Site Managers' Office
Noise Assessments		WMDC, County Hall
Manual Handling Assessments		Site Manager's Office
Work Station & DSE Assessments		Site Manager's Office
Electrical Safety		Site Manager's Office
Caretaking		Caretaker's Office
Cleaning		Caretaker's Office
Grounds Maintenance (grass cutting, litter picking and gardening equipment)		Caretaker's Office
Catering		Kitchen
Site Manager		Site Manager's Office

Occupational Health		Trust HR Team
Health and Safety Committee Representatives		