

# Health & Safety Policy

For

## St Chad's Catholic Primary St Chad's Catholic Primary School

**At St Chad's, we grow in the light of Christ, to  
share his love and reflect the gospel values**

*Regulations for health & safety are continuously being refined to make much more clearly what must be done to ensure the safety of the whole St Chad's Catholic Primary School community.*

*Birmingham City Council are not the employer, but under SLA's can offer guidance and standards for safety to your school through official circulars/briefs or from Education Safety Services.*

*This General Statement expresses the current relationship between the parties concerned.*

Date: 01/09/2025

# St Chad's Catholic Primary School - Policy for Health & Safety

## 1. **STATEMENT OF GENERAL POLICY**

The Governing Body for St Chad's Catholic Primary School acknowledge and accept their statutory duty and corporate responsibility for the health, safety and welfare of all staff and pupils, whether on the St Chad's Catholic Primary Schools premises or carrying out the St Chad's Catholic Primary Schools business elsewhere.

This duty also extends to ensuring that other agencies or contractors on the St Chad's Catholic Primary 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 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- a. All persons employed at St Chad's Catholic Primary School whilst they are at work;
- b. Persons other than St Chad's Catholic Primary School employees who may be exposed to risks arising out of, or in connection with, the activities of employees of St Chad's Catholic Primary School whilst they are at work.

**1.2** To effectively achieve this, St Chad's Catholic 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 St Chad's Catholic Primary School will adopt best practice safety policies, guidance and advice issued by BCC, and advice from Safety Services. St Chad's Catholic 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 St Chad's Catholic Primary 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 St Chad's Catholic Primary Schools 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 St Chad's Catholic Primary 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 Health and Safety sub-committee. The role of the Group will be to act as a communication link between the Governing Body, Headteacher, 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 following any accident investigation (see most current accident forms on Birmingham Education Support Services Portal).
- 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 St Chad's Catholic Primary Schools management structures or by the Headteacher, 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 sub-committee shall include the following:

Berhane Selomon	Governor Representative
Karen Robinson	Business Manager
Eugene Morris	Site Manager
Martina Parker	Headteacher

Additional members will be co-opted where appropriate to discuss safety matters relating to specific areas of work. The Group will meet at least each term and more often at the request of one Group member, the Headteacher or the Governing body.

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## **2.3 Supervisory St Chad's Catholic Primary School Staff**

Members of staff who manage, or supervise other staff/trainees, 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 St Chad's Catholic Primary 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 Headteacher**

The Governors charge Headteacher, Martina Parker with the day-to-day responsibility of managing and enforcing St Chad's Catholic Primary School Health and Safety at Work Policy. Where necessary the Headteacher 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 Headteacher will assume these responsibilities in the absence of the Headteacher.

## **2.5 Health and Safety Co-ordinators**

Karen Robinson and Eugene Morris are appointed by the Headteacher to assist in the day-to-day implementation of the St Chad's Catholic Primary School safety plan. As Safety Co-ordinators their 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. The Safety Co-ordinators will endeavour to keep up-to-date with safety regulations and through the Health and Safety sub-committee initiate steps that ensure arrangements for health and safety at St Chad's Catholic Primary School conform to both current regulations and best-known practice.

## **2.6 Phase/SEN Leaders (Leaders)**

The nature of the St Chad's Catholic Primary Schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. Leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation.

They will ensure their designated Zones are inspected regularly to identify hazards and bring any concerns to the attention of the Headteacher. Where significant 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. Relevant staff will be informed of any findings that will also be recorded and filed in the St Chad's Catholic Primary School Office for audit inspection.

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In the event of a hazard presenting a significant risk to anyone in St Chad's Catholic Primary School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Headteacher or Safety Coordinator. Leaders 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/Headteacher.

## **2.7 Classroom Teachers/Office Staff**

Will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils, members of staff and others in their sphere of operation. They will inspect their designated areas regularly to identify hazards and raise any concerns with their line manager or a member of the Health and Safety sub-committee. Where significant 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. Staff members under their charge will be informed of any findings that will also be recorded and filed in the St Chad's Catholic Primary School office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in St Chad's Catholic Primary School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their designated SMT member/Headteacher. Classroom Teachers/Office staff 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/Headteacher.

## **2.8 Building Services Supervisor/Site Manager (BSS/SM)**

The BSS Eugene Morris has a key role to ensure that the St Chad's Catholic Primary 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 Headteacher. The BSS is also responsible for the supervision of cleaning staff, materials and any equipment they use. He will be responsible for undertaking/assisting in the risk assessment process in matters relating to his work and that of other members of staff within the sphere of his work. This will include responsibility as first point of call and active liaison with contractors who are at the St Chad's Catholic Primary 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 BSS will identify quickly areas that threaten the safety of himself, pupils or other members of staff.

The BSS will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Headteacher/Line Manager. 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 that will also be recorded and filed in the St Chad's Catholic Primary School Office for audit inspection.

# St Chad's Catholic Primary School - Policy for Health & Safety

In the event of a hazard presenting a significant risk to anyone in St Chad's Catholic Primary School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to the Headteacher or Safety Co-ordinator. The BSS 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/Headteacher.

## **2.9 All Other Staff (Non-Supervisory)**

A vital role and responsibility for implementing St Chad's Catholic Primary School safety plan is that of the individual member of staff who has a statutory duty to co-operate with the St Chad's Catholic Primary Schools managers 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 St Chad's Catholic Primary School, steps will be taken immediately to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting exposure to the hazard before reporting the matter to their line manager.

## **3. ARRANGEMENTS**

The Governing Body will ensure that those appointed and charged with responsibility for implementing St Chad's Catholic Primary School Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Where specialist knowledge is required under a Service Level Agreement (SLA) advice and support can be sought from 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 policy and/or Safety Services Safety web site for guidance on specific safety topics.**

The arrangements for managing health and safety within St Chad's Catholic Primary School are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

### **3.1 Safety Services – St Chad's Catholic Primary Schools - Policies for Safety**

Useful information, guidance and policies can be viewed on the St Chad's Catholic Primary Schools internal site. Information and guidance can also be found at [birminghameducationsupportservices.co.uk](http://birminghameducationsupportservices.co.uk)

Safety Services provide support and advice on 0121 303 2420/3300, or email [Schoolsafety@birmingham.gov.uk](mailto:Schoolsafety@birmingham.gov.uk)

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## **3.2 Staff Induction**

New members of staff are taken through the induction process by a member of SLT.

## **3.3 Fire Safety**

The Headteacher will ensure a fire risk assessment is carried out to comply with the Regulatory Reform (Fire Safety) Order 2005. The risk assessment will be reviewed annually or in the event of change and significant findings will be processed onto a priority action plan of remedial steps needed to be taken. In addition, it will be ensured that arrangements for staff training are undertaken and recorded, and procedures to be followed in the event of a fire emergency are set out. All documentation including records of fire drills and equipment test will be retained in a Fire Safety Log in main office.

## **3.4 Safeguarding/Security**

The DSLs at St Chad's Catholic Primary School are:

Martina Parker  
Kathryn Wheatley  
Maria Ryan  
Thyssen Lewis  
Jane Ashford

St Chad's Catholic Primary School will undertake a review of security annually. This will be undertaken by the Health and Safety sub-committee. Findings will be recorded and progressed onto action plan of remedial measures. Staff and pupils will be urged to bring any concerns they may have to the immediate attention of the Headteacher.

## **3.5 Supporting Pupils at St Chad's Catholic Primary School with Medical Needs**

The Governing Body will ensure that a policy is drafted that complies fully with the Statutory Guidance that is required to be implemented from September 2014. This policy will incorporate arrangements requiring that steps are taken to identify any consequential health & safety risk to staff or pupils in the support provided for pupils with medical needs. Where necessary, in consultation with relevant staff a specific risk assessment will be undertaken that will also identify relevant staff training needs.

## **3.6 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.

## **3.7 Premises 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 staff teams sweeping a designated safety zone within the St Chad's Catholic Primary School and findings will be recorded on a Safety Sweep checklist every term.

Completed, checklists will be handed onto a member of the Health and Safety sub-committee to sign off and where necessary ensure appropriate action is taken or seek advice on what steps could be taken to manage any safety concerns.

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Any issues raised on the Safety Sweep forms will be collated into a 'job list' and distributed to those people who are required to action them. Completed checklists along 'job list' documentation of any remedial action taken will be retained in a Safety Sweep folder held in the St Chad's Catholic Primary School office for future audit inspection.

These arrangements will be closely monitored and checklists inspected annually by the Health and Safety sub-committee. Any failure to comply with these arrangements must be brought to immediate attention of the Headteacher and Governing Body.

## **3.8 Play Area 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 BSS 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 Health and Safety sub-committee. Evidence will be recorded and filed the same as 3.6 above.

## **3.9 Working at Height**

Headteachers/Leaders/Managers and 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 Line Manager will be informed and will approve a plan for working at height before the task is carried out. Recorded approval will be passed onto a Line Manager for signature before commencing the task then filed for future staff reference and audit inspection.

All relevant staff will be informed formally of the risk assessment findings.

Arrangements must be made to ensure new or temporary employees are informed of risk assessment findings before being asked to undertake any work at height task.

All access equipment will be fully inspected every 6 months by Eugene Morris and a record of this retained. Authorised staff will also be instructed on procedures of how to visually check access equipment before use. This

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arrangement will be monitored by the Health and Safety sub-committee every 12 months.

## **3.10 External Educational Visits**

Suzanne O'Malley has been appointed and trained as Educational Visit Co-ordinator (EVC). 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. The EVC is supported by Birmingham City Council Safety Services.

## **3.11 Stress/Well-being**

St Chad's Catholic Primary 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**.

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 who will if necessary seek external advice from Employee Relations, BCC Occupational Health or other Service or external provider.

St Chad's Catholic Primary 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**. St Chad's Catholic Primary School adopts the Mental Health & Well-Being Policy Guidance as recommended by Safety Services. Support for staff is provided through the 'Help' Employee Assistance.

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 who will if necessary seek external advice from St Chad's Catholic Primary Schools Employee Relations Service or Health and Well-being service on 0121 303 3300.

## **3.12 First Aid**

Theresa McCullough, Maria Ryan, Beth Perkins and Thyssen Lewis have been appointed and trained as first-aiders. The SLT are responsible for ensuring that the appropriate number of appointed persons and facilities provided for first aid are maintained. St Chad's Catholic Primary School reinforces the First Aid plan by providing periodic awareness training for all staff.

## **3.13 Accident Reporting and Investigation**

Accidents involving pupils will be recorded and copies kept in first aid area. Serious accidents involving pupils will also be recorded on the Accident A1 Form then sent to Education Safety Services.

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

All serious accidents will be investigated by a member of the Health and Safety sub-committee in order to establish facts. Where necessary the risk assessment and procedures will be reviewed and where appropriate recommendations made to prevent any reoccurrence.

## **3.14 Key Building Duty Holders**

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The main building duty holder for St Chad's Catholic Primary School is the Headteacher and the following staff are appointed as Support Duty holders:

Fire	Karen Robinson and Eugene Morris
Asbestos	Karen Robinson and Eugene Morris
Legionella	Karen Robinson and Eugene Morris
Statutory Testing	Karen Robinson and Eugene Morris

## 3.15 Statutory Testing

As a result of delegated responsibilities, St Chad's Catholic Primary Schools and other establishments are responsible for managing significant elements of building maintenance to include statutory testing on a various items of plant and equipment at appropriate frequencies.

**This is not an option as failure to comply will contravene Health & Safety legislation and may result in fine or even imprisonment of the offender.**

Further information on statutory testing can be obtained from Infrastructure and Development, Asset Management, Education & Skills Infrastructure Tel: 0121 303 3767

This arrangement will be closely monitored by Eugene Morris Site Manager to ensure test results are entered into the Property Log Book.

## 3.16 Asbestos Management

Recognising the absolute duty to **manage** asbestos containing materials (ACMs) effectively in the premises there will be strict compliance of the policy issued by Education Safety Services Health & Safety:

The Asbestos Management Survey has been consulted and a 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/surface finish of the building unless specifically authorised to do so by the Duty Holder who will take regard of the Asbestos Survey, Management Plan and Guidance.

Contractors will be made aware of the Asbestos Management Survey and this policy and instructed that any work they undertake has considered the possibility of disturbing asbestos. Where necessary an Intrusive Survey will be undertaken in areas to be disturbed before any work begins.

The asbestos management arrangement will be reviewed annually.

The Duty Holder responsible for strict enforcement of this arrangement is the Headteacher and in their absence the Deputy Headteacher.

## 3.17 Substances Hazardous to Health

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

Contractors will ensure/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 2002 (COSHH 2002).

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NOTE: it is critically important that appropriate staff are formally trained to be aware of and understand the Coshh 2002 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.

## **3.18 Electrical Equipment**

All electrical equipment used in St Chad's Catholic Primary 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 the Health and Safety sub-committee.

## **3.19 Tools and equipment**

St Chad's Catholic Primary School will have a central record of all tools and equipment; such as paper cutters, used in classrooms. Where required this log will record an inspection regime as required. All equipment will be properly stored to ensure no unauthorised or unsupervised use where there is a risk of harm. 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.

## **3.20 Visitors and Contractors**

All visitors to the St Chad's Catholic Primary School must sign in and be supervised by a member of the St Chad's Catholic Primary School staff at all times. Contractors must report to the office who will contact the Site Manager who will ensure appropriate Contractor School Rules and/or for the Contractor RA to be completed for larger jobs.

## **3.21 Vehicle/Pedestrian Traffic**

If there is any possibility of a conflict between people and traffic a risk assessment must be undertaken. Such a risk assessment would identify the critical periods of the St Chad's Catholic Primary School day where there is a significant risk of accident involving vehicles moving on the site. Control measures may need to include corridors of time when vehicles do not move and in particular at the beginning and end of the St Chad's Catholic Primary School day.

## **3.22 Holiday Shut Down**

St Chad's Catholic Primary School may 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.

## **3.23 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.

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## Matrix of delegated H&S responsibilities

<b>Area of responsibility</b>	<b>Line Manager/s responsible to ensure compliance.</b>	<b>Staff responsible for implementing arrangement/task.</b>
3.1 Safety Guidance	Headteacher	Site manager and Business Manager
3.2 Staff Safety Induction	Headteacher	Line managers
3.3 Fire Safety	Headteacher	Site manager and Business Manager
3.4 Security Assessment	Headteacher	Site manager and Business Manager
3.5 Supporting Pupils at St Chad's Catholic Primary School with Medical Needs	Headteacher	First Aiders
3.6 Safety Training	Headteacher	Site manager and Business Manager
3.7 Dynamic Risk Ass	Headteacher	Site manager and Business Manager
3.8 Good House Keeping Safety Sweeps	Headteacher	Site manager
3.9 Grounds Safety Sweeps	Headteacher	Site manager
3.10 Working at Height	Headteacher	Site manager
3.11 External Education Visits	Headteacher	EVC
3.12 Stress/wellbeing	Headteacher	SLT
3.13 First Aid	SLT	First Aiders
3.14 Accident Reporting	SLT	First Aiders
3.15 Accident Investigation	Governing Body	Health and Safety sub-committee
3.16 Key Building Duty Holders	Headteacher	Site manager and Business Manager
3.15 Statutory Testing	Headteacher	Site manager and Business Manager
3.17 Asbestos Management	Headteacher	Site manager and Business Manager
3.18 Substances Hazardous to Health	Headteacher	Site manager and Business Manager
3.19 Electrical Equipment	Headteacher	Site manager
3.20 Tools & Equipment	Headteacher	Site manager
3.21 Visitors & Contractors	Headteacher	All staff
3.22 Liaison with Other Site Users	Headteacher	Site manager and Business Manager
3.23 Vehicle Pedestrian Traffic	Headteacher	Site manager

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3.24 Holiday Shut Down Arrangements	Headteacher	Site manager
3.25 Safety Auditing	Governing Body	Health and Safety sub-committee
3.26 Safety Policy Review	Governing Body	Health and Safety sub-committee