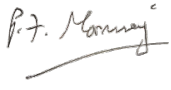





Health & Safety Policy

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|-------------------------|---------------|
| Author / Lead | Principal |
| Policy version | 3 |
| Approval date | 3 March 2020 |
| Implementation date | 3 March 2020 |
| Date last reviewed | February 2020 |
| Review interval (years) | Annually |
| Review date | February 2021 |
| Target audience | Public |

| | Signature | Date |
|--------------|---|--------|
| Chair of LAB |  | 3.3.20 |
| Principal |  | 3.3.20 |

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This document sets out the health & safety management system, policy and organisational responsibility for health & safety for White Rose Academies, detailing our organisation's commitment to (and arrangements for) providing a safe working and learning environment.

1. The Health & Safety Management System Framework

The successful management of health & safety in school is a key priority of the Principal, senior managers/leaders and the Local Accountability Board. Our health & safety management system and health & safety policy document demonstrates:

- Our clear commitment to the safety and well-being of employees, students and visitors/other users of the Academy.
- Compliance with legal requirements and the enhancement of our reputation.

The Academy will devise and develop appropriate policies, procedures and systems with the support of and access to information provided by our external health & safety advisors, which support the key principles contained within the Health & Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure that the Academy:

- Achieves a realistic balance between the documented systems implemented and the physical behaviours of managers and staff.
- Treats health and safety management as an integral part of good management generally, ensuring we clearly demonstrate a sustained and systematic approach to health & safety management.

The Academy health & safety management system will incorporate the following key elements:

Policy - An effective health & safety policy which sets out the key procedures and overall direction taken by the Academy and will contribute to the efficiency, effectiveness and continuous improvement of our organisation. It will demonstrate senior management commitment as well as clearly defining key roles and responsibilities of everyone within the Academy. We will seek to actively consult with trade union representatives regarding our policy.

Organising - The Principal and Local Accountability Board will ensure that a strong and effective management structure is in place to proactively deliver our policy. There will be regular consultation on health and safety matters with all relevant stakeholders and a shared understanding by both managers and staff of the Academy's desire to promote a positive and risk aware culture.

Planning & Implementing – The Academy will have a systematic approach to the implementation of the policy, by ensuring we have in place an effective management system, integrating health and safety performance standards, targets, priorities and training across all disciplines within the Academy. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk.

Training - Will be provided at a level suitable to the individual and the tasks they perform. This will be in addition to general awareness training as part of the induction programme for all new staff and or volunteer workers. Specialist training will be identified as appropriate to the post. Training and development plans or risk assessments will be provided. Details of all training attended must be reported to the Business Manager to ensure that training records are kept up to date and the requirements of refresher training can be appropriately monitored.

Measuring, Auditing & Reviewing Performance - We will measure the Academy's performance so that we can clearly identify when and where improvements are needed. We will achieve this through both internal review and external auditing of policies, premises and activities, in addition to monitoring accident and incident information. Both internal and external findings and reports will be provided to both governor and staff representatives on at least an annual basis.

2. Policy Statement (Academy Statement of Intent)

The Principal, Senior Leadership Team, Governors and Staff at the Academy are committed to providing a safe and healthy environment for all users of the Academy. We all take responsibility for being vigilant and aware of possible risks. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We will keep an active balance between security and safety and the maintenance of a comfortable and welcoming environment.

Our Health & Safety Aims are:

- To ensure that the Academy is considered as a safe and healthy place in which to work.
- To take all necessary steps to comply with relevant health & safety legislation.
- To provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the Academy as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To ensure the dissemination of all relevant information from appropriate bodies and organisations to the correct user(s).
- To regularly monitor and review safety procedures throughout the Academy.
- To create, maintain and update a central repository of relevant health and safety information and guidance, using information provided through our health & safety advisors and other relevant professional bodies.
- To regularly review, update and appropriately communicate our health & safety principles and policy.
-

A COPY OF THIS DOCUMENT IS AVAILABLE:

- In the Academy Policy Files.
- On the Academy SHARE POINT and website (electronic).
- From the Business Manager (paper / electronic).

3. Organisation & Responsibilities

Protecting the health & safety of staff, students and members of the public who may be affected by the Academy's activities is an essential part of risk management and must be led by the Principal, the Trust Board and the Local Accountability Board. Health & Safety legislation (e.g. the Health & Safety at Work Act 1974), as well as a general duty of care to others, means that individuals as well as the organisation can be held responsible for a breach of these duties. Our health & safety management system, associated policies/procedures, documents and defined key responsibilities are designed to underpin good health and safety management in the Academy.

3.1 Key Identified Responsibilities

Overall responsibility for the management of health and safety in the Academy is that of the Principal.

Day to day health & safety management responsibility in the following key areas is as follows:

| | |
|-----------------------------------|-------------------------------------|
| Premises & Site Safety / Security | Premises Manager |
| Catering | Mellors Catering |
| Cleaning | Business Manager / Bulloughs |
| | Cleaning |
| Science | Subject Leader - Science |
| D&T (including Art) | Subject Leader Creative |
| Food Technology | Subject Leader Creative |
| Physical Education | Subject Leader PE |
| ICT (Network & Infrastructure) | Head of ITS |
| Educational Visits | CEIAG Manager |
| Work Experience Placements | CEIAG Manager |

3.2 General Responsibilities

The Local Accountability Board (LAB) will:

- Ensure that adequate funding is provided to enable the Academy to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another (e.g. the landlord/3rd party contractors etc), the LAB, through the Principal, will ensure that problems are highlighted and any hazard or risk minimised.
- Deal with any health and safety problems brought to them by the Principal, staff or parents, through their meetings or any emergency meetings, as necessary.
- Formally approve the 'site specific' health and safety policy.
- Ensure that a process is in place to bring the Academy Health & Safety Policy to the attention of all staff and authorised volunteers.
- Confirm compliance with statutory policies and procedures.

- Appoint a lead governor with Health & Safety responsibility.
- Ensure that there is a robust process in place for providing suitable training.
- Satisfy themselves of the adequacy of consultation that takes place between managers, staff and Trade Union Representatives ensuring everyone contributes to safe working

The Principal will:

- Ensure sufficient assessments of hazards and risks are undertaken within all areas of responsibility, (curriculum and non-curriculum) and that findings are recorded and acted upon in order to reduce risk.
- Satisfy themselves that suitable arrangements are in place for the reporting, recording, investigation and analysis of accident, incident and near miss information.
- Ensure that staff members are competent to carry out duties expected of them through the provision of adequate training, instruction, information and supervision for all members of staff and authorised volunteers.
- Encourage staff and governors to promote health & safety and meet with staff and governor representatives on safety matters as appropriate.
- Ensure health & safety is on the agenda at all appropriate management and governor meetings, reporting on any findings from audits/inspections/accidents and any recommendations made.
- Ensure that adequate consultation takes place between managers and employees to allow everyone to contribute. Ensure that the Academy meets as far as is reasonably practicable the requirements of all relevant health & safety legislation.
- Ensure that staff have access to this and all other relevant policies, procedures and other information as is legally required and that such documents are updated to reflect changes in legislation and guidance.
- Ensure that health and safety is incorporated into the planning and organisation of all Academy functions, activities and tasks undertaken.
- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. Consultation and communication will be via:
 - The induction and appraisal process
 - Staff / team / manager meetings
 - Provision of information through electronic means.
- Satisfy themselves that appropriate staff carry out suitable to safe working.

The Business Manager will:

- Make sure that senior managers and/or external advisors/agencies are made aware of areas of concern in relation to the Academy's safety arrangements.
- Ensure that internal safety tours, audits & inspections take place and that any recommendations are fed back to the Senior Leadership Team and the Local Accountability Board.
- Raise awareness of and promote a positive culture with regard to health & safety matters to all members of staff employed by the Academy and manage the day to day operational aspects of health & safety delivery.
- Provide appropriate and relevant guidance and information on health & safety management, policy and procedure, liaising with the Academy's

external consultants and providing a link between management, staff, contractors and the Local Accountability Board.

- Ensure that relevant induction training of all new staff is in place, undertaken and documented.
- Ensure that training records clearly identify training required and provided.

All Managers, Staff and Authorised Visitors will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the Academy's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them by their manager.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in the Academy, as part of extended provision and/or on educational visits.
- Attend health and safety training courses/events/meetings as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/for activities to be undertaken as directed by their manager/supervisor.
- Report to the nominated representative on site and/or other appointed person any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in the Academy or on educational visits, using the appropriate form.
- Report to their line manager and/or nominated representative on site any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular, employees must co-operate with their managers and not interfere with safety procedures implemented to protect people from harm.

In addition – all heads of department/departmental managers have a responsibility for ensuring that they have in place a documented safe system of working within their departments/areas of responsibility that ensure that the learning or working environment, machinery, chemicals and resources are maintained in a safe manner.

Health & Safety Group / Committee:

The Academy will endeavour to ensure that the Group/Committee has suitable representation from the Senior Leadership Team, governors and staff. Members of the Group/Committee will actively promote a health & safety aware culture across the Academy by:

- Ensuring that the Academy meets its health & safety objectives as far as it reasonably practicable, through effective communication, training provision, risk management and facilitating clear direction between the Trust/Executive Principal and all staff.
- Meet at least once per term to discuss both operational and strategic health and safety issues, ensuring meeting Minutes are made available to all staff and governors.

- Foster a safety aware culture throughout the Academy to staff, students and visitors, in addition to taking the lead on findings from health & safety audits / inspections.
- Review operational and departmental health and safety arrangements, risk assessments, training, policies and procedures as part of a rolling programme, ensuring that revisions are implemented.
- Review changes in legislation and/or guidance and interpret its impact on the Academy, its staff, students, contractors and other visitors.
- Monitor and review accident, incident, near miss and ill health reports and statistics.
- Take a lead role in the exercising and planning of emergency procedures such as fire evacuation, emergency preparedness, business continuity arrangements etc.

Other persons visiting the Academy:

Students and other regular visitors/contractors and users of the Academy facilities will be required to observe the safety procedures in place, information and instructions provided, take reasonable care of themselves and others and co-operate with Academy staff.

The Principal will ensure that suitable arrangements are in place to inform others visiting the site of the health & safety arrangements in place and the expectations placed upon them during their visit. In addition, person(s) hiring the facilities will also be provided with a safety induction.

4. Operational Management Arrangements

Detailed arrangements for the delivery of health & safety for the Academy are contained within a series of guidance documents, handbooks and other information sources made available.

Accidents (SG10)

All accidents to Academy staff, students or visitors will be recorded and investigated at a level appropriate to the nature of the incident and/or the injury sustained, to find out what happened and how any similar incident can be avoided.

The Business Manager will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the HSE Incident Centre and where appropriate to the Academy's Health & Safety Consultant, who will provide advice as appropriate and/or investigate accidents on the Academy's behalf.

All staff have a responsibility to report and record accidents in line with the Academy's policies and procedures. Staff will be made aware through the Staff Handbook and induction process of the procedures and requirements for reporting and recording accidents. Accident Reporting Forms are held in the staff room and on SHAREPOINT.

The Business Manager will review any significant accident reports to identify any patterns or trends. In addition, relevant reports will be referred to the Principal and/or senior managers to decide if policies, risk assessments or procedures should be reviewed.

Administration of Medication (FR10)

The Academy will take all reasonable steps to safely store medicines and make them available to the students for whom they are prescribed. There are, however, no legal or contractual requirements for staff to administer medication. If students are unable to self-medicate and their parent/carer cannot attend the Academy, then first aid staff may volunteer to support the student. Any staff member volunteering will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be kept (see the Supporting Children with Medical Needs Policy).

Asbestos (SG36)

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings (especially before 2000). It was mainly used because of its fire-proofing and insulation qualities. The Academy does contain some Asbestos Containing Materials (ACMs). The Principal has duty responsibilities under the Control of Asbestos Regulations 2006, however, the day to day management of sites is delegated to the Business Management team.

The Academy acknowledged that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if asbestos is disturbed or unrecorded asbestos is discovered, all work in the area will cease until further testing has taken place.

We take the management of asbestos seriously and in order to minimise the risk of exposure staff are routinely reminded of its presence, undertake routine monitoring of the condition of ACMs and instruct qualified and competent contractors to undertake asbestos survey reports on our behalf. We maintain an **Asbestos Register (PAMP)** on site which is readily available to all who need to consult it and contractors must sign the relevant section prior to commencing any work.

Control of Hazardous Substances (SG15)

The **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design & technology, art and other relevant curriculum related substances.

The Academy holds a central register of all hazardous substances on site, as well as individual departmental inventories.

Individual departmental managers are responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition, **teachers** will brief students where appropriate on the safe use of substances.

Data sheets are available within relevant departments on site for all hazardous substances that are being used. These are kept in locations where hazardous substances are stored and/or used. Additionally, separate risk assessments are carried out for the work processes which involve those substances which are particularly hazardous to health.

The **Business Manager** is responsible for ensuring that data sheets are provided to relevant staff on site and that appropriate assessments have been carried out. The purchasing of hazardous substances will only be done through companies that provide correct documentation, labelling and, where appropriate, training. Only products purchased through approved suppliers are to be used within the Academy by staff/volunteers or students.

DSE (SG4)

Those staff identified as 'regular users' will be subject to a documented DSE assessment on taking up their post. A review will take place if their duties or working environment change significantly. In addition, occasional users will be provided with general advice using the information provided in the 'Five Steps to Comfort' document.

Driving at Work (TS14)

Staff who drive on Academy/Academy-related business in their own vehicle or in Academy owned/leased vehicles are required to follow the procedures and guidance provided within the **Driving at Work Handbook** and follow all relevant procedures and risk assessments.

Educational Visits

We recognise that risks, as well as benefits, exist in any curriculum related off-site activity and therefore have a robust educational visits procedure and approval process in place. Relevant staff are appropriately trained to ensure that they adhere to the expected standards for planning, approving and supervising all off-site activities.

Electricity (RAN 12)

We acknowledge that electricity has the potential to cause serious harm, or even death, and is treated as a priority with regard to maintenance and repair work. The **Electricity at Work Regulations 1989** require that all electrical systems and appliances are periodically inspected and maintained.

Fixed installations – i.e. sockets, light fittings and general wiring throughout the Academy, will be tested at least every **five years** by a competent and qualified electrician.

Portable electrical equipment – will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance. Further information on frequency of testing is contained in Risk Advice Note (RAN) 12.

Where personal electrical equipment brought in by staff is permitted by their senior manager, it will be classed as Academy equipment and should not be used until it has been PAT tested.

The **Business Manager** is responsible for arranging the testing and maintenance of portable electrical appliances within the Academy, including that brought in from home by staff. The test certificates and recommendation documentation are retained by the Business Manager.

The fixed electrical installation and portable appliance testing in the Academy is undertaken by contractors certified by the National Inspection Council for Electrical Installation Contracting (NICEIC).

Fire Safety (TP5)

An outbreak of fire in the Academy could be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005** there is a legal requirement for each building to have a suitable, sufficient and up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire, along with considerations relating to the use and storage of combustible materials. In addition to identifying precautionary measures in place to minimise the risks.

The **Business Manager** is responsible for ensuring that a suitable and sufficient Fire Risk Assessment has been carried out, that the findings have been appropriately communicated and that any significant hazards identified have been addressed. In addition, the Business Manager will ensure that there is a process in place for reviewing/updating this on a regular basis, including when 'hot working' is taking place within the Academy.

Fire drills are carried out at least **once per term** and are recorded in the Academy Fire Precautions Log Book. In addition, a fire drill will take place every six months for 3rd parties hiring the facilities.

The Principal is responsible for ensuring that fire drills are carried out, that the findings are recorded and acted upon and that the Fire Precautions Log Book is readily accessible.

The routine checking of fire doors, fire alarm and emergency lighting testing and maintenance, fire extinguisher maintenance and Fire Officer visits will also be recorded in the Fire Precautions Log Book.

The Fire Precautions Log Book and a copy of the Fire Risk Assessment is kept in the **site/FM office**.

We will ensure that suitable arrangements are in place with regard to emergency evacuation procedures (including the completion of Personal Emergency Evacuation Plans (PEEPS), as necessary) and that fire evacuation routes and fire doors are clearly marked and routinely inspected and that where fire marshals are appointed they are provided with suitable training. In addition, all staff and students will be periodically provided with fire awareness training.

First Aid (SG3)

The Academy recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. Designated first-aiders will be made aware of any staff or student with medical conditions or allergies. In order to provide first aid provision, the following arrangements are in place at the Academy:

- During the normal academy day, a duty first aider is available to attend incidents supported by additional trained key staff in high risk areas

- All off-site visits, dependent on the size of the group, at least one first aid trained adult supports visits whilst away from the Academy.

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters, cooking and catering equipment etc) to be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis.

The **Business Manager** is responsible for arranging the testing and maintenance of gas appliances and equipment and ensuring that up to date records are held. He/she is also responsible for ensuring any recommendations are actioned and that certificates are retained.

Health & Safety during Practical Lessons

The Academy recognises the educational benefits of using practical equipment during lessons. Learning is enhanced through conducting experiments, using tools, machinery or apparatus.

However, the following precautions are to be considered by staff involved in order to minimise the safety risk to students:

- Pre-use check of substances, tools and equipment/apparatus to ensure that they are suitable and safe for use by younger people.
- Review of the risk assessment by the teacher and/or technician.
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times.
- Inform students of the safety rules and procedures before the practical element of any lesson begins,
- Always instruct and supervise students carrying or moving equipment or apparatus.
- Provide and enforce the wearing of suitable personal protective equipment.

Legionella Risk Management (SG34)

Whilst Legionnaires' disease is an uncommon disease, it can have a serious effect on a person's health. In order to safeguard against the risk to health we have adopted a Water Hygiene Management Control System using a risk assessment based approach, in conjunction with appropriate in-house monthly documented checks and a quarterly, bi-annual/annual inspection and water sampling test through a competent external contractor, as appropriate. Where remedial action is identified this is addressed as necessary, in order to meet the relevant statutory requirements.

Lone Working / Working Height / Manual Handling (SG12 / SG9 / SG8)

Whilst these activities will be discouraged wherever practical to do so, we recognise that from time to time staff will work alone or at height or undertake manual handling tasks. Those individuals will be identified to ensure that suitable instruction, training, information and risk assessments are in place.

New and Expectant Mothers (SG24)

Female employees are advised to notify their manager in writing of pregnancy. When returning to work having recently given birth, the line manager should ensure that their

tasks will not cause any detrimental health effects. Such information will be treated in the strictest confidence.

A New and Expectant Mothers Risk Assessment will be undertaken to identify any specific hazards/risks and implement suitable and sufficient control measures. The New and Expectant Mothers Risk Assessment will be regularly updated at agreed intervals to reflect any changes; including health advice provided by the employee's GP or Midwife.

Risk Assessments (SG1)

We acknowledge that risk assessments are a legal requirement, particularly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach to controlling hazards.

We will formally record our risk assessments. In part this will be through using curriculum lessons planning/schemes of work and/or other curriculum related documentation, as well as by using general risk assessment documents available.

Copies of risk assessments are required to be held in both the area they relate to, as well as centrally by the Business Manager. In addition, we will also undertake activity, person or situation specific risk assessments and, where appropriate, document Safe Systems of Working (SSOW) as and when required. Risk assessments will be reviewed periodically (depending the significance of the risks involved) following an accident, on the introduction of any new process/equipment/substance, as a result of staff raising concerns or any other significant change in circumstances.

All educational visits undertaken will be subject to a written risk assessment and reference made to our specific off-site activities procedures document.

Site Security & Safeguarding / Business Resilience

We recognise the importance of having suitable arrangements in place to manage general site security and safeguarding issues. We will:

- Ensure arrangements exist to maintain adequate levels of security and safety at all times, communicating our arrangements to all relevant site users
- Ensure activities that take place do not compromise security arrangements or the safe access / egress of site users
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, to ensure that all relevant site users are aware of the actions to take in an emergency situation
- Safeguarding and security arrangements in place are communicated to all site users and are periodically reviewed to ensure they remain suitable.

Any issues regarding damage to, or security of the premises should be reported in the first instance to the site team or Business Management team.

Staff Wellbeing & Health Surveillance (RAN1 / RAN2 / SG35)

We recognise that stress caused either in the work place or by external factors can occur from time to time and we are committed to providing support and advice wherever possible if this occurs. If appropriate, staff can access a range of occupational health and/or health surveillance services to support them.

If anyone feels they would benefit from support and advice in respect of their wellbeing they should contact the HR Manager for further advice.

Use of Machinery (SG32)

Only those persons with appropriate training and who can use equipment safely should do so, in addition manufacturers information must be made available to staff. All machinery will conform to relevant safety standards and subjected to routine inspection, maintenance and servicing. Any students using machinery will only do so whilst under the direct supervision of competent and experienced staff.

Violence at Work (SG11)

We take violent or aggressive behaviour against staff seriously. General guidance on managing potentially violent situations is provided in the Staff Handbook / via relevant risk assessments and staff **must** report/record any such instances so that suitable follow up action can be taken.

Working in Noisy Environments / Using Vibrating Equipment (SG27 / SG31)

These activities will be minimised where possible and staff encouraged to take regular breaks for such activities. Where staff are subject to regular exposure, noise and vibration testing will be undertaken and the findings discussed with the individual employees involved.

Workers under the Age of 18

A specific risk assessment will be undertaken for works under 18 which considers:

- The extent of training provided, their inexperience/immaturity and lack of risk awareness
- The fitting and layout of the workplace, and the range and use of work equipment
- The nature, degree and exposure to processes and/or physical/biological/chemical agents and/or work environments beyond their capabilities

Details of Policies and Procedures

Policies and procedures are reviewed, refreshed and updated on a cyclical basis unless as the result of an incident or near miss it is evident that they are no longer suitable or sufficient. It is everyone's responsibility to ensure that they are familiar with and work within the details provided by the most recent relevant policy or procedural document which are located on the SHAREPOINT and Intranet.

5. Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.