



St Benedict Trust Schools Health and Safety policies			 ST PAUL'S ACADEMY		St Paul's Academy		
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PART 1: SCHOOL HEALTH & SAFETY STATEMENT OF INTENT

1.1 Our commitment

St Paul's Academy is a member of St Benedict Catholic School Trust ("the Trust"). The Trust Board, as employer, has published a Health and Safety Statement of Intent and overarching policy which set the standard for all St Benedict Catholic Academy Trust schools. This school-level Statement of Intent confirms how St Paul's Academy adopts and implements those commitments locally.

St Paul's Academy recognises its duties under the Health and Safety at Work etc. Act 1974 and related regulations to protect, so far as is reasonably practicable, the health, safety and welfare of employees and to safeguard pupils, visitors, contractors and all others who may be affected by its activities. We will also have due regard to Department for Education guidance on health and safety in schools and to relevant advice from the Health and Safety Executive, particularly in relation to educational visits and off-site activities.

In line with the Trust's Statement of Intent, we will treat health and safety as a core management function, of equal importance to educational, financial and pastoral priorities.

1.2 Our objectives

At St Paul's Academy we will take all reasonably practicable steps to:

- Provide and maintain safe premises, safe systems of work and a healthy learning environment for pupils and staff
- Identify, assess and manage risks systematically across curriculum activities, premises and off-site visits
- Ensure that plant, equipment and materials are safe, properly maintained and suitable for their intended use
- Provide information, instruction, supervision and training so that staff, pupils and volunteers can work and study safely and competently
- Foster a positive health and safety culture in which everyone understands their role, takes reasonable care of themselves and others, and contributes to continual improvement
- Provide a safe and welcoming environment for parents, carers, visitors and contractors who may not be familiar with school hazards and routines
- Consult with staff and their representatives on significant health and safety issues and respond promptly to concerns
- Monitor and review performance through inspections, audits, incident data and feedback, and implement lessons learned
- Use our stewardship of buildings and resources in a way that reflects the Trust's Catholic ethos and wider environmental responsibilities.

1.3 Implementation

To deliver these objectives, St Paul's Academy will:

- Implement the Trust Health & Safety Policy in full and maintain local procedures and risk assessments appropriate to this site
- Integrate health and safety into school improvement planning, leadership decisions and day-to-day management
- Allocate sufficient resources, so far as reasonably practicable, to maintain safe premises and provide required training and equipment
- Ensure that every member of staff understands their responsibilities and has access to the policies, procedures and support they need
- Work openly with the Trust Health & Safety Lead, external competent advisers, enforcing authorities and other relevant stakeholder where required.

This Statement of Intent, together with the Organisation and Arrangements sections of the school Health & Safety Policy, will be reviewed annually, or sooner if significant changes occur, and will be signed by the Headteacher and Chair of the Local Governing Body to confirm their ongoing commitment.

PART 2: ORGANISATION – SCHOOL-LEVEL RESPONSIBILITIES

2.1 Link to Trust responsibilities

The overall structure for health and safety within St Benedict Catholic School Trust is set out in Part 2 of the SBCAT Health & Safety Policy. That section describes the responsibilities of the Members, Trust Board, Chief Executive Officer, Chief Operating Officer / Trust Health & Safety Lead and Local Governing Bodies.

This section describes how those responsibilities are applied at St Paul’s Academy and clarifies the roles of local leaders, staff and others. It must be read alongside the Trust policy and does not replace or weaken any Trust-level duties.

2.2 Local Governing Body (LGB)

The Local Governing Body (LGB) acts on behalf of the Trust Board to monitor how health and safety is managed at St Paul’s Academy. The LGB will:

- Assure itself that the school is operating in accordance with Trust policy and legal requirements
- Receive and scrutinise reports on health and safety performance, including audit findings, incident data and progress against action plans
- Support and challenge the Headteacher to maintain high standards and a positive safety culture that reflects Catholic values of stewardship, care and respect
- Ensure that health and safety considerations are included in local strategic decisions, including curriculum, staffing and premises developments.

2.3 Headteacher

The Headteacher is the person with day-to-day responsibility for health and safety within St Paul’s Academy, in line with the Trust policy.

The Headteacher will:

- Implement Trust and local health and safety policies, procedures and arrangements within the school
- Set clear expectations for safe working, lead by example and promote a culture of openness and learning
- Ensure that suitable and sufficient risk assessments are in place and reviewed, and that significant findings are acted upon
- Appoint competent staff to key roles such as the Health & Safety Coordinator, Premises Manager, Educational Visits Coordinator, First Aid Lead and Fire Marshals
- Ensure that staff receive appropriate training, information and supervision for their roles
- Allocate resources, so far as reasonably practicable, to maintain safe premises and systems and to rectify identified defects or non-compliance
- Report serious incidents and significant non-compliance promptly to the Trust and cooperate with any investigations or audits.

2.4 Senior Leadership Team (SLT)

Members of the Senior Leadership Team support the Headteacher by:

- Embedding health and safety into curriculum planning, pastoral systems and daily routines
- Ensuring that staff in their areas understand and apply relevant risk assessments and procedures
- Responding promptly to concerns or incidents, and feeding learning into departmental and whole-school practice
- Acting as role models for safe working, respectful behaviour and proactive risk management.

2.5 School Business Manager / Health & Safety Coordinator

The School Business Manager normally acts as the Health & Safety Coordinator for St Paul's Academy, consistent with the Trust policy.

They will:

- Coordinate the school's health and safety documentation, including the local policy, risk assessments, statutory inspection records and training matrix
- Support the Headteacher in planning and monitoring statutory testing and servicing (e.g. fire safety systems, gas, electrical, water hygiene)
- Administer the accident and incident reporting system, ensure timely reporting and assist with basic investigations and trend analysis
- Prepare routine reports on health and safety for the Headteacher and LGB
- Liaise with the Trust Health & Safety Lead and external advisers during audits, inspections and incident investigations.

2.6 Premises Manager

The Premises Manager and the Premises Team are responsible for the safe operation and day-to-day maintenance of the school's physical environment, in line with Trust policy. They will:

- Carry out regular inspections of buildings, grounds and fixed equipment and take prompt action to address defects or hazards
- Manage contractors on site, including inductions, permits to work and checks on safe systems and housekeeping
- Maintain statutory compliance records for areas such as fire alarm testing, emergency lighting, gas servicing, electrical testing, water hygiene and playground inspections
- Implement local procedures for security, traffic management, working at height and control of access to plant and equipment.

2.7 Heads of Department / Curriculum Leaders

Heads of Department and Curriculum Leaders are responsible for managing health and safety within their subject areas. They will:

- Ensure that curriculum activities are planned and delivered in line with Trust and school procedures and relevant professional guidance (e.g. CLEAPSS, AfPE)
- Maintain and review risk assessments for their subjects, including practical lessons, specialist equipment and educational visits within their area
- Ensure that staff, technicians and support staff are competent and receive appropriate training and supervision
- Monitor equipment condition and work with the Premises Manager to arrange maintenance, repairs or replacement.

2.8 All Staff (Teaching and Support)

Every employee has a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. In line with the Trust policy, all staff at St Paul's Academy will:

- Follow Trust and school policies, procedures and risk assessments
- Use equipment, substances and PPE in accordance with training and instructions
- Report hazards, defects, near misses and incidents promptly through the agreed systems
- Participate in relevant health and safety training and briefings
- Cooperate with managers, the Trust and enforcing authorities to enable statutory duties to be met.

2.9 Pupils

Pupils are expected, in a way that reflects their age and understanding, to:

- Follow instructions given by staff for their own safety and that of others
- Use equipment and facilities sensibly and report anything that seems unsafe
- Treat the school environment, and other people, with respect.

The school will teach pupils about safety, risk and personal responsibility through the curriculum and wider pastoral programme.

2.10 Parents and Carers

Parents and carers play an important part in maintaining a safe environment and are expected to:

- Follow site rules and safety information communicated by the school, including arrangements for drop-off, pick-up and parking
- Provide accurate and up-to-date information about their child's medical conditions, additional needs and emergency contacts
- Work with the school in supporting risk management, for example by reinforcing behaviour expectations and providing consent and information for trips.

2.11 Volunteers, Visitors and Contractors

Volunteers, visitors and contractors must:

- Sign in and follow the safety and safeguarding instructions given to them
- Comply with all school rules including those on access, supervision, restricted areas, smoking/vaping and use of vehicles on site
- Report any hazards, incidents or concerns to a member of staff immediately.

Contractors must also meet additional requirements set out in the Trust and school Contractor Management Policy, including evidence of competence, insurance and safe systems of work.

2.12 Trust Health & Safety Lead and External Advisers

The Trust Health & Safety Lead and any appointed external competent persons retain their responsibilities as set out in the Trust H&S Policy. At school level they will:

- Provide professional advice, model procedures and templates and support training
- Undertake or coordinate audits, inspections and investigations and share findings with the Headteacher and LGB
- Maintain Trust-wide oversight of statutory inspections and incident reporting and advise on any improvements required.

PART 3: SCHOOL HEALTH AND SAFETY ARRANGEMENTS

3.1 Accident, Incident and Near-Miss Reporting

Legislation and guidance: Health and Safety at Work etc. Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); DfE "Health and safety: responsibilities and duties for schools".

How the school complies: The school operates a simple, consistent accident, incident and near miss reporting system for pupils, staff, visitors and contractors. All such events are recorded on the Trust-approved form or electronic system on the same day where possible. Head injuries and any injury requiring hospital treatment are notified to parents or carers promptly.

Significant events are investigated to identify root causes and practical actions, not to allocate blame. The Headteacher or Health & Safety Coordinator reviews reports regularly to identify patterns and feeds learning into the school's H&S action plan. The school works with the Trust H&S Lead to decide when an incident is reportable under RIDDOR and to ensure statutory reports are submitted promptly.

Responsibility: Headteacher, supported by the School Business Manager (SBM) or and First Aid Lead.

See also: Trust H&S Policy section 3.1; First Aid Policy; Behaviour and Anti-Bullying Policy; Stress and Wellbeing Policy.

3.2 Administration of Medicines and Infection Control

Legislation and guidance: Children and Families Act 2014; DfE "Supporting pupils at school with medical conditions"; EYFS Statutory Framework (where applicable); UKHSA infection control guidance.

How the school complies: The school maintains written Individual Healthcare Plans (or Allergy/Medical Plans) for pupils with long-term or complex conditions, agreed with parents and health professionals. Medicines are only administered in school where it is in the child's best interests and there is written parental consent. Storage, checking and administration of medicines follow clear procedures based on the school's Medical Conditions and First Aid policies, with emergency medication kept quickly accessible and checked regularly for expiry.

Staff receive training for specific conditions where required. Infection risks are managed through good hand hygiene, cleaning regimes, use of PPE when dealing with bodily fluids, safe disposal of clinical waste and adherence to exclusion periods for communicable diseases. Outbreaks are managed in line with public health advice and recorded in the school's incident logs.

Responsibility: Headteacher, supported by the SENDCo/Medical Needs Lead.

See also: Supporting Pupils with Medical Conditions and Disabilities Policy; First Aid Policy; Intimate Care Policy; Allergy/Anaphylaxis Policy; Food Safety Policy.

3.3 Animals in Schools

Legislation and guidance: Health and Safety at Work etc. Act 1974; Animal Welfare Act 2006; HSE education sector guidance.

How the school complies: The school risk assesses all activities involving animals, including school pets, curriculum use of animals and visits from external providers or farm visits.

Assessments cover allergies, phobias, bites, scratches, hygiene and supervision needs. Parents and carers are informed in advance where close contact with animals is planned and reasonable adjustments are made for pupils who cannot participate. Hand washing with soap and water is supervised after animal contact and before eating.

Responsibility: Headteacher, supported by relevant Curriculum Leads.

See also: Educational Visits Policy; Infection Control procedures; Supporting Pupils with Medical Conditions and Disabilities Policy; Allergy Policy.

3.4 Asbestos Management

Legislation and guidance: Control of Asbestos Regulations 2012; HSE guidance “Asbestos in schools”; DfE “Managing asbestos in your school or college”.

How the school complies: The Trust, as employer, is the primary duty holder, and each Headteacher acts as local duty holder for their site. Every building that could contain asbestos has an up-to-date asbestos survey. The findings are recorded in a live Asbestos Register and Asbestos Management Plan that set out the location, condition and management of all known or presumed ACMs.

Staff and contractors are not permitted to drill into, cut, sand or otherwise disturb the fabric of the building without checking the register and receiving authorisation. All contractors are shown the register at induction and sign to confirm they have understood it.

Any damage to suspect materials is reported immediately; the area is isolated, and a competent asbestos contractor is engaged to advise and remediate before reoccupation. The school participates in Trust asbestos audits and implements recommendations promptly.

Responsibility: Headteacher as local duty holder, supported by the Premises Manager and Trust Estates/H&S Lead.

See also: Trust Asbestos Management Policy; Contractor Management Policy; Premises Compliance Calendar.

3.5 Communication with Parents and Stakeholders

Legislation and guidance: DfE “Health and safety: responsibilities and duties for schools”; Keeping Children Safe in Education (KCSIE) for safeguarding aspects.

How the school complies: The school makes key health and safety information readily available to parents and other stakeholders via the website, posters, newsletters and targeted letters or emails. This includes a summary of emergency procedures, arrangements for first aid and medical needs, and expectations around behaviour, traffic and site access.

Parents are informed in advance of higher-risk activities such as educational visits, sports fixtures and practical curriculum projects, and consent is obtained where required. In an emergency, the school uses pre-agreed text or email templates to provide clear, factual information and to discourage parents from coming on site when it is unsafe to do so.

Feedback and concerns raised by parents or the wider community are logged and considered as part of ongoing risk management.

Responsibility: Headteacher, supported by SBM/Office Manager and Designated Safeguarding Lead (DSL).

See also: Safeguarding and Child Protection Policy; Educational Visits Policy; Premises Security Policy; Emergency Planning and Business Continuity Plan.

3.6 Contractor Management

Legislation and guidance: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Construction (Design and Management) Regulations 2015.

How the school complies: The school only engages contractors who can demonstrate suitable competence, insurance and health and safety management arrangements. Pre-start checks follow Trust standards and, where appropriate, include reference to contractor SSIP accreditations.

Before work begins, contractors receive a site-specific induction covering safeguarding rules, fire procedures, traffic routes, asbestos information and welfare facilities, and they sign to confirm understanding of the Contractor Code of Conduct. Work that involves significant risk, such as hot work, roof access or intrusive work in areas that could contain asbestos, is controlled through a Permit to Work system.

The school ensures effective segregation of contractors from pupils wherever reasonably practicable and monitors contractor behaviour on site, stopping work if unsafe practice is observed.

Responsibility: Headteacher, supported by the Premises Manager, SBM and Trust Estates Lead.

See also: Contractor Management Policy; Asbestos Management Policy; Premises Security and Lone Working Policy.

3.7 Control of Substances Hazardous to Health (COSHH)

Legislation and guidance: Control of Substances Hazardous to Health Regulations 2002; HSE COSHH Essentials.

How the school complies: The school keeps an inventory of hazardous substances used on site, including cleaning agents, science and DT materials, art products and any maintenance chemicals. Safety Data Sheets are held for each relevant substance. For each task where exposure could be harmful, a COSHH risk assessment is completed. Control measures are written in simple, practical language.

Controls include substituting less hazardous products where possible, controlling quantities, ensuring good ventilation, providing suitable PPE, and restricting access to locked storage. Staff are trained to understand hazard labels and follow the given controls. Spill procedures and arrangements for safe disposal are clearly described and known to staff in relevant areas.

Responsibility: Headteacher, supported by Premises Manager for site and cleaning substances, and Heads of Department for curriculum areas.

See also: COSHH Policy; PPE Policy; Waste Management Policy; Curriculum Safety Policy.

3.8 Curriculum Safety

Legislation and guidance: Health and Safety at Work etc. Act 1974; DfE health and safety guidance; CLEAPSS, AfPE and other subject-association guidance.

How the school complies: Each practical subject area, including science, design and technology, art, PE and performing arts, maintains up-to-date risk assessments and schemes of work that embed safety into everyday teaching. Staff use recognised codes of practice such as CLEAPSS model risk assessments and AfPE safe practice guidance. Equipment is suitable for the age and ability of pupils and is installed and maintained in line with manufacturer instructions and relevant British Standards.

Pupils receive clear safety briefings and demonstrations before practical tasks and behaviour expectations are reinforced consistently. Higher-risk activities such as experiments with hazardous chemicals, use of power tools, trampolining or stage lighting are only supervised by appropriately trained staff and may require specific written parental information or consent.

Responsibility: Headteacher, supported by Heads of Department or Subject Leaders.

See also: Work Equipment and Machinery Policy; Educational Visits Policy; First Aid Policy.

3.9 DBS Management

Legislation and guidance: Safeguarding Vulnerable Groups Act 2006; Protection of Freedoms Act 2012; Keeping Children Safe in Education (KCSIE).

How the school complies: The school maintains a robust Single Central Record (SCR) of vetting checks, including enhanced DBS and, where appropriate, barred list checks for staff and regular volunteers. Safer recruitment procedures ensure that necessary checks are completed before individuals start work, except in tightly controlled circumstances permitted by KCSIE.

Agency staff and contractors are engaged only where written assurance is received that appropriate checks have been completed, and their identity is confirmed on arrival. Visitors who do not have DBS clearance are supervised at all times and are never placed in regulated activity. DBS arrangements are reviewed regularly as part of safeguarding audits.

Responsibility: Headteacher as safeguarding lead for recruitment, supported by SBM and the DSL.

See also: Safeguarding and Child Protection Policy; Safer Recruitment Policy; Volunteer Agreement; Contractor Management Policy.

3.10 Display Screen Equipment (DSE) such as Computers)

Legislation and guidance: Health and Safety (Display Screen Equipment) Regulations 1992; HSE DSE guidance.

How the school complies: Staff who use computers and other DSE as a significant part of their normal work have their workstations assessed. Assessments consider chair and desk height, screen position, lighting, glare, and the need for footrests or document holders. Staff are encouraged to take regular short breaks from intensive screen work and to vary tasks during the day.

Reasonable adjustments are made for staff with relevant medical issues, and referrals for occupational health or risk assessments are made where necessary. Basic advice on safe laptop and device use is shared with staff and, where appropriate, with pupils using IT intensively.

Responsibility: Headteacher, supported by SBM and line managers.

See also: DSE Policy; Stress and Wellbeing Policy; Risk Assessment Procedure.

3.11 Educational Visits and Off-Site Activities

Legislation and guidance: DfE health and safety guidance for educational visits; OEAP National Guidance; common law duty of care.

How the school complies: All off-site visits, including sporting fixtures, local walks and residential or overseas trips, follow the school's Educational Visits Policy. Visit leaders complete a written risk-benefit assessment that considers the group, the activities, travel, medical and SEND needs, and emergency arrangements.

Higher-risk or residential visits follow a more formal approval route involving the Headteacher and Senior Leadership Team where required, the Trust or Local Governing Body. Supervision ratios reflect the age and needs of pupils and the nature of the activity, with appropriate levels of first aid cover and access to emergency medication. Parents receive clear information about the visit and, where needed, provide written consent. Serious accidents, incidents, near misses and learning points are recorded and used to improve future planning.

Responsibility: Headteacher as overall approver, supported by Visit Leaders and Senior Leadership Team where required.

See also: Educational Visits Policy; First Aid Policy; Business Continuity and Critical Incident Plan; Volunteer Agreement; Swimming Pool Policy.

3.12 Electrical Safety

Legislation and guidance: Electricity at Work Regulations 1989; BS 7671 Requirements for Electrical Installations.

How the school complies: The school holds a current Electrical Installation Condition Report (EICR) for each building, carried out by a competent electrician at intervals specified in

legislation, guidance and the electrical contractor involved. Portable electrical equipment is inspected and tested at risk-based intervals, with records retained.

Staff are instructed to carry out simple visual checks on plugs, leads and sockets and to remove damaged equipment from use immediately. The use of extension leads is controlled and daisy-chaining is discouraged. Only authorised personnel may reset distribution boards or access electrical cupboards. Temporary electrical supplies for events are planned, risk assessed and installed by competent persons.

Responsibility: Headteacher, supported by the Premises Manager.

See also: Fire Safety and Emergency Procedures; Work Equipment and Machinery Policy; Premises Compliance Calendar.

3.13 Emergency Planning and Business Continuity

Legislation and guidance: Civil Contingencies Act 2004; DfE emergency planning and response guidance; DfE “Health and safety: responsibilities and duties for schools”.

How the school complies: The school maintains a Business Continuity and Critical Incident Plan that sets out how it will respond to major incidents such as fire, flood, loss of utilities, serious violence, pandemic illness or the death of a pupil or member of staff. The plan identifies an incident management team, key contact details, communication methods, alternative accommodation and arrangements for maintaining education in the short and medium term, including use of remote learning where appropriate.

The plan is reviewed annually, after any significant incident or drill and whenever premises or leadership changes. Staff receive a basic briefing on their role in an emergency and how to escalate concerns rapidly.

Responsibility: Headteacher as Incident Manager, supported by the Senior Leadership Team and Trust H&S Lead.

See also: Fire Safety and Emergency Procedures; Lockdown Plan; Educational Visits Policy; Business Continuity and Emergency Plan; Lettings, Events and Community Use Policy.

3.14 Environmental and Sustainability Management

Legislation and guidance: Environmental Protection Act 1990; Waste (England and Wales) Regulations 2011; DfE sustainability and climate change strategy.

How the school complies: The school aims to reduce its environmental impact through sensible energy, water and waste management. Waste is minimised and segregated for recycling where facilities exist. Hazardous and confidential waste is handled in line with specific policies and only removed by licensed contractors.

Procurement decisions consider durability, energy efficiency and end-of-life disposal. Curriculum and student voice activities are encouraged where they align with these goals

Environmental actions are recorded in the school's improvement or development plan where appropriate.

Responsibility: Headteacher, supported by the Premises Manager and Eco or Sustainability Lead where appointed.

See also: Waste Management Policy; Water Safety Policy; Curriculum policies for science and geography.

3.15 Fire Safety and Emergency Procedures

Legislation and guidance: Regulatory Reform (Fire Safety) Order 2005; Fire Safety Act 2021; Home Office "Fire safety risk assessment: educational premises".

How the school complies: The school has a suitable and sufficient Fire Risk Assessment that is reviewed at least annually or whenever significant changes occur. Records of the weekly alarm tests, monthly emergency lighting checks, termly fire drills and maintenance of fire-fighting equipment are kept in the fire logbook. Fire evacuation procedures are displayed in all rooms and practised at least once a term, including at different times of day and from different starting points.

Fire doors, escape routes and final exits are kept clear and checked routinely. Personal Emergency Evacuation Plans (PEEPs) are in place for pupils, staff or regular visitors who may require assistance to evacuate. Events, lettings and activities outside normal hours are planned with specific consideration of fire safety and emergency access for the fire and rescue service.

Responsibility: Headteacher as the responsible person at school level, supported by the Premises Manager and Fire Marshals.

See also: Fire Evacuation Policy and Procedures; Business Continuity and Critical Incident Plan; Lettings, Events and Community Use of Premises.

3.16 First Aid Provision

Legislation and guidance: Health and Safety (First-Aid) Regulations 1981; DfE guidance on first aid in schools; EYFS Statutory Framework where relevant.

How the school complies: The school has a First Aid Needs Assessment that considers staffing levels, site layout, curriculum risks, age of pupils and off-site activities. Numbers and locations of First Aiders are planned so that suitable coverage exists at all times when pupils are on site or under school control.

First aid kits are appropriately stocked and checked regularly, with specialist kits provided where needed (for example for playgrounds, science labs or sports). AED defibrillators are sited where they can be reached quickly and staff are made aware of their locations and basic operating principles.

First Aid procedures are summarised for staff in simple flowcharts covering what to do, who to call and how to record incidents.

Responsibility: Headteacher, supported by the Medical Needs Co-Ordinator.

See also: First Aid Policy; Accident and Incident Reporting; Educational Visits Policy; Administration of Medicines and Infection Control.

3.17 Food Safety

Legislation and guidance: Food Safety Act 1990; Food Hygiene (England) Regulations 2013 or national equivalents; Food Information Regulations including allergen labelling.

How the school complies: Where catering is provided by a contractor, the school ensures that the contractor operates a documented food safety management system based on Hazard Analysis and Critical Control Points (HACCP), and holds a valid food hygiene rating from the local authority. The school supplies up-to-date allergy and medical information for pupils and checks that catering staff can identify pupils with allergies and offer safe meal options.

For food prepared by school staff or volunteers (such as breakfast clubs, curriculum cooking, fetes or tuck shops), basic food hygiene controls are followed, including hand washing, separation of raw and ready-to-eat foods, control of temperature and prevention of cross contamination. High-risk allergens such as nuts are managed through a whole-school allergy-aware approach and individual pupil plans.

Responsibility: Headteacher, supported by the Catering Contract Manager, SBM and relevant curriculum leads.

See also: Food Hygiene Policy; Allergy and Anaphylaxis Policy; Supporting Pupils with Medical Conditions and Disabilities Policy.

3.18 Gas Safety

Legislation and guidance: Gas Safety (Installation and Use) Regulations 1998.

How the school complies: All gas-fired appliances and associated flues are serviced and safety-checked at least annually by Gas Safe-registered engineers. Records of inspections and remedial works are kept in the premises compliance file. Kitchen gas safety interlocks and extraction systems are tested and maintained according to manufacturer and industry guidance.

Staff are aware of the location of emergency gas shut-off valves in plant rooms, classrooms, kitchens and technology areas, and know when and how they may be used. If a gas leak is suspected, the area is evacuated, the supply is isolated where safe to do so and the National Gas Emergency number is called.

Responsibility: Headteacher, supported by the Premises Manager.

See also: Gas and Pressure Systems Policy; Fire Safety and Emergency Procedures; Premises Compliance Calendar.

3.19 Housekeeping and Environmental Cleanliness

Legislation and guidance: Health and Safety at Work etc. Act 1974; Workplace (Health, Safety and Welfare) Regulations 1992.

How the school complies: Housekeeping is managed so that classrooms, corridors, stores and outdoor areas are kept tidy and free from avoidable trip hazards and fire loading. Cleaning schedules reflect the use of different areas and are adapted when new activities or risks arise.

Wet floors are managed with appropriate warning signage and rapid clean-up. Storage systems in classrooms, stores and plant areas are planned so that heavy items are stored at waist height where possible and escape routes and electrical or fire equipment are not obstructed. The condition of floor coverings, steps and handrails is checked as part of routine site inspections.

Responsibility: Headteacher, supported by the Premises Manager and Premises Team.

See also: Waste Management Policy; Fire Safety Policy; Slip, Trip and Fall risk assessments.

3.20 Leadership, Management and Monitoring

Legislation and guidance: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; DfE "Health and safety: responsibilities and duties for schools"; HSE "Sensible health and safety management in schools".

How the school complies: The Local Governing Body and Headteacher provide visible leadership on health and safety, using the Trust Policy as the framework. Health and safety is a standing agenda item at senior leadership and Local Governing Body meetings. The school improvement plan includes relevant H&S objectives where appropriate.

Regular site inspections and topic audits are undertaken, and findings are recorded with clear actions, owners and deadlines. Staff are encouraged to raise concerns, and there is a simple route for doing so. The Headteacher provides assurance to the Trust on compliance and progress via agreed reporting arrangements.

Responsibility: Headteacher and Local Governing Body, with support from the SBM and Trust H&S Lead.

See also: Trust H&S Policy Part 2 and Part 4; Training, Communication and Consultation; Monitoring, Audit and Review.

3.21 Lettings, Events and Community Use of Premises

Legislation and guidance: Health and Safety at Work etc. Act 1974; Occupiers' Liability Acts 1957 and 1984; DfE guidance on community use of school premises; DfE emergency planning guidance.

How the school complies: The school manages the external lettings company and school-organised events through written plans and agreements that set out responsibilities for

health and safety, safeguarding, first aid, fire procedures and security. For third-party lettings, hirers sign a lettings agreement with the external lettings company and are provided with simple information about emergency exits, assembly points, first aid arrangements, restrictions on areas or equipment, and how to contact a responsible person.

For school-organised events such as productions, sports days and fetes, staff complete proportionate risk assessments covering crowd management, fire safety, temporary structures, traffic and access for emergency services.

The school ensures that hirers have appropriate insurance and, where relevant, safeguarding arrangements for working with children. Equipment and areas used for lettings and events are inspected and maintained to the same standard as for normal school use. Damage, incidents or near misses occurring during lettings or events are reported, reviewed and followed up.

Responsibility: Headteacher, supported by SBM and external lettings company Manager.

See also: Lettings, Events and Community Use Policy; Fire Safety and Emergency Procedures; Premises Security Policy; Business Continuity and Critical Incident Plan; Educational Visits Policy.

3.22 Machinery Safety

Legislation and guidance: Provision and Use of Work Equipment Regulations 1998 (PUWER); BS and EN standards for specific machinery.

How the school complies: Machinery used in curriculum areas such as DT, science or art, and in premises functions such as grounds maintenance, is selected, installed and maintained so that it is safe for the intended use. Only trained and authorised staff operate higher-risk machinery and they supervise pupils closely.

Guards, interlocks and emergency stops are kept in working order and are never defeated or removed except for maintenance by a competent person. Written instructions and signage support safe use, and machinery is included in routine inspection schedules and servicing contracts. Any defects are reported immediately and the machinery taken out of use until repaired.

Responsibility: Headteacher, supported by Heads of Department for curriculum machinery and the Premises Manager for estates machinery.

See also: Work Equipment and Machinery Policy (PUWER & LOLER); Curriculum Safety Policy; PPE Policy.

3.23 Manual Handling

Legislation and guidance: Manual Handling Operations Regulations 1992.

How the school complies: The school avoids hazardous manual handling where reasonably practicable, for example by using trolleys, mechanical aids or delivery arrangements that

reduce lifting. Where manual handling cannot be avoided, tasks are risk assessed and staff are shown safer techniques through guidance or formal training, especially where loads are heavy, bulky or difficult to grasp.

Lifting and moving pupils is treated as a specialist activity and is managed through individual risk assessments and care plans, with appropriate equipment such as hoists, evac chairs and slings and staff training in their use. Staff are encouraged to report back problems and seek help rather than attempt unsafe lifts or carry loads beyond their capability.

Responsibility: Headteacher, supported by Premises Manager and SENDCo for moving and handling pupils.

See also: Manual Handling Policy; Work Equipment and Machinery Policy; SEN and Accessibility Policy.

3.24 Minibus and Transport Safety

Legislation and guidance: Road Traffic Act and associated regulations; DVSA guidance; DfE guidance on transport and educational visits.

How the school complies: Where the school operates or hires minibuses, it maintains a list of approved drivers who hold the appropriate licence and have received minibus-specific training where required. Pre-use checks are carried out and recorded before each journey. Insurance, MOT and servicing schedules are monitored and documents retained. Journey planning considers route, weather, rest stops and contingency arrangements.

Pupils are briefed on mandatory seatbelt use and behaviour expectations. When using public transport or coaches, the school checks operator standards proportionately and supervises pupils appropriately at pick-up points, during travel and at drop-off.

Responsibility: Headteacher, supported by the Transport Coordinator.

See also: Educational Visits Policy; Traffic and Car Park Safety Policy; Safeguarding and Child Protection Policy.

3.25 Monitoring, Audit and Review

Legislation and guidance: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; DfE health and safety guidance.

How the school complies: The school monitors health and safety through routine inspections, termly reviews of accident and incident data, H&S Committee meetings and audits against Trust standards. Actions arising from inspections or audits are logged and tracked to completion, with clear owners and timescales. The Local Governing Body receives regular reports, including significant incidents, compliance issues and progress on actions.

Lessons learned from incidents or near misses are used to update risk assessments and procedures. The school works with the Trust to participate in periodic independent audits and implements recommendations.

Responsibility: Headteacher and Local Governing Body, supported by Trust H&S Lead.

See also: Leadership, Management and Monitoring; Trust H&S Policy Part 4; Risk Assessment and Safe Systems of Work.

3.26 Noise and Vibration

Legislation and guidance: Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005.

How the school complies: The school identifies tasks that may expose staff to significant noise or vibration, such as use of powered grounds equipment, machinery or amplified music systems. Where relevant, the school chooses low-noise, low-vibration equipment, plans work patterns to limit exposure duration and maintains equipment in good order. Hearing protection or other controls are provided where action values may be approached.

Staff are informed about the risks and are asked to report any symptoms such as ringing in the ears or tingling in hands. Young workers and pregnant staff receive particular consideration. For most teaching activities, noise levels are not expected to reach regulatory thresholds, but behaviour management and classroom design are used to keep environments comfortable.

Responsibility: Headteacher, supported by Premises Manager and relevant Heads of Department.

See also: Noise and Vibration Policy; Machinery Safety; PPE Policy.

3.27 Outdoor and Play Equipment Safety

Legislation and guidance: Health and Safety at Work etc. Act 1974; BS EN 1176 and related playground standards.

How the school complies: Outdoor play equipment, trim trails, climbing frames and sports areas are inspected visually each day they are used and formally by a competent inspector at least annually. Surfacing, fixings and surrounding areas are checked for damage and other hazards.

Age-appropriate rules are set for how equipment is used and supervision ratios are planned to match the risk. Incidents on play equipment are recorded and reviewed to identify any emerging trends or design issues. Seasonal risks such as ice, mud or wet leaves are considered in playground inspections and decisions about access.

Responsibility: Headteacher, supported by the Premises Manager and PE Lead.

See also: Curriculum Safety (PE and Outdoor Learning); First Aid Policy; Risk Assessment Procedure.

3.28 Personal Protective Equipment (PPE)

Legislation and guidance: Personal Protective Equipment at Work Regulations 1992 (as amended); COSHH Regulations for PPE used with hazardous substances.

How the school complies: The school treats PPE as a last line of defence after other controls have been considered. Risk assessments identify when PPE is required, such as gloves and eye protection for certain science or DT activities, hearing protection for specific machinery, or gloves and aprons for dealing with bodily fluids. PPE is provided free of charge, is suitable for the user and the task, and is replaced when damaged or worn.

Staff and, where appropriate, pupils are instructed how to wear and look after PPE correctly and to report any defects immediately.

Responsibility: Headteacher, supported by Premises Manager and departmental leads.

See also: PPE Policy; COSHH Policy; Curriculum Safety Policy.

3.29 Premises Security, Personal Safety and Lone Working

Legislation and guidance: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; KCSIE for safeguarding; DfE guidance on school security.

How the school complies: The school manages access through secure perimeters, controlled entry points, visitor signing-in systems and staff vigilance. CCTV is used where appropriate in line with data protection requirements. Staff are encouraged to report any suspicious behaviour or concerns about personal safety, including threats or abuse from parents, visitors or pupils.

Lone working is controlled through local rules that define what activities may be done alone, when and by whom, and require a simple check-in system for out-of-hours work. Incidents of violence, threats or harassment are recorded, investigated and, where necessary, reported to police and the Trust.

Responsibility: Headteacher, supported by Premises Manager, DSL and SBM.

See also: Safeguarding and Child Protection Policy; Lockdown Plan; Behaviour and Anti-Bullying Policy; Lone Working Guidance.

3.30 Radiation Safety

Legislation and guidance: Ionising Radiations Regulations 2017; non-ionising radiation guidance; CLEAPSS radiation safety guidance (for schools that use radioactive sources).

How the school complies: As the school uses sealed radioactive sources for curriculum science, we have appointed a Radiation Protection Supervisor who accesses specialist advice from a Radiation Protection Adviser in line with CLEAPSS guidance.

Sources are stored securely, used only under close supervision by trained staff and checked regularly for integrity. Records of holdings, checks and disposals are kept. Any use of high-

powered non-ionising radiation sources (such as certain lasers or UV lamps) is risk assessed and controlled.

Responsibility: Headteacher, supported by Head of Science and Trust H&S Lead where applicable.

See also: Curriculum Safety Policy (Science); Work Equipment and Machinery Policy.

3.31 Record Keeping and Data Protection

Legislation and guidance: UK GDPR and Data Protection Act 2018; Limitation Act 1980.

How the school complies: Health and safety records, including accident reports, risk assessments, training records and statutory inspection reports, are stored securely and retained for appropriate periods, recognising that some records may need to be kept for several decades because of potential long-latency illnesses.

Access to personal and medical information is limited to those who need it to fulfil their role. Electronic systems are password controlled and backed up. When information is shared with third parties, such as contractors or activity providers, only the minimum necessary information is shared and this is done securely.

Responsibility: Headteacher, supported by SBM and the school's Data Protection Lead or DPO.

See also: Data Protection Policy; Accident and Incident Reporting; Supporting Pupils with Medical Conditions and Disabilities Policy.

3.32 Risk Assessment and Safe Systems of Work

Legislation and guidance: Management of Health and Safety at Work Regulations 1999; DfE health and safety guidance; HSE guidance on risk assessment.

How the school complies: The school follows the Trust's risk assessment procedure and uses a common template. Significant hazards are identified, those at risk are considered, and proportionate control measures are selected following the hierarchy of control. Staff responsible for completing risk assessments are given training or guidance so that assessments are specific, practical and kept under review.

Generic risk assessments are used where helpful (for example for routine classroom activities or common trips) but are adapted for the particular group and circumstances. For higher-risk tasks, such as work at height, manual handling of pupils or the use of machinery, written safe systems of work or method statements are prepared.

Responsibility: Headteacher, supported by the SBM and line managers.

See also: Risk Assessment Procedure and Policy; all topic-specific policies in this document.

3.33 Safeguarding and Child Protection Interface

Legislation and guidance: Children Acts 1989 and 2004; Education Act 2002; Keeping Children Safe in Education.

How the school complies: Health and safety and safeguarding arrangements are designed to support each other. Supervision levels, site security, trip planning, contractor controls and work experience arrangements are all planned with safeguarding in mind. Staff are trained to recognise when a health and safety issue may also be a safeguarding concern, i.e. unexplained injuries or patterns of behaviour, and to follow the school's safeguarding reporting routes.

The Designated Safeguarding Lead is consulted when policies or risk assessments may have safeguarding implications.

Responsibility: Headteacher and DSL jointly.

See also: Safeguarding and Child Protection Policy; DBS Management; Premises Security Policy; Educational Visits Policy.

3.34 Special Educational Needs (SEN) and Accessibility

Legislation and guidance: Equality Act 2010; Children and Families Act 2014; SEND Code of Practice; DfE guidance on school premises and accessibility.

How the school complies: The school identifies pupils and staff with disabilities or additional needs and plans reasonable adjustments to remove or reduce barriers. This may include changes to the physical environment, support arrangements, equipment or teaching approaches.

The school maintains an Accessibility Plan that is reviewed at least every three years and after significant changes. Individual risk assessments, PEEPs and behaviour or handling plans are used where pupils' needs create specific safety considerations, such as seizure risk, mobility difficulties or behaviours that challenge. Staff receive appropriate training in moving and handling, medical procedures and positive behaviour support.

Responsibility: Headteacher, supported by SENDCo and Premises Manager.

See also: SEND Policy; Accessibility Plan; Supporting Pupils with Medical Conditions and Disabilities Policy; Manual Handling Policy.

3.35 Stress Management and Staff Wellbeing

Legislation and guidance: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; HSE Management Standards for work-related stress.

How the school complies: The school recognises that work-related stress and poor wellbeing can affect staff health, performance and pupil outcomes. Stressors such as workload, change, role clarity and relationships are considered within risk assessments and line management.

Staff surveys, supervision and sickness absence data are used to identify issues and plan improvements.

Support may include adjustments to duties, access to Employee Assistance Programmes, occupational health referrals and facilitated debriefs after critical incidents. The school promotes a culture in which staff can raise concerns without stigma and are encouraged to seek help early.

Responsibility: Headteacher and line managers, supported by SBM, Trust HR and H&S teams.
See also: Stress and Wellbeing Policy; Managing Sickness Absence Procedure; Accident and Incident Reporting.

Responsibility: Headteacher, supported by the PE Lead and Premises/Pool Manager (where a pool is operated).

See also: Curriculum Safety Policy (PE); Educational Visits Policy; First Aid Policy; Business Continuity and Critical Incident Plan.

3.36 Training, Communication and Consultation

Legislation and guidance: Health and Safety at Work etc. Act 1974; Safety Representatives and Safety Committees Regulations 1977; DfE health and safety guidance.

How the school complies: All new staff and regular volunteers receive a health and safety induction that covers key site rules, emergency procedures, incident reporting, safeguarding and how to raise concerns. Mandatory training such as safeguarding, fire awareness and first aid is provided at Trust or school intervals. Role-specific training is provided for staff with additional responsibilities, such as First Aiders, Fire Marshals, EVCs, Premises staff and curriculum leads. A training matrix is maintained so that renewals can be planned.

Health and safety is regularly communicated through Health and Safety Committee meetings, staff briefings, emails and noticeboards, and staff and union H&S representatives are consulted on significant changes to policies or risk assessments.

Responsibility: Headteacher, supported by SBM and Trust H&S/HR teams.

See also: Trust H&S Policy; all topic-specific policies; trade union consultation arrangements.

3.37 Waste Management

Legislation and guidance: Environmental Protection Act 1990; Waste (England and Wales) Regulations 2011; Hazardous waste and WEEE regulations.

How the school complies: The school segregates waste into appropriate streams, such as general waste, recycling, food waste, confidential waste, clinical waste and hazardous materials like chemicals, batteries or fluorescent tubes. Licensed waste carriers are used and waste transfer and consignment notes are kept for the required retention periods.

External bins are sited and managed to reduce fire risk, pests and unauthorised access. Confidential waste is stored securely and shredded or destroyed by an approved provider in

line with data protection requirements. Staff and pupils are encouraged to minimise waste and recycle where facilities allow.

Responsibility: Headteacher, supported by Premises Manager.

See also: Waste Management Policy; COSHH Policy; Data Protection Policy; Environmental and Sustainability Management.

3.38 Water Safety (Legionella Control)

Legislation and guidance: Health and Safety at Work etc. Act 1974; Control of Substances Hazardous to Health Regulations 2002; HSE Approved Code of Practice L8 and HSG274.

How the school complies: The school has a Legionella Risk Assessment carried out by a competent person and a written scheme of control. Routine tasks such as flushing little-used outlets, monitoring temperatures, cleaning and descaling outlets and inspecting tanks or calorifiers are completed and logged in a water hygiene logbook.

Non-conformances or abnormal results are escalated promptly to the contractor and Trust Estates team. Any work on hot and cold water systems is undertaken by competent contractors who are given relevant information about the system and the school's controls. If a suspected case or cluster of Legionella infection occurs, the school follows public health advice and cooperates fully with investigations.

Responsibility: Headteacher, supported by Premises Manager as Responsible Person for water hygiene.

See also: Legionella Management Policy; Premises Compliance Calendar; Waste Management Policy.

3.39 Work Equipment and Machinery (PUWER & LOLER)

Legislation and guidance: Provision and Use of Work Equipment Regulations 1998 (PUWER); Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

How the school complies: The school maintains an inventory of significant work equipment and lifting equipment, including passenger lifts, hoists, slings and gym equipment where applicable. Items subject to LOLER are examined at required intervals by a competent person and defects are addressed promptly.

All work equipment is suitable for its intended use, maintained in a safe condition and provided with necessary guards and safety devices. Staff are trained before being authorised to use higher-risk equipment and are given simple written instructions where helpful. Equipment that is defective or overdue for examination is taken out of service until made safe.

Responsibility: Headteacher, supported by Premises Manager and relevant Heads of Department.

See also: Machinery Safety; Manual Handling Policy; Curriculum Safety Policy.

3.40 Work Experience and External Agencies

Legislation and guidance: Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; HSE guidance on young people at work; DfE guidance on work experience.

How the school complies: The school appoints a Work Experience or Careers Lead who vets proposed placements proportionately, considering the nature of the work, the quality of supervision, insurance cover and any particular risks for young people. Placement providers are asked to confirm they have suitable risk assessments and arrangements in place and that they understand the pupil's age, abilities and any medical or SEND needs.

Pupils are briefed on expectations, including behaviour, dress, confidentiality and how to report concerns. Contact arrangements are in place so that pupils and providers can reach the school during the placement.

Responsibility: Headteacher, supported by Careers/Work Experience Lead.

See also: Safeguarding and Child Protection Policy; Educational Visits Policy; Risk Assessment Procedure.

3.41 Working at Height

Legislation and guidance: Work at Height Regulations 2005.

How the school complies: The school plans all tasks that involve a risk of a fall liable to cause personal injury, including use of ladders and steps, access to roofs or high-level plant, putting up displays and working on stage lighting or sports hall equipment. Work at height is avoided where reasonably practicable, for example by designing storage and displays at accessible levels.

Where it cannot be avoided, suitable access equipment such as step ladders, podiums or mobile towers is provided, inspected regularly and used only by competent staff. Staff are specifically forbidden to stand on chairs, tables or other makeshift platforms. High-risk work at height, particularly on roofs or external structures, is undertaken only by competent contractors and controlled with permits to work. Weather conditions and ground stability are considered when planning outdoor work at height.

Responsibility: Headteacher, supported by Premises Manager and relevant line managers.


See also: Contractor Management Policy; Risk Assessment Procedure; Manual Handling Policy.


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Client

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Document

Client Document Date	02.02.2026
Client Document Review Date (Normally a year later)	Mar 2027