

# Sutton Coldfield Grammar School for Girls



## Health and Safety Policy

Date: February 2019

Revision Date: February 2020

## Statement of intent

At Sutton Coldfield Grammar School for Girls, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of Governors	Date:	_____

## 1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and school policies and procedures including, but not limited to, the following:
  - Health and Safety at Work etc. Act 1974
  - The Workplace (Health, Safety and Welfare) Regulations 1992
  - The Management of Health and Safety at Work Regulations 1999
  - The Control of Substances Hazardous to Health Regulations 2002
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
  - The Construction (Design and Management) Regulations 2015
  - The Personal Protective Equipment at Work Regulations 1992
  - The Education (School Premises) Regulations 1999
  - The Ionising Radiation Regulations 2017 (IRR17)
- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
  - DfE (2018) 'Health and safety: responsibilities and duties for schools'
  - DfE (2015) 'Health and safety for school children'
  - DfE (2018) 'Keeping children safe in education'
  - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
  - HSE (2014) 'Sensible health and safety management in schools'
- 1.3. This policy operates in conjunction with the following school policies:
  - Uniform Policy
  - Supporting Students with Medical Conditions Policy
  - Educational Visits Policy
  - Critical Incident/ School Business Continuity Policy
  - Emergency and Fire Evacuation Procedure

## 2. Roles and responsibilities

- 2.1. The governing board, represented by the Link Governor for Health and Safety and the headteacher will:
  - Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
  - Create and monitor a management structure responsible for health and safety in the school.
  - Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
  - Annually assess the effectiveness of the policy and ensure any necessary changes are made.
  - Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The governing board will ensure that the school provides:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. The Headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the Deputy Business Manager.
- The competent Deputy Business Manager will:
  - Assist with the creation and implementation of this policy.
  - Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
  - Be the designated contact with the external Health and Safety Advisor and the HSE where necessary.
  - Support staff with any queries or concerns regarding health and safety.
  - Identify hazards by conducting risk assessments.

2.4. The competent Deputy Business Manager will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.5. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the Deputy Business Manager.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

### **3. Pupils' duties**

3.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### **4. Training**

4.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training

courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

- 4.2. The Finance and Operations Director will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 4.3. The Finance and Operations Director will ensure that there are an appropriate number of first-aid trained staff members working within the school.
- 4.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 4.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 4.6. Staff will be trained on how to assess risks specific to their role.
- 4.7. The Deputy Business Manager will ensure staff know how to meet their duties outlined in this policy.
- 4.8. Where relevant to their role, staff will receive specific training in:
  - Using industrial machinery.
  - Managing asbestos.
  - Having responsibility for the storage and accountability for potentially hazardous materials.

## **5. Construction/maintenance of the premises**

- 5.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.
- 5.2. The Finance and Operations Director will ensure that all construction (and maintenance projects) have a formally appointed principal designer and principal contractor, where required.
- 5.3. The Finance and Operations Director will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE or notable body.
- 5.4 The Finance and Operations Director will ensure that external providers undertaking work at the school, contractors, customers and visitors are aware of safety procedures. This includes ensuring that contractors are competent to carry out their work safely with minimal risk to themselves and others.

## **6. Medicine and drugs**

- 6.1. The school's Supporting Students with Medical Conditions Policy will be read, understood and adhered to at all times.
- 6.2. The school will obtain notification from parents regarding any medication that pupils are required to take.
- 6.3. Only trained staff will administer medication.
- 6.4. Staff will receive annual training in supporting pupils with medical conditions.
- 6.5. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

## **7. First aid**

- 7.1. The school will act in accordance with the Supporting Students with Medical Conditions Policy at all times.
- 7.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

## **8. Contacting the emergency services**

- 8.1. The headteacher will ensure that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- 8.2. Staff will contact the emergency services in an emergency.
- 8.3. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so and as soon as possible by contacting the main school office.
- 8.4. Where an ambulance is called for a pupil, staff will contact the pupil's parents/carers.
- 8.5. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point.
- 8.6. Staff will be aware of any pupils who have specific evacuation needs.
- 8.7. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **9. Emergency and Fire Evacuation**

- 9.1. All staff members fully understand and effectively implement the Emergency and Fire Evacuation Procedure.
- 9.2. The headteacher is responsible for ensuring that precautions are properly managed, will be discussed, formulated and effectively disseminated to all staff.

- 9.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
- 9.4. The school will test evacuation procedures on a termly basis.
- 9.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 9.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 9.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school business office.
- 9.8. Maintained/Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school business office.

## **10. Major Incidents**

- 10.1. All office staff and members of the Senior Leadership Team fully understand and effectively implement the school's Bomb Threat Procedure.
- 10.2. In the event of an emergency, the procedures outlined in the Critical Incident/School Business Continuity Policy and Emergency Fire Evacuation Procedure will be followed.
- 10.3. All office staff and members of the Senior Leadership Team are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Procedure.
- 10.4. If the headteacher is not in school, the deputy headteacher (curriculum) will act in their absence.

## **11. Accident reporting**

- 11.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Deputy Business Manager using the standard Accident Report Form.
- 11.2. The Deputy Business Manager will be responsible for informing the headteacher and the Chair of the Governing Board, at the earliest opportunity if the accident is fatal or a "major injury", as outlined by the HSE.
- 11.3. The Governing Board is informed of accidents through the Operations Committee.

## **12. Significant accidents**

- 12.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

### **13. Reporting procedures**

- 13.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Deputy Business Manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 13.2. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

### **14. Reporting hazards**

- 14.1. Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 14.2. In the main, reporting should be conducted verbally to a member of the site team as soon as possible, who will then inform the Finance and Operations Director as appropriate.
- 14.3. Non urgent hazards will be reported using the appropriate form available in the school business office and staff workroom.

### **15. Accident investigation**

- 15.1. All accidents, caused by a site defect and/or ineffective working practises will be investigated by the Deputy Business Manager and the outcomes recorded.
- 15.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 15.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

### **16. Our active monitoring system**

- 16.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
  - Annual audits, including fire risk assessments and health and safety audits.
  - Termly examination of documents to ensure compliance with standards.
  - Termly inspection of premises, plants and equipment.
  - Termly reports and updates to the Operations Committee of the Governing Board.

- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- Investigations should be communicated to the Health and Safety Link Governor when appropriate.

## **17. Visitors to the school**

- 17.1. All visitors and contractors will sign in to reception.
- 17.2. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 17.3. No contractor will carry out work on the school site without the express permission of the Finance and Operations Director, or other authorised member of staff, other than in an emergency or to make the site safe following theft or vandalism.
- 17.4. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 17.5. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking and will provide the school with an appropriate risk assessment.
- 17.6. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 17.7. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 17.8. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help from other staff members or via the emergency services.

## **18. External Lettings – School Lettings are managed on behalf of the School by School Lettings Solutions**

- 18.1 Limitations of Use: The use of the premises shall be restricted to those areas for which specific approval has been given and to those times specified in the Hirer's application. Use of the premises' furniture, apparatus and other equipment will be subject to the prior approval of the Finance and Operations Director.
- 18.2 Insurance: As a condition of hire the Hirer must have public liability insurance to the minimum value of £5,000,000 in the name of the Hirer, which is in force during the period(s) of hire.

18.3 Preservation of Order: The Hirer is responsible for the preservation of good order during the letting of the premises and for any damage that may be done in consequence of the letting or which would not have occurred if the letting had not taken place. In event of any such damage, the Governing Board will make it good and the Hirer, by the acceptance of the hiring subject to these conditions, undertakes to pay cost of such repairs.

18.4 Health and Safety recommendations: School Lettings Solutions will ensure that any hiring to which members of the public are admitted, have an adequate number of responsible adults to oversee the hiring in accordance with Health and Safety recommendations, and who shall remain present throughout the hiring.

#### 18.5 Health and Safety Provisions

The Hirer shall:

- Comply with and ensure that all persons using the premises during the hiring shall comply with any requirement or request made under the School's Health and Safety procedures
- Comply with and ensure that all persons using the premises during the hiring shall comply with the requirements of any statute or regulation affecting the hiring
- Ensure that all persons using the premises are made aware of evacuation procedures
- Ensure that all passages, exits and stairways in the hired premises are kept clear during the hiring period
- Ensure the number of persons admitted to the hired premises does not exceed the maximum determined by the Governing Board to comply with safety standards (details of the numbers permitted will be given by the Finance and Operations Director at the time of application)
- Notify the Finance and Operations Director immediately in respect of all accidents which may arise during the hiring period.

The Hirer shall not:

- Without the consent of the Finance and Operations Director, introduce equipment for use in the hired premises, alter fixed installations, alter or remove fire and safety notices or equipment, or otherwise take any action which may create a hazard;
- Intentionally or recklessly interfere with or misuse anything provided in the interest of health safety and welfare.

## 19. Personal protective equipment (PPE)

19.1. PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

- 19.2. In line with the Personal Protective Equipment at Work Regulations 1992, (as amended) the school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

## **20. Maintaining equipment**

- 20.1. When not in use, relevant equipment will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
- All electrical appliances
  - All fixed gymnasium equipment
  - Any workshop equipment, e.g. lathes and kilns
  - All fume cupboards
  - Relevant catering equipment
- 20.2. It is the responsibility of the Deputy Business Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 20.3. A health and safety technician should be consulted as necessary.

## **21. Hazardous materials**

- 21.1. No chemicals or other hazardous materials will be used without the permission of the Finance and Operations Director and Senior Science Technician. The Finance and Operations Director has given the Chemistry Department blanket authority to use hazardous materials. The Finance and Operations Director and Senior Science Technician are responsible for ensuring that the inventory is kept up to date.
- 21.2. The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- 21.3. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.
- 21.4. The Deputy Business Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- 21.5. The Building Services Manager in liaison with the Deputy Business Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

- 21.6. Control measures will be checked and reviewed by the Deputy Business Manager and Senior Science Technician on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 21.7. All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 21.8. Hazardous substances will be labelled with the correct hazard sign and contents label.
- 21.9. Storage life will be considered by Head of Departments. All COSHH and ionising radiations regulations will be adhered to.
- 21.10. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 21.11. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 21.12. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 21.13. No potentially hazardous materials will be used in lessons without the approval of the Deputy Business Manager and Senior Science Technician.
- 21.14. The Deputy Business Manager will ensure staff are appropriately trained to use hazardous materials.
- 21.15. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 21.16. The Finance and Operations Director will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

## **22. Asbestos management**

- 22.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 14<sup>th</sup> December 2017 by an accredited UK surveying organisation.
- 22.2. An appropriate update to this service will be taken following any changes of use to a location or prior to any significant building work.

## **23. Smoking**

- 23.1. The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds.

## **24. Housekeeping and cleanliness**

- 24.1. Cleaners will be monitored by the Building Services Manager.

- 24.2. Special consideration will be given to hygiene areas.
- 24.3. Waste collection services will be monitored by the Building Services Manager.
- 24.4. Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 24.5 The Finance and Operations Director is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999.

## **25. Infection control**

- 25.1. Staff and students maintain high standards and actively prevent the spread of infection through the following measures:
- Maintaining high standards of personal hygiene and practice
  - Maintaining a clean environment
- 25.2 Regular legionnaire testing should be carried out

## **26. Risk assessment**

- 26.1. The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Deputy Business Manager will be consulted when risk assessments are being carried out.
- 26.2. Termly assessments of high-risks areas, such as laboratories, will be undertaken.
- 26.3. Annual risk assessments will be conducted for all other areas of the school.
- 26.4. Risk assessments will consider the needs of all facilities users.
- 26.5. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures for all users of the facilities.
- 26.6. Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
  - There has been a significant change in related matters.
- 26.7. The Educational Visits Co-ordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **27. Slips and trips**

- 27.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks.

## **28. Security and theft**

- 28.1. CCTV systems, where available, will be used to monitor events and identify incidents taking place.
- 28.2. CCTV systems may be used as evidence when investigating reports of incidents.
- 28.3. Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.
- 28.4. Money will be counted in an appropriate location, such as the school business office, and staff should not be placed at risk of robbery.
- 28.5. All facilities users are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 28.6. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 28.7. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 28.8. Missing or believed stolen equipment will be reported immediately to the Finance and Operations Director, or in their absence, the Deputy Business Manager.
- 28.9. The school will ban individuals from the premises and will document the procedure, if they pose a risk to any member of the school community.
- 28.10. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

## **29. Severe weather**

- 29.1. The headteacher, in liaison with the chair of the governing board, makes a decision on school closure on the grounds of health and safety.
- 29.2. If a closure takes place, the governing board will be promptly informed.

## **30. Safe use of minibuses**

- 30.1. The Deputy Business Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 30.2. The driver will have a current licence and hold a full licence in Group D or passenger carrying vehicles.
- 30.3. Drivers will complete the relevant form from the school business office and supply a photocopy of their driving licence, prior to the journey taking place.

- 30.4. If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.
- 30.5. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 30.6. The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 30.7. Fines accrued will be paid by the driver at the time the offence was committed.
- 30.8. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

## **31. School trips and visits**

- 31.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

## **32. Monitoring and review**

- 32.1. The effectiveness of this policy will be monitored annually by the headteacher and the governing board. In response to ongoing risk assessments or investigations following an incident, any necessary amendments to this policy will be made immediately.
- 32.2. The next scheduled review date for this policy is February 2020.

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/activity/project:

Health and Safety Policy

Is this a new or an existing policy/activity/project?

Existing policy updated

Scope/timescales for project or activity (including review date):

Approved in February 2019 with the next review in February 2020.

Policy/project lead and Author of Equality Impact Assessment:

School Deputy Business Manager.

Outline of main aims of this activity/policy/project:

To provide guidelines for all members of the school community about the school's expectations and procedures with regard to Health and Safety.

Who will benefit/be affected by this policy/activity?

Students, staff and parents of Sutton Coldfield Grammar School for Girls and also visitors to the school.

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

No.

(a) Students and members of the community? (eg The Governing Body, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

**Full impact assessment is not required**

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, sexual orientation etc.

Name : Carolyn Gudmunsen

Date : February 2019