



Policy for updating Health and Safety requirements

Updates to Health and Safety policies must be amended;

- At least annually or relevant to the business and reviewed by the board.
- When changes to the business are made
- Changes to Health and Safety regulations are made
- If a team member suffers a major incident or injury in work
- Current procedures are suspected no longer sufficient
- Procedures across board are found to be failing

Considerations for annual reviews;

- Conducting a thorough inspection of that area
- Checking equipment and safety gear
- Speaking to key staff to discuss issues or incidents
- Designating a senior employee to make regular checks, such as on machinery and equipment
- Making sure maintenance procedures are set up, such as for machinery

Staff members are briefed on induction re Health and Safety policies and undergo periodic training and monitoring. Staff members are told to inform management if any of the elements listed above are applicable throughout the year and a prompt review will be held between management and reviewed by the board.

Contacts

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