WHITGIFT SCHOOL

WHITGIFT SCHOOL: HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES

Colleagues responsible for this policy:

James Stremes (Director of Estates & Facilities)
Email: js@whitgift.co.uk

David Godwin (Director of Finance & Operations)
Email: d.godwin@whitgift.co.uk

Policy reviewed: August 2025

Next review: August 2026

Organisation

Whitgift School, founded in 1600, is part of the John Whitgift Foundation, a registered charity founded in 1596. The School moved from the centre of Croydon to its current location at Haling Park in South Croydon in 1931. The management of the John Whitgift Foundation is vested in the Court of Governors. The Court has appointed a School Committee for each of its schools. These committees support the Heads of their respective schools, administer approved budgets, receive reports and make recommendations to the Court of Governors.

This policy deals with the organisation, planning, implementation, operational monitoring and management review within Whitgift School of the Health & Safety Policy, which is a Foundation document. It also covers the development of procedures and how Whitgift School trains its staff (and others) to carry out its activities. An organogram has been prepared to assist in the understanding of the health and safety structure encompassing the School, which is shown at the end of this section.

1. The Court of Governors of the John Whitgift Foundation (The Board of Governors)

The Court of the John Whitgift Foundation has overall collective responsibility for health and safety across the Foundation including within Whitgift School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Foundation's Policy is implemented throughout the School.

2. The Foundation Governance Committee

The Governance Committee is directly responsible for the oversight of health and safety across the Foundation. It receives reports from the School Committee as necessary.

3. The Foundation Health and Safety Consultants

The Foundation has appointed Health and Safety consultants to provide advice and guidance on all aspects of health and safety across the Foundation.

4. The School Committee

The School Governors' Committee has day to day responsibility for the operation of the School and receives reports from its Finance & Estates and Education & Welfare Sub Committees, which in turn oversee the School's Health, Safety & Trips Management Committee. It reviews the minutes of this committee and lays down School-specific policy as required.

5. The Headmaster

Operational, day to day management of health and safety rests with the Headmaster. He will make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist him in carrying out his duties. The Headmaster appoints the post of Chairman of the School's Health, Safety & Trips Management Committee.

6. Whitgift School Health, Safety & Trips Management Committee

The School's Health, Safety & Trips Management Committee assists the Headmaster in directing the overall management and development of the Policy, communicating the responsibilities associated with the management of health and safety within the School. It will also report to the Headmaster on health and safety performance and assist him in suggesting changes to the Policy which he has approved.

The Committee will meet once a term and will be chaired by the Director of Estates & Facilities. The members of the Committee will be:

- The Director of Finance & Operations
- The Director of Estates & Facilities / Chairman
- The Assistant to the Director of Estates & Facilities (who will act as Secretary)
- The Deputy Director of Estates & Facilities / H&S Adviser
- The Head of D&T (or their representative)
- The Head of Science (or their representative)
- The Head of Art (or their representative)
- The Director of Sports (or their representative)
- The Boarding Housemaster (or their representative)
- The Educational Visits Coordinator
- The Estate & Grounds Manager
- The Senior School Nurse
- The Transport Manager
- The Head Porter
- The Combined Cadet Force SSI
- The Sports Centre Duty Manager
- The Catering Manager
- The Cleaning Manager
- Staff Union Representatives

7. Director of Estates & Facilities

The Director of Estates & Facilities is appointed by the Headmaster as the School's Health, Safety & Trips Management Committee Chairman and has day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos safety
- Emergencies
- Health and safety policy, procedures and training
- RIDDOR

He will also:

- advise the Headmaster on maintenance requirements
- co-ordinate advice from specialist safety advisors and produce associated action plans
- monitor health and safety within the School and raise concerns with the Headmaster
- ensure compliance with the Construction (Design and Management) Regulations

8. Deputy Director of Estates & Facilities

The Deputy Director of Estates & Facilities is qualified to NEBOSH Level 6 National Diploma for Occupational Health & Safety Management Professionals and will act in the role of Health & Safety Adviser to the School.

9. Heads of Department

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Director of Sport
- Drama - Director of Drama
- Art (including harmful substances and flammable materials) - Head of Art
- Music – Director of Music
- Design & Technology - Head of Design & Technology
- Outdoor Education – Head of Outdoor Education
- Trips and visits - Educational Visits Coordinator

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

10. Estates & Facilities Department Team Leaders

The Deputy Director of Estates & Facilities, Estate & Grounds Manager, Head Groundsman, Head Gardener, Estates Team Leader, Transport Manager, CCF SSI, Catering Manager and Cleaning Manager will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date risk assessments for areas under their control. They will also assist the Director of Estates & Facilities with the implementation of the following:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate)
- Registration and control of visitors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities
- Catering and cleaning functions
- Ammunition and firearms security

11. The Senior School Nurse

The Senior School Nurse will be responsible for:

- Maintaining accident records and reporting notifiable accidents to the Director of Estates & Facilities
- Reminding all Departmental First Aiders to check first aid boxes termly. All stock for this purpose will be provided by the Medical Centre
- Checking that the relevant departments are carrying out daily checks on their defibrillators and reporting any problems to the maintenance provider

12. External Health and Safety Advisors

The Director of Estates & Facilities will arrange as appropriate for external consultants to advise on matters of health and safety within the School. They will undertake tasks such as:

- Servicing the School's plant, including boilers, equipment, lifts and hoists, annually.
- Servicing gym and fitness equipment and machinery used in both design and technology and in the maintenance department annually.
- Annual testing of electrical equipment and fixed wiring every five years.
- Servicing of gas systems annually.
- Ensuring a suitable and sufficient fire risk assessment is in place which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings or new buildings are added.
- Annual testing of the fire alarm system, together with all smoke detectors, emergency lighting, extinguishers and call points.
- Ensuring a suitable and sufficient risk assessment for legionella is in place, updated every three years, and a quarterly water sampling and testing regime.
- Ensuring an asbestos register is in place, which the Director of Estates & Facilities is responsible for ensuring is kept up-to-date and also that any sampling or removal takes place before major works. He is also responsible for the maintenance of an asbestos management plan.
- Servicing working at height equipment annually.

13. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify their Head of Department / the Director of Estates & Facilities of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff

- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties
- undertake appropriate training when requested in order carry out their duties safely
- undertake risk assessments when responsible for specific activities

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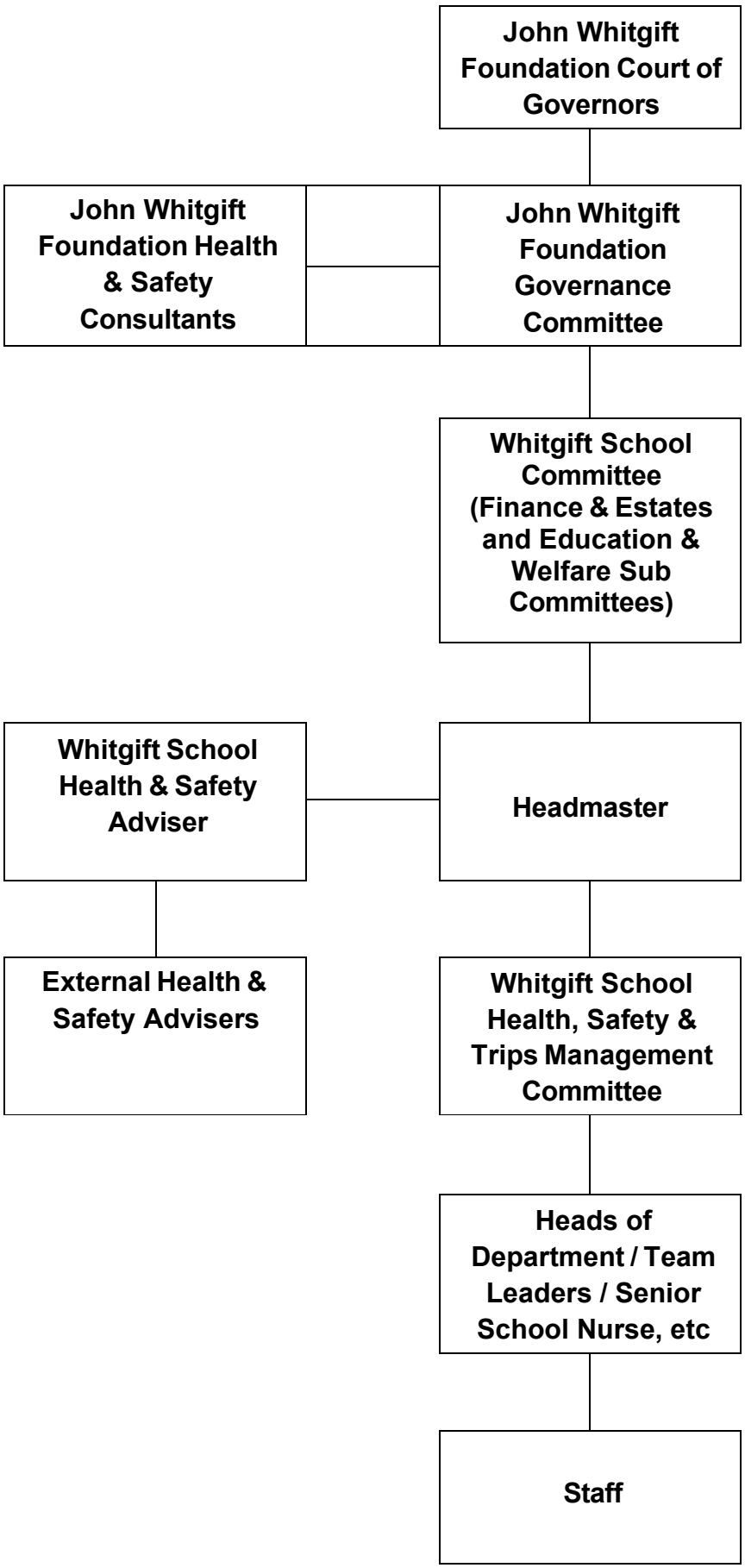

Responsibilities

In order to achieve the objectives of the Foundation's Health and Safety Policy, as required by section 2 (3) of the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations, it is necessary for duties and responsibilities to be assigned to key members of staff within the School.

Where this document refers to the duty to ensure that the health, safety and welfare arrangements comply with the Foundation's Health and Safety Policy this means compliance with the policy so far as is reasonably practicable and, where that requires action on the part of others, to oversee and monitor that it is taking place or take appropriate steps if it is not.

Staff should only be given responsibility for matters that are within their capability. Training, instruction and supervsiion will, therefore, form a significant part in preparing staff for their health and safety role.

Action

The Headmaster will assign specific health and safety responsibilities to members of staff as is necessary, (eg fire wardens and first aiders) and add them to the general responsibilities given in this section.

The Headmaster will arrange for the action of his staff as required by the Foundation's Health and Safety Policy to be overseen and monitored as necessary to ensure that it is taking place and will take appropriate steps if it is not.

The extent to which staff achieve the policy aims and carry out their health and safety responsibilities will be measured as part of their perfomance reviews.

Responsibilities of the School Committee

1. In the discharge of their duties, the School Committee will, in consultation with the Headmaster,

    a) make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974, and associated health and safety legislation and codes of practice which are relevant to the work of the School, including the Management of Health and Safety at Work Regulations 1999;

    b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the School;

    c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made;

    d) ensure that hazards are identified and risks are evaluated;

e) ensure control measures are established in order to minimise the risks to staff, residents, pupils and others;

f) establish and monitor the overall management structure of the School.

2. In particular the Governors undertake to provide:

a) safe workplaces for staff, residents, students and visitors, including safe means of entry and exit;

b) safe plant, equipment and systems of work;

c) safe arrangements for the handling, storage and transport of articles and substances;

d) safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice, guidance;

e) supervision, training and instruction so that all staff, residents and students can perform their activities in a healthy and safe manner. All staff will be provided with health and safety training which is appropriate to their duties and responsibilities, which will be given before a member of staff commences any relevant work. Wherever training is required by statute, or considered necessary for the health and safety of staff, residents, students and others, the Governors will ensure that such training is provided. Students will receive such training as is considered appropriate to the school-related activities that they are carrying out. All training will be regularly updated;

f) necessary safety and protective equipment and clothing, together with any necessary guidance, instruction and supervision;

g) adequate welfare facilities.

3. So far as is reasonably practicable, the Governors, through the Headmaster will make arrangements for all staff, including temporary and voluntary staff, helpers and those on fixed term contracts, to receive information on:

a) the Foundation's policy and this document;

b) all other relevant health and safety matters;

c) the instruction and training that will be given to all staff so that they can carry out their duties in a safe manner without placing themselves or others at risk.

Responsibilities of the Headmaster

1. As well as the general duties that all members of staff have the Headmaster has overall responsibility for the day-to-day maintenance and development of safe working practices and conditions for his School teaching staff, Support staff,

ancillary staff, students, visitors and any other person using the premises who may be engaged in activities sponsored by the School. They will take all reasonably practicable steps to minimise the risks through their Heads of Department, senior members of staff, teachers and others as appropriate.

2. The Headmaster will take all necessary and appropriate action to ensure compliance with the Foundation's Policy, this document and with all relevant health and safety legislation, codes of practice and guidelines.

3. In particular the Headmaster will:

   a) Establish and maintain School Health and Safety procedures, in consultation with his Senior Leadership Team;

   b) Establish and maintain a School Health, Safety & Trips Management Committee, and appoint members of staff to attend as appropriate;

   c) Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the School;

   d) Ensure the health, safety and welfare of staff, students and others using the School premises, facilities or services are safeguarded;

   e) Ensure safe working conditions are established for staff, students and others using the School premises or facilities;

   f) Ensure safe working practices and procedures are established throughout the School, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are minimised;

   g) Consult with staff and the Foundation's Health and Safety Consultants on health and safety issues;

   h) Establish systems of risk assessment to allow the prompt identification of potential hazards and ensure that all proposed changes in working arrangements and procedures are considered for their health and safety implications;

   i) Arrange periodic reviews and health and safety audits in consultation with the School's Health and Safety Adviser and the Foundation's Health and Safety Consultants;

   j) Identify the training needs of staff and students and ensure that all members of staff and students who have training needs receive adequate and appropriate training and instruction;

   k) Ensure that there are procedures for emergencies and fire and ensure that they are practised as appropriate;

l) Encourage staff, students and others to promote health and safety and suggest ways of reducing risks;

m) Ensure that any defects in the School premises, plant, equipment or facilities, which may adversely affect the health and safety of staff, students and others, are made safe without delay;

n) Collate accident, near miss and incident information and where necessary carry out investigations in conjunction with the School's Health and Safety Adviser and the Foundation's Health and Safety Consultants;

o) Monitor the standard of health and safety throughout the School including all school-based activities. Encourage staff, students and others to achieve the highest possible standards and take appropriate action where anyone consistently fails to consider their own well-being or the health and safety of others;

p) Monitor and maintain the First Aid and welfare provision within the School;

q) Ensure that all items and substances ordered are, as far as is reasonably practicable, safe and without risk to health. Where appropriate ensure assessments have been made under relevant health and safety legislation, (eg The Control of Substances Hazardous to Health Regulations), ensuring that product hazard data sheets have been obtained where applicable;

r) Appoint a School Health and Safety Adviser to assist with the above responsibilities and to liaise with the Foundation Health and Safety Consultants;

s) Monitor the management structure of the School in conjunction with the School Health, Safety &Trips Management Committee;

Responsibilities of the Health, Safety & Trips Management Committee

1. The Committee will:

a) discuss matters concerning health and safety, including any changes to regulations;

b) monitor the effectiveness of health and safety within the school;

c) review accidents and near misses, and discuss preventative measures;

d) review compliance with health and safety requirements, such as risk assessments;

e) discuss training requirements;

f) monitor the implementation of professional advice;

g) review the Health and Safety policy and make recommendations to the Headmaster;

h) assist in the development of safety rules and safe systems of work;

i) monitor communication and publicity relating to health and safety in the work place;

j) encourage suggestions and reporting of defects by all members of staff.

Responsibilities of the Director of Estates & Facilities

1. In addition to the general duties that all members of staff have, the Director of Estates & Facilities will:

a) make himself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to his areas of work;

b) ensure the safe operation of the area of work for which he is responsible;

c) ensure all maintenance contracts are carried out and kept up-to-date. He will initiate any necessary work to the School premises as may be required to meet health and safety legislative requirements;

d) ensure that all items and substances ordered are safe and without risk as far as is reasonably practicable and that where appropriate risk assessments relating to proposed purchases have been made under relevant health and safety legislation, eg The Control of Substances Hazardous to Health Regulations - ensuring that product hazard data sheets have been obtained where applicable;

e) liaise with outside organisations who may, from time to time, use the School premises or facilities, to ensure that appropriate action is taken and information provided;

f) ensure that only competent contractors are appointed by the School and that their performance is monitored;

g) ensure that all visitors, including contractors, are informed of any hazards within the School premises that present a risk to them. They must be given such information as is necessary or as required by legislation to allow them to maintain their health and safety and that of others who may be affected by their presence within the School;

h) carry out periodic inspections of the School premises to ensure the workplace environment is safe and without risk, as far as is reasonably practicable.

i) ensure that any work carried out to the School's premises for which he is responsible is undertaken safely and without risk to health, as far as is reasonably practicable;

j) arrange for periodic audits of the condition of the School's premises;

k) ensure that any defects in premises for which he is responsible which relate to or may affect health and safety are made safe without delay;

l) ensure that there are adequate arrangements for the regular inspection and maintenance of services within the School's premises including:

electrical installations,
gas installations,
water supply and quality,
asbestos,
fire precautions equipment,
heating, and
ventilation;

m) submit reports as necessary and as directed to the Headmaster upon the condition and use of the School's premises in so far as they may affect health and safety.

n) assist the Headmaster, as directed, in fulfilling the responsibilities placed upon the Headmaster by current health and safety legislation and by the Foundation's Policy;

o) liaise with and consult the School's Health and Safety Adviser, the Foundation's Health and Safety Consultants and others, as appropriate, on matters of health and safety;

p) assist with the maintenance and implementation of the School health and safety procedures, helping other members of staff to comply with their requirements;

q) assist with the establishment and maintenance of procedures for implementing the health and safety policy of the Foundation, including arrangements for risk assessments, monitoring, auditing and review;

r) ensure that there are adequate arrangements for emergencies and that they are rehearsed at recommended intervals;

s) keep the Headmaster informed on all matters of health and safety within the School, including the effectiveness of the School's health and safety procedures;

t) receive information from the Foundation's Health and Safety Consultants and others, as appropriate, and bring this to the attention of staff as necessary;

u) arrange and chair meetings of the School Health, Safety & Trips Management Committee, and ensure notices of meetings, agendas and minutes are prepared and distributed as appropriate;

v) ensure staff consultation takes place on matters of health and safety in accordance with current legislation;

w) assist the Foundation's Health and Safety Consultants in conducting health and safety audits/reviews of the School's systems and procedures;

x) collate information on accidents, incidents, near-misses and dangerous occurrences.

Responsibilities of the Health & Safety Adviser

1. In addition to the general duties that all members of staff have and his responsibilities as a Head of Department, the Deputy Director of Estates & Facilities will:

   a) fulfil the role of the School's Health and Safety Adviser.

   b) take a direct interest in the Health and Safety Policy and in helping other members of staff and others to comply with its requirements.

   c) be available to provide specialist advice to all members of staff as required.

Responsibilities of Heads of Departments and Team Leaders

1. Heads of Departments and Team Leaders will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

2. In addition to the general duties which all members of staff have, they will be directly responsible to the Headmaster, (or to a member of staff nominated by the Headmaster). They have overall day-to-day responsibility for the implementation and operation of the Foundation's Health and Safety Policy within their relevant departments and areas of responsibility.

3. They will take a direct interest in the Health and Safety Policy and in helping other members of staff and others to comply with its requirements.

4. As part of their day-to-day responsibilities they will ensure that;

   a) safe methods of working exist and are implemented throughout their Department/Team;

b) health and safety regulations, rules, procedures and codes of practice are being applied effectively;

c) staff and others under their jurisdiction are instructed in safe working practices, and receive all necessary health and safety information;

d) new employees working within their department are given induction training and instruction in safe working practices;

e) regular safety inspections are made of their working area of responsibility as required by the Headmaster or as necessary. These inspections must be documented;

f) positive corrective action is taken where necessary to ensure the health and safety of all staff and others;

g) all plant, machinery and equipment in the department in which they work is in a good and safe working order and is adequately guarded where necessary to minimise the risk of injury;

h) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;

i) appropriate protective clothing and equipment (PPE), first aid and fire appliances are provided and readily available in the department in which they work;

j) any toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;

k) they monitor the standard of health and safety throughout the department in which they work, encourage staff and others to achieve the highest possible standards of health and safety and take appropriate action where any staff consistently fail to consider their own well-being or the health and safety of others;

l) health and safety information is communicated to relevant persons and that all safety signs meet statutory requirements;

m) they report, as appropriate, any health and safety concerns to the appropriate person (and always to a member of the Executive Team in the case of serious actual or potential (through near miss) injury. In this instance report should be made as soon as is possible);

n) they act upon reports received on matters of health and safety.

Responsibilities of all employees

1. All employees are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them, or anyone else, at risk.

2. In particular all employees will:

a) be familiar with the Foundation's Health and Safety Policy and where applicable any local health and safety policies relating to their work or workplace and with any and all health and safety regulations and codes of practice.

b) observe all health and safety regulations, rules, routines, procedures and codes of practice and ensure that they are being applied effectively;

c) see that all plant, machinery and equipment is in good and safe working order and adequately guarded;

d) not make unauthorised adaptations or make improper use of plant, machinery and equipment;

e) use the correct tools, plant, machinery and equipment for the job and make use of the protective equipment and/or safety devices which may be supplied;

f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;

g) report any defects in the premises, tools, plant, machinery and equipment and facilities which they observe;

h) report all accidents, incidents, near-misses, unsafe conditions, reportable or notifiable diseases and dangerous occurrences to the appropriate person as soon as possible (and always to the Head of Department/ Team Leader);

i) observe the School's 'No Smoking Policy' which prohibits smoking on any part of the School's premises;

j) take an active interest in promoting health and safety and suggest ways of reducing risks.

Failure to comply with or implement the John Whitgift Foundation Health and Safety Policy and the associated safe systems of working, health and safety legislation or HSE Approved Codes of Practice may result in disciplinary action being taken.

Responsibilities of hirers, contractors and others

1. When the School's premises are used for purposes not under the direction of the Headmaster the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in this document.

2. The School will seek to ensure that hirers, contractors and others who use their premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

3. When any of the School's premises, or parts thereof, are hired to persons outside the employ of the Foundation, it will be a condition for all hirers, contractors and others using the premises or facilities that they comply with all health and safety directives of the School and that they will not, without the prior consent of the School:

   a) introduce equipment for use in the premises;
   b) alter fixed installations;
   c) remove health and safety or fire notices, signs and equipment;
   d) take any action that may create hazards for persons using the premises;

4. All contractors who work on the School's premises are required to ensure safe working practices by their own employees and must pay due regard to the health and safety of all persons using the premises under the provisions of the Health and Safety at Work, etc Act 1974.

5. In instances where a contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmaster will take such action as is necessary to prevent the risk of injury, in consultation, where practicable, with the School's Health and Safety Adviser or the Foundation's Health and Safety Consultants.

6. The Headmaster draws the attention of all users of the School's premises to:

   a) Section 8 of the Health and Safety at Work, etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions;

   b) the Foundation's Statement of Policy with Regard to Health and Safety in Construction Works;

   c) the Foundation's Code of Conduct and Rules for Contractors Working in the Foundation's Property;

   d) the Foundation's terms and conditions for the hire of School premises (refer to School documentation);

   e) the Foundation's 'No Smoking Policy' which prohibits smoking on any Foundation premises.

Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations 1996 require employees to be consulted on matters relating to their health and safety at work, and particularly on the following:

- any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or work methods;

- the arrangements for getting competent people to help them satisfy health and safety law;

- the information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or remove these risks and what they should do if they have to deal with a risk or danger;

- the planning of health and safety training;

- the health and safety consequences of introducing new technology.

The Foundation will consult all employees on matters of health and safety through Heads of Establishments and in accordance with current legislation.

A Health and Safety and Trips Management Committee has been established for the School, comprising the Health and Safety Adviser and representatives of management and staff.

Health and Safety Assistance

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 requires an employer to appoint one or more competent persons to assist them in undertaking the measures needed to be taken to comply with the requirements and prohibitions imposed by relevant statutory provisions.

To this end the Foundation has appointed Health and Safety Consultants.

The School has also designated a member of their staff to act as Health and Safety Adviser.