

HEALTH AND SAFETY POLICY



CATERHAM  
SCHOOL



CATERHAM  
PREP

HEALTH AND SAFETY POLICY- PART C- ORGANISATION

CATERHAM PRE PREPARATORY, PREPARATORY AND SENIOR SCHOOL (CATERHAM SCHOOL)

HARESTONE VALLEY ROAD CATERHAM SURREY CR3 6YA

Peter Curtis, Director of Estates  
September 2024

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### **RISK ASSESSMENT**

Please also refer to the school 'Risk Policy'.

#### **Introduction**

The school recognises that a suitable and sufficient assessment of the risks to health and safety of employees, pupils and others should be completed to ensure that on site hazards and those presented by teaching and activities are suitably controlled.

The five steps to carrying out a risk assessment are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the assessment and update if necessary

#### **Responsibility**

Department Heads are responsible for undertaking and documenting activity risk assessments and risk assessments of hazardous locations within their control.

The Director of Estates is responsible for coordinating the risk assessment process and ensuring that departments have adequately assessed risk.

All staff are responsible for familiarising themselves with the risk assessments relevant to where they work, understanding the controls and implementing them.

#### **Arrangements**

Departments will complete or review and update risk assessments at the beginning of the academic year considering any changes in curriculum, process, best practice, environment, staff or students. The school has a standard form for this however appreciate that some departments using external resources such as CLEAPPs may use alternative formats.

Whilst there is not a standard list of risk assessments that are required, it is advised that many hazards can be included in one risk assessment therefore risk assessments will be a combination of location based, task based or job function based.

It is the responsibility of the Department Head to keep abreast with changes in best practice from any relevant external organisation including the Health and Safety Executive, CLEAPPs, DATA and any governing bodies such as the RFU and ensure that controls meet current requirements.

Based on the outcome of the risk assessments, suitable safe systems of work will be put in place to enable tasks to be conducted in a safe manner. These will be through safety instructions and operational procedures.

#### **Training**

Those carrying out risk assessments complete the iHasco risk assessment training or an alternative agreed by the Director of Estates where required. This is identified within the School health and safety training matrix.

**Records**

Risk assessments and safe systems of work are held locally so they are available to staff. A copy is saved into the risk assessment on the R:Drive.

**Review process**

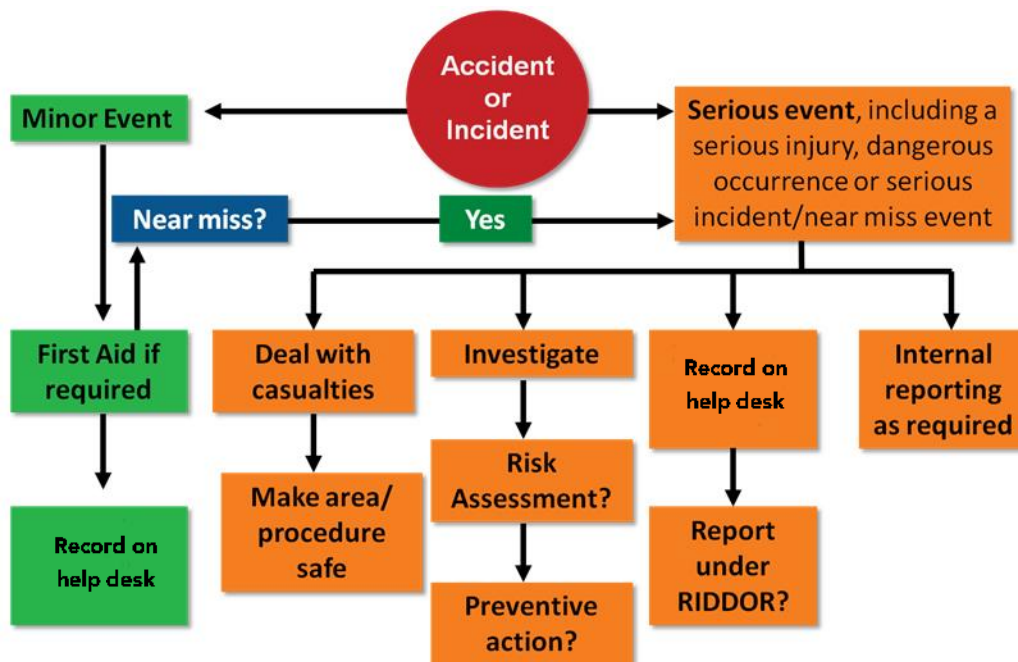
Spot checks of risk assessments are completed by the Director of Estates with assistance from the school Health and Safety Advisor.

# ACCIDENT RECORDS AND NOTIFICATION Inc. RIDDOR

The School reporting system for accidents (and near misses), requires staff to fill out the form on the schools service desk as possible after any accident or near miss occurs.

An investigation will be carried out as soon as possible after any accident as required, so that problem areas or procedures are identified and remedial action can be taken if necessary.

Figure 1 summarises the action to be taken following an accident or incident, depending on the severity of the event.



There is a requirement to report serious accidents to the Health and Safety Executive (HSE) in line with RIDDOR. The Director of Estates will decide if the accident or near miss needs to be reported to the enforcing authority following current HSE guidance.

The accident reporting system is monitored by the Director of Estates Health Centre Manager and Deputy Heads of each School.

The Director of Estates will take the appropriate steps to make sure that:

- The accident or incident is investigated as soon as possible.
- The results of that investigation are recorded on the internal accident investigation form.
- Measures are put into place to prevent the accident or near miss happening again.

## **ASBESTOS**

The Director of Estates is responsible for ensuring that there is an up to date 'Asbestos management Plan' for the whole school premises and where there is known asbestos that a risk assessment is evident to manage the asbestos and that annual condition assessments are completed and recorded. The School's Asbestos Management Plan is held by the Director of Estates with copies of the register held in the Maintenance Manager's office.

Regular inspections are completed and recorded in line with the management plan by the Director of Estates and Maintenance Manager.

## **CONSTRUCTION (DESIGN & MANAGEMENT) PROJECTS**

The Construction (Design and Management) Regulations ("CDM") impose duties concerning the safe design and management of construction projects.

The Regulations apply to the school if building maintenance and construction works are carried out.

Discharge of the principal duties on the School as a Client will be undertaken by the Director of Estates.



**CONTRACTORS (CONTROL OF)**

The school have a responsibility to ensure that any contractors working on school premises do so safely. The school maintenance department have a procedure for contractor management which includes:

- Pre-qualification of contractors – obtaining insurance information, method statements, policy and risk assessments
- Controlled access arrangements for contractors
- Sharing risk information and site rules
- Supervision proportionate to risk

The access arrangements and records are held in the Maintenance Manager's Office.

**DISABILITY**

The school will take all reasonable measures to ensure that the school premises, outdoor facilities and services are accessible to all people. Procedures will be implemented to ensure the safe evacuation of all people, whose ability to evacuate the school premises may be impeded, safely and quickly through the use of personal emergency evacuation procedures.

The Medical Centre arrange personal emergency evacuation plans (PEEPs) as required.

Please refer to the school accessibility plan which is available on the U:Drive.

**DISPLAY SCREEN EQUIPMENT**

A 'user' of display screen equipment in the school is a person who habitually uses DSE as a significant part of their day.

DSE users will complete training on DSE and complete a DSE risk assessment via iHasco. Any remedial requirements are then followed up by the Director of Estates.

- When new 'users' join
- When 'users' move workstation or obtain new equipment
- If a 'user' notifies HR of musculoskeletal pain or discomfort
- If a 'user' becomes an expectant mother
- If a user returns to work after a long period of illness.

Workstation assessments will also be reviewed periodically and iHasco is set up to send a reminder when this is due.

Eyesight tests are provided at the expense of the school. If corrective glasses are then required for computer work these will be provided. Staff should contact the Bursary for details.

The school will ensure that workstation equipment is provided in accordance with the 'schedule of equipment' as indicated in the Display Screen Equipment Regulations.



**DRIVING SAFETY (including minibuses)**

Please refer to the school Transport Policy.

**ELECTRICAL SAFETY**

The School recognises the potentially fatal hazards associated with electrical supply and equipment.

- All staff will check their equipment is visually safe to use and report faults or damage immediately to the Director of Estates.
- Inspection of the electrical infrastructure is completed every 5 years and remedial works completed.
- Portable appliance testing (PAT) is completed every September across the school by an external contractor and the maintenance team complete testing if required between.
- The School will keep a record of all formal inspections and repairs carried out to equipment or installations.
- Pupil owned domestic type electrical appliances which are used in boarding houses are annually inspected and tested and records kept in the maintenance department.. Written instructions are provided for pupils and their parents to the effect that the electrical equipment must meet appropriate UK or European standards and be suitable for the UK distribution system. These electrical appliances will be inspected and tested alongside other items during routine visits to boarding accommodation. Equipment purchased outside the EC may not be used by pupils unless permission is obtained from the Director of Estates.
- Records relating to electrical safety and testing are held in the Maintenance Manager's office.

**EMERGENCIES (Health & Safety)**

Please refer to the schools Critical Incident plan which is controlled by the Deputy Head.

**FIRE SAFETY**

Please refer to the stand-alone documents : 'Fire Policy' and the 'Fire Alarm Procedures'

## **FIRST AID**

Day to day responsibility for first aid falls to the Health Centre Manager.

[R:\Health and Safety\First Aiders & Locations](#) provides an up-to-date list of Caterham's First Aiders and first aid boxes.

Please refer to the Caterham School First Aid Policy and Medical Protocols Policy which sets out the procedures and arrangements.

## **FOOD HYGIENE**

Our catering provision is outsourced to a specialist provider who provides their regular audit reports to the Co.

A food safety hazard analysis has been carried out by the Catering Manager and is located in the Catering office.

The requirement for food hygiene training for Caterham School employees is identified in the training matrix.

## **GAS SAFETY**

The Director of Estates is responsible for identifying and keeping a record of all gas equipment on the school premises. He will then ensure that relevant servicing and inspection is carried out by competent, Gas Safe approved contractors and maintain records.

Records are held in the Maintenance Supervisor's office.

Where the School acts as 'landlord' it ensures that gas appliances and flues are maintained in a safe condition, that annual safety checks are carried out and that records are kept and issued to tenants.

## **GLAZING SAFETY**

All areas have been inspected to identify all non-safety glass which by its location creates risk to employees, pupils or others; and a programme of protection/upgrading has been introduced for all non-safety low level glazing located in areas where there is a significant risk of injury occurring.

## **HAZARDOUS MATERIALS REGISTER**

The maintenance supervisor maintains a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, gas cylinders, store for radioactive sources etc. so that this can be shared with emergency services.

For the safety of pupils, there are access restrictions in place.

**IONISING RADIATION**

The school has appointed a Radiation Protection Adviser (RPA) and a Radiation Protection Supervisor (RPS) whose duties appear in writing. Sample sources are registered with the Health and Safety Executive.

The RPS will ensure that local rules and risk assessments have been drawn up, kept up-to-date and followed.

**RADON**

**LEGIONELLA PREVENTION**

The statutory duty holder with regard to Legionella control and management is the Director of Estates. He ensures that the legionella risk assessment is completed by a competent person, up to date, suitable and sufficient and that a suitable management plan is in place.

Legionella management records are held by the Director of Estates and the Maintenance Manager.

**LETTINGS**

The school premises can only be let by the approval of the Bursar and is coordinated by the Lettings Manager. When a hire is authorised, the school hire agreement will be put in place between the school and the hirer. Relevant risk assessments will be obtained from hirer and scrutinised to assess that risks are being managed and risk assessments and emergency arrangements will be shared with the hirer.

**LIFTING EQUIPMENT**

It is the responsibility of the Director of Estates to ensure maintenance and statutory inspections under LOLER (insurance inspections) are carried out on any lifting equipment and that records are held and retrievable. This includes passenger lifts and access equipment. Access equipment is stored/locked in a way that ensures it cannot be used by unauthorised persons. Staff using access equipment will be suitably trained in line with the school training matrix.

Statutory inspections are completed by Zurich and records managed via their on-line platform.

Maintenance records are held in the Maintenance Manager's office.

## **LOCAL EXHAUST VENTILATION**

Where relevant risk assessments deem that a local exhaust ventilation system must be used as a safety control measure, then the relevant Head of Department must ensure that such equipment is requested for purchase and then ensure that it is installed, serviced and has its statutory required inspection. The aforementioned inspection must be carried out at least every 14 months and the records kept for at least 5 years. Information demonstrating that local exhaust ventilation equipment provides adequate protection must be kept for the life of the equipment. The responsibility for keeping relevant records lies with the Director of Estates.

## **LONE WORKING**

On occasion staff may be classed as lone workers. Heads of Department should consider lone working in their risk assessments and implement suitable and proportionate controls. If work cannot be completed safely alone, it must be avoided.

A generic risk assessment for lone working on the School premises has been completed. This risk assessment provides detailed control measures required to be undertaken to minimise the risks of working alone.

## **MANUAL HANDLING**

Heads of Department are responsible, through the risk assessment process, for identifying where manual handling safety control measures need to be implemented.

All staff receive manual handling training suitable for their job role in line with the school training matrix.

All those who are undertaking manual handling activities should:

- Consider whether the object needs to be moved at all or if better planning would remove the need
- If it does need to be moved can this be by automation, eg using a trolley
- Ensure that those undertaking such tasks have received appropriate training
- Where high risk manual handling is necessary, ensure that a specific risk assessment is undertaken and any required control measures are implemented.

Manual handling aids will be provided as required, where a risk assessment denotes that this is a suitable control measure, such equipment will be checked regularly by the relevant Head of Department.

## **NEW AND EXPECTANT MOTHERS AT WORK**

A "new or expectant mother" is an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding.

One notified, the Human Resources department will carry out a risk assessment and ensure that suitable controls are introduced if needed and these are communicated to the line manager. The risks will be kept under review as they may change, for example, as pregnancy progresses.



**NOISE**

Excessive noise levels can cause permanent damage to hearing, which can reduce an individual's ability to hear normal conversation.

Heads of Department are responsible for identifying any sources of noise from equipment which may be harmful to users. They will ensure relevant risk assessment and measurement is carried out and implement controls that are required as a result of the risk assessment. This may include changing equipment and use, training, ear protection and health surveillance.

The table below provides a rough indication of where risk assessment may be required.

**PERSONAL PROTECTIVE EQUIPMENT AND RESPIRATORY PROTECTIVE EQUIPMENT (PPE and RPE)**

PPE covers items such as head protection, eye protection, respiratory protection, foot protection, hand, leg and arm protection and protective clothing for the body.

The school will:

- provide PPE to employees (free of charge) and to pupils whenever it is identified by risk assessments that health and safety risks are not adequately controlled by other means
- select PPE suitable for the risks, the employee, the pupils and the work environment
- maintain the PPE and provide suitable accommodation for storage
- ensure that the PPE is properly used (by training and instruction as necessary).

Heads of departments and managers are required to identify through risk assessment what PPE is required, ensure suitable PPE is provided and that staff understand

- The risk which the PPE protects against.
- How to use the PPE. (If tight fitting respiratory protective equipment is used as a COSHH control measure then fit testing is required.)
- The way in which the PPE is to be maintained and stored

Employees have duties to use PPE in accordance with the training instructions, to take reasonable care of PPE and to report any loss or obvious defect in the PPE.

**Respiratory Protection**

Respiratory protective equipment (RPE) which is suitable and of a type approved or which conforms to a standard approved by HSE must be worn when the need is identified in the COSHH assessment.

Disposable RPE will be provided wherever possible. Any non-disposable RPE must always be clean and the filters must be renewed after contamination or when indicated on the filter.



**PESTICIDES**

The Head Groundsman is responsible for management and use of pesticides on school property. He will ensure that only qualified staff use pesticides and that suitable precautions are in place for use and storage.

**PLAYGROUND SAFETY**

Play equipment will be subject to annual inspection arranged through the Director of Estates. Additionally, there are daily inspections and routine maintenance inspections.

Please refer to the stand-alone 'Supervision' policy.

If Duty Staff identify an area of the School grounds that has become unsafe, they designate it 'out of bounds', report it and ensure that it is not used until it is declared safe, following remedial work.

**PUPIL SUPERVISION**

Please refer to the stand-alone 'Supervision' policy.

**PREMISES**

The Director of Estates will ensure through risk assessment, allocated resource, maintenance and inspection that:

- Temperatures are maintained suitable to the environment.
- Lighting is sufficient to enable people to work without risks to health and safety. Outdoor routes used by pedestrians are to be lit after dark.
- Floor and traffic routes are free from trip hazards and have a suitable cleaning schedule

## **PRESSURE VESSELS AND ASSOCIATED EQUIPMENT**

The Director of Estates coordinates the statutory inspection of pressure vessels.

Where academic departments have or use pressure vessels such as autoclaves, steam engines or pressure cookers they are responsible for ensuring that the guidance within CLEAPPS is understood and followed and that all relevant testing and inspection is completed.

## **SAFEGUARDING**

Please see separate policy.

## **SECURITY**

This matter is the subject of ongoing risk assessment.

As far as is reasonably practical premises are secure and trespassing on the premises is prevented. To help achieve this end the cooperation and vigilance of employees and pupils is required but no one must place themselves in personal danger. The school employs seven facilities staff who have security duties. They regularly patrol the campus with particular attention to unidentified persons and vehicles.

The practical control of access to premises should be described in a written risk assessment.

Anything untoward seen or suspected on or near our premises must be reported to the Director of Estates and a written record kept of all incidents of trespass or violence.

The policy concerning 'release of pupils from the school's control' is to be found in the staff academic handbook.

## **STATUTORY NOTICES**

"Health and Safety Law" posters ISBN 978 0 7176 6314 9 are displayed in all buildings and in the Bursary

Current Certificates of Employers' Liability Insurance are displayed in reception and available on the shared area.

## **STRESS MANAGEMENT (Work related)**

As required by the HSE, the school will document an organisational stress risk assessment.

Please refer to the school Stress Policy which is managed through HR.

## **SUBSTANCES HAZARDOUS TO HEALTH**

The COSHH Regulations apply to activities where hazardous substances are used and to activities which produce hazardous substances. Hazardous substances can be found in Science, Art, DT, Cleaning, Catering, CCF, Maintenance and Grounds.

Heads of Departments must ensure the following:

- A list of hazardous substances used within their department is made, kept up to date at all times
- Up to date safety data sheets are obtained for all hazardous substances used and held at storage locations.
- COSHH risk assessments are compiled for all hazardous substances (including those generated through work)
- The findings of COSHH risk assessments are communicated to all users of such hazardous substances.
- Hazardous substances are stored in accordance with the control measures stated in the COSHH risk assessments.
- Suitable control measures are implemented

Heads of Department are responsible for familiarising themselves with the requirements of the COSHH Regulations and information sources relevant to their role such as CLEAPPS.

## **SWIMMING POOL**

The Sports Centre Manager oversees the swimming pool and has documented a Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

## **TRIPS AND FALLS**

The school has been assessment for slip, trip and fall hazards as part of the risk assessment process.

Housekeeping standards and the condition of floors are reviewed formally as part of the workplace monitoring regime. The results of this monitoring are recorded and actioned.

The prevention of slip and trip accidents in the school relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

### **VEHICLES ON SCHOOL PROPERTY**

Risk assessment of vehicles on school property has been undertaken and this is under regular review with continual improvement.

Speed restriction signs have been posted, and are clearly visible; every effort is made to ensure that they are observed. Traffic calming measures have been introduced along with a one way system at the front of the school.

Parking areas have been clearly marked and only marked spaces may be used unless special arrangements have been made.

### **VIBRATION CONTROL**

The Control of Vibration at Work Regulations set exposure limit values and action values:

Department Heads are responsible for identifying through risk assessment where vibration is a hazard and ensure that suitable controls are in place as follows.

- Employees are not exposed to vibration above an exposure limit value
- If an exposure limit value is exceeded, they have (i) reduced exposure to vibration to below the limit value, (ii) identified the reason for that limit being exceeded, and (iii) modify the measures taken to prevent it being exceeded again.
- Health surveillance is in place where required.
- Employees are provided with suitable information and training

**VIOLENCE TO STAFF AND PERSONAL SAFETY**

The School recognises that there is always the potential for the personal safety of employees to be placed at risk.

Whilst evidence suggests that the risk to employees from acts of violence or the threat of violence in education is low, the School aims to minimise that risk, so far as is reasonably practicable, in accordance with its legislative obligations and its common law 'duty of care'.

The School has developed and implemented of a range of measures and procedures, to protect and support the individual whilst at work, including:

- Robust security systems and procedures which have the capacity to prevent and control situations which may lead to the threat of violence.
- Provision of adequate and relevant information and training to employees and pupils.
- Reporting and recording systems for incidents, near misses and suspicious activity.
- The provision of all necessary medical and professional support to employees who are victims of violence whilst at work.
- Periodic monitoring and review of performance and provision.

**VISITORS**

Visitors are required to book in and out at electronically at reception.

All visitors are provided with safety information when they sign in. Visitors who will be spending time on the premises unaccompanied, will be supplied with emergency evacuation instructions.

**VISITS AND ACTIVITIES OUT OF SCHOOL**

Please refer to the Educational Visits Policy.

**WORK AT HEIGHT**

Heads of Department are responsible for identifying 'work at height' activities as part of their risk assessment process. There is a simple hierarchy for managing and selecting equipment for work at height:

- avoid work at height wherever possible;
- use work equipment or other measures to prevent falls where working at height cannot be avoided;
- where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Work at height training need is identified and managed through the health and safety training matrix.

The school has a ladder register and these are inspected by the site maintenance team. Additionally, ladder users are responsible for doing pre-use ladder checks, in accordance with their training.

All fragile roofs must be hazard signed.

Where a risk assessment identifies the use of other methods of access, such as mobile elevated work platform, scaffolding etc, these will be used. Such access equipment will only be used by those trained and competent to do so.

## **WORK EQUIPMENT**

Heads of Department are responsible for identifying work equipment which requires safety control measures to be implemented as part of their risk assessment process. They are then responsible for ensuring that all identified safety control measures are implemented and reviewed as required.

The Director of Estates should be notified of any maintenance and/or inspections that are required on specific equipment so these can be included in the central asset management process.

New equipment must comply with an appropriate British or CEN Standard and safe operating procedures must be provided to ensure that the equipment can be used safely.

## **YOUNG PERSONS AT WORK**

If any young person under the age of 18 is employed or given a work experience placement at the school, the Head of Department where they are working will ensure that a relevant risk assessment is completed (or an existing risk assessment updated to reflect the additional risk of a young person due to inexperience and immaturity), the findings communicated to the young person and their supervisor. The person managing or hosting the young person is responsible for ensuring the risk assessment is updated if required and all the safety control measures are implemented.

Parents and those with parental responsibility for school-age children (ie under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves will be similarly informed.

Reviewed Peter Curtis, September 2024  
Next review September 2025