

THE BICESTER SCHOOL



HEALTH & SAFETY POLICY

Parts: I, II and III

Policy Reviewed by the Site Manager: August 2018

Approved by the Governing Body:

Date for Review: August 2019

THE BICESTER SCHOOL

HEALTH AND SAFETY POLICY

Introduction

This document sets out details of The Bicester School's commitment to securing the health, safety and welfare of its employees, contract workers, student learners and other visitors. As a working document, it provides an outline of the organisation's legal obligations, the responsibilities of staff at all levels in the context of health and safety management and how the School intends to ensure that it fully discharges its legal obligations through a series of longer-term aims and objectives.

Purpose

It is a formal requirement for an organisation employing five or more persons to have a health and safety policy, which is evidenced in writing. Such a policy is normally comprised of three essential parts defined as follows:

Part 1 – A Policy Statement – the organisational commitment to health and safety

The purpose of the Policy Statement is to outline the commitment of the Board of Governors through and the Headteacher, to secure the effective management of workplace health and safety, in accordance with the requirements of the Health and Safety of Work etc. Act 1974 and all of the subordinate regulations.

Part 2 – The 'Organisation' for health & safety – the responsibilities

Everyone has a part to play in the effective organisation and management of health and safety in the workplace. However, there are differing levels of responsibility associated with different roles and these are outlined in this section of the policy. All staff are therefore expected to fully familiarise themselves with this part of document and identify which specific responsibilities relate to them in their particular role within the organisation.

Part 3 – The 'Arrangements' for health & safety – the processes and procedures

The 'Arrangements' are the sets of procedures, such as the fire and emergency evacuation procedures, detailing how the organisation will ensure that it will fully comply with specific requirements to provide a safe workplace for its staff, contract workers, students and other visitors. All of these procedures are contained in separate policy documents, which are subordinate to this main policy document, and a full list of these documents can be found in the policies folder within the All Staff Information on the school intranet.

Scope

The Health and Safety Policy affects everyone connected with The Bicester School. All staff, learners, visitors, contractors etc. must comply with the relevant safety arrangements. This policy will therefore cover all staff, students and any other stakeholder groups visiting any of the campuses/sites.

Part 1 – The Health and Safety Policy Statement

The Bicester School is fully committed to achieving high standards of Health and Safety Management in all of its operations, not only in the context of its own employees and student learners but also in respect of all others involved in or affected by its activities. In particular, the School will endeavour to ensure that safe and healthy working conditions are maintained at all times with buildings, facilities and equipment maintained in good order and repair and its staff, contract workers and student learners provided with the information, instruction, training and level of supervision necessary to achieve this end.

The Local Governing Body (LGB) acknowledge their legal responsibilities under the Health and Safety at Work, etc. Act 1974 and subordinate regulations and statutory instruments, to secure, through the school SLT, the health, safety and welfare of the organisation's employees, contract workers, students and other visitors to its premises. Specifically, the LGB and the Headteacher of the Bicester School are fully committed to:

- Complying, as a minimum standard, with all relevant regulatory requirements and associated Health and Safety Executive guidelines and Approved Codes of Practice (ACoPs).
- Co-operating fully with relevant enforcement authorities and work with relevant external agencies to further the understanding and development of health and safety management and practice.
- Striving to achieve, so far as is reasonably practicable, the very best standards of health, safety and welfare and ensuring that any of the organisation's activities do not adversely affect the health and safety of its employees, visitors, learners and others.
- Promoting the 'Safe Learner' concept, risk education and awareness in the learning environment. They are committed to providing health and safety awareness as part of all learner studies.
- Ensuring the appointment or engagement of any necessary 'competent' persons, consultants/advisors, recognised bodies or experts outside the organisation as and when required.
- Managing and prioritising workplace health and safety matters based on an assessment of the level of risk posed by the operational activities concerned and maintaining a risk register.
- Continually improving its health and safety management performance so that work-related ill health and accidents are reduced, so far as is reasonably practicable.
- Making available, so far as reasonably practicable, appropriate resources to be able to implement the School's policy.

- Producing a statement of its key health and safety objectives and priorities in the form of an annual health and safety management report and action plan for the School.
- Developing and maintaining effective contingency plans where appropriate and in conjunction with the authorities and emergency services where necessary.
- Ensuring that staff are provided with all the information, instruction and training they need to enable them to work safely and secure the health, safety and welfare of themselves, their colleagues and learners, through targeted programmes of Staff Development and tutoring.
- Promoting health and safety as a fundamental element of line management responsibility at all levels within the organisation, as well as an integral part of quality management and staff development processes.
- Ensuring that employees and their trades union appointed Safety Representatives and/or elected Representatives of Employee Safety, are always fully consulted on all workplace safety-related matters including proposals to change working practices, modify workplace facilities and/or the nature, format or method of delivery of essential staff training, etc.
- Requiring contractors and all other business partners to demonstrate the same level of commitment to continuous improvement in standards of health and safety performance.
- Ensuring as a condition of their employment/learner agreement that all employees and learners comply with all health and safety requirements relating to their activities.
- Ensure compliance with the policy through a process of the delivery of programmes of staff training, the monitoring of workplace activities through periodic workplace inspections, auditing safety management practice and reviewing safety management performance.

The Bicester School will ensure that this policy together with all of the associated health and safety policy documents are developed and implemented in full consultation with its employees and their appointed or elected representatives and that the contents of this policy document are both communicated to all concerned and kept up to date. It is anticipated that this policy will be reviewed on an **annual** or **biannual** basis.

Finally, The Bicester School recognises that achieving successful health and safety management is a shared objective that necessarily needs to involve everyone connected with the organisation. Staff, contract workers, student learners and others occupying, visiting or utilising the School's premises are therefore reminded of their responsibilities in the workplace under the law, to take care of the health, safety and welfare of themselves and others and, to co-operate fully with The Bicester School as their employer, in its efforts to make working for the organisation a happy, rewarding and above all, safe experience.

Signed.....
Chair of Board of Governors

Dated.....

Signed.....
Head Teacher

Dated.....

Date set for review: **August 2019**

Part 2 – The ‘Organisation’ for Health and Safety

The Health and Safety at Work etc. Act 1974 together with the subordinate regulations, place non-delegable legal duties and responsibilities upon not only the LGB in their capacity as employer but also upon the The Bicester School’s management team, teaching, support staff and students, to secure the health, safety and wellbeing of not only themselves but also of others, including contract workers and other visitors, who may be affected by their activities. Ultimate responsibility for workplace health and safety in any organisation therefore effectively rests with the highest level of management, although in practice duties are shared to some extent as a series of essential workplace tasks, through the management ‘chain of command’ in much the same way as they are for all other workplace tasks and duties.

The ‘organisation’ section of an organisation’s health and safety policy aims to establish this chain of command in the context of the management of workplace health and safety, by outlining the accountability of each group of employees. In short, the ‘organisation’ section attempts to identify who is responsible for what and to whom. Staff at all levels should then be able to easily identify their own responsibilities for health and safety, including where and how to report workplace problems including who they should be approaching for advice and guidance on any workplace health, safety, welfare or other related matter.

Implementation and Review process for the Health and Safety Policy – a brief overview

Local ‘organisation’ for health and safety

All managers are responsible for the health, safety and welfare of all those under their control, including their staff, contract workers, student learners and other visitors to their respective work areas. Managers are also responsible for ensuring that their staff and student learners are always adequately supported and appropriately supervised, especially where they are required to undertake potentially hazardous tasks and/or use potentially more hazardous equipment or substances during the course of their work.

Managers are personally responsible for arranging any necessary health and safety training for their staff, in order to ensure that staff are familiarised with any potential hazards and made fully aware of the control measures they need to put in place to minimise the risks associated with carrying out their various tasks.

Where any task requires a safe system of work to be followed, the SMT member responsible for that area/task will ensure that, their staff adopt the safe system of working and, that they have received sufficient instruction and training to enable them to carry out the task correctly and safely.

General health and safety responsibilities of all staff, including teaching, part-time or temporary staff and contract workers

Whatever job you do, you have a duty to co-operate with your employer to ensure that your workplace is safe for everyone who might be affected by your actions.

You need to take reasonable care not to do anything that might endanger either yourself or others or cause avoidable damage to property or equipment.

You must not knowingly act, or omit to act, in a way, which may cause either the The Bicester School or yourself to be in breach of the law or damage the reputation of the School. In addition, you must take account of the potential hazards and risks in everything you do.

If during the course of your work you are injured, become unwell, or are involved in or become aware of any situations, which are potentially unsafe, including violent incidents, you must inform your Line Manager or the site manager at the earliest opportunity.

All employees, self-employed persons and contract workers, therefore have the responsibility to co-operate with Managers and Heads of Departments to achieve a healthy and safe workplace and to take reasonable care of themselves and others at all times.

RESPONSIBILITIES

1. LGB

- To monitor the allocation of funds based on suitable and sufficient risk assessments.
- Prioritise health and safety matters within the School Development Plan.
- Purchase and maintain equipment to British and European Standards.
- Have health and safety as a standing item on the agenda of all meetings.
- Carry out regular inspections as outlined in the Governors' Handbook.
- Cooperate with the employer (ALET) on matters of health and safety.
- Nominate Governor(s) with responsibility for health and safety (Finance and Property Governors).

2. HEAD TEACHER

To take overall responsibility for the implementation and monitoring of the establishments health and safety policy by:

- Line managing the Leadership Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Liaising with the employer (Activate Learning Education Trust) over health and safety issues;
- Regularly checking the Health and Safety website, see contact sheet or email: healthandsafetyhelp@oxfordshire.gov.uk
- Ensuring good communications by including health and safety issues in staff briefings, bulletins and meetings;
- Organising and implementing termly inspections in consultation with
- Trade Union Safety Representatives and Governors;
- Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
- Ensuring that health and safety is a criteria for performance management
- /appraisal scheme;
- Formulate and implement a policy for the management of critical incidents.

3. DEPUTY HEAD / ASSISTANT HEADTEACHER (LEADERSHIP TEAM)

- Include health and safety in all new employees' induction.
- Undertake an annual health and safety training needs analysis via staff appraisal and other mechanisms of all employees and provide training as deemed necessary.
- Monitor departmental documentation, risk assessments, practices and procedures.
- Encourage and support staff in completing risk assessments for pupils giving cause for concern.
- Ensure that any health and safety curriculum requirements are being delivered in lessons.
- Support employees with personal safety issues including stress.
- Ensure off site visits are approved and appropriately staffed.
- Review departmental Heads risk assessments annually.
- Adequate trained first aid cover is available for on/off site activities.
- Hazard reporting and maintenance documentation is actioned.

4. SITE MANAGER

- Maintaining accurate records of all equipment and resources.
- Purchase and provide for maintenance of all equipment and resources to prescribed standards.
- Hazard reporting and maintenance documentation is actioned;
- Accident and Physical and Verbal Abuse on line reporting is completed
- All appropriate risk assessments guidance and hiring documentation is completed for community use of the site;
- All community users are registered and made aware of emergency procedures.
- Ensure hazardous equipment and materials around general site are appropriately marked, maintained and used by competent personnel

Ensure that the school is following the ALET procedures:

- When selecting a contractor;
- When liaising with contractors over health and safety matters;
- When monitoring health and safety issues on-site regarding School appointed contractors.
- Carry out daily checks of the site and take appropriate remedial action.
- Organize the planned programmed maintenance of plant and equipment.
- Prioritize and process the maintenance forms.
- Ensure all employees are fully briefed on health and safety site issues.
- Arrange for general site annual electrical testing programme. Also ensure that all new equipment is tested before use unless tested and certified by manufacturer.
- Complete all relevant risk assessments.
- Ensure all site staff are trained and competent to undertake their tasks safely.
- Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety folder.
- Carry out monthly water temperatures tests.
- Alert the Head of Establishment to issues of security and lone working

5. OFFICE MANAGER

Is to ensure that:

- All reception/media risk assessments are completed and reviewed;
- Visitors are registered, wear a badge and are briefed on the emergency procedures;

6. FIRST AID CENTRE – RECEPTION

- Periodic checks are made of the first aid arrangements and containers.
- All accident reporting either paper or online is correctly completed.
- All hazards identified are reported on to the Site Manager.

7. COORDINATORS/HEADS OF DEPARTMENTS

(and other holders of a post of responsibility (teaching and non-teaching))

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, Drama, PE and offsite activities.
- Have a general responsibility for the application of ALET safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of existing safety measures and procedures.
- Ensure all hazardous equipment and materials are appropriately marked, maintained and used by a competent person.
- Monitor observance of H&S requirements (active cooperation of staff of department, teaching/non-teaching is expected).
- Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded.
- Annually undertake a training needs analysis for their teams.
- Ensure all department employees are trained and competent to undertake their tasks safely.
- Arrange for the annual electrical testing programme (also see Site Manager). Also ensuring that all new equipment is tested before use unless tested and certified by manufacturer.
- Ensure health and safety is a standing item on all agendas.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

8. ALL EMPLOYEES

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the site office AM/AW
- To make recommendations to Head of Department/Co-ordinators on safety equipment and on additions or improvements which could be acted on.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse, things provided for your health, safety and welfare and follow safe working procedures personally.
- Do not undertake unsafe acts.
- Inform Site Manager of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues.
- To know the special safety measures to be adopted in their own teaching areas and ensure they are applied.
- Raise health and safety issues with pupils.
- Be aware of Asbestos Management folder – found in Site Office and its implications

9. VISITORS and and CONTRACTORS

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency
- Contractors should read Asbestos Management Folder (Site Office) and be aware of its implications regarding property and any works carried out.

10. PUPILS

- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health, safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, things provided for your health, safety and welfare as necessary.

TRAINING NEEDS

The Headteacher will ensure, where appropriate and after consultation with the appropriate employee, that adequate health and safety training will be given to enable the employee to carry out his/her duties, this applies to all employees, teaching and non-teaching. (Management Regulations Reg (11) Health and Safety training is required on:

- Induction
- Being exposed to new or increased risks because of:
 - increased responsibility within the school
 - new or changed work equipment
 - new work systems
 - new technology

Such training needs to be repeated periodically.

COMMUNICATIONS Staff Meetings

- Health and Safety will be a standing item on the Agenda of Staff Meetings and minutes will be taken.

Recognised Trade Union Health and Safety Representative

The governors recognise the rights of the Safety Representative under the Safety Representatives and Safety Committees Regulations 1977 as amended by Regulation 17 of the Management of Health and Safety at work Regulations 1992.

The Safety Representative is the employees' representative, with whom any issues in the area of health and safety may be raised. A safety representative is permitted, under the regulations, to make at least one termly inspection in work time. The whole school need not be inspected at one time. It is often more convenient to spread the inspection over a few days.

A safety representative has the right to:

- be consulted on all health and safety matter;
- investigate accidents and incidents and work related health issues;
- time off, with pay;

- do inspections and attend health and safety training courses.

The school will need to provide such facilities and assistance as may reasonably be required for the purposes of carrying out their functions.

Health and Safety Documents

The school is sent periodically from the a variety of email intranet messages/documents on Health and Safety, these will be circulated as necessary and can be found on the Health and Safety notice board.

Health and Safety information can be obtained from the intranet by logging on address: <http://intranet.oxfordshire.gov.uk/links/intranet/cypfhealthandsafety>

Head of Department/Coordinators should view this intranet site regularly (monthly) for up to date information and training courses.

PREMISES SAFETY

Hazard Reporting and Maintenance

A report system is used to record any hazard, or potential hazard, that may be identified in the establishment. It is the responsibility of the Headteacher to respond to the hazard as soon as possible, even if the decision is to do nothing. There should be regular reviews by the Headteacher of outstanding building maintenance works.

Workplace Health Safety and Welfare Regulations 1992

This establishment recognises that these Regulations will apply to all schools and will take appropriated steps to implement the requirements.

The regulations cover a wide range of issues such as the general conditions of the premises, floors, passages, stairs, lighting, temperatures, accommodation, work stations, sanitary conveniences and welfare facilities.

Safety Signs Regulations

This school will ensure that prescribed safety signs are displayed.

Hazards Peculiar to this Site

Local arrangements will be prominently

displayed. Emergency Contact Persons (see

Appendix A) Emergency Isolation Points (see

Appendix B) **Hiring out of School Premises**

As governors are deemed to be controllers of the premises outside school hours under Education (No. 2) Act 1986 Section 42 and under Section 4 Health & Safety at Work Act, they require all hirers (whether charged or not) to complete and adhere to the school's Conditions of Hire.

CONTRACTORS

Contractors and Sub- Contractors on School Premises

The Headteacher should receive suitable and sufficient prior notification of any programmed building/electrical or other improvement/maintenance works from contractors commissioned by The Activate Learning Group ensure that time is available to make appropriate arrangements on site. For larger works, pre-site planning meetings are essential.

Failure to give such notice would normally result in refusal to allow such contractors on site.

* See Building Contracts Undertaken on Education Premises (HSE) checklist. Contractors and sub-contractors must report in as soon as they arrive on site. If their work involves any hazards to staff or other persons, then suitable arrangements must be made to protect them. Workers inside the building are required to sign-in and state their activities and read a copy of the safety procedure card.

TRANSPORT

Vehicles on School Site

Before commencing work, contractors and sub-contractors must discuss with the Site Manager the movement and times when vehicles will be allowed on school sites. (This includes buses and deliveries to schools.) Any problems regarding transport should be reported to The Site Manager.

Minibus Regulations

The Head Teacher will ensure that a suitable and sufficient risk assessment is undertaken before an educational visit is undertaken. All drivers conveying students in school minibuses must hold a valid registered minibus drivers permit.

FIRST AID AND EMERGENCY PROCEDURES

Recognised First Aider – 3 Day First Aid Training (under Health & Safety (First Aid) at work Regulations 1981). The trained first aider on site should be consulted in the case of injury or accident on site. The first aider will need a two-day refresher course within a three-year period.

Emergency First aid at Work Training

The trained persons will render first aid assistance if the first aider is not available. This training is valid for three years.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

Accident Reporting

ALL accidents (including minor incidents) to **staff** and **visitors** (including contractors, sub-contractors, trainees) **MUST** be reported via the on line reporting system (SMARTLOG)

Accidents/incidents to students that result in the student being sent to a doctor or hospital must be reported via the on line reporting system (SMARTLOG) by the First Aider dealing with the student. Follow up action should also be completed depending if the accident happened during lesson time or break time

Certain injuries and conditions must be reported to the HSE under RIDDOR. Information can be found on the HSE website.

Details of any accident/incident to an Employee or trainee, which results in an absence from normal duties for more than three working days, must be recorded on the electronic form found on the HSE website, the site manager will oversee this reporting.

Failure to report could result in criminal proceedings.

Staff Involved in Fire Procedures

The fire alarm system in this school is independent and consists of repeated beeps. Fire exits and recommended routes are clearly signed. Fire notices throughout the school and in all classrooms outline procedures. A zoned evacuation system is in place.

Visitors Involved in a Fire Practice

Visitors will make their way out of the building by the nearest available exit door with the person they are visiting. The receptionist or other person designated will ensure that the Visitors on site list is taken to the assembly area on the tennis courts so visitors can be accounted for.

Fire Log Books

These will be updated periodically and reviewed.

Occupational Health

This service is available via the Occupational Health Unit on 01865 815421 or fax 01865 298189.

Educational Activities

Staff responsible for developing schemes of work will implement risk assessments and monitor their effectiveness for all hazardous activities undertaken on or off site.

Educational Visit

This school will ensure all necessary selection, vetting and monitoring procedures are adhered to in accordance with the national guidelines. See EVC.

Critical Incident Management

This school will develop emergency arrangement plans to ensure effective communications and controls are established BEFORE a major incident occurs. See Critical Incident Emergency Plan

INSPECTIONS AND MONITORING HEALTH & SAFETY

Monitoring Arrangements

The Head Teacher will develop an effective management safety monitoring system to oversee the operation of this policy. These will include:

- inspections
- direct observations of staff compliance
- managerial reports monthly/termly/annually (as necessary)
- surveys
- tours
- investigations of good practices/incidents/documents
- record keeping

Reporting via the Work Place Inspection Report (Appendix E)

Performance Monitoring

As part of good management practice the school includes health and safety performance in staff appraisal.

Health & Safety: Be Safe

All staff should be aware of the School's Health and Safety Policy. The School's Policy Part III document can be found in the Site Managers office. Please find time to look at this document. Health and Safety is everybody's responsibility we all wish to ensure that the risks of accidents in the workplace are kept to the absolute minimum. The Part II document outlines particular staff responsibilities as well as support, guidance and advice in matters related to Health and Safety and Risk Assessment.

Health and Safety is a standing item on department agenda's, always raise matters of concern, be aware of the main hazards of slips and trips, working at heights and how these accidents can be avoided. Ensure you are familiar with your Departments' specific Health and Safety document/manuals.

Be aware of the fact that some parts of the school building contain asbestos products. The Asbestos manual is located in The Site Manager's office. Please do not make holes in walls/ceilings etc without consultation.

If you intend to take trips out, you must use the necessary out of college/off site activities procedures. The Oxon out and about document explains these (See EVC for guidance).

Ensure you are aware of the school first aid procedures and the reporting accidents – (Riddor) procedures. Allergy Sufferers list / Epipen users.

Fire Drill/Emergency Evacuation; Ensure you are aware of these procedures; Information regarding evacuation/action procedures is present in all classrooms. Ensure you are familiar with call points and extinguisher locations, where you go with your students in an emergency.

Electrical items are tested annually (PAT). If you bring in an electrical item to use in the workplace it will require testing before use, unless brand new and complying with

European legislation. To do this, see Andrew Stone (Site Manager) who will make necessary arrangements.

Training needs should be met via your departments and through the appraisal/ performance management process i.e. in such areas as COSHH awareness, Machinery Use/Certification, Food Handling and Hygiene, Manual Handling.

Minibus Driving. If you wish to become a school minibus driver to transport students you must take an minibus drivers permit test. These can be arranged via the Site Manager

The school has a lone workers policy. Other policies include stress at work and occupational health.If you require any guidance or support in any of these matters please contact your Head of Department or the Headteacher.

Part 3 – The ‘Arrangements’ for health and safety – the health and safety policy documents detailing specific operational safety-related procedures

All of these health and safety documents are currently available on the Staff Portal:

02 All Staff Information / Policies / ALET Health and Safety

Health & Safety Policy & Procedural Documents
The Bicester School Policy comprising a Policy Statement and Organisation & Arrangements sections
Accident & Incident Investigation and Notification procedure, including a new Group record form
Provision of Emergency First-Aid, including new replacement dressing and eyewash bottle order form
Fire Safety Policy and Emergency Evacuation Procedures for The Bicester School
Electrical Safety and Management and Safe Use of Portable Electrical Appliances
Safe Use of Display Screen Equipment
Management of Contractors, including Permit-to-Work form for the management specified hazardous workplace activities
Management of Asbestos-Containing Materials (ACMs)
Maternity Policy – revised ‘new and expectant mothers’ workplace assessment form
Management of Workplace Risks
Managing Hazardous Substances in the Workplace (COSHH)
Management of Staff Lone Working
Management of Staff Homeworking
Management of workplace stress
Policy document covering the Management of Hazardous Manual Handling Tasks complete with a Manual Handling Assessment form
Management of On-site Vehicular and Pedestrian Traffic
Policy document covering the Management of Water Installations to Control Legionellosis Risk

References

The Health and Safety at Work etc Act 1974

<http://www.legislation.gov.uk/ukpga/1974/37>

The Health and Safety Executive’s ‘Managing for Health and Safety’ HSG65 at:

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

The function of Health and Safety Committees and the role of Safety Representatives:

<http://www.hse.gov.uk/involvement/hsrepresentatives.htm>

For a more detailed account of the function of Health and Safety Committees and the role of Safety Representatives see the ‘Brown Book’ at:

<http://www.tuc.org.uk/sites/default/files/extras/brownbook.pdf>

STAFF EMERGENCY CONTACT DETAILS

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PA to Headteacher:

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