



## Health & Safety Policy

<b>Member of Staff Responsible</b>	Chief Executive Officer, in consultation with health and safety advisors and trustees.
<b>Relevant guidance/advice/legal reference</b>	Health and safety: responsibilities and duties for school. Updated 19 July 2021
<b>Approved by</b>	Trust Board
<b>Date of Policy</b>	October 2021
<b>Review Cycle</b>	3 years
<b>Date of Next Review</b>	October 2024
<b>Website</b>	Yes (published annually)
<b>School Level Policy</b>	
<b>Statutory Policy</b>	Yes
<b>Member of Staff Responsible</b>	Headteacher
<b>Review Cycle</b>	LGB or proprietor free to determine.
<b>Approval</b>	Employer free to determine how to implement.
<b>Legislation</b>	The Health & Safety At Work Act 1974 sections 2, 3 and 4. The Management of Health and Safety at Work Regulations 1999 section 1999/3242

### Foreword

This policy has two sections. Section 1 is written by the CEO on behalf of the Trustees, and has a broad scope representing an over-arching set of principles, expectations and requirements for the health and safety within the schools and for the trust central office. This leads into Section 2, written by the schools, which begins with a statement of shared responsibility for the health and safety of employees and persons (including students) who are not employees of the trust. The Local Governing Bodies of the schools, through the link governor, scrutinise the policy of the school because it informs the operational delivery of health and safety at each school. Given the trust operates on the site of The Priory School, the trust employees work within the health and safety policy of that school.

### Section 1

#### Statement of Intent (and ethos)

Pupils should be safe in school and when undertaking school activities, and risk management should be proportionate to the nature of said activities and relevant to the school. Staff should be able to open our young people's eyes to exciting opportunities, and our young people should be able to play and join into school activity.

As the employer, The 3-18 Education Trust has overall responsibility for the health, safety and welfare of staff and young people in its schools and is committed to providing a safe and secure environment for the young people to learn in and for the staff to work in.

The trust undertakes to meet fully its duties under the 'persons in control of premises' section of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other legislation to provide a safe and healthy environment for all stakeholders.

The 3-18 Education Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health, hence wherever possible, staff will be consulted on matters relating to health and safety.

### **Trust Responsibilities**

The trust will ensure the individual schools put in place clear policies which focus on the key risks and ensuring that control measures have been implemented and are maintained and effective.

In order to fulfil its monitoring role, and to review health and safety policies and procedures, safety representatives will be established at trust-wide level.

The trust will, when required, provide specialist, professional health and safety advice to support individual schools determine the risks to health and safety and the precautions required to deal with them.

### **School level policy**

It is a legal requirement under the Health and Safety at Work Act 1974 for an employer to prepare a written health and safety policy statement. Schools within the trust are responsible for their Health and Safety policy and procedures, which derives from this section. It is a statutory policy for schools by law and is listed by the Department for Education.

Although overall responsibility for health and safety lies with the trust, schools must appoint a competent person to ensure the health and safety duties are met. Day to day responsibility for health and safety in individual schools lies with the headteacher, who may, in turn, delegate functions to other staff.

### **Purpose of the Health and Safety policy**

The purpose of this policy is to outline how the school will implement the requirements of the Health and Safety at Work Act 1974, and associated legislation, and so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

### **Scope of the Health and Safety Policy**

1. To introduce a statement of the school's commitment to meeting its health and safety responsibilities and creating a culture where health and safety is everybody's responsibility.
2. The organisational and management structure for health and safety and the responsibilities of the school health and safety representative, Headteacher, particular managers, premises staff and duties of all employees for health and safety matters.
3. The procedures to be followed and the standards to be reached in order to ensure that health and safety responsibilities are met, including arrangements for writing, monitoring and recording risk assessment and the practical control measures to reduce risk.
4. The arrangements for monitoring and review.

5. Schools regularly review and update their COVID-19 risk assessments, treating them as a 'living' document. This is due to the continually changing circumstances of the covid pandemic in schools, as well as changing advice from the public health. This will involve working through the steps of elimination, substitution, mechanical controls, administrative controls and the use of PPE. It is good practice to consult with relevant stakeholders when risk assessments are updated.

The Health & Safety policy will link to the school's Risk Register and should be read in conjunction with other relevant policies, the school may have in place:

- Business Continuity Plan
- Security Policy
- Fire Safety procedure
- Lockdown procedure
- Violence Prevention arrangements

### **Review and approval of the Health and Safety policy**

The Trust or Local Governing Body are free to decide the review cycle for their Health and Safety policy and can delegate statutory approval to who they determine suitable. However, it is expected that a school will review its risk assessments annually or more frequently if legislation/guidance changes or if an incident causes the school to re-evaluate its risk assessment(s).

The policy will be made available on the school website and accessible to stakeholders.

# The Priory School

The Priory School



## Health and Safety Policy

Monitoring	Frame of engagement	Date
Member of Staff Responsible	Carol Combes	May 2021
Governor Accountability	Linked Governor - H&S	
Consultation Parameters	LGB	2021
Information		
Date of latest version		May 2021
Date for next review (and cycle)		May 2022 annually
Uploaded to Website		n/a

## Contents

<b>1.0</b>	<b>School Health and Safety Policy Statement</b>	Page 3
<b>2.0</b>	<b>Organisation</b>	Page 4
2.1	Responsibilities of Nominated Personnel	Page 5
2.1.1	Local Governing Body	Page 5
2.1.2	Headteacher	Page 5
2.1.3	Business Manager - Health and Safety Co-ordinator	Page 6
2.1.4	Heads of Department	Page 6
2.1.5	Teaching Staff	Page 6
2.1.6	Support Staff	Page 7
2.1.7	Site Manager	Page 7
2.1.8	LGB - Leadership and Management Link Governors	Page 7
<b>3.0</b>	<b>School Health and Safety Policy Arrangements</b>	Page 8
3.1	Access and egress to the school site.	Page 8
3.2	Accidents and Reporting	Page 8
3.3	Arson, Bomb Threats	Page 9
3.4	Asbestos	Page 9
3.5	Bad Weather Contingency Plans	Page 9
3.6	Confidential Counselling Service	Page 10
3.7	Contractors	Page 10
3.8	COSHH (Control of Substances Hazardous to Health)	Page 10
3.9	Display Screen Equipment	Page 11
3.10	Fire Safety/Bomb	Page 11
3.10.1	Fire Safety Risk Assessment	Page 11
3.10.2	Fire Drills	Page 12
3.10.3	Fire Safety Training	Page 13
3.11	First Aid	Page 13
3.11.1	First Aid Facilities	Page 13
3.11.2	Recording of First Aid Treatment	Page 14
3.11.3	Administration of Medicines	Page 14
3.11.4	Infection Control	Page 14
3.12	Housekeeping	Page 14
3.13	Legionella	Page 14
3.14	Lone working	Page 14
3.15	Manual Handling	Page 15
3.16	Mini Bus Use	Page 15
3.16.1	Private vehicles	Page 15
3.17	Out of hours use of School premises	Page 16
3.18	Parental/Adult help	Page 16
3.19	Personal Protective Equipment	Page 16
3.20	Portable Electrical Appliance Testing	Page 16
3.21	Risk assessment	Page 17
3.21.1	Equal Opportunities	Page 17
3.22	Safeguarding and School Security	Page 17
3.23	Supervision of Students	Page 18
3.24	Violence	Page 18
3.25	Visits and Journeys	Page 18
3.26	Working at Height	Page 19
3.27	Work Equipment	Page 19
3.28	Information, instruction and training	Page 19
3.29	Wellbeing	Page 19
<b>4.0</b>	<b>Monitoring and Reviewing the Health and Safety Policy and procedures</b>	Page 19

## 1. Health and Safety Policy Statement

The Local Governing Body (LGB) acknowledges its responsibilities as an Academy Trust as laid down by the Department for Education (DfE).

### Statement of Intent

The Local Governing Body (LGB) and Headteacher provide the following statement of intent to cover all buildings, activities and undertakings for which it is responsible and recognise their responsibility to provide a safe and healthy environment for all staff, students, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the LGB and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.



In carrying out the above policy effectively the LGB and Headteacher, will:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees, students and visitors, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary;
- bring to the attention of all regular and temporary employees, students, volunteers, visitors, contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition, to assist in the proper implementation of this policy, the LGB and Headteacher will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. Competent advice is obtained from Shropshire Councils Occupational Health and Safety Team. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary, taking competent advice from Shropshire Council's Occupational Health and Safety Team.

This statement of policy was approved by the Local Governing Body (LGB) at their meeting on 16<sup>th</sup> June 2021

Signed:		Chair of Governors
Signed:		Headteacher

## 2.0 Organisation

TITLE	NAME
Chair of Board of Governors	Ian Peterson
H&S Linked Governor	Richard Barratt
Headteacher	Alison Pope
Union Representatives	Adrian Painter and Rachel Bateman
<b>Health and Safety Coordinator</b>	Carol Combes
Site Manager	Tim Dodington

### Advice from Shropshire Council's Occupational Health, Safety Team

Health and Safety Manager - Carol Fox	01743 252819
Lead Health and Safety Officer for Schools – Sharon Burt	01743 252819
Health and Safety Officer – Clive Yates	01743 252819
Support Health and Safety Officer – Tim Sanderson	01743 252819
Crime Prevention Officer - Ian Bartlett	01743 252819
Health and Safety Training Contact: David Parsonage	01743 252819
Email address for Health and Safety Team	<a href="mailto:health.safety@shropshire.gov.uk">health.safety@shropshire.gov.uk</a>

### Fire Control/Emergency Evacuation

Fire Safety Advice Shropshire Council Health and Safety Team	01743 252819
Nominated School Premise Fire/Emergency Co-ordinator:	Carol Combes
Deputy Fire/Emergency Co-ordinator:	Tim Dodington

### Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences and incidents of violence	Carol Combes
---	--------------

### Health and Safety (First-Aid) Regulations

First Aid Co-ordinator	Clare Wassall
Qualified First Aiders	Caroline Gerard, Wes Jones, Mike Harris, Staisha Stubley, Alison Eady, Lisa Purcell, Pete Walters, Laura Heath, Kylie Griffiths, Sarah Fletcher, Liam Deery, Lauren Davies, Jake Davies, Sheridan Kelsey

### Educational Visits and Risk Assessments

Co-ordinator (EVC):	Carol Combes
---------------------	--------------

### Asbestos and Legionnaires Coordinator:

Nominated Co-ordinator:	Tim Dodington
-------------------------	---------------

### Portable Electrical Appliance Testing:

Nominated Co-ordinator:	Tim Dodington
-------------------------	---------------

### Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	Tim Dodington
-------------------------	---------------

## Radiation Protection Supervisor

Nominated Supervisor:	Stuart Wright
-----------------------	---------------

### 2.1 Responsibilities of Nominated Personnel

#### 2.1.1 Local Governing Body

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy consisting of a Statement of Intent, Organisation and Arrangements sections;
- will ensure the health and safety policy is translated into effective action at all levels within the school;
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and students are using safe working practices;
- will ensure that Health and Safety is put on the agenda of all trustees/governor's meetings;
- in liaison with the Headteacher, will ensure that professional health and safety advice is available;
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator appointed for the school premises;
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis;
- will ensure the health and safety policy is amended whenever necessary;
- will promote a positive culture and an interest in health and safety matters throughout the school;
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher;
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Headteacher.

#### 2.1.2 The Headteacher

- will be responsible for the implementation of the health and safety policy and will liaise with the Trustees/Governors to ensure full compliance with all its requirements;
- will appoint persons as listed in the organisation section of the policy so as to deal with the day to day issues on Health, Safety and Welfare;
- will periodically review the policy and draft amendments to it whenever necessary;
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance;
- will ensure that all employees have access to a copy of the policy statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position;
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- will be responsible for formulating and implementation of the health and safety training arrangements for staff, in order for them to undertake their work safely;
- will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out, that the assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk;
- will promote a positive culture and an interest in health and safety matters throughout the school;
- will ensure that appropriate staff liaise with subject advisers and Health and Safety Co-ordinator on health and safety matters;
- will provide ongoing recommendations to the Local Governing Body;
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate;
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time;
- will be responsible for ensuring that the Asbestos Survey Report is reviewed and an Asbestos Management Plan is completed and reviewed annually.



### **2.1.3 The Business Manager - H&S Co-ordinator**

- **will liaise with Shropshire Council for advice and guidance, ensuring that they are conversant with current legislation affecting health, safety and welfare of staff, students and others.**
- will create a positive approach to accident prevention and the health and safety of staff, students and others on the school premises;
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, first aid kits, electrical equipment, lifting equipment, etc.);
- will ensure that effective time-bound systems for the reporting and recording of all accidents, dangerous occurrences and potentially dangerous practices and situations are put in place;
- will liaise with outside Health and Safety Advisers, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc;
- Will ensure staff are aware of H&S requirements by emailing an annual H&S briefing at the beginning of each academic year, followed by termly updates/reminders.

### **2.1.4 Heads of Department**

- will ensure that staff under their immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely;
- will initiate and maintain positive measures to raise the level of health and safety performance within the department;
- will keep up to date with current legislation affecting the health, safety and welfare of staff, students and others within their department;
- will advise the Headteacher of all health and safety matters requiring attention in the department;
- will liaise on, health and safety matters, with the school's appointed advisers;
- will promote a positive culture and an interest in health and safety matters throughout the school.

### **2.1.5 Teaching Staff**

- will take reasonable care of their own health and safety and that of the students and others who may be affected by their actions;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will satisfy themselves that all electrical leads and plugs are safe at the time of use. Any defective equipment must be immediately removed from use and reported to the site manager for repair or replacement;
- will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in relevant technical papers, specialist publications from bodies such as CLEAPPS, DATA, the Association of Science Education and British Association of Advisors and Lecturers Physical Education (BAALPE);
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations as soon as possible to the Business Manager.

### **2.1.6 Support Staff (including MAT Staff)**

- will take reasonable care of their own health and safety and that of the students and others who may be affected by their actions;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the Business Manager.
- will satisfy themselves that all electrical leads and plugs are safe at the time of use. Any defective equipment

must be immediately removed from use and reported to the site manager for repair or replacement;

### **2.1.7 Site Manager**

- will promote a positive culture and an interest in health and safety matters throughout the school;
- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, students and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will ensure contractors on site produce Health and Safety documentation and issue relevant permits to work for high risk activities;
- will be responsible for ensuring all electrical equipment is regularly checked and PAT tested annually;
- will liaise with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register and management plan;
- will ensure in conjunction with the Headteacher will ensure that the school minibus is maintained in a safe condition;
- To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse including pest control measures;
- To ensure that all security measures and procedures, including signage and lighting are in place.
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the Business Manager.

### **2.1.8 Leadership and Management Link Governors**

- Will, in conjunction with the Headteacher monitor and generally keep under review, the state of repair of the school buildings. To ensure any necessary reporting systems to allow staff, students and others where appropriate to bring to the attention of the Headteacher or the Local Governing Body any items of concern.
- Will, in conjunction with the Headteacher monitor and generally keep under review accidents, incidents and dangerous occurrences and ill-health and notifiable diseases;
- With the Headteacher, liaise, as appropriate, with the School's Site Manager over the establishment of the list of necessary repairs and maintenance items to be undertaken;
- To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism, etc;
- Through the work of the Link Governor, to consider and recommend to the Trustees/Local Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, or from school funds; in connection with this to obtain any necessary estimates and feasibility studies;
- To be responsible for the co-ordination and successful completion of any self help projects approved by the Trustees/Local Governing Body;
- To draft for Local Governing Body approval a written Health and Safety Policy for the School;
- To monitor and keep under review the Health and Safety Policy making recommendations for amendments or modifications as appropriate;
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Trustees/Local Governing Body as is appropriate;
- To recommend to the full Trustees/Local Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed;
- To ensure that all security measures and procedures, including signage and lighting are in place.

## **3.0 Health & Safety Arrangements**

### **3.1 Access and egress to the school site**

The school is organised in such a way as to ensure that pedestrians and traffic can circulate in a safe manner. Access to the school site is monitored during school hours by a barrier system. Signs and demarcation lines have been put in place for designated parking e.g. staff, disabled people and visitors.

Letters are sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure they only park in the appropriate bays and do not obstruct the entrances. Parents/carers/guardians are responsible for their children until they arrive at the school gates.

All entrances, except reception, are secured during the school day by a security access system, only allowing access to authorised personnel. All visitors must access the building via reception.

### **3.2 Accidents and reporting**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that employers report:

- all fatal and specified major injuries;
- any injuries that result in an employee not being able to work for more than 7 days;
- any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. students, visitors, service user, volunteers, contractors, agency, work experience.

The Trust has appointed Shropshire Council's Health & Safety department to act as 3<sup>rd</sup> party support for all H&S issues. This service level agreement is on a 12 month rolling basis.

The school will record all accidents/incidents/near-misses on a 'CARS' (Council's Accident Reporting System) form. Under the requirements of the RIDDOR regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence (as defined in the Regulations), the nominated responsible person at the school will immediately notify Shropshire Council's (SC) Health and Safety Team by the quickest practicable mean. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using an appropriate accident form.

**Reporting an incident out of hours.** It may be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available telephone 0845 30009923. Instructions are available on the back of the white sheet of the Shropshire Council CARS form.

If there is any uncertainty to what needs reporting staff can contact Shropshire Council's Health and Safety Team for advice and support. All staff need to be aware that in the event of a serious accident/injury there will be a need to investigate the circumstances. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form must be signed/completed by the Headteacher (or Assistant Headteacher in their absence).

The following information applies to Shropshire Council's CAR's forms: -

- The Pink copy is retained for the school files in the Business Manager's office
- The White copy must be sent to the Health and Safety Team, Shirehall, Shrewsbury SY2 6ND.

In addition to the completion of the appropriate form, ensure that notes are made of all telephone calls, including:

- the time of the call
- the name of the caller
- what details were given of the event being notified
-

### **Reviewing accidents**

An analysis of the accident reports and near-misses will be undertaken at regular intervals and considered by both school management and the Local Governing Body with responsibilities for consideration of further action.

### **STAFF must be aware of the following:**

- Parents are to be advised of serious incidents by telephone. All calls should be recorded with details of the injury, time and date, this is essential for head injuries.
- Children's allergies are on view to staff and supply teachers in the staffroom and further details are saved on the T drive.

**Also see section 3.11 for recording minor injuries and first aid treatment.**

### **3.3 Arson, Bomb threats**

The School's Fire & Evacuation procedures, along with the School's Business Continuity Plan, will be adhered to in these circumstances.

### **3.4 Asbestos**

Staff will be made aware that there is asbestos present in certain areas in the School and where the asbestos register is kept. Staff will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns they must contact the Business Manager and/or Site Manager.

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. All contractors **must** sign the asbestos register before being allowed to undertake work on site.

### **3.5 Bad weather contingency plans**

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and is saved on the T drive. Staff must adhere to the defined, gritted routes during icy/snowy conditions as some areas may not have been gritted.

### **3.6 Confidential Counselling Service**

The school acknowledges that the Employee Assistance Programme provides a confidential counselling service for all staff. The Trustees/Local Governing Body commends the use of this service to staff. Staff can find more information about Lifeworks on posters displayed around school.

### **3.7 Contractors**

All contractors working on the school premises are to report to reception prior to starting work. They **must** read and sign the asbestos register and will be expected to operate within the set guidelines.

All contractors that come onto site to carry out work **must** be given a site induction by the Site Manager (or Site Supervisor in their absence) and notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident. The Site Manager (or Site Supervisor) will continue to monitor the contractors whilst they work on site.

For extensive building construction work or high risk jobs the contractor must comply with the recommendations and procedures laid down by the Client (the academy) or their representatives and current health and safety legislation. Close liaison between the Client, their Principal Designer and Principal Contractor must be maintained. This will be arranged prior to work commencing and during the work activity as

appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

### **School safety arrangements regarding contractors**

The school will assess the health and safety credentials of a contractor and these contractors will be listed on the schools approved list of contractors. This list must be checked before awarding the work:

The following are factors that will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, safe systems of working, COSHH assessments and permits to work (including hot works), as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire fighting equipment;
- provision of appropriate welfare facilities;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection and testing;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to students, employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant);

### **3.8 Control of Substances hazardous to Health (COSHH)**

No hazardous substances will be used or generated within the school unless an assessment of the hazards and risk that they present has been made.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, students and others, the School's COSHH Assessment Co-ordinator (named in section 2) and relevant department heads will:

- identify and control these substances, minimising the risk of exposure to staff and others;
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be substituted for a safer alternative. Where substitution proves to be impossible a COSHH assessment will be completed by the Site Manager or relevant department head. Copies of these documents will be available in the Site Manager's Office or from the Head of Department;
- ensure an inventory of all chemicals is kept up-to-date by the Site Manager and is located in the Site Manager's Office;
- ensure **all users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments;
- ensure staff are informed to read labels and instructions, practice sensible, safe working habits and follow and understand the emergency procedures;
- ensure equipment is maintained and used as instructed;
- ensure personal protective equipment/clothing is available and used when required (See Section 3.18 PPE).

#### **All Staff must be:**

- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Business Manager.

## Radioactive Substances

The school Science Department will follow CLEAPSS guidance L93 Managing Ionising Radiations and Radioactive Substances when working with and using radioactive substances in school.

## Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found at <http://www.hse.gov.uk/coshh/index.htm>

The Ionising Radiation Regulations – specify how the school **must** ensure the safety of their employees and others.

### 3.9 Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the Business Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc.

### 3.10 Fire Safety/Bomb

**3.10.1.** The **Fire Risk Assessment** can be found in the Business Manager's Office. The Fire Risk Assessment is undertaken by a third party every 5 years. This will be reviewed in-house on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the highest risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks.

Notices of fire procedures are fixed to visible sites around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and must not be obstructed at any time.

All fire doors are kept permanently unlocked while the premises are in use.

Staff must demonstrate good housekeeping.

The Site Manager checks and records all firefighting and detection equipment weekly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition there is an annual check of all firefighting equipment by a 3<sup>rd</sup> party company.

The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Fire Risk Assessment for Educational Premises guidance documentation. Records are kept in the logbook found in the Site Manager's Office.

## Fire Notices

Signs must comply with Health and Safety (Signs and Signal) Regulations 1996, see below:



### **3.10.2. Fire drills**

- Fire drills will take place every term. A record of all staff present is kept in the Fire Log Book and notes made of any problems which need remedying.
- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so by the Headteacher.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by the Site Manager or their nominated deputy.
- Fire wardens will sweep their designated areas and report to the Business Manager.
- All attendance registers will be properly marked for the morning and afternoon sessions. The Receptionist/Attendance Clerk will take registers with them on evacuating the premises.
- A roll call will be taken when everyone has reached the place of safety.
- All visitors/contractors report their presence on site to Reception and sign the appropriate 'Visitors' book and ensure they are familiar with the fire procedures. Reception staff must remind visitors to read the emergency arrangements before they are allowed any further.
- Special consideration will be given to staff, visitors and students with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or students when required.
- Staff or others taking after school clubs must ensure they are familiar with the fire procedures. During school holidays staff must sign in and out and keep a register of students attending holiday clubs.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

### **3.10.3 Fire safety training for staff/students**

- All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training;
- Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety arrangements;
- Staff health and safety training records are saved electronically on the T drive;
- Students will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.

### **3.11 First Aid**

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and students should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at least 8 members of staff have received first aid training.

Section 2 lists the names of all the First Aiders.

#### **3.11.1 First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material
- Disposable nitrile gloves are provided in the first aid box, properly stored and checked regularly to ensure that they remain in good condition.

Matron is responsible for ensuring these are replenished as soon as possible after use.

#### **3.11.2 Recording First Aid Treatment**

Records of all incidents treated will be made in the accident/Incident record book for students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CAR's forms.

#### **3.11.3 Administration of Medicines**

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an Epi-Pen etc. This will only be after full consultation with the parents/guardians/carers and the school nurse.

Medicine stored in the school is accompanied by a Healthcare plan. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

Further information can be found in the Supporting Students with Medicals Needs Policy, saved on the T Drive.

#### **3.11.4 Infection Control**

The school has a detailed risk assessment which is constantly reviewed in line with Government advice on the control of infection and spread of COVID-19 in education. All staff have full access to the document and are advised of changes as and when they occur.



Further information can be found in the risk assessment which is saved on the T drive.

### **3.12 Housekeeping**

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the students.

- Staff must ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager/Site Supervisor should be contacted. If the area is left unattended staff must put out warning signs.
- All rubbish and waste paper bins will be emptied daily so as to minimise the amount of combustible material in the building in the case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the school cleaning staff.
- Hygiene standards are of the highest attainable by all staff including those serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Site Manager/Business Manager.

### **3.13 Legionella**

The school undertakes an annual risk assessment, carried out by an appropriate contractor, and maintains details of completed remedial work. In addition the following measures are implemented:

- Appropriate control measures are in place to control the temperatures
- Monthly water temperature checks are undertaken and records maintained
- Outlets that are not used at least once per week are flushed through weekly and records maintained
- Draining down systems that are not in regular use

### **3.14 Lone Working (Working alone)**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal school hours must ensure site staff are aware of their presence on site and be fully aware of the risk assessment in place to minimise the risks to staff.

A copy of the procedures introduced to control these risks is available on the T drive.

### **3.15 Manual Handling**

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and are advised to read the completed risk assessments and follow the control measures at all times to ensure that they remain safe.

#### **General manual handling guidance for all staff**

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.

- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

### **3.16 Minibus use**

The School buys into Educational Visits support from Shropshire Council. Relevant information is available on the Shropshire Learning Gateway.

The mini-bus is operated under Section 19 Permit legislation. All staff driving the minibus must have read the Minibus Guidelines and be on the list of staff authorised to drive the minibus. The site manager is responsible for ensuring staff have received the relevant instruction to drive the minibus.

Staff who drive the minibus must carry out and complete a pre-use check form which is kept in the minibus.

The driver is responsible for making sure that students have a seat belt and use it at all times. Staff hiring a minibus or other vehicle must make sure students wear seat belts at all times. Vehicles without seat belts **will not be used**.

The party leader will arrange a central dropping point for all students rather than individual home drops.

#### **3.16.1 Private vehicles**

Teachers, parents and others who drive students in their own private vehicles will ensure their passengers' safety by confirming the vehicle is roadworthy and has a current MOT certificate (if the vehicle is over 3 years old), and they have an appropriate current driving licence and insurance cover for carrying the students. Volunteers will be carefully vetted by the school before they are permitted to drive students in their cars. The Headteacher will request assurances and copies of documents as maybe necessary. This will be encompassed in the risk assessment for trips where necessary.

### **3.17 Out of hours use of school premises**

Consideration will be given to persons using or hiring the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the fire risk assessment. If necessary, further advice is available from the Health and Safety Team; details can be found in in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow them.

### **3.18 Parental/Adult/Volunteer helpers**

- All parents/adults/volunteers will be checked by the Enhanced Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.
- They will be given appropriate information e.g. emergency procedures when necessary.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate – see 3.15.1.

### **3.19 Personal Protective Equipment (PPE)**

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or students as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

The Site Manager or Head of Department will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

Suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

### **3.20 Portable electrical Appliance Testing (PAT)**

The Site manager will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent person annually to ensure the equipment remains safe to use.

A register of all tested electrical equipment used in the school is kept in the Site Manager's office. (Also see Section 3.29. Work Equipment).

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment **must** be visually inspected before first use. This includes personal equipment brought into school by members of staff.

The Site Manager will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard wired electrical equipment will be maintained and tested at least every 5 years unless the manufacturers' instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

### **3.21 Risk Assessment**

The school will assess all risks to health and safety using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident has revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended. All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the Business Manager.

Staff who do not feel confident to undertake a risk assessment will be provided with training to enable them to undertake risk assessments. Risk assessments are available for staff activities, the use of equipment and premise. Risk Assessments are saved on the T drive.

Risk assessments will be carried out or an existing risk assessment reviewed (to ensure nothing has changed since the last visit) before an educational visit takes place. Educational Trips & Visits Risk Assessments are kept in the Business Managers Office.

All Physical Education activities must be risk assessed by the PE Department.

A new and expectant mother risk assessment will be completed once a member of staff has informed the school.

### **3.21.1 Equal Opportunities**

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or students attending a particular school. What a reasonable adjustment is will depend on the situation, but might include things like the provision of accessible equipment, a change in hours or even moving the worker or student to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

### **3.22 Safeguarding and School Security**

The school recognises that it is very important that the right decisions are made to ensure that family life is supported whenever possible but that, where a child is at risk of significant harm, there is a coordinated and effective response to the situation.

The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Children's Social Care who have the lead responsibility.

The School will follow best practice guidance and will actively engage and consult with the Shropshire Safeguarding Children Board which coordinates and monitors how the services and professional staff work together to protect children from abuse or neglect.

#### **School Security**

The school is fitted with security access doors, and free access is limited to reception.

Taybar are contracted by the school to respond to intruder alarm activations and provide reports to the school following alarm call outs.

All staff have responsibilities for ensuring their classroom/office windows are shut and lights and computers are switched off at the end of the day.

#### **Lockdown Procedure**

The lockdown procedure will be activated in response to any external or internal incident which has the potential to pose a threat to the safety of staff and students within the school. The school carries out and records a lockdown drill termly.

The full lockdown procedure can be found on the T drive.

### **3.23 Supervision of Students**

The school will be open from **07:00** to **21:00** on weekdays during term times. Supervision for students will only be provided by the Headteacher (or in their absence a member of SLT) between 8am and 4pm unless there is a formal school event taking place outside these hours. Otherwise students will not be allowed on site outside these times. Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

### **3.24 Violence**

The Headteacher is responsible for ensuring that **all** staff:

- are aware of the need to report and record all incidents of verbal and physical abuse. See 3.2. Accident Reporting.
- are aware of the schools arrangements available to victims of violence at work.
- that they have meetings with potentially hostile parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

### **3.25 Visits and Journeys**

The Educational Visits Coordinator (EVC) is listed in Section 2 page 4 of this policy.

The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. Residential visits and high risk activities are signed off by Shropshire Council, who also provide advice and guidance to the EVC.

#### **Risk assessments for Educational visits**

- Teachers will make a pre-visit to the place of their visit, where practicable, to assess the site/activity.
- They will complete a risk assessment with the EVC.
- They will read/be aware of the Schools Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines (OEAP) and approved by the EVC.
- They must get the written consent of every child's parents/guardian before taking them on a visit. Only in exceptional circumstances will the permission be verbal.
- On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- Enhanced DBS checks will be required for parents/ volunteers.

### **3.26 Work at Height**

School staff required to carry out work at height will receive appropriate training to undertake the task. Appropriate access equipment will be purchased to undertake the tasks.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BS EN 131 and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

**Only staff who have received working at heights training will be permitted to use ladders/step ladders**

There is a ladder/step ladder register which is sited in the Site Manager's Office. It is the responsibility of the Site Manager to keep it up to date. Trained staff must undertake a user check before use of the equipment.

### **3.27 Work equipment**

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, woodworking machinery (D&T), lifting equipment, fire extinguishers, etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Site Manager.

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Site Manager.

In addition to the Provision and Use of Work Equipment Regulations 1998 (PUWER) most types of lifting equipment and lifting accessories require a thorough examination under the Lifting Business and Lifting Equipment Regulations 1998 (LOLER). The school has passenger lifts and all such equipment and any accessories are maintained and inspected at the required intervals as laid down in LOLER.

### **3.28 Information, Instruction and Training**

The school will ensure that adequate instruction and training is given as part of the induction process, to enable staff to carry out their duties effectively. Refresher training will be given when required and adequate records of training will be maintained.

### **3.29 Wellbeing (Stress Management)**

The Trust and school are committed to combating stress within the workplace and to protecting and improving the health and welfare of our employees. Staff wellbeing is an agenda item at both Trust and LGB meetings. The Priory School have appointed Mental Health Champions to support both staff and students. Staff are regularly reminded of access to the Employee Assistance Programme provided through the MAT. Further details can be found in the Stress Management Policy.

## **4. Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis by the LGB Link Governor in conjunction with the Business Manager.

**The Headteacher and the LGB of The Priory School will be responsible for reviewing and amending this policy in conjunction with the annual Health and Safety Self-Monitoring Checklist (SMC) and Fire Risk Assessment.**

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
4. The annual health and safety self-monitoring checklist and action plan
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the Local Governing Body so that any review of policy that may be necessary or contemplated can be informed by them.