

**St. Joseph's Specialist School & College
& Supported Living
Amlets Lane, Cranleigh
Surrey GU6 7DH**

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Health & Safety Policy



*Christ in our Lives
'No limits ... just possibilities'*

Your Life ... Your Way

*Reviewed: June 2017
Care, Health & Safety Committee
Annual*

**STATUTORY POLICY
WEBSITE POLICY**

St Joseph’s Specialist School & College Health & Safety Policy

The policy is applicable to St. Joseph’s Specialist School and College and to Springvale/Long Barn Supported Living; for the purposes of this policy these parties are now referred to as “St Joseph’s”.

Abbreviations

The following are used in the policy:

COSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment (Computers)
H&S	Health and Safety
HSE	Health & Safety Executive (enforcing body for health and safety legislation in schools.)
RIDDOR	Reporting of Injuries and Dangerous Occurrences Regulations 1995

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1 General Statement

1.1 Statement of Policy

Employers have a 'duty of care' to look after, as far as possible, the health and safety of their employees and any service users i.e. they are also responsible for pupils, in the case of a school, any visitors to their premises such as contractors, suppliers and the general public.

The Health and Safety at Work etc. Act 1974 requires all organisations employing five or more people to have a written Health and Safety policy. This must contain a general policy statement and the arrangements and organisation for putting the policy into practice. Throughout this document the term **the school** covers both the school (age 5-14) and the college (age 14-19) here at St Joseph's, the residential areas and the 19-25 supported living at Springvale and Long Barn.

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

The school will, as far as reasonably practicable:

1. ensure that the site is maintained in a safe condition and without risks to health and safety
2. identify, assess and control the risks to health and safety arising from work activities, equipment and materials and substances used
3. ensure that all materials are handled, stored and used safely
4. provide safe equipment and safe working practices and keep and maintain equipment in good order
5. prevent accidents from work activities and investigate incidents that might have resulted in harm to employees
6. provide employees with information, instruction, supervision and training and to ensure that all employees are competent to carry out their tasks
7. seek support from and consult with employees on matters concerning their health and safety
8. provide clear instructions on actions to take in the event of emergencies
9. provide arrangements that recognise responsibilities to visitors, contractors and the general public
10. provide adequate first aid facilities
11. ensure that there are adequate welfare facilities and arrangements for staff and pupils
12. monitor and review this policy and the systems and arrangements for controlling health and safety and revise them whenever it is considered necessary

Everyone has their part to play in health and safety but the persons with specific responsibilities are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are detailed in Part 3 of this policy.

2 Organisation

Everyone has their part to play in promoting and complying with Health and Safety. Those with particular roles and responsibilities are outlined below and lines of communication within the School follow this structure:

- Governing Body
- Governors H&S Committee
- Executive Principal
- H&S Coordinator
- SBM
- Head of inclusion Senior Managers/Heads of Areas/ Departments
- Teachers, Care Managers & Facilities Managers/ Supervisors
- H&S Working Party
- Accredited H&S Representative
- Employees
- Volunteers
- Students

2.1 Governing Body

The ultimate responsibility for all aspects of health & safety at St Joseph's Specialist School and College rests with the Governing Body as the employers.

The Governing Body will ensure that:

- a. the Executive Principal, or her designated member of the School Leadership Team, produces a school H&S policy for approval by the Health and Safety Committee of the Governing Body and that this policy is reviewed annually
- b. risk assessments of work activities are undertaken and a written record of the assessments kept
- c. sufficient funding is allocated for health and safety, e.g. in respect of training, essential works, personal protective clothing etc.
- d. regular safety inspections are undertaken and health and safety performance and effectiveness is monitored
- e. a positive H&S culture is established and maintained

2.2 Governors H&S Committee

The Governors H&S Committee will ensure that the school complies with health and safety regulations and will assist the Executive Principal and Governing Body in discharging their duties in respect of health and safety issues. The Committee will review the school's health and safety policy statement at least annually (and all other policies linked to health and safety issues) and verify that the necessary school management organisation is in place to implement these policies. The Committee will monitor the effectiveness of the school's health and safety arrangements and risk assessments across the entire school operation and make periodic inspections of school premises, grounds, plant and equipment.

See also Terms of Reference of the Health & Safety Committee

2.3 Executive Principal

The Executive Principal is the delegated day-to-day leader of St Joseph's Specialist School and College and is responsible for H&S on that basis.

The Executive Principal will ensure that:

- a. a school H&S policy is produced for approval by the Health and Safety Committee of the Governing Body and that the policy is reviewed annually and revised as necessary
- b. risk assessments of work activities are undertaken and that a written record of the assessments is kept and reviewed
- c. safe systems of work, identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective
- d. information and advice on H&S is acted upon/circulated to staff and governors
- e. a regular safety inspection is undertaken
- f. an annual report is provided to the school governors on health and safety
- g. staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely
- h. if the Executive Principal delegates H&S duties to an individual he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out. At St Joseph's there are three main aspects to H&S: H&S as related to school activities both on site and off site, H&S in the work place and H&S risks associated with the challenging behaviour of the students. The Education department will focus on risks related to activities. the H&S Coordinator will focus on the H&S risks associated with the site, the facilities and the general work place. Tthe SBM, in her role as Head of Personnel, the H&S Coordinator and the Head of Inclusion will focus on the H&S risks to employees arising from the challenging behaviour of the students
- i. all known significant hazards are reported to the governors via the Chair of the H&S Committee
- j. all unsafe practices are stopped or modified to render them safe

2.4 H&S Coordinator

The H&S Coordinator will:

- a. in conjunction with the Executive Principal, disseminate all H&S information sent to the school to staff/governors as necessary
- b. liaise with the Executive Principal on action required to comply with relevant H&S Legislation
- c. in consultation with Executive Principal and the Governing Body, set timescales and ensure work is carried out to meet the requirements of H&S Legislation

- d. in conjunction with the H&S Committee of the Governing Body, carry out regular safety inspections
- e. act as Chair of the H&S Working Party, the body through which the school consults with its employees in matters of H&S
- f. focus on the risks associated with the site, the facilities and the general work place and activities. Liaise with department heads to ensure significant hazards are assessed and risks managed, recorded, monitored and reviewed
- g. report to and produce data for the H&S Committee of the Governing Body
- h. deliver aspects of the induction program and other training to new staff
- i. promote a safety culture throughout the school and ensure a safe and healthy environment

2.5 The SBM

The SBM will, in conjunction with the H&S Coordinator:

- a) be responsible for monitoring the health and safety of staff
- b) be responsible for overseeing RIDDOR reporting

2.6 Senior Managers/Heads of Departments

Senior Managers / Heads of Departments are responsible for the day-to-day management of Health and Safety issues within their area

Senior Managers/Heads of Department will:

- a. ensure that H&S is high on the agenda of their Area/Department/Faculty
- b. ensure that all necessary risk assessments have been carried out, that staff are aware of them and follow the recommended procedures
- c. provide and maintain safe equipment and safe systems of work
- d. make arrangements to ensure the safe use, handling and storage of materials and substances
- e. ensure that H&S requirements, e.g. staff information, instruction and training, provision of Personal Protective Equipment (PPE), are adequately catered for in their respective Area/Department/Faculty
- f. keep up to date with any changes in H&S requirements

2.7 Teachers, Care Managers & Facilities Managers/Supervisors

The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and facilities managers / supervisors. All staff under their control should be instructed in their own individual responsibilities with regard to health and safety.

2.8 Health & Safety Working Party

The H&S Working Party was formed as a body through which the school consults with its employees in matters of H&S. It meets every term and members comprise: H&S Coordinator, representatives on behalf of the Teachers, the Teaching Assistants, Care, Learning Support, Therapies, Facilities, Administration and the Accredited H&S representative.

2.9 Accredited H&S Representative(s)

Accredited H&S representatives are trade union representatives. It is the responsibility of the safety representative to make proposals as they see fit with regard to methods of achieving improvements in health and safety. The Accredited H&S representative is a member of the H&S Working Party.

2.10 Employees

All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition, it is their duty to cooperate with their employer or any other persons having a duty or requirements imposed on him or her by the Health & Safety at Work Act 1974 or any other associated relevant statutory provision.

All employees must:

- a) take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions
- b) comply with school policies, procedures, instructions and training
- c) report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the maintenance department not misuse anything provided for health and safety purposes
- d) report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents
- e) cooperate with management in respect of complying with H&S requirements
- f) know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied
- g) exercise good standards of housekeeping and cleanliness
- h) know and apply the emergency procedures in respect of fire and first aid
- i) observe standards of dress consistent with safety and/or hygiene

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes.

2.11 Volunteer Helpers

Have the same duties as those indicated for employees

2.12 Students

Although students are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, the school has expectations as to what is appropriate behaviour. Given that the majority of students are on the Autistic Spectrum and have learning and communication difficulties, assistance is given to them in the form of easy to read and symbolled safety notices wherever possible, a talking fire alarm system and visual prompts.

Students are expected to:

- a. take note of and comply with information provided for safety around the school and with regards to activities both on and off site
- b. in cases of emergency to listen and follow instructions given by staff

- c. not to misuse anything provided for H&S reasons

3 Arrangements

The following arrangements have either been established through risk assessment at school level or are national standards.

General Arrangements

3.1 Accident/Incident Recording/Reporting

3.1.1 Students

All accidents to students involving injury are to be recorded. In addition any reportable incident will be reported to RIDDOR. Reportable incidents include any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the student is taken direct from site to hospital, whether by ambulance, member of staff or relative, and receives treatment. The injury must result from a failure in work practices or equipment or the condition of premises but not as a result of the normal rough and tumble of sports activities for example. For further details on notification and reporting of injuries and dangerous occurrences refer to www.hse.gov.uk/riddor. The responsible person for reporting accidents to RIDDOR is the HR Administrator.

3.1.2 Staff

All accidents to staff are to be recorded and this will be done by completing one of the Accident Books which are located as follows: one in the school surgery, one in the KS Leaders office, one with the Head of Care, one with the Principal's PA and one with the Director of Therapies . Accidents are reported to RIDDOR as required (see above). For accidents arising from student related incidents, an electronic incident form must be completed together with the accident form.

3.1.3 Visitors

All accidents to visitors are to be recorded in the accident book.

3.1.4 Near Miss Incidents

A near miss incident is an incident with the potential to have caused injury to a person or damage to property. All significant accidents or incidents that are considered to be dangerous or near-miss situations are to be reported to the Executive Principal and the H&S Co-ordinator. An investigation will be initiated in order to identify the cause and measures which can be taken to prevent a reoccurrence. The findings should be notified to the Governors' H&S Committee.

3.1.5 Student Incidents

The school has comprehensive and extensive student incident procedures and recording systems including electronic recording and analysis capabilities. See Inclusion Support Policy (Behaviour Management) for details.

3.2 Asbestos

The school Asbestos Management Plan (AMP) and Register is kept by the Head of Facilities and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed. Any substantial refurbishment work is preceded by a Refurbishment and Demolition survey.

3.3 Contractors on Site

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.3.1 Service Contractors

Service contractors have regular access to site as specified by a contract e.g. to service boilers, check fire extinguishers etc. Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, students and other visitors on site.

3.3.2 Building Contractors

These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. Procedures for small scale works are covered in the contractor's method statements and the school's risk assessment for minor building works and repairs. Term time building works carry more risks than work in the school holidays hence major building works are scheduled for the school holidays whenever possible when the site is quieter and therefore H&S risks are less. These projects are often subject to the requirements of the Construction Design and Management Regulations and carry their own project based risk assessments and method statements which are agreed at the pre start meeting.

3.3.3 Contractor Competence

In order to ensure that contractors use safe systems of work and are adequately insured, the school has developed a contractor competence questionnaire which will be used for all new contractors and issued to existing contractors for completion. Once on site contractors receive a short H&S induction from the Site Manager which includes the completion of an Authorisation to Work.

3.4 Consultation with Employees

The school complies with the H&S (Consultation with Employees) Regulations 1996 by having an H&S Working Party which meets every term. The Trade Union Accredited Safety Representative is a member of the Working Party

3.5 Competency

All staff appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management.

3.6 E-Safety

The school has a policy for E-safety as follows:

Internet and Electronic Media acceptable use policy

These policies confirm that there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

3.7 First Aid

The number of trained first aiders at the school exceeds the basic minimum number required. A list of staff who hold a first aid at work certificate is found on the H&S

notice board, and on the school's intranet page. The school also has a surgery unit. All accidents must be recorded in one of the accident books on site

Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are in each first aid box and disposal aprons are available if required.

First aid boxes are kept at various locations on site and in the school vehicles and only contain approved materials. The first aid boxes are regularly checked by a designated First Aider.

3.8 Bodily Fluids & Clinical Waste Procedures

The school has procedures for bodily fluids and clinical waste and staff are trained in these procedures. See Cleaning Procedures - Bodily Fluids and Vomit.

3.9 Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency, which is summarised on their poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

See also the following policies and risk assessments;

1. Blood-borne viruses policy including Hepatitis B
2. Pandemic occurrence – preparedness planning

3.10 Medical Needs

The school deals with various student medical needs as outlined in the following policies:

1. Health Care Policy
2. Administration of Medicines Procedures
3. Nursing and Medical Procedures

3.11 General Maintenance Arrangements

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made:

3.11.1 Electrical Installation

The fixed electrical installation is tested by qualified electrical contractors every 5 years as required by the Electricity at Work Legislation 1989. Following this check a certificate is issued to confirm the electrical installation is safe.

3.11.2 Fire Alarm System & Extinguishers

The fire alarm system is regularly serviced and fire extinguishers are subject to an annual check and certification by an independent contractor. Fire Marshalls and Care staff assist with regularly check extinguishers in their zones and the maintenance team are also notified by staff if any fire extinguishers have been moved or tampered with.

3.11.3 Portable Electrical Equipment

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment. Portable Appliance Testing (PAT) is done in-house by competent members of staff.

3.11.4 Gas Installations

All gas appliances/boilers are checked and certificated on an annual basis

3.11.5 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed
- Ensure items on shelves and in store areas are neatly stacked and not overloaded. Ensure the safe use of steps to reach high shelves
- Keep floors clean
- Do not obstruct emergency exits
- Combustible items are kept away from sources of ignition

3.12 Risk Assessments

Risk is the potential for harm to an individual, group of individuals or to an organisation arising from a situation, or set of circumstances or behaviours. The gravity of the risk will vary according to the seriousness of the potential harm. The assessment and management of those risks is necessary for the protection and wellbeing of students, employees, volunteers, visitors and contractors.

The school risk assessment process is ongoing and dynamic. It is based on:

1. generic information, whether in the form of model risk assessments, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific
2. Individual and unique assessment specific to our school and its students

School risk assessments cover:

- School trips, outings and activities including Activity Week
- Facilities, maintenance and building work
- Students and challenging behaviour
- Area specific e.g. DT Food room, pottery and workshop
- Employee risk management when working with challenging behaviour
- Work experience

3.13 Computer Workstation Assessments

Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations 1992, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' where they work: a 'user' being someone who is habitually employed to work on a computer. Such staff are also entitled to a free eye test, claim forms being available from the HR Department

and payment towards a basic set of glasses specifically for the use of computer screens.

See Eye Care Policy.

3.14 Fire

Safety from the risk of fire for students, staff and visitors is paramount. The school's Fire Safety Policy covers procedures, actions, systems and responsibilities which are in place to minimise the risk of fire and ensure safe evacuation in the event of fire. All staff receive fire action and evacuation instruction as part of their induction on joining the school. The school has a number of trained Fire Marshalls within the Education, Care, Therapy, Admin and Facilities departments to assist in evacuations.

A fire risk assessment is undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and this identifies the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire evacuation notices, including symbolised notices for students, are prominently placed around the buildings.

See Fire Safety Policy.

3.15 Hazardous Substances

When using harmful substances, whether they be material or chemical, all staff must ensure that adequate precautions are taken to prevent injury to health.

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (**COSHH**) Regulations 2002. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc.

Hazardous chemicals brought into use must be assessed using a COSHH assessment form and stored safely. Safety data sheets should be obtained. The records of the risk assessments carried out are kept in specific COSHH assessment files in the Facilities department for those relating to maintenance, grounds and cleaning or in the relevant Areas/Departments/ for the Educational areas.

3.16 Manual Handling

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff receive training in manual handling on joining the school. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, are covered under the manual handling risk assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation can I move the objects where I need to safely and without risks to health? Where staff feel the answer is no, or they are unsure, they must not attempt the operation until they have obtained assistance.

Staff who undertake a significant amount of manual handling will receive updated training every 3 years. All new staff receive manual handling training as part of their induction process.

3.17 Manual Handling – Lifting & Supporting Students

St Joseph's is primarily a school for children with learning disabilities rather than for children with physical difficulties so staff do not have a significant involvement in lifting or supporting students. However, the school has trained a small team of staff to cover instances where physical lifting may be required e.g. if a student has to be assisted into a wheelchair for ease of movement. This training would also cover the one remaining hoist that we have operational on site which is in the large sensory room.

3.18 Noise

The noise at work legislation 2006 identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. In general noise assessments in schools have identified areas with a high level of machinery as potentially exceeding the noise levels as well as Music. The Senior Leaders for those Areas/Departments should therefore undertake noise assessments and introduce noise reduction measures as appropriate.

Grounds and maintenance staff have ear defenders available for use when required.

3.19 Security

The school's security measures are taken to safeguard the students and to keep the building and its contents secure.

See the Security Policy for Buildings and Premises.

3.20 Water Hygiene

A risk assessment done by a specialist water hygiene company has been completed on the hot and cold water systems and measures are in place to manage the risk of legionella and general water quality.

3.21 Workplace

In order to maintain the workplace, buildings and grounds to a high standard and in compliance with building regulations, expert advice is sought from chartered surveyors and/or architects when carrying out refurbishment works and to identify defects and suggest the correct course of corrective and preventative action.

The Governors' H&S Committee also undertakes regular inspections, 6 times a year on a rotational zone basis, to proactively identify any health and safety concerns around the site and the workplace.

3.22 Work At Height

Work at height legislation 2005 identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, e.g. step ladders, ladders and scaffolds. Administration, Education, Therapy and Care staff wishing to access something that requires the use of steps should request the necessary equipment from the maintenance team. The catering team has low level steps permanently available. The maintenance and grounds teams have various items of equipment available according to the task and are aware of how to assess the task and of the working at height risk assessment. Step ladders, ladders, mini towers etc. are regularly inspected for defects and safety.

3.23 Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and designated officers have been appointed. All staff need to be aware of the policy and receive safeguarding training.

See Safeguarding including Child Protection Policy

3.24 School Trips

All staff must follow the procedures outlined in the school trips policy.

See Community Visits/Outdoor Education and Guidelines Policy

3.25 Transport

The school operates five minibuses and three school cars for Educational, Medical and Care use. The procedures covering these vehicles and any staff vehicles are outlined in the Transport Policy for Minibuses and School Vehicles.

As a large number of the school's students arrive and go home by taxi provided by the Local Authorities. .

3.26 Staff Induction & Training

Induction and training is an important part of keeping staff safe and competent in their roles. All staff are given induction in Health and Safety and complete their job specific induction over a period of time. All staff receive Team Teach and positive behaviour management training within a very short time frame of joining the school.

Challenging behaviour is inherent to a school such as ours. There are no easy solutions or short cuts to preventing or reducing its frequency or effect. The purpose of the school's policy 'Employee Risk Management when Working with Challenging Behaviour' is to inform and communicate to staff the planned systematic approach the school has to manage and lessen the risk and give staff the confidence and competence to deal with it.

3.27 Wellbeing

The wellbeing of staff is seen as an integral part of the school's H&S responsibilities. The Governing Body and the Executive Principal have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with their line manager but also have access to a confidential counselling service (Employee Assistance Program). Sickness absence or health concerns will be dealt with under the school's absence management policy under which staff may be referred to the school's Occupational Health Service provider.

The Governing body endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

3.28 Emergency Procedures

Emergency procedures are outlined in the following policies:

- Fire safety policy

- Disaster recovery policy
- Pandemic occurrence policy
- Missing child policy

This policy was reviewed by the Care, Health and Safety Committee.

Signed:

Chair of Governors.....

Date.....

Executive Principal.....

Date.....

Date Policy Reviewed

Updated	Changes	By	Version
August 2003	Created	Carol Davey	v1
April 2004		Carol Davey	v1.2
September 2005		Carol Davey	v1.3
January 2009		Carol Davey	v1.4
January 2011		Carol Davey	v1.5
March 2012	Total rewrite	Carol Davey	v1.6
June 2012	Further changes made at request of Committee. Amendments made to sections: 1.1, 1.2, 1.5, 7 and 26	Carol Davey	v1.7
June 2013	Removal of reference to Personnel and H&S Officer Inclusion of section on Contractor Competence	Carol Davey	V1.8
June 2014	Minor changes Inclusion of Contractor Induction	Carol Davey	V1.9
June 2015	Inclusion of Long Barn and minor changes	Carol Davey	V1.10
June 2016	Change of Principal to Executive Principal, removal of Appendix 1 - Terms of Reference to simplify the policy. Changes to Manual Handling – lifting and supporting learners	Carol Davey	V1.11
June 2017	Changed learner to student, Principal to Executive Principal. Minor changes to location of accident books	Carol Davey	V1.12