

HEALTH & SAFETY POLICY


September 2024


Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO)  Date01.09.24.....

Signature (COO)  Date01.09.24.....

Version Control

Version	Date	Changes
V1	04/09/23	Original document
V2	01/09/24	Updated inline with Walsall LA guidance
		Terminology and format changes

1. Rationale

This document is produced in respect of Edit Education and is written with reference to LA policies and Planetary Business Centre (PBC) policies and procedures.

PBC have an all-encompassing responsibility for the Health and Safety of Edit Education's site. They maintain the fire safety systems, emergency exits and emergency lighting. Nonetheless responsibility for Health and Safety rests with the site users and with this in mind everyone occupying the provision has a duty to keep safe and to address any cause for concern. Edit Education is committed to working with PBC to create a safe environment for all to use.

2. General

Edit Education recognises the need to promote health and safety to achieve improved standards and safe methods of work.

It is Edit Education's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also Edit Education's responsibility as far as is reasonably practicable to extend this protection to students and members of the general public from foreseeable risks, in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In liaison with the appropriate Safety Representatives, it is recognised that all problems and hazards associated with the following must be brought to the attention of the Provision Leadership Team.

1. Equipment and systems of work.
2. The handling and storage or transportation of articles and substances.
3. The supply of adequate information, instruction, training or supervision to either staff or students.
4. The place of work or access to it.
5. The provision of protective clothing, equipment for the safe use and handling of machinery and substances.
6. The working environment.
7. Welfare facilities

It is important that all staff within Edit Education and other persons, who may visit or use any site or area of the provision, must adopt the following standards of working in accordance with the Act: -

- a) To work safely and efficiently.
- b) Not to misuse any machine or substance.
- c) To use the approved protective clothing and equipment.
- d) To report any defect in any machine, accessory or electric cabling.
- e) To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
- f) To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work

3. Organisation and roles and responsibilities

Edit Education recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the provision. Edit Education recognises that it will be responsible for producing and reviewing its own Health and Safety Policy in order to ensure organisation and arrangements are in place for the health and safety of all provision staff, students, visitors, contractors or any persons who may be affected by their activities.

Provision Leadership Team (PLT) – Responsibilities

1. To be familiar with the content of DFE Health and Safety Policies, the Health and Safety at Work Act 1974 and any other health and safety legislation which may affect their area of work.
2. To ensure that all provision staff carry out their health and safety duties and responsibilities.
3. To ensure that all hazards within their area of responsibility are identified.
4. To ensure that risk assessments are carried out and appropriate control measures are implemented within their area of responsibility.
5. To ensure that all works undertaken within their area of responsibility consider the health and safety of any person likely to be affected by such works, including provision staff and non-provision staff.
6. To ensure that all risk assessments are recorded, monitored and reviewed according to the level of risk identified.
7. To involve relevant provision staff in the risk assessment process.
8. To ensure the effective use of resources to achieve health and safety objectives.
9. To attain as a minimum the Institution of Occupational Safety and Health (IOSH) 'Managing Safely' certificate (or other equivalent agreed by the directors).
10. To ensure that all provision staff working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to their own or others' health and safety.
11. To ensure that all incidents (accidents, near misses, violence and aggression) are properly reported, investigated, and actions taken to avoid recurrence.
12. To inspect and monitor the operations and activities under their control, in accordance with this policy, and take necessary remedial action.
13. To take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities of safe working practices as laid down in policies and procedures.
14. To demonstrate commitment by taking a proactive approach in health and safety matters.

The Provision Leadership Team (PLT)

PLT must ensure that Edit Education's policy for Health and Safety is effectively implemented and understood at all levels. The Policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation to ensure that the Health and Safety policy is implemented at all levels.

PLT conduct regular Health and Safety walkabouts and health and safety is a standing item on staff meeting agendas. This is to monitor the implementation and compliance of Edit Education's policy.

Monitoring records will be taken and general themes communicated to staff through briefings and whole provision communication e.g. email.

Individual breaches of the policy will be addressed with the personnel concerned and repeat breaches will be addressed in conjunction with Edit Education's disciplinary policy.

Provision Staff

All staff must conform with responsibilities as specified. They must ensure that where conditions apply all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner. All staff will be asked to sign to say that they have read and understood this policy.

All provision staff have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/defects to the PLT and/or the Management of Edit Education.

All provision staff will be given access to Edit Education's Health and Safety Policy and are asked to make themselves familiar with all documents relating to Health and Safety within the provision. Copies of the Health and Safety Policy will be available on the provision's website or a hard copy can be requested.

Provision staff are required to assist with the carrying out of risk assessments and to report to PLT any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken. Provision staff are to attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given.

Provision staff are asked to report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage in accordance with the Edit Education procedure. The report book to be completed can be found in the office.

Updates

Provision staff must ensure that they keep abreast of any changes to procedures by regularly checking the policy folder located in the office or on the provision website.

4. Display Screen Equipment Regulations

A display screen assessment has been completed and can be seen in the Health & Safety folder.

5. Risk Assessments

Assessments are to be carried out by nominated competent persons and will include aspects of the following:

- The risks to the health and safety of provision staff to which they are exposed whilst they are at work.

- The risks to the health and safety of other persons arising out of or in connection with work activities.
- Significant findings of the assessment will identify hazards, risks, groups of people especially at risk, existing control measures in place, effectiveness of the measures, remaining risk and the control measures required to comply with requirements of health and safety legislation.
- For new operations, substances, plant and equipment, it is particularly important that assessments are completed before introduction or commencement of the activity or equipment.
- Assessments must be reviewed at least every 12 months, or when there is reason to suspect that they are no longer valid or significant changes have occurred. Assessments are available to view from the PLT.
- Individual student risk assessments are produced as part of the induction process and will need to be reviewed each year, or when significant changes have occurred, to take account previous behaviour and the changing needs of students within the provision environment.

6. Control of Substances Hazardous to Health (COSHH)

Through the review of risk assessments, Edit Education can identify issues that may arise with regard to the control of substances hazardous to health. Subsequent control measures can then be put into place to eliminate or minimise risk.

Completion of COSHH assessments that relate to curriculum areas are the responsibility of the PLT. Details of the COSHH assessments and chemical inventories are kept in the provision office in the event of a major incident or fire.

All hazardous cleaning fluids, sprays and other liquids must be stored and used correctly. This is the responsibility of PLT and will be monitored by the Board of Directors and Share Holders. Please refer to the COSHH policy for more detail.

7. Fire and Emergency Procedures – Arrangements

Edit Education recognises its obligations to identify arrangements designed to make its health and safety policy effective.

- At regular intervals, the alarm will be tested by PLT to ensure that it is effective.
- Internal Edit Education fire drills must be carried out at least per term to enable everyone to become familiar with the evacuation procedure. There will also be additional fire drills conducted by Planetary Business Centre for the whole of the BizSpace site.
- In each room there are instructions about exits and the Assembly Point.
- On sounding the alarm, the fire brigade must be summoned and all provision staff, students and visitors must leave the building immediately, closing doors behind them, if possible.
- If there is no risk to personal injury, attempts may be made to tackle the fire using a suitable extinguisher. Also, switching off power supplies from the mains.
- At all times, fire exit doors must be unobstructed. All fire exit doors must be unlocked whilst there are people in the building.
- Exits must be clearly identified and marked.
- The use of display material must be controlled in fire exit routes.

i) All visitors to the provision should be made aware of arrangements in case of fire. Details are provided upon arrival at the provision.

8. Action on Hearing the Fire Alarm

a) If necessary, the Fire Brigade will be called. If the authorised person is not available, then you must proceed to dial 999.

b) The provision staff will supervise students leaving the building by the appropriate exit, closing the door when the last person is out. Exit routes are displayed in each room.

c) Staff will be aware of those who require help and assistance when evacuating the premises.

d) Proceed to assembly point opposite the main BizSpace reception.

e) Everyone should walk quickly but do not run.

f) Keep quiet.

g) Do not stop or return for any clothing, belongings or books.

h) Registers and Fire Log will be taken out by the designated staff member (Attendance Officer) to staff for roll call. PLT are responsible for registers for purposes of fire procedure.

i) Provision staff must call out all names and visibly check for students' attendance.

j) PLT will ask each staff member if all students are accounted for.

K) Access must be clear for the fire brigade.

All personnel within Edit Education undertake fire safety training annually. This is recorded and added to their CPD record and reflects any changes to the procedures of tackling a fire.

9. Combustible waste

This should not be left in escape routes or in the corridors.

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

Provision staff take responsibility for their classroom/workshop to ensure there are not excess amount of combustible material left in the room.

10. Displays and decoration

Decorations must not be placed near temporary heaters or suspended from light fittings. There should be a limited and reasonable amount of display material within the classroom/workshop. Where possible displays should be placed behind a transparent Perspex screen to manage the risks associated with arson. If this is not possible then they should be treated with fire-retardant chemicals to manage the risk of fire with the combustible materials.

11. Smoking

Smoking or vaping is not allowed inside any part of the provision premises.

12. Electrical Supplies and Fittings

Any faults must be reported immediately to PLT.

13. First Aid

In order to comply with The Health and Safety (First Aid) Regulations 1981 there are nominated trained first aiders who are equipped with the skills and equipment to deal with incidents of this nature.

- a) A termly updated list of First Aiders will be displayed in all provision offices and classrooms. The list is to be regularly updated by PLT.
- b) Normally a qualified First Aider will attend in the case of First Aid being required.
- c) First aid boxes/kits are kept in:
 - The office
 - The workshop
 - The kitchen area
- d) A small first aid kit will be kept by the nominated First Aiders with PPE to deal with the beginning of a First Aid incident.
- e) It may only be stocked with items recommended by relevant official documentation and risk assessments.

Training Documents will be kept by the provision detailing the training undertaken to fulfil the role of the First Aider.

14. Arrangements

- a) In cases of serious injury, the responsibility of the Edit Education ends when the student is handed over to medical care of the parent/guardian.
- b) All injuries, whether staff, students or visitors must be entered in the Accident and Incident Report Book.
- c) The Accident and Incident Report Book is kept in the office.
- d) All serious injuries should be transported to hospital by ambulance as the student's condition could worsen.
- e) No attempt to move an injured person should be made until an appropriate examination and assessment have been completed. Injuries have been made worse by premature handling.
- f) If an activity has to be ended or postponed, this will have to be accepted by all.

15. Medicines

Non-prescription

No non-prescription medicines are kept in the provision, with the exception of paracetamol, ibuprofen, Calpol and Nurofen.

Prescription

No student may be given prescribed medicines or Asthma Inhalers in the provision unless the parent/guardian gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. These must be locked away in a designated cupboard (in the office) by a member of staff responsible for First Aid.

Prescribed medicines/asthma inhalers etc will be administered, logged and signed by two qualified First Aiders. The process of administering medication is coordinated by PLT.

For further information relating to the administration of medication please refer to: Supporting Students with Medical Conditions Policy.

16. Epilepsy

- a) If a known epileptic suffers a short seizure and shows rapid signs of recovery then it is appropriate to sit the person quietly and to closely monitor his/her condition.
- b) If the person suffers an injury during the seizure, then immediate first aid should be given.
- c) Send for an ambulance if you suspect the casualty has:
 - No previous history of fits or
 - A succession of repeated fits or
 - Remained unconscious for more than 10 minutes or
 - Injured themselves during the fit.
- d) All staff are informed by PLT of students who have epilepsy and are to be aware of action to be taken. This will involve sending for a First Aider. Parents are to be informed of any seizures by the First Aider.
- e) If a student with no history of epilepsy has a seizure, parents/guardians should be contacted immediately and medical advice sought.

17. Infectious diseases

More detailed information is available from the relevant health authorities as follows:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections>

18. Bodily spillages

Where provision staff are required to come into contact with bodily fluids, the following minimum precautions are to be adopted, regardless of whether a risk of infection has been identified. The recommended method of dealing with any spillage is the use of special sanitising granules.

Procedures for the Safe Handling, Treatment and Disposal of Body Fluids

Spillage of blood or body fluids

1. Clean up spillages of blood or body fluids however small immediately. This must be conducted by PLT.
2. Open wounds must be covered with a waterproof dressing.
3. It is essential to wear disposable non-seamed latex or vinyl gloves and an apron.
4. If there is broken glass, never pick it up with your fingers, even if wearing gloves. Needles to be disposed in a special sharps box.
5. Apply cleansing products i.e. sanitizing granules / body spills kit according to manufacturer's instructions.
6. Rinse area with hot water and detergent.

7. Dispose of gloves and apron as clinical waste.
8. Wash hands thoroughly with soap and hot water.
9. Splashes of blood or body fluid on the skin should be washed off immediately with soap and hot water.
10. If clothing becomes contaminated with blood or other body fluids, it should be rinsed with cold water, and then laundered separately in a hot wash.

All staff should ensure that wounds or damaged skin are covered with a waterproof dressing (without visible air holes). Disposable non-seamed latex or vinyl gloves must be worn at all times, without exception.

Provision staff carrying out first aid who are likely to come into contact with bodily fluids should adopt the same precautions as above.

All waste materials, containing high-risk bodily fluids are to be properly disposed of as "clinical waste" into a prescribed container. The removal of the clinical waste is to be undertaken by the local Health Trust.

If the employee feels that they have been contaminated they should contact their line manager who will seek further advice from medical advisors in the Public Health Department. It is important that these incidents are fully recorded in the Accident and Incident Report book (staff office).

19. Procedures for Avoiding Needle Stick Injuries

Edit Education have a sharps container located in the office.

Staff must not get into any rubbish containers to tread rubbish down as this could lead to a needle stick injury of the feet, legs or lower body.

Bags of rubbish should not be picked up bodily but must be lifted by the loose top, whether tied up or not. Make every effort to avoid contact between bags and the legs in such circumstances.

If skin is punctured, immediately squeeze the injured site. Keep squeezing and wash the injured site under running water for 5 minutes and seek medical attention.

If a member of staff has received a puncture wound from a contaminated sharp, it should be carefully picked up by a non-touch method and retained in a rigid container and should be taken with the member of staff to the Casualty Department/GP.

If there are several needles, inform the police and contact the relevant Local Authority for removal and clean-up operation.

20. Use of Scissors and Knives within Provision

All staff must be aware of the need to be vigilant and careful around the use of scissors, knives and other sharp objects. Under no circumstances should staff, students or visitors bring into Edit Education any sharp knives, scissors or other objects for use within the provision.

Only scissors and other instruments purchased through Edit Education are to be used within the classroom and workshop environment. This is paramount when dealing with students with special needs and who have complex behavioural needs. The use of scissors and knives in classroom and workshop areas are governed and the risks controlled through specific risk assessments.

21. First Aid Boxes

First Aid boxes will be stocked as recommended by official documentation. PLT will ensure adequate stocks are maintained. Disposable plastic gloves, latex-free and powder-free are available. Plastic bags are available for the disposal of soiled dressings etc and must be double wrapped.

All first aid containers must be marked with a white cross on a green background in accordance with the Safety Signs and Signal Regulations, 1996.¹⁴

Contents of First Aid Boxes: First aid boxes and travelling first aid kits should contain enough suitable first aid materials. Contents of the boxes and the kits should be replenished as soon as possible after use to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on the packets. It is essential that first aid equipment be checked frequently.

Travelling First Aid Kits: Before undertaking any off site activity PLT and staff, in conjunction with a trained First Aider, will assess what level of first aid provision is needed.

It is the responsibility of the visit organiser to collect, and return, the travelling first aid kit on each visit.

For more information on first aid kits please refer to our First Aid Policy.

22. Accidents Involving External Bleeding

- a) Normal first aid procedures should be followed. First aiders should wash their hands before and after administering first aid (wearing disposable gloves).
- b) When bleeding has stopped, blood should be washed off surrounding skin with plenty of soapy water without disturbing the wound.
- c) Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
- d) Contaminated surfaces should be washed thoroughly using approved cleaning substances using rubber gloves.
- e) In the case of small cuts, whenever feasible, the person should wash the affected area him/herself with soap and water and cover the wound with a dressing provided.

23. Accidents

- a) All accidents must be reported to PLT and entered in the Accident Log Book kept in the office.
- b) Fatal or major injuries must also be reported immediately by telephone to the LA's Health and Safety Section and to the CEO and the child's host school or provision. The Health and Safety Form should be completed and forwarded to the Health and Safety Team at the relevant authority. A copy is retained at the provision with PLT
- c) Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the LA.
- d) In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Immediate Action:

- a) Necessary medical attention must be given as first priority and the safety of all ensured.
- b) Parents/guardians or next of kin must be contacted as soon as possible. If parents/guardians cannot be contacted or are unable to cope, where possible the provision will provide an escort.
- c) Normally an ambulance should be called for anyone requiring hospital treatment.
- d) Staff should not use their own cars unless their insurance policy specifically permits this use, and another member of staff accompanies them.

Near-miss Reporting

Any incident, which may have resulted in a very serious accident, must be reported to the PLT. This can be done by completing a page within the Accident and Incident Report book and handed to the PLT for reporting to LA.

24. Stress

The accident and incident reporting form should be used in all instances and a stress risk assessment can be conducted as a supportive measure and to identify the environmental factors and management strategies. This should be a collaborative activity between the personnel concerned and PLT.

In the event of work-related stress Edit Education is concerned about the welfare of the individual and will support staff appropriately.

Should a member of the Edit Education provision staff be pregnant we will complete a pregnancy risk assessment.

25. Parental Consent

The written approval of parents/guardians must be obtained when there is a significant risk of Injury before children participate in any activity. The LA Guidelines for Off-Site Activities must be followed for educational visits and work Experience.

27. ICT

Provision staff must ensure that Risk Assessments are completed for their rooms in terms of the use of Information Technology. Members of staff should ensure that students are well supervised at all times.

28. Equipment and materials

No member of staff shall keep sharp knives, scissors or other sharp instruments in the provision. Any sharp implements used as part of a legitimate curriculum activity should be stored appropriately in a locked cupboard in the office.

29. Marker Pens

Pens which are mainly water based should be used. When other pens are used, these should only be used by staff, and in a well-ventilated area. Staff should ensure that pens suit the board for which they are intended.

30. Visualizers and Projectors

It is identified that there is a fire risk associated with visualizers and projectors due to the induction of heat from the bulbs. As a consequence, when it is not in use it should be switched off and stored appropriately. The light from a visualizer and projector must not be directed into the face of a person when in use, due to the risks posed to eyesight.

32. Kettles and Hot Drinks

Kettles should be used only in the designated kitchen/kitchenette area, and not in classrooms or other work areas. All kettles should be approved and or sourced through the board of directors due to the risks associated with electrical fire.

Hot drinks must only be prepared in designated areas and are not to be used or transported in any areas where students have access due to risks of spillages and burns from hot liquid.

33. Electrical Equipment

Installations/PAT

All equipment should be tested at least annually and labelled by an electrical technician undertaking the test (PAT Testing). Although the yearly requirement for PAT is not the law, Edit Education will use approved Contractors to complete PAT testing.

Under no circumstance should staff bring electrical items onto site, as they will not be PAT tested and the origins of purchase are not clear. As a consequence, Edit Education is unable to decipher whether they are safe and they pose an electrical fire risk.

If personal electric items are brought onto the premises that compromise the safety of the building and the people within, action will be taken against the individual(s) in question.

Checklist for Electrical Equipment:

A 3-amp fuse should be used on:

- Radio or TV
- Tape recorder
- Refrigerator

A 13-amp fuse should be used on:

- Iron
- Vacuum cleaner
- Kettle
- Toaster
- Polisher
- Portable cooker
- Projector or visualiser

Inventory

All electrical equipment details should be entered in the Inventory.

Any defective equipment should be marked "UNSAFE – DO NOT USE" and stored safely until they are disposed.

34. Equipment

It is the responsibility of all personnel to visually check electrical devices for defects before they are used. This includes devices used by students such as keyboards, laptops, computers or tablets. If a defect is identified, then the equipment must be isolated and not used immediately. Any defects identified or damage should be reported immediately to the PLT.

35. Animals in Provision

Provision staff should discuss with PLT the possibility of keeping animals at Edit Education. The animals must be among the approved kinds mentioned in the Dangerous Wild Animals Act 1976. Students are not allowed to bring any animals onto provision premises.

Any animals that are brought into Edit Education to support the teaching and learning activities must be appropriately risk assessed to ensure the safety of the staff and students whilst also taking into consideration animal welfare.

36. Visitors to Edit Education

All visitors to Edit Education have a legal duty to care for their own health and safety, and that of others, whilst they are in the provision.

A designated member of Edit Education staff must take responsibility for the visitor and they should not be left unsupervised with students at any time. Any third-party contractors who have been commissioned on behalf of Edit Education should have the appropriate checks conducted and their details entered onto the provision's Single Central Record (SCR).

The visitors pass issued must be always worn whilst in the provision and returned upon leaving.

37. Violence to Staff

1. If any member of staff is subjected to any aggression on provision premises, they must inform a member of the PLT immediately.
2. Staff are asked to keep written accounts of such episodes, according to policy.
3. Appropriate steps will be taken by the PLT to deal with such situations.
4. If necessary, the Board of Directors and LA will be informed and involved.

Violence can take many forms, including:

- 1) Physical force against an individual
- 2) Verbal abuse and threats
- 3) Rude gestures – innuendos
- 4) Sexual or racial harassment

The PLT must ensure that risk assessments are undertaken in respect of all sources of potential violence to provision staff.

All acts of violence either of a physical or verbal nature must be recorded in the Accident and Incident Report book. Completed forms should be forwarded by the PLT to the Health and Safety Team at the relevant authority or host school as soon as possible following the incident. The information is then reported to the Board of Directors.

The PLT will ensure that the incident form is fully completed with the following details included: -

- a) description of possible causes.
- b) action taken to prevent recurrence and support offered to the employee.
- c) recommendations/comments (including any identified training needs).

If a member of staff is seriously injured or is off work for more than seven consecutive days because of the incident it will be reportable to the Health and Safety Executive under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995.

38. Home Visiting / Lone working

Some staff may need to visit students and/or parents/carers in their homes. This may involve travelling to known problem areas of a town and/or evening visits.

All staff must notify the CEO/COO detailing the destination to ensure details of their whereabouts are known by site staff. If the meeting is of a sensitive nature, then a member of PLT must be informed.

Visits should be made avoiding evenings whenever possible and in pairs in all situations where there has been an identified risk. Provision staff must ensure that they carry a mobile phone with them and contact the provision on arrival at the destination and immediately after the meeting. Full procedure and guidance can be seen in our Home Visit Policy.

39. CCTV and Health and Safety of Site Users

The CCTV system has been installed by Planetary Business Centre (PBC).

Edit Education will use the CCTV to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is or is threatened to be taken.

The system will not be used:

- To provide recorded images for the world-wide-web.

Further information can be sought from the provision's CCTV policy.