

GLENMEAD PRIMARY SCHOOL



Health & Safety Policy

October 2024

The Glenmead Community fosters a culture of positive care and is fully committed to providing a safe, secure and healthy working and learning environment for all staff, pupils and visitors.

The leadership of the school is committed to providing a system of safety that supports everyone in making sensible decisions within the school environment, paying particular attention to up to date legislation, training and support.

To be reviewed by the Premises Committee October 2024

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1. STATEMENT OF GENERAL POLICY

The Governing Body of Glenmead Primary School recognises that the health, safety and welfare of all pupils and staff, whether on the school's premises or carrying out the school's business elsewhere, is primarily the responsibility of Birmingham City Council (BCC) and the Directorate of Children, Young People & Families (Directorate for Children's Services). We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated in the first instance to the School's Governing Body. These responsibilities also extend to ensuring that other agencies or contractors on the school premises have adequate safety policies and procedures in place.

- 1.1** On behalf of the Governing Body, I accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:
- a. All persons employed at Glenmead Primary School whilst they are at work;
 - b. Persons other than Glenmead Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Glenmead Primary School whilst they are at work.
- 1.2** To effectively achieve this, Glenmead Primary School will provide, so far as is reasonably practicable:
- a) Safe premises, plant and systems of work;
 - b) Safe methods of using, handling, storing and transporting of articles and substances;
 - c) Information, instruction, training and supervision;
 - d) A safe working environment;
 - e) Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.
- 1.3** The Governing Body for Glenmead Primary School will comply with safety policies, guidance, advice and instructions issued by BCC, the Directorate for Children's Services and advice from Schools Safety Services. Glenmead Primary School will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.
- 1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of pupil and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.
- 1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety

All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

2. ORGANISATION AND RESPONSIBILITIES

Governing Body

Governors are responsible for the strategic overview of health and safety including that of ensuring full implementation of the School's Health and Safety at Work Policy.

This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff.

2.1 The Governors consider the best means of developing and progressing this policy, thus providing effective management of health & safety, is to establish a Premises Committee. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally.

Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Consider/assess any safety issues for new equipment or in anticipation of organisational change
- Ensure effective remedial action has been considered and implemented to comply with Part 3 of A1 Accident form LCA 104
- Identify opportunities for further improvement to safety arrangements
- Carry out a review of the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing Body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the school's management structures, or by the Head Teacher, to the immediate attention of the Chair of Governors

A clear intention is to seek continual improvement through the development of a safety culture built on a common understanding of safety and a commitment by all staff to meet their challenging goals.

2.2 Members of the Group shall include the following:

Hilary Allan	Head Teacher
Sharon Wells	School Business Manager/Safety Coordinator
Hayley Simpson	Building Services Supervisor
Katie Platts	Chair of Premises Committee

- Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work.
- Membership of the Finance and Premises Committee will be confirmed annually by the Finance and Premises Committee at the first full governing body meeting of the year.
- The Finance and Premises Committee will meet at least each term.

2.3 Supervisory School Staff

Members of staff who manage, or supervise other staff/training students/volunteers, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of, or in connection with, their undertakings. These assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change. This is the principal cornerstone of Glenmead School Health and Safety Management.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

2.4 Head Teacher

The Governors charge Head Teacher, Hilary Allan, with the day-to-day responsibility of managing and enforcing Glenmead School Health and Safety at Work Policy. Where necessary the Head Teacher will initiate, support and assist all staff in the risk assessment process and, take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this safety policy.

The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

2.5 Health and Safety Co-ordinator

Sharon Wells is appointed by the Head Teacher to assist in the day-to-day implementation of the [School Safety Plan](#). As School Business Manager, part of her role is to ensure that other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. She will also be partly responsible, along with the chair of Finance and Premises Committee, for convening meetings of the Finance and Premises Committee, ensuring that minutes are taken and stored in a place accessible to all interested parties. The Head Teacher/Deputy Head Teacher and School Business Manager will also provide/arrange assistance and support to the team that she leads to ensure that risk assessments are actually carried out. She will as part of the Finance and Premises Committee keep up-to-date with safety regulations and through the Finance and Premises Committee initiate steps that ensure arrangements for health and safety at Glenmead School conform to both current regulations and best-known practice.

2.6 Senior Leadership Team.

The nature of the school's activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Members of the Senior Leadership Team will direct and deploy staff in order to initiate/undertake/assist in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their area of the school.

Designated members of staff will:

- Ensure their designated areas are inspected regularly to identify hazards and bring any concerns to the attention of members of the Premises Committee.
- Where significant hazards are identified a dynamic risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

- Inform relevant staff of any findings using the appropriate Engage Maintenance communication tool accessible through Microsoft 365 Team SharePoint.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher or BSM. Members of the Senior Leadership Team will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.7 Classroom Teachers.

Will be responsible for:

- Undertaking/ the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their own classrooms
- They will inspect their own classrooms regularly to identify hazards and raise any concerns with their Key Stage Leader or a member of the Finance and Premises Committee.
- Where significant long term hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to their designated Key Stage Leader/Head Teacher who will also assist in the implementation of other safety arrangements considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.8 Building Services Manager (BSM)

The BSM, Sharon Wells has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher. The BSM is also responsible for the supervision of other site staff, contractors on site, cleaning staff, materials and any equipment they use. He/she will be responsible for undertaking/assisting in the risk assessment process in matters relating to his/her work and the school generally as per his/her job description. This will include responsibility as first point of call and active liaison with contractors who are at the school premises, ensuring they comply with and are aware of Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the BSM will identify quickly areas that threaten the safety for himself/herself, pupils or other members of staff.

The BSM will inspect the premises daily to identify hazards and will raise any concerns with the Head Teacher. Where necessary, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the

Head Teacher. The BSM will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Body/Head Teacher.

2.9 Non-Supervisory Staff

A vital role and responsibility for implementing Glenmead School Safety Plan is that of the individual member of staff who has a statutory duty to co-operate with the Glenmead Primary School's Leadership Team and comply with all arrangements considered necessary for the health, safety and welfare of pupils, themselves and their work colleagues.

They will assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to a member of the Senior Leadership Team.

3. ARRANGEMENTS

The Governing Body will ensure that:

- Those appointed and charged with responsibility for implementing Glenmead Primary School's Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.
- Where specialist knowledge is required advice will be sought from Birmingham City Council's Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.
- **Staff will be made aware and encouraged to consult the safety manual and/or BCC site for guidance on specific safety topics. It can be located at <http://www.birmingham.gov.uk/school-safety>**
- The arrangements for managing health and safety within Glenmead Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

3.1 BCC Support Services

Useful information and guidance and policies can be sought from:

Telephone: 0121 303 2420

Fax: 0121 303 5305

email: schoolsafety@birmingham.gov.uk

Address: Education Safety Services

Birmingham City Council

10 Woodcock Street

B2 2QF

3.2 Staff Induction

Mrs. S Wells and Ms H Allan, both members of the Finance and Premises Committee, will carry out the induction process with all newly appointed staff and students. A record of their induction will be kept on file.

Information, guidance and policies can be viewed on the school's Team Staff SharePoint.

3.3 Fire Safety

The Head Teacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. This assessment also sets out detailed arrangements for staff training and on procedures to be followed in the event of a fire emergency. The fire risk assessment will be reviewed annually by the Premises Committee of the Governing Body or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken.

A copy of the Emergency and Contingency Plan will be issued annually (or whenever updated if that falls within the annual review period) and issued to every member of staff. The Plan will be reviewed at the start of each academic year and ratified by the Governing Body.

All documentation including records of fire drills and equipment tests will be retained in the Premises Log in the main office.

3.4 Safeguarding/Security

The school will undertake a review of security termly and included on the Head Teacher's Safeguarding report to FGB. Findings will be recorded and progressed onto an action plan of remedial measures

Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Head Teacher (see Appendix SA).

3.5 Safety Training

Training needs for staff will be identified through the induction process. Future training needs will be identified through the staff development review process or in light of changed responsibilities and performance management.

Key Building Duty Holders.

The building duty holders for Glenmead Primary School are:

Fire	Hilary Allan
Asbestos	Hilary Allan
Legionella	
Statutory Testing	

3.6 Dynamic Risk Assessment

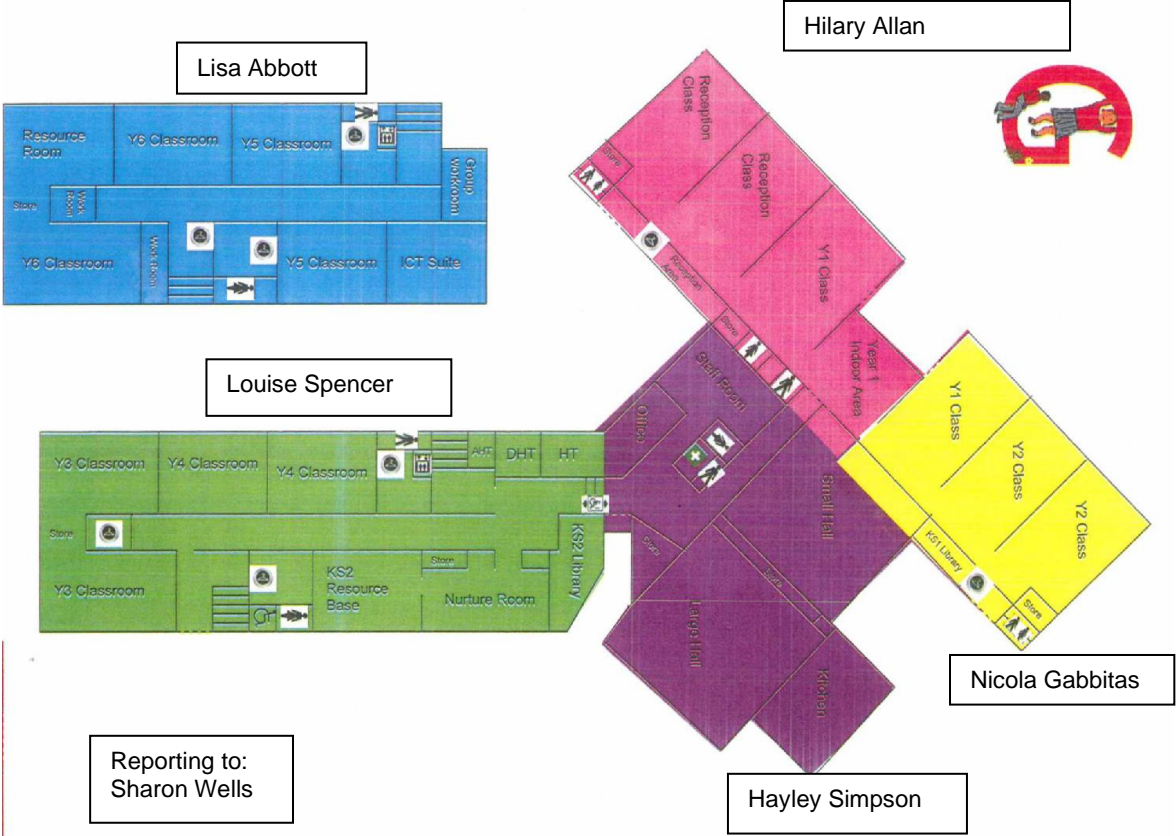
Dynamic Risk Assessment Training undertaken by the following named staff:

Hilary Allan	Head Teacher, member of Premises Committee
Louise Spencer	Deputy Headteacher, associate to Premises Committee
Sharon Wells	School Business Manager, associate member of Premises Committee

3.7 Premises Safety Sweeps

Glenmead Primary School will adopt the Best Practice Model for Safety Sweeps. Defined Safety Zones have been created and each has a named member of staff who will conduct Dynamic Risk Assessments. Safety sweeps will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. Findings will be communicated through Microsoft 365 Yammer. A Yammer group titled MAINTENANCE has been created for this purpose.

Defined Safety Sweep Zones.



- | | |
|-------------|------------------|
| Purple Area | Hayley Simpson |
| Yellow Area | Nicola Gabbittas |
| Pink Area | Hilary Allan |
| Blue Area | Lisa Abbott |
| Green Area | Louise Spencer |

Any issues raised on the Safety Sweep findings will be collated into a 'job list' or missive that can be communicated through Microsoft 365 Engage. Site Team are required to action them and respond when jobs are completed. A record of jobs undertaken and completed and any remedial action taken is retained on Microsoft 365 Engage.

These arrangements will be monitored and records inspected periodically by the Finance and Premises Committee. Any failure to comply with these arrangements must be brought to immediate attention of the Head Teacher and Governing Body.

3.8 Play Ground and Grounds Safety Sweeps

Will be carried out on a continuous basis so that physical type hazards are identified as soon as possible. This will be achieved by the BSM, a member of the cleaning team and Lunch Time Supervisors sweeping designated safety zones within the playground or grounds and record findings on a checklist every term. Staff are reminded to report any issues immediately to the Premises Committee. Evidence will be recorded and filed as 3.7 above.

3.9 Working at Height

Head Teacher/Senior Leaders/Teachers must not instruct staff under their charge to undertake any work at height task unless a suitable and sufficient risk assessment has been carried out and approved/recorded.

Closer supervision must be exercised at all times when asking vulnerable persons to undertake work at height tasks. These will include young persons, student placements and new or expectant mothers.

All staff are instructed not to undertake any work at height task unless they have been authorised to do so and have been informed of the risk assessment findings, trained and instructed as appropriate.

While not an exhaustive list such work at height tasks may include the following:

- Storing and/or retrieving materials
- Placing and/or removing displays at height
- Cleaning windows and light fittings
- Maintenance tasks

A generic risk assessment can be found on the "M" Drive – Generic Risk Assessments.

Further training on Risk Assessment can be found at :

<https://nationalcollege.com/courses/certificate-in-understanding-risk-assessments>

Before working at height the generic risk assessment should be viewed and a member of the Dynamic Risk Assessment team should attend.

All access equipment will be fully inspected every 6 months by Richard Evans and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This arrangement will be monitored by the Premises Committee annually.

3.10 External Educational Visits

Michelle Stokes has been appointed and trained as Educational Visit Co-ordinator (EVC). The Deputy Head teacher, is also received EVC training and supports in the planning of residential visits. The EVC will ensure all external visits are planned and detailed arrangements are recorded. This will include ensuring additional risk assessments are undertaken where necessary. As part of the planning process for external educational visits the EVC will consider whether there are any opportunities to involve the pupils in understanding how they could be harmed during the visit in order to underpin their understanding and cooperation in control measures.

3.11 Stress/Well-being

The school adopts the Mental Well-Being Policy Guidance as recommended by BCC Safety Services. The school will endeavour to support any member of staff experiencing anxiety or stress even though this may not be work related and a **strict need to know confidence will be observed at all times**. Members of staff have a duty to report to the Head Teacher incidents of stress/anxiety in order that she might carry out her duty of care.

[Mental Health support for BCC Employees](#)

Any member of staff who considers their well-being is being compromised due to work related pressures are to be encouraged to raise concerns with their line manager or a member of the Premises Committee who will if necessary seek external advice from Children’s Employee Relations Service (see Appendix MWB).

3.12 First Aid

Shane Rowley, Admin Assistant supports the management of medicines in school and audits first aid resources and kits. The following staff have been trained in First Aid:

First Aid at Work:	Lorraine Rudd	ECT
Paediatric First Aid:	Shane Rowley	Admin Assistant
	Lisa Pidgeon	Pastoral Support Assistant
	Shane Rowley	Admin Assistant
	Alison Cross	Teaching Assistant
	Ann Coleman	Teaching Assistant
	Tracey Kingston	Lunchtime Supervisor
	Tracey Gaynor	Lunchtime Supervisor
	Linda Savage	

3.13 Accident Reporting and Investigation

Accidents involving pupils will be scanned and copies kept in a folder on the Senior Leadership team SharePoint. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to CYPF Safety Services when deemed necessary by the Head Teacher.

All accidents involving staff must be reported and recorded on the Accident A1 form and sent to CYPF Safety Services.

All A1 accidents will be investigated by a member of the Finance and Premises Committee in order to establish facts and to make additions to the accident form. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

3.14 Statutory Testing

As a result of delegated responsibilities, schools and other establishments are responsible for managing significant elements of premises management and maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

These arrangement are managed by Hayley Simpson, Building Services Manager, to ensure statutory tests are conducted within the specified timescales and records kept up-to-date. Records are maintained in the School Office and monitored by Sharon Wells and Premises Committee.

3.15 Asbestos Management

Duty Holder	-	Hilary Allan	Head Teacher
Deputy Duty Holder	-	Building Services Manager.

Recognising the absolute duty to manage asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the guidance issued by Children’s Services Health & Safety: Asbestos Briefing for Schools issued in May 2012. In addition to this, Glenmead will operate an Asbestos Management Plan.

A copy of the Asbestos Survey is maintained in the School Office at all times and all contractors are requested to make themselves aware of the contents prior to commencing any work on the school site, in particular to consider the possibility of any work they undertake disturbing asbestos.

Contractors are requested to sign the log to confirm that they have read the Asbestos Survey Report.

The Asbestos Management Survey has been consulted and an asbestos management plan has been developed to determine the likelihood of exposure during normal day-to-day activities or maintenance.

To reinforce this policy members of staff are instructed not to undertake any work that may disturb the fabric/finish surface of the building unless specifically authorised to do so by the Duty Holder who will take regard to the Asbestos Survey, Management Plan and Guidance.

When structural changes are made an Intrusive Survey will be undertaken in areas to be disturbed before any work begins. A method statement for dealing with any discovered asbestos should always be submitted as part of the planned work.

In order to prevent an unplanned disturbance of asbestos and before the fabric/surface finish of the building is disturbed a 'Permit to Work' system will be employed (see Appendix PTW).

3.16 Substances Hazardous to Health

Where small quantities of harmful substances are used in classrooms, such as aerosols these will be used in accordance with manufactures safety advice and stored away from pupils.

The Building Services Manager will ensure that all cleaning chemicals will be used and stored to comply with suppliers Safety Data Sheets and subjected to a detailed assessment to meet the requirements of the Control of Substances Hazardous to Health Regulations 2000 (COSHH 2000). (see Appendix CAS). The CASS appendix may offer a model for a range of cleaning materials used in schools but it is critically important that appropriate staff are formally trained to be aware of and understand the COSHH 2000 risk assessments. Where chemicals other than those listed are used then a supplier data sheet must be obtained and information processed into safe use to comply with COSHH.

3.17 Electrical Equipment

All electrical equipment used in school must be authorised for use. In addition to the Statutory Portable Appliance Testing (3.14 above), staff are reminded to regularly carry out a visual inspections of electrical equipment and should any defects be identified they **must** stop using the equipment and bring concerns to the immediate attention of a member of site team: Richard Evans or Hayley Simpson.

3.18 Tools and equipment

All tools and equipment, such as paper cutters, used in classrooms will be properly stored to ensure no unauthorised or unsupervised use. Only rounded blunt scissors will be used by pupils.

As part of the planning process for curriculum activities that involve tools and equipment, Teachers will consider whether there are any opportunities to actively involve the pupils in order that they understand better how they could be harmed using such tools or equipment. This will underpin their understanding, cooperation and ownership in control measures.

3.19 Visitors and Contractors

All visitors to the school must log in using the inventory system and be supervised by a member of the school staff at all times.

All supply teaching staff and students are required to log in using the inventory system.

Contractors must report to the school office who will contact the Building Services Manager; the Admin Team will ensure that the contractor logs in using the inventory system and is made aware of the Asbestos Survey. Hot Working Permits will be issued from the school office and retained on file.

3.20 INSPIRED KIDS Before and After School Club

The Health and Safety Policy and the Premises Management Policy applies to the above organisation.

3.21 Holiday Shut Down

Many schools have deep cleans and refurbishment work undertaken during holidays. This can often involve contractors or other staff undertaking tasks that could be hazardous and jobs that would fall outside the normal routines such as moving heavy furniture about.

3.22 Safety Audit Arrangements

The Premises Committee will arrange for a Health and Safety Audit to be carried out on an annual basis.

3.23 Policy Review Date

Will be undertaken annually. Should any changes be made to conditions, arrangements or designated staff with responsibilities, this policy will be amended immediately. Such changes will be brought to attention of staff at the earliest possible opportunity.

Signed

Chair of Governors

Date

Matrix of delegated H&S responsibilities

Area of responsibility	Line Manager/s responsible to ensure compliance.	Staff responsible for implementing arrangement/task.
3.1 Safety Guidance	HA, Deputy	HA
3.2 Staff Safety Induction	SW	
3.3 Fire Safety	Premises Committee	Head and SBM
3.4 Security Assessment	Premises Committee	Head
3.5 Safety Training	Head, Deputy	SBM and Head
3.6 Dynamic Risk Ass	Head, Deputy	SBM and Head
3.7 Good House Keeping Safety Sweeps	SLT	Head, SBM, Hayley Simpson
3.8 Grounds Safety Sweeps	Head ,SW	Head, Hayley Simpson
3.9 Working at Height		N/A
3.10 External Education Visits	Deputy	Michelle Stokes
3.11 Stress/wellbeing	FGB	Head
3.12 First Aid	LS (deputy)	Shane Rowley
3.13 Accident Reporting	Premises Committee	Head, Michelle Stokes
3.13 Accident Investigation	FGB	Head, Premises Committee
3.14 Statutory Testing	Premises Committee	SBM
3.15 Asbestos Management	Premises Committee	Head
3.16 Substances Hazardous to Health	Premises Committee	Hayley Simpson
3.17 Electrical Equipment	FGB	Premises Committee
3.18 Tools & Equipment	Premises Committee	Hayley Simpson
3.19 Visitors & Contractors	Head Teacher	Sharon Wells
3.20 Liaison with Other Site Users	Sharon Wells	Hayley Simpson
3.21 Vehicle Pedestrian Traffic		N/A
3.22 Holiday Shut Down Arrangements	Premises Committee	Sharon Wells/ Head
3.23 Safety Auditing	Full Governing Body	Premises Committee
3.24 Safety Policy Review	Full Governing Body	Premises Committee