HEALTH, SAFETY AND WELLBEING POLICY

Adopted by the Governing Body, September 2026

Review date, September 2027

YSGOL PENRHYN DEWI VA
HEALTH, SAFETY AND WELLBEING POLICY

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STATEMENT OF INTENTION

YPDVA recognises that it has a responsibility to ensure the health, safety and welfare of all its pupils and employees and is committed to supporting continuous and sustainable improvement in the health and wellbeing of its employees. We aim to put the welfare of our students and employees at the centre of all school activity. Our aim is to ensure that no employees, customers, contractors or members of the public are exposed to harm from school activities.

YPDVA fully supports the aims of the Health and Safety at Work etc Act 1974, and all other relevant health and safety law. YPDVA recognises its duties under the Equality Act 2010 and will ensure that health, safety and wellbeing arrangements take account of the need to make reasonable adjustments for disabled pupils, employees, contractors, volunteers and visitors. The School is committed to providing a safe, inclusive and accessible environment for all.

YPDVA is committed to achieve on-going, continuous improvement in its health and safety performance and the elimination, or reduction, of risk, so far as is reasonably practicable. This will be underpinned by undertaking risk assessments for all significant hazards, with adequate monitoring to ensure that suitable and sufficient controls are in place and maintained appropriately.

YPDVA, in line with the Pembrokeshire County Council Health, Safety and Well-being Policy, follows a risk/benefit approach to health and safety, particularly in children's play, as recommended by the HSE by aiming to manage risk not eliminate it.

YPDVA promotes a positive culture to encourage employees to report safety concerns without fear of blame, confidentiality will be maintained and the information they submit will be acted upon. We will deal with those concerns in a consistent manner to maintain a healthy and safe environment at all times.

YPDVA is committed to the prevention of accidents and ill health and actively monitors this with a view to establishing root causes and implementing suitable remedial actions.

LEGISLATIVE FRAMEWORK

Ysgol Penrhyn Dewi VA recognises its duties under the following legislation and guidance:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Regulatory Reform (Fire Safety) Order 2005.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).
- Equality Act 2010.
- Welsh Government and Pembrokeshire County Council Health and Safety Guidance.

In accordance with the HEALTH and SAFETY at WORK ACT 1974

The School will take all such steps as are reasonably practicable to fulfil its responsibilities, paying particular attention to the following arrangements:

- risk assessment
- First Aid at Work
- fire safety management
- violence and aggression
- accident reporting arrangements
- maintenance of electrical systems
- personal protective equipment (PPE)
- display screen equipment (DSE)
- manual handling operations
- COSHH
- asbestos
- legionella
- working at heights
- road safety
- educational visits
- lone working arrangements

No safety policy can be successful unless it actively involves employees themselves. In this connection the School reminds all employees of their own duties, under Sections 7 & 8 of the Act, to take care in their work for their own safety and that of other employees, for the safety of pupils and the public, and to co-operate with the school authorities so as to enable them to carry out their responsibilities.

ORGANISATION AND RESPONSIBILITIES

This section of the policy defines the names, positions and duties of those within Ysgol Penrhyn Dewi VA that have responsibility for health and safety.

The Headteacher has overall responsibility to the Governing Body for the Management of the School

YSGOL PENRHYN DEWI VA HEALTH AND SAFETY
ORGANISATIONAL STRUCTURE

GOVERNING BODY
v
HEADTEACHER
v
BUSINESS MANAGER
v
PREMISES AND HEALTH AND SAFETY COMMITTEE
v
HEADS OF AREAS OF LEARNING (AoLE), HEADS OF PHASE (HoP)
v
TEACHING/NON TEACHING EMPLOYEES

The Governing Body is responsible for:

- giving due consideration to health and safety when developing all school policies and strategies and when allocating associated responsibilities and resources;
- ensuring that all their decisions/actions are commensurate with YPDVA Health and Safety Policy.
- ensuring that school business is planned and delivered in an organised, responsible and safe manner, adopting health, safety and risk management arrangements and systems of work that are fully compliant with relevant legal and management standards and consistent with best practice.
- ensuring that the management of health and safety in the school is a core management function which must be integrated into all other management policies and practices and holds equal importance with other aspects of business performanc

e.

- ensuring that all roles and responsibilities for delivering all aspects of health and safety policy and arrangements are clearly defined and communicated throughout the school.
- ensuring that all risks associated with activities, workplaces or equipment, are being assessed and managed effectively.
- providing adequate resources to ensure effective delivery of the health & safety management arrangements and the delivery of adequate training for employees.
- ensuring that arrangements are in place so that all employees are competent to carry out their work without risks to themselves or others, by provision of adequate training, information and supervision.
- promoting a positive health and safety culture throughout the school and ensure effective employee involvement and the recognition and support of safety representatives.
- ensuring that the health and wellbeing of employees and promotion of good health are monitored effectively.
- ensuring that appropriate arrangements are in place to check that the competence of partners, suppliers and contractors working for us can be demonstrated.
- developing an annual health and safety action plan.
- progressing the health and safety action plan.
- ensure regular monitoring and review of health and safety performance.

The nominated Governor is responsible for

- ensuring that the Headteacher, Business Manager and senior members of staff are effectively developing and implementing the School's health and safety policies to enable Governors to meet their Health and Safety responsibilities
- advising Governors of their responsibilities and obtaining or authorising such professional assistance as may be required.

The Headteacher is responsible for

- Planning for an effective management structure and arrangements for delivering the policy effectively
- Including HS&W in school improvement plans
- personnel matters for teaching staff such as monitoring illness, working arrangements and deployment.

- regular updating of all health and safety policies in conjunction with the Business Manager.
- approving school visits and expeditions subject to the Education Visits Co-ordinator's scrutiny and guidance.
- ensuring regular health and safety audits and fire risk assessments are carried out in conjunction with the Business Manager.
- liaising with Pembrokeshire County Council, Public Health Wales, Hywel Dda University Health Board and Welsh Government with regard to public health incidents, emergency planning arrangements and pandemic situations.oversight of health and safety training for teaching and support staff in conjunction with the Business Manager.
- emergency evacuation procedures.
- road safety guidance.
- communication of safety matters to employees (including part-time), pupils and parents.
- risk assessment compliance.
- designation of first aiders in the school in conjunction with the Business Manager.
- oversight and organisation of all health and safety qualifications.
- maintaining details of all health and safety training delivered across the school.
- compilation and circulation of school safety policies.

Some of the above tasks may be delegated to the Business Manager.

The Business Manager is responsible for

- providing a strategic oversight of school safety policies.
- liaison with Pembrokeshire County Council Safety Unit
- liaison with Health and Safety Executive (HSE).
- liaison with designated Governor responsible for health and safety and all other Governors.
- fire safety, as the designated "nominated person" as stipulated in Regulatory Reform (Fire Safety) Order 2005.
- site security and workplace safety for employees, students and visitors.
- all reporting of RIDDOR accidents.
- obtaining legal advice in meeting statutory responsibilities.
- conditions applying to those using or hiring school premises.
- seeking specialist advice as necessary for particular areas.
- overseeing, in liaison with the safeguarding lead, the health and safety induction of new employees
- personnel matters for teaching staff such as monitoring illness, working arrangements and deployment.
- preparing a termly health and safety report for Premises, Community and Health and Safety Committee.
- provision and display of fire evacuation procedure notices.
- provision and display of statutory notices.
- safety information when working at height for caretakers.
- safe practice by contractors working at the school under their remit.
- management of asbestos and legionella testing arrangements.

- receiving and holding accident/near miss forms and reporting to the Pembrokeshire County Council Safety Unit and Health and Safety Executive when required
- liaison with Pembrokeshire County Council in respect of staff qualifications to drive mini buses/hired mini buses.
- collation and analysis of accident records.

The Premises, Community, Health & Safety Committee

- is integral to the health and safety management for Ysgol Penrhyn Dewi VA.
- aims to comprise of key academic and support representatives from across the School.
- meets at least once a term to discuss and review the effectiveness of the School's arrangements.
- aims to assist in and to encourage the taking forward of good practice in health and safety across the school.
- assists in the implementation and monitoring of action points arising from matters raised by external health and safety audits and internal monitoring.
- acts as a channel of communication for members of staff wishing to raise issues of concern beyond those for which routine reporting procedures are appropriate.
- raises and discusses health and safety issues of strategic concern that have not been dealt with through the routine reporting procedure.
- has an important role in informing and consulting with all employees on health and safety matters.
- ensures that up to date copies of the minutes of the Committee are on display and accessible to employees.
- monitoring the effectiveness of health and safety procedures.

Premises, Health and Safety & Community Governing Body Members are made up of the Headteacher, Business Manager and selected members of the governing body.

Heads of AoLe/ Phase/ departments are responsible for

- identifying and controlling hazards within their areas of responsibility.
- preparing, and reviewing at least annually, risk assessments and any other assessments and procedures necessary for their subjects/ phases.
- ensuring the risk assessments are read and acknowledged as having been read by all departmental members at the beginning of every academic year, or at any point of change, and, are readily available for reference.
- awareness of any specific legislation and official guidance relevant to the subject/ phase areas and ensuring it is complied with.
- monitoring of safe practice by all who use their subject/ phase areas.
- provision of personal protective equipment (PPE).
- manual handling safety.
- distribution of and ensuring relevant staff members' understanding of COSHH assessments.
- examination of premises relating to their subject/ phase
- assessing and endeavouring to have met their own training needs and those of their staff with regards to health and safety.

- ensuring that health and safety is a standing item on AoLe/Phase/department meeting agendas.
- delegating the above responsibilities to a senior colleague in their absence.

Duties specific to **Pembrokeshire County Council Health & Safety Advisers** include:

- Preparation and promotion of corporate health and safety policies, procedures and guidance, ensuring a consistent and efficient approach to safety management across the Council
- Monitor the operation of, and compliance with Pembrokeshire County Council's Health and Safety Policy and directorate health and safety programmes.
- Promote and support schools, departments and services in their implementation of suitable and sufficient arrangements to ensure compliance with corporate policies.
- Provide managers and employees with health and safety advice, promoting best practice and compliance with statutory requirements and standards.
- Assist managers in the assessment and control of workplace or activity risks.
- Interpret legal requirements and management standards.
- Assist in the development and prioritisation of health and safety management action and improvement plans.
- Assist in the reporting, investigation and advice concerning remedial actions of accidents and incidents, interpretation of divisional statistics and making recommendations for improved performance
- Develop and promote the effective use of communication mechanisms associated with the management of health and safety, and development of a positive health and safety culture.
- Development and delivery of audits of relevant management systems to monitor compliance
- Production of health and safety reports.
- Identify corporate health, safety and wellbeing training needs and liaise with the corporate Learning & Development section to devise / organise / deliver training.
- Keep up to date with current legislation and best practice.
- Undertake specialist projects, as required.

Duties specific to **Fire Safety Adviser**:

- Monitor and review fire safety management arrangements for Pembrokeshire County Councils workplaces and service undertakings, supporting managers on the completion of fire risk assessments and providing competent advice and training to managers and employees in regard to the fire prevention and emergency procedures with reference to all relevant fire legislation
- Design and provide suitable fire safety training for all employees and monitor the effect of fire safety training.
- Provide advice on all fire safety related issues including assessing building projects.

Pembrokeshire County Council Building Maintenance department is responsible for:

- fixed electrical wiring testing, gas boiler inspections and the examination and testing of premises.
- regular testing of fire alarms, including residential buildings.
- lifts and pressure systems, & ladders.
- specific oversight of safety matters in plant rooms.
- management of the provision and maintenance of all firefighting equipment.

Educational Visits Coordinator (EVC) is responsible for

- management of employees in the planning, preparation of risk assessment and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site.
- developing expertise in the field and being aware of current legislation and regulation.
- advising employees and ensuring consistency of best practice in the running of school visits either in the UK or overseas.

Caretaking Staff are responsible for

- attending all fire practices; planning, monitoring and keeping records of incidents of fire alarm and practices where required.
- Regular testing and recording of fire alarms and fire door closures
- visual checking and recording of fire extinguishers
- legionella testing and recording
- the inspection and maintenance of ladders and other access equipment

Nominated person in charge of public performances and "out of hours" events

- The nominated person for each event must presume responsibility for informing staff and all visitors to the school of the relevant emergency procedures and practices.

First Aiders are responsible for

- provision of on-site medical support; assessment and treatment or referral of illness and injury.
- liaising with the School Nurse when further medical is advice is required.
- checking first aid stock and reporting procurement requirements.

All employees (The following responsibilities identified for ALL EMPLOYEES also apply to all members of staff identified above)

All employees, regardless of their position or their duties, have a legal responsibility to take reasonable care of their own health and safety and that of others who may be affected by

their acts or omissions. Employees must also co-operate with YDDVA as their Employer, so that Employers duties under Health and Safety Law are met.

In particular, Employees must:

Policies, Procedures and Information

Familiarise themselves with the relevant requirements of YPDVA's Health, Safety and Wellbeing Policies, Fire Evacuation Procedures, lockdown procedures and any other school risk assessments, emergency and safety policies and procedures relevant to their area of work.

Working practices

Carry out assigned tasks and duties in a safe manner and in accordance with instructions, and approved safe working procedures and not to interfere with or misuse anything provided in the interests of health, safety and welfare.

Training

Assist their line Manager and the Business Manager in identifying specific safety training requirements and co-operate with management in attending training provided for them. Undertake mandatory online training and update when required.

Equipment

Only use the correct tools, plant, equipment, materials for the work undertaken and reject any that are in an unsafe condition or become unsafe during use and carry out a visual inspection of equipment, etc., before, during and after use. Use the guards, safety devices, safety equipment, protective clothing and other personal protective equipment required.

Workplace

Keep the workplace safe, clean and tidy at all times.

Accidents

Report to their immediate line manager and complete an accident/incident form for:

a. Any accident resulting in personal injury, and any dangerous incident where serious injury was narrowly avoided.
b. Any 'near miss' incident that could have caused injury or could have implications for safety (such as incidents that involve damage to plant or equipment but do not involve personal injury).
c. All accident/ incident/ 'near miss' forms to be issued to reception or directly to the Business Manager in order that they can be scrutinised and added to the PCC Accident reporting datatbase as required.

Unsafe acts and conditions

a. Immediately report to their immediate line manager or business manager as appropriate, any work situation, which presents serious and imminent danger
b. Report to or discuss with their immediate line manager any hazard, unsafe condition, unsafe practice, or fault that comes to their attention during the course of their work, or if they are in any doubt about the safety of any situation.
c. Discuss problems or queries regarding health, safety and welfare with line manager in the first instance. If the matter cannot be resolved then the business manager should be consulted.

Health and Safety Improvements

Report to their immediate line manager or the Business Manager any shortcomings in the health and safety arrangements to enable remedial action to be taken if required, and any suggestions they may have for improving existing working practices.

MENTAL HEALTH AND WELLBEING

Ysgol Penrhyn Dewi VA recognises that mental health is an important element of health, safety and wellbeing. The School is committed to promoting positive wellbeing and providing appropriate support to employees and pupils through effective leadership, safeguarding arrangements, occupational health services, wellbeing initiatives and access to specialist support where required.
The School will seek to identify workplace factors that may adversely affect wellbeing and will take reasonable steps, where practicable, to minimise risks to mental and emotional health. The promotion of positive wellbeing forms part of the School's wider commitment to maintaining a healthy, safe and supportive learning and working environment.

PROCEDURES AND ARRANGEMENTS

This section of the policy defines the procedures and arrangements that are in place to ensure compliance with the Governing Body's Statement of Intent. A number of the arrangements in place for managing health and safety across the school will have been covered in the Organisation and Responsibilities section

Consultation

- The Health and Safety Committee meets at least once every term to discuss health, safety and welfare issues affecting employees, students or visitors.
- Details of Committee members are available on sharepoint.

Communication of Information

- The Headteacher ensures that systems are in place so that staff and students are familiar with the arrangements set out in this document.
- Information for **staff** is principally communicated by the following means
  -induction programme for new employees
  -dedicated health and safety section on the sharepoint
  -staff handbook on Microsoft onenote
  -announcements in staff and department meetings
  -pod online training
  -other training activities for individuals and groups as required.
  -feedback to the Health, Safety and Premises committee via staff health and safety questionnaires
- Information for **pupils** and **parents** is principally communicated by the following means
  -School Information and Newsletters and the School Rules
  -announcements at year group and school assemblies
  -notices in classrooms and on school notice boards

-example and instruction of staff and students and by the imposition of sanctions for breaches of safety rules.

-school website

- Health and Safety information, statutory notices and emergency information are displayed and communicated in accordance with legal requirements and school procedures.

Raising Health & Safety concerns across the School

- Rectifying straightforward day-to-day problems is not the purpose of the Health and Safety Committee and such matters should be drawn straight away to the attention of the member of staff in accordance with the ***Health and Safety Reporting Procedures***.
- Employees are encouraged in the first instance to raise any safety concern directly with their line manager, but should not hesitate to inform the Business manager (or the Headteacher in writing) of any shortcomings which continue to concern them.
- Health and Safety is a standing item on the agenda of SIT and all appropriate school meetings.
- Health and safety advice is available from the Business Manager or by reference to the number of websites listed on the Staff Intranet - Health and Safety.

Fire and Evacuation

Fire safety practice and guidance are documented in ***Ysgol Penrhyn Dewi - Fire Policy and Procedure***.

Detailed evacuation procedures are placed in prominent positions in classrooms and study rooms, with notification of evacuation points placed in all corridors*)*.

First Aid

First Aid notices summarising the actions to be taken in the event of someone needing first aid assistance are displayed around the school. Relevant personnel are listed.

Transport to hospital

If an ambulance is required, call “999”.

No casualty should be allowed to travel to hospital unaccompanied and a member of staff must be allocated in emergencies where parents cannot be contacted.

Accident/Incident/Near Miss Reporting

Accident/Incident/Near Misses must be reported to the Business Manager.

Accidents, Incidents and Near misses are reported to Governors on a regular basis.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgment based on how strong the smell is as to whether they immediately to raise an alarm to evacuate the building.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. If the source of the leak is not immediately apparent, call the Business Manager.

The Headteacher will disseminate further instruction to staff in the affected area.

Chemical Spills

All Science teachers and technicians should follow guidance as detailed in the Cleapps COSHH risk assessments. Where relevant, managers of support departments must have written procedures in place and the appropriate equipment in place to deal with any spillage. Any chemical spills must be reported as a near miss, using ***Accident Report*** form.

Health and Safety Training

Health and safety online Pod training will be provided for all new employees, and specific health and safety information will be provided within the induction process. The purpose of such training is to ensure all new members of staff have a good understanding of the health and safety ethos of Ysgol Penrhyn Dewi VA, will understand the basic health and safety procedures in place, and will be given an introduction to the health and safety section on the staff network area.

Health and safety training is available to all staff where the need is identified by Head of Subject or Manager.

Specific health and safety training requirements are outlined in individual policies, but staff may receive generic health and safety training in the following areas:

First Aid - Emergency First Aid for Children, First Aid at Work
Manual Handling

Minibus Use and Training

Minibus driver training and examination is provided by Pembrokeshire County Council and is provided for those nominated by their Head of Subject or Manager.

HEALTH AND SAFETY MONITORING

Inspection of Premises

- Classroom and area inspections will be carried out annually by the Headteacher or designated person.

- Any matters requiring action will be monitored closely by the Business Manager in liaison with the Head of AoLe/ Phase or Manager.
- Full inspections of specialist equipment will be carried out annually by an external consultant as part of the Health and Safety Service Level Agreement with Pembrokeshire County Council.

Inspection and Testing of Plant and Equipment

Statutory Inspections

- All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation etc.) will be inspected by appropriate contractors managed through Pembrokeshire County Council Building Maintenance and in compliance with *Lifting Operations and Lifting Equipment Regulations 1998 and Provision and Use of Work Equipment Regulations 1998.*
- A full register of all relevant items and associated testing records is available from Pembrokeshire County Council Building Maintenance.

Portable Electrical Appliances

- Inspection and testing of portable electrical appliances is carried out across the school by fully trained external contractors as part of the Service Level Agreement with Pembrokeshire County Council.
- Full records are maintained with all tested pieces given an inspection label.
- Heads of AoLE and Phase are responsible for identifying and recording all pieces of equipment within their departments that require testing and for managing the introduction of "personal" electrical equipment that may not be listed on a register.

Equipment Maintenance - Curriculum

- Areas of Learning and Phases are responsible for ensuring that maintenance of equipment used in their areas of the curriculum is identified and implemented.
- Maintenance is carried out by the building maintenance team of Pembrokeshire County Council and external specialists as required, in accordance with regulatory requirements under for example *Provision and Use of Work Equipment Regulations 1998* and records maintained by the local authority.

PREMISES MANGEMENT

Supervision of Students

- Arrangements for supervision of students are detailed in the staff handbook available within the Microsoft staff Team.

Security and Visitors

- All staff are provided with and required to wear a Ysgol Penrhyn Dewi VA staff identification badge.
- Access to all buildings is via a Paxton automated security system.
- All visitors must report to Reception where they will be asked to sign in via the visitors system and wear a visitor's identification badge.
- Visitors security, Health and Safety, emergency evacuation, and parking information is issued to booked in visitors via a emailed link to a visitor information leaflet or QR code at reception.

Building Maintenance

- General building maintenance is carried out by Pembrokeshire County Council Maintenance Team.
- Where required, external specialists/consultants will be used.

Asbestos

- The asbestos register is held at the Asbestos Unit, Pembrokeshire County Council, Thornton Industrial Estate, Thornton, Milford Haven, Pembrokeshire.
- The Business Manager is responsible for ensuring that any work directly procured through the school that could disturb the fabric of the building has been subject to Asbestos approval via the PCC asbestos unit.

Legionella

An external consultant has been employed by the PCC to regularly assess the risks associated with potential legionella proliferation in the hot and cold water services and at risk water systems in accordance with the *HSC Approved Code of Practice and Guidance 'Legionnaires Disease – The Control of Legionella Bacteria in Water Systems'.*

Lettings

- The School permits a very limited number of external lettings.
- Lettings are managed in line with Church in Wales guidelines.

RISK MANAGEMENT

Risk Assessments are a legal requirement under *The Health & Safety at Work Act 1974* and *Management of Health and Safety at Work Regulations 1999.*

Training

- A comprehensive step by step training guide is documented in ***Guidance on carrying out a suitable and sufficient risk assessment*** which follows closely the HSE Guidelines - Five Steps to Risk Assessment.

Generic Risk Assessments:

are coordinated by the Headteacher in conjunction with the Business Manager.

Maternity Risk Assessments

Using the generic ***Maternity Risk Assessment*** as a starting point, a risk assessment will be carried out by the Headteacher.
This encourages reference to the specific needs of the individual member of staff, taking into consideration subject factors that may increase the risk of harm to mother and baby.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by Heads of AoLE/ Phase in liaison with departmental members.

Fire

A Fire Risk Assessment is reviewed regularly and whenever significant changes occur to buildings, occupancy levels, activities or following a fire-related incident. Formal reviews are undertaken annually in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Any resulting recommendations form part of the School Health and Safety Action Plan and are monitored by the Premises, Community, Health and Safety Committee.

Manual Handling

Using a generic ***Manual Handling Risk Assessment*** as a starting point, an individual assessment must be carried out by the Head of Subject or Line Manager and the risk assessments adapted accordingly. This allows for subject specific manual handling risks to be addressed.

Display Screen Equipment

Display Screen Equipment practice and guidance risk assessments are carried out in accordance with the *Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).*

Hazardous Substances

Departmental risk assessments will identify hazardous substances and the appropriate control measures required for their safe management.

Educational Visits

Any educational visit will be organised in accordance with *Educational Visits Guidelines* and all risk assessments, procedures and organisational arrangements will be submitted for approval of the Headteacher via the EVOLVE system.

This policy and all others are available on Staff SharePoint. It is reviewed at least annually, prior at the start of each academic year, or in the event of any change to procedures and/or personnel. If at any time, a member of staff has any queries regarding the content of this policy they are asked to contact the Business Manager.