



The Oak Partnership

Health and Safety Policy

Version 3.0

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

Health and Safety Policy

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1. STATEMENT OF INTENT

Aims and Objectives

As a responsible employer, The Oak Partnership Trust (the Trust) will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

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The Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, children and visitors so far as is reasonably practicable.

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

The Oak Partnership Trust (the "Trust") aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

The Trust is committed to the prevention of accidents and ill health. The Trust will work towards continual health and safety improvement. To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible and in accordance with best practice
- Provide safe working conditions and safe equipment
- Ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

All Oak Partnership Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

2. ORGANISATION – ROLES AND RESPONSIBILITIES

The Oak Partnership Trust ("The Trust")

The Trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare employees, children, visitors and contractors and the self-employed.

The Board of Directors, including the Trust CEO, are responsible for:

- Making themselves familiar with the requirements of the appropriate legislation and codes of practice
- Creating and monitoring a management structure for Health and Safety
- Ensuring that there is an effective and enforceable policy for the provision of health and safety throughout the academy, and that it is implemented
- Periodic assessment of the effectiveness of the policy and ensuring that any necessary changes are made
- Identifying and evaluating risks relating to possible accidents and incidents connected with academy-sponsored activities, including work experience.
- Allocating sufficient funds for health and safety
- Establishing clear lines of responsibility and accountability for health and safety

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- Providing a safe place for all users of the site to work, including safe means of entry and exit
- Plant, equipment and systems of work that are safe
- Safe arrangements for the handling, storage and movement of articles and substances
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- Supervision, training and instruction so that all staff and students can perform their academy-related activities in a healthy and safe manner
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

Trust Chief Executive Officer (“CEO”)

As the Accounting Officer the Trust holds the CEO accountable for the implementation of all Health and Safety policy and procedure. This includes in particular:

- Ensure Partnership risk management policies are in place and adhered to
- Ensuring all risk assessments are completed and reviewed.
- Review risk management and maintain a risk register
- Implementation and maintenance of The Oak Partnership risk register
- Review the H&S risk reports supplied by the Local School Committee and make any recommendations to the Board of Directors
- Propose The Oak Partnership Health and Safety policy
- Monitor the implementation of The Oak Partnership Health and Safety policy across the Academy Schools

Trust Chief Operations Officer (“COO”)

Without limiting the responsibility of the Trust and CEO, the COO and Head Teachers of each academy, will generally oversee the day-to-day management of safety and implementation of this policy within the Trust schools.

The COO and Head Teachers will comply with Trust's health and safety policy and in particular will:

- Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Trust schools and maintain an up to date system of policies, procedures and risk assessments
- Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk
- Ensure the health and safety policy, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery

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- Liaise with Local Governing Committees
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the Trust's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures
- Ensure the Trust has access to competent health and safety advice

In addition to their statutory duties, the CEO, COO and Head Teachers and teachers have a common law duty of care for children which stems from their position in law "in loco parentis".

School Leadership Teams

The leadership teams at Trust schools, with support from the Trust COO will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will:

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- Identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely;
- Complete a health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- Be responsible for aspects of health and safety included in their job description
- Organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures
- Ensure that all statutory registers and records are adequately kept
- Ensure the reporting and investigation of all accidents
- Ensure all persons under their control are aware of the reporting procedure
- Preparing with, and updating of risk assessments under their ownership
- Assisting with, and participating in risk assessments under the ownership of others.
- Implementing control measures.
- Responding to new risks or concerns reported to them.

Trust /Admin staff and Premises Staff

In addition to the responsibilities above, this group has specific duties:

- To maintain and understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them.
- To maintain an awareness of the relevant premises related health and safety legislation, issues and procedures.
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.

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- Ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained.
- Arranging for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining suitable records of plant and equipment maintenance and tests.
- Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments, fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other fire safety equipment devices
 - Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored.
 - Ensuring that all premises related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
 - Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.
 - Maintaining a health and safety file on the premises in relation to any work as detailed by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request.
 - Ensuring that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures.
 - To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors.
 - Liaison with other staff members where premises/equipment monitoring and maintenance responsibilities are held elsewhere within the Trust i.e. design and technology and science

All Staff

All employees, agency and peripatetic workers and contractors must comply with the Trust's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Assist with, and participate in risk assessment processes as required
- Cooperate with their line manager and senior management to work safely, and implementing control measures identified in risk assessments
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required, and familiarise themselves with risk assessments
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the Academy Trust schools in embedding a positive safety culture that extends to children and any visitors to the site

Children

All children are expected to behave in accordance with the school Behaviour Policy.

Lettings

Refer to Lettings Policy.

3. Organisational Arrangements for Health and Safety

The following arrangements will be adopted to ensure that the Trust fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the sites.

Reporting health and safety arrangements

The Trust schools and the Head Teachers will specifically review progress of health and safety objectives at Local School Committee meetings. Where necessary health and safety improvements will be identified and included within each school's action plan.

Provision of effective health and safety training

The Local School Committee and the Head Teacher will consider health and safety training at least annual basis at one of the LSC meetings.

Provision of an effective joint consultative process

Local School Committees will report to the Trust Board on an annual basis via the H&S minutes. The COO will prepare a report based on these minutes for the Trust Board. The Board will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- Trust Facilities Manager meetings.
- Trust Central meetings.
- Provision of information relating to safe systems of work and risk assessments
- Training provided
- Communications with relevant specialist advisors and bodies
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial resources

The CFO will ensure that adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist advice/support

The Trust will ensure that access to competent technical advice on health and safety matters is procured to assist The Trust in complying with statutory duties and meeting health and

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safety objectives; The Trust will do this by accessing the services of a competent Health and Safety Advisor.

4. Organisation (each school) - Other Arrangements

Accident and assaults

Refer to First Aid Policy.

First Aid Policy will detail requirements for reporting minor accidents in a “bump book”, and reporting more serious incidents on EEC Live.

Apart from recording minor incidents in the “Bumps Book” all accidents, assaults and near miss incidents will be reported in the accident book (using EEC Live) within 24 hours of occurrence.

RIDDOR reportable incidents will be reported to the HSE within the required timescales, using EEC Live and our Health and Safety advisor.

All incidents recorded on EEC Live will be reviewed in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required and any necessary remedy taken. Any relevant learning from investigations will be communicated to relevant staff, children etc.

Accident, assaults and near miss incidents across all Trust schools will be monitored at least termly by the Local School Committees; identification of significant trends or major incidents will be reviewed, action points.

Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Audit and inspection

The Schools health and safety management will be audited on an annual basis. The Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the Trust.

The Schools will be subject to third party inspection on an annual basis. Actions arising from audits and inspections will be incorporated within action plans.

Contractor management

The Trust schools comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors and the Trust COO has undergone CDM training. The schools ensure that:

- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
- Competent contractors are used
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and academy site, delivery times and

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locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.

- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- Key contacts are identified
- Regular update meetings take place throughout any works/projects
- Works are visually monitored and any concerns immediately reported
- Works are signed off and any associated certification and documentation is obtained
- All staff/ children and other users of site remain in a safe environment for the duration of the works.
- All contractors are given access to the asbestos register
- All contractors to complete a contractor site induction sheet before work can proceed

Control of hazardous substances (COSHH)

The Trust schools comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. Each Academy will ensure:

- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- An inventory of all hazardous substances on site is kept and updated regularly
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and control measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any requirement for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the academies procurement systems can be used on site
- Substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet
- COSHH risk assessments are reviewed by the nominated LSC member

Defect reporting

Any staff member at the Trust schools can report defects on I Am Compliant software or via the school office/ school system.

Premises, SOA and SLT have access to a priority contractor ordering system.

Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display screen equipment (DSE)

The Trust schools acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the

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equipment and have a DSE assessment which is reviewed at suitable intervals. Each school ensures that:

- All static workstations used by staff meet the minimum standards required
- Equipment is maintained in good working condition
- Staff are issued guidance on completion of DSE assessments to make them aware of best practice in using DSE
- Staff whose roles require significant use of DSE are prioritised for individual assessment
- Assessments are reviewed on completion
- SOAs act as DSE champion and are responsible for managing on site
- Assessments are issued to DSE users and periodic reminders with new starters, complaints, etc.
- Staff in the DSE group are offered funding towards eye test (see Expenses Policy) .

Driving

See Trust Vehicle and Trust Minibus Policy.

Electrical systems and equipment

The Trust schools maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out at least every three years but usually annually, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor with records maintained.

Fire Safety

The Trust is committed to providing a safe environment for both staff and children. The Trust schools manage the risk of fire by ensuring:

- A comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost. A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- Statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- Staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained at school level

First-aid and supporting children's medical conditions

Refer to First-aid and supporting children's medical conditions policies .

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Glass & Glazing

The Trust schools will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

The Trust schools will survey on an annual basis its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

Housekeeping – storage, cleaning & waste disposal

The Trust schools will ensure that there is suitable and sufficient storage.

The schools will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Trust will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation the schools will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

Hygiene in working kitchens

Refer to HACCP.

Lone working

Schools will ensure that all staff who work alone are given suitable instruction on lone working procedures based on risk assessment including communications, emergency procedures and any restrictions during lone working e.g. use of mobile phones and regular check-ins, no working at height, etc.

Management of asbestos

The Trust schools comply with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143).

The Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Trust schools have a whole site asbestos 'management survey' from which a local asbestos management plan has been developed and will be kept up to date. Annual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment or demolition survey will be undertaken and recommendations followed. Works that are likely to disturb asbestos will be planned so as to avoid disturbance or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Moving and handling

The Trust schools comply with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within the schools there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The schools manage the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible
- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

See also separate Moving and Handling Policy.

Noise

The Trust schools will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Occupational health services and work-related stress

The Trust acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The Trust will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues.

See Oak Absence Management Policy

Off-site visits including school-led adventure activities

Refer to Off-sites Visits Policy.

Every School needs a suitably trained External Visit Coordinator (EVC) and OEA. The OEA is provided by the Health and Safety Advisor.

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The EVC is to manage offsite visits in accordance with Trust and School procedures.

Risk Assessments

See Risk Assessments Policy

Smoking and Vaping

The Trust schools comply with UK law on smoking in both indoor and external spaces.

The Trust has a no smoking policy which extends to the limits of the curtilage of all of our sites. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The Trust schools have signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

Statutory Inspections

The Trust schools ensure that statutory inspections are undertaken at required intervals for all plant and equipment required.

Preventing workplace violence

The Trust is committed to providing a safe and secure working and educational environment for staff, children and any other persons on its sites. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

- Avoid confrontation if possible
- Withdraw from a situation or escalating situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Contact emergency services, as appropriate.
- Inform the line manager or school leadership team if confrontation has taken place

See also Dignity at Work and Anti-Harassment Policy.

Water hygiene management

The Trust will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8). The Trust will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- Employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- Address any remedial actions identified by the survey including dead leg removal or drain down
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable

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- Ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis
- Employ a competent person to undertake monthly monitoring of water systems including temperature readings

Working at height

The Trust will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). The Oak Partnership use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools.

Only trained staff are permitted to work from height, this will usually be premises staff. All other staff must not work from any height. This includes standing on chairs, tables or other furniture or similar.

The Oak Partnership schools ensure that:

- Work at height is avoided whenever possible
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- Those undertaking work at height have received appropriate instruction and any training records are maintained
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- Any defective equipment is taken out of use until repaired or is replaced
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

Workplace inspections

The Trust schools recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and children.

A formal twice annual workplace inspection is undertaken by Local School Committees with findings documented and any actions allocated with remedial actions. The inspection findings are reviewed with actions monitored.

It is recognised that inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy's defect reporting procedure.

5. Monitoring and Review

This Health and Safety Policy together with policies referred to, the associated procedures, and health and safety performance, will be reviewed by the Board of Directors on an annual basis or earlier as required.

. A Health and Safety and Compliance report from the COO will be issued to the Board annually.

