



Health & Safety Policy
2020

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HEALTH AND SAFETY AT VALUES ACADEMY

Introduction

As the employer, the Board of Trustees of Values Academy has overall responsibility for the health, safety and welfare of staff and students. The Board recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When employees are actively engaged in health and safety, the end result is fewer accidents and less ill health.

Values Academy will put in place clear policies which focus on the key risks and will ensure that control measures have been implemented; remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established.

Although overall accountability for health and safety resides with the Board of Trustees of Values Academy, day-to-day responsibility for the health and safety of staff and students is delegated to the CEO, who in turn will delegate certain functions to other staff, in particular to the School Principal and School Business Manager (“SBM”).

The Chief Executive Officer and members of the Senior Management Team play an important role in ensuring strategic direction and will work in close partnership with the Principal of the school and School Business Manager to support ongoing good health and safety management.

This Policy should be read in conjunction with Values Academy:

- Educational Visits Policy
- The Medical Conditions Policy
- First Aid Policy
- Fire Safety Management Policy
- Stress Policy
- CCTV Policy
- Lockdown Policy

1. General Statement of Intent

The Board of Trustees of Values Academy undertakes to meet fully its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors.

The Board of Trustees will actively work with the CEO, Principal and School Business Manager to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

All of Values Academy's employees have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

In compliance with the Management of Health and Safety at Work Regulations 1999, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place, as far as is reasonably practicable, using a sensible risk management approach.

The Board of Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Board of Trustees will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Board of Trustees will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

Signed:

Chief Executive Officer

Chair Of Board of Trustees

Date:

Date:

ORGANISATION

WHO IS RESPONSIBLE?

The Health and Safety at Work Act 1974, requires Trustees, management and employees, according to their particular roles, to take the initiative on certain matters. Values Academy will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety.

2.1 Responsibilities of the Board of Trustees

The Board of Trustees will ensure that:

- They provide, as far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the school or any premises under their control.
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments are kept.
- Sufficient funding and resource is allocated for health and safety e.g. in respect of training, personal protective equipment, access to *competent* advice etc.
- Regular termly safety inspections are undertaken.
- Inspection reports are considered and acted upon.
- Health and safety is a standing item on all agendas.
- A positive health and safety culture is established and maintained.
- Any incidents/ accidents are reported and satisfactorily investigated.

2.2 Responsibilities of the Chief Executive Officer (CEO)

Without limiting the responsibility of the Board of Trustees, the CEO will oversee the day-to-day management of safety and implementation of this policy within the school.

The CEO will comply with Values Academy's health and safety policy and in particular will:

- Decide upon safety strategy and policy.
- Take an active leadership role in safety management.
- Ensure the appropriate resource of health and safety.
- Establish and monitor health and safety targets.
- Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- Ensure that regular health and safety inspections are carried out.
- Consult with members of staff on health and safety matters.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard.
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery.
- Arrange for risk assessments to be carried out by a competent person.
- Liaise with the Governing Body, Principal and SBM.
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Maintain a liaison with local police and Fire Service and be aware of local security matters affecting the school.

- Attend relevant health and safety briefings and training.
- Ensure the school has access to competent health and safety advice.
- Lead by example on health and safety matters.

The CEO may not delegate their legal responsibilities but will normally act through the Principal and SBM on a day to day basis to ensure compliance.

2.3 Responsibilities of School Principal

The Principal has overall responsibility for the management of health and safety of students and all teaching and support staff.

The Principal will ensure that:

- The health and safety policy produced by JCH Consultants in conjunction with the SBM and the CEO, approved by the Board of Trustees, is regularly reviewed and revised as necessary, at least every year.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- Monitoring of School Leaders and responsible staff to ensure these are carried out and are compliant will take place on a termly basis.
- For high risk activities, safe systems of work are identified via a risk assessment.
- Information and advice on health and safety is acted upon and circulated to staff and Trustees.
- Regular inspections are carried out with reports submitted to the Board of Trustees.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- There is co-operation with and provision of necessary facilities for health and safety representatives.
- Appropriate tasks are delegated to School Leaders and teaching staff.

2.4 Responsibilities of the School Business Manager

The School Business Manager will ensure that:

- All responsibilities delegated to the SBM, by the CEO, are diligently carried out.
- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place for all employees and for when contractors are working on the premises.
- Contractors are adequately assessed for health and safety competence and compliance.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of legionella.
- Adequate systems are in place for the management of fire risk.
- All premises-related accidents/incidents are recorded and investigated.

- Regular inspections of the premises take place.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- Monthly health and safety reports are made available to the Board of Trustees.
- All policies and procedures are kept up to date and regularly reviewed.

2.5 Responsibilities of Day to Day School Management (School Leader)

Without limiting the responsibility of the Principal or SBM the School Leaders will oversee the day-to-day management of safety and implementation of this policy within the school in the absence of the Principal and SBM:

The School Leader will ensure that:

- They are trained, competent and available to undertake any of the Principal's duties which have been reasonably delegated to them.
- To oversee health and safety matters relating to the curriculum areas.
- Ensure the safety and welfare of staff and students.
- Ensure property safety and fire safety.
- Maintain security.
- Record accident details and report to SBM.
- Fire evacuation procedures are understood and that evacuation drills are carried out on a termly basis.
- Consult with staff and students on health and safety matters and report to SBM.

2.6 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the School will act responsibly to ensure that:

- They are familiar with, and comply with, the Health and Safety Policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately to the Principal, School Business Manager or to their line manager any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Principal or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.
- They ensure the safety of all persons in their care.

2.7 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- Follow all instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

3.1 Premises Security

The Nuneaton school has an entrance road and pavements from the main road to the school carpark which is adjacent to the main entrance to the school. The driveway is shared with another company, a nursery school. Access to the Academy is only available via the main entrance doors which are supervised via reception. Access is via an intercom system and a fob system for staff, the external doors are also connected to our fire alarm system.

The building and carpark are surrounded by a perimeter fence with a gated entrance which is locked when the buildings are empty.

The Birmingham school is situated in Key Hill, Hockley in Birmingham on the edge of the Jewellery quarter in a quiet no through road. The school has commercial businesses either side and opposite the school is a barriered waste land area. The school is accessed through the main reception door with has an intercom system for added security and a fob system used by staff. All external doors and windows have a roller shutter system. The school also has a gated side entrance which is opened by a fob system and connected to our fire alarm system, this leads to an outside area which is fenced and used by the students as a playground area. The school does not have any private car park facility and therefore staff park on the road, which has restricted 4 hour parking and some free parking. Parking spaces are limited and are used by all businesses in the road.

All staff are informed that they must never park in front of the gated entrance or any entrance which is a fire exit.

The schools operate CCTV to ensure the protection of students and staff. The school uses CCTV for the following purposes:

- To provide a safe and secure environment for pupils, staff and visitors
- To protect and safeguard both staff and students
- To protect school buildings and assets
- To assist in reducing the fear of crime and the protection of private property
- To assist in the prevention of crime and assist law enforcement agencies in apprehending offenders.

3.2 Visitors

All visitors are to be signed in and issued with a visitor's badge and made aware of Values Academy emergency and safeguarding arrangements. Visitors must be accompanied by a member of staff throughout their visit unless they are DBS checked and undertaking work within the school that has been preauthorised by the School Leader, School Principal or SBM. Where visits require one-on-one interviews, arrangements are to be made to ensure their mutual safety.

3.3 Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that

ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.

The SBM is therefore to ensure that, where contractors are appointed directly by Values Academy, that:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- All duties under the Construction (Design and Management) Regulations 2015 are carried out and adhered to.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

Where possible contract work will be carried out during holiday periods or either end of the school day. In such cases the contractor will be shadowed by a member of our staff.

3.4 Communication

All staff are to be made aware of communication channels within Values Academy for health and safety. All new staff and volunteers are to be provided with a detailed health and safety induction when they commence work at the school.

The SBM will ensure that all health and safety guidance and advice is kept together in the main office and where relevant at reception. All electronic information will be appropriately stored, protecting personal data by password protection where relevant. All such advice is to be communicated to staff where relevant and incorporated into the school's procedures.

3.5 Staff Consultation

The Board of Trustees and CEO recognise the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. All the regular staff meetings of various groups will contain an agenda item on Health and Safety. The Principal or School Business Manager on behalf of the Board of Trustees will liaise on a frequent basis, and at least every term, with Safety Committee representatives on matters of health and safety.

3.6 Health and Safety Committee

The Health and Safety Committee provides the main forum for the school leaders and staff representatives to discuss health and safety issues. The Committee will meet at least once per term. It is to be chaired by the School Business Manager, on behalf of the Board of Trustees, and is to include members of the teaching and support staff. Significant findings will be reported to the Board of Trustees via the SBM's regular report to the Board.

3.7 Safety Practices

Guidance issued by the Health and Safety Executive is to be incorporated into the school procedures. These arrangements will be discussed at the appropriate health and safety committee and any significant issues are to be relayed to relevant staff.

3.8 Risk Assessment

The School Principal is to ensure that risk assessments are carried out for school activities and operations as outlined at paragraph 2.3 . The CEO will oversee premises related issues. This duty is delegated to the SBM to ensure that all premises related risk assessments are carried out and that school departments maintain up to date risk assessments. The assessments will be used to identify health and safety hazards and ensure that, where they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled.

The school Principal will ensure that curriculum risk assessments are carried out and up to date.

3.9 Fire Precaution Procedures

The CEO and Board of Trustees are to ensure that a Fire Risk Assessment and Audit is carried out on an annual basis. The findings of the FRA are to form the basis for the management of fire safety at Values Academy.

Procedures to be followed in the event of fire are to be circulated to all staff, students and visitors. Notices giving instructions concerning what to do in the event of fire are to be displayed by all Fire Alarm Call Points and at appropriate positions across the school. A fire drill is to be held every term, towards the beginning of term, and relevant details recorded in the Fire Log.

All fire safety equipment including, but not limited to, fire extinguishers, fire alarm, fire doors and emergency exits are to be regularly tested and maintained.

3.10 Accidents and Assaults

Relevant legislation - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – see HSE guidance - <http://www.hse.gov.uk/riddor/>
<http://www.hse.gov.uk/pubns/edis1.pdf>

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

3.11 Provision, Inspection and Maintenance of Work Areas and Equipment

Relevant legislation – Provision and Use of Work Equipment Regulations 1998 HSE guidance – safe use of work equipment <http://www.hse.gov.uk/pubns/books/l22.htm>

Work places and equipment will be suitable for the purpose and as far as is reasonably practical, free from risks of injury. Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

Values Academy will ensure that all plant and equipment meets the requirements of the Provision and Use of Work Equipment Regulations 1998. As far as reasonably practical, all work associated plant and equipment is suitable for its purpose, is safe to use, fully maintained and inspected for any damage or shortfall in its safety performance.

Routine maintenance will be provided for designated equipment in use and records of maintenance kept. An assessment will be made on all work equipment for its operational risks and any preventative measures will be provided to ensure its safe operation. Any personnel and students

who use work equipment will receive adequate health and safety information and if appropriate, written instruction/ training concerning its use.

If instruction is needed on any work equipment then this will be given by instructors who are suitably trained.

All work equipment will be fitted with approved 'on and off' switches. Designated equipment will be tested and inspected on a regular basis to ensure that these controls function safely, and full records of these inspections maintained.

All new machinery brought onto site for use will comply with the requirements of the Supply of Machinery (safety) Regulations 2008 (as amended) and carry CE markings and other relevant information. Certain machines will be subject to type-examination by an approved body.

3.12 The use of Display Screen Equipment (DSE)

Relevant legislation – Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) – see HSE guidance - <http://www.hse.gov.uk/msd/dse/guidance.htm>

The Regulations require employers to minimise the risks in DSE work by ensuring that workplaces and jobs are well designed. The Regulations apply where staff habitually use DSE as a significant part of their normal work. The Board of Trustees has general duties to protect DSE users. In summary these duties are to ensure that:

- Workstations are assessed to reduce risks on an annual basis.
- Workstations meet minimum requirements.
- Work is planned so there are breaks or changes of activity.
- On request to have arrangements for eye tests, and provide spectacles if special ones are needed to staff.
- Health and safety training is provided and relevant information is communicated.

3.13 Inspection

Values Academy will be inspected on a regular basis by a qualified Health and Safety consultant and recommendations will be provided to the SBM who will communicate this information to the relevant parties, CEO and Board of Trustees. A report will be produced for the CEO, Board of Trustees, the Health and Safety Committee, and the Principal at least every two years detailing the overall compliance of Values Academy's health and safety management system. In addition there will be fortnightly health and safety tours by the Premises Manager who will notify the SBM of all safety concerns. A termly health and safety tour will be conducted by the SBM accompanied by the Health and Safety Consultant. Relevant details will be provided to the Board of Trustees, CEO and Principal.

3.14 Specialist advice/support

The Academy will ensure access to competent technical advice on health and safety matters to assist in meeting these objectives. This will be done by;

- Having a term contract agreement with JCH Safety LTD or another reputable company.

3.15 Control of hazardous substances

Relevant legislation – Control of Substances Hazardous to Health Regulations 2002 – see HSE guidance <http://www.hse.gov.uk/coshh/essentials>

Values Academy will seek to comply with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. The school will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored quarterly and reviewed annually

3.16 Driving

All staff that drive their own cars for work purposes must have a full UK driving licence and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Staff who use their own vehicles for work purposes, should refer to the following guidance links

HSE Driving at Work <http://www.hse.gov.uk/pubns/indg382.pdf>

Mobile Phones <http://www.rospa.com/roadsafety/info/workmobiles.pdf>

3.17 Electrical systems and equipment

Values Academy will maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by

a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent person. Only portable electrical equipment that is provided by Values Academy is allowed to be used on site unless specific permission is granted and the device is subjected to a portable appliance test.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected by the Premises Manager. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Values Academy's defect reporting procedure is to be followed as required.

3.18 Manual Handling

Relevant legislation – Manual Handling Operations Regulations 1992 (as amended)

HSE guidance on Manual Handling <http://www.hse.gov.uk/pubns/indg143.pdf>

Manual handling constitutes any activity that involves an operation of lifting, pushing, pulling, carrying, moving, or restraining. Manual handling activities should be avoided where practicable, but if it cannot be avoided and staff undertake manual handling activities regularly, a risk assessment must be carried out where significant risks are identified, and training must be provided.

3.19 PE Equipment

Values Academy's PE equipment is inspected termly by the Premises Manager. Prior to use visual checks are carried out by PE staff and any concerns are reported to the Premises Manager or School Business Manager. All staff are made aware of appropriate risk assessments. Arrangements are in place to check the local area prior to PE activities taking place. All PE activities are closely monitored.

3.20 First Aid and Medication

The Health and Safety (First Aid) Regulations 1981 (as amended)

HSE guidance <http://www.hse.gov.uk/firstaid/>

Values Academy are committed to ensuring appropriate First Aid arrangements are always available for staff, students and for visitors attending site. We have a First Aid Policy to be read in conjunction with this document.

Academy staff members do not directly administer medication. Values Academy will keep student's medication in a safe, locked place during the school day for the students to self-administer if necessary. See separate Medication Policy.

Refer to guidance – DfE - Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies (revised December 2015).

3.21 Water Hygiene

HSE guidance – Legionnaire’s disease – The control of Legionella bacteria in water systems (L8)
<http://www.hse.gov.uk/pubns/books/l8.htm>

A water hygiene survey is required to be carried out and a subsequent risk assessment produced. The Premises Manager is the designated competent person for water hygiene monitoring of the water systems, and records this in a log book. The duty may be delegated to an FM Company or other member of staff who has had appropriate training to assist them to carry out these duties.

3.22 Lone Working

HSE guidance on Working Alone <http://www.hse.gov.uk/pubns/indg73.pdf>
<http://www.hse.gov.uk/contact/faqs/workalone.htm>

Lone working is discouraged wherever possible, due to potential risks of injury or ill health. Lone working is kept to a minimum but where it is unavoidable risk assessments are undertaken.

Values Academy recognises that there are occasions when school staff may be required, or chose, to work alone. Where applicable, in addition to the control measures identified in the site specific lone working risk assessments, the following procedures are in place:

- Staff are advised to:
 - Inform the SBM/Premises Manager that they are on site and of their whereabouts and inform the Premises Manager when they leave the site.
 - Ensure they inform their Line Manager of any pre-existing ill health condition or other condition that may be relevant when lone working.
 - Undertake no high risk activities when working alone.
 - follow measures/ procedures identified in the lone working risk assessment
 - never work at height when working alone

- Values Academy will:
 - Ensure lone working is avoided wherever possible
 - Carry out risk assessments for all lone working activities
 - Ensure any emergency equipment i.e. alarms, are regularly checked and maintained.
 - Contact the staff member at hourly intervals to check on well being. by phone or text to enable emergency response with staff who are lone working.
 -

Review the lone working risk assessments following any incident.

3.23 Asbestos

Relevant legislation – Control of Asbestos Regulations 2006 – see HSE guidance
<http://www.hse.gov.uk/services/education/asbestos.htm>

Values Academy has documentation to demonstrate that all Asbestos has been removed from the building and tested to demonstrate this.

4.0 Monitoring and review

This Health & Safety Policy will be reviewed annually. The policy was adopted by the Board of Trustees at its full meeting on 30 March 2020.

Signed:
Chair of Board of Directors

Signed:
CEO

Date:.....

Date:.....

April 2020
Review April 2021

