

THROUGH GOD'S GRACE A COMMUNITY GROWING IN KNOWLEDGE AND UNDERSTANDING



Statement of General Policy on Health, Safety and Wellbeing

St Laurence Catholic Primary School believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees and pupils with safe places of work and learning that do not impact negatively on their health and well-being. St Laurence School is also committed to conducting its undertakings in such a way so as not adversely to affect the health and safety of its stakeholders, partners, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The School aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the School's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the Senior Management Team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. It accepts that the delegation of funds from the Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, it accepts a share of the responsibility for the way in which health and safety issues are addressed. However, the Learning Directorate will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without its involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Head teacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Head teacher will include:

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy,
- 2.3 Ensuring that there are adequate staffing levels for safe supervision,
- 2.4 The delegated responsibility for maintenance of the premises,
- 2.5 The purchase of equipment to meet appropriate safety standards,
- 2.6 The repair, maintenance and testing of school equipment,
- 2.7 The provision of appropriate protective clothing where necessary,
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances,
- 2.9 The funding of necessary safety training for staff;
- 2.10 The arrangements for securing health and safety assistance from a competent source,
- 2.11 The appointment of a Caretaker,

2.12 The provision of appropriate health and safety information to governors.

3. Delegation of specific duties

The Head teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment. More specifically these duties may include:

- 3.1 Ensuring that risk assessments are undertaken throughout the establishment and that control measures are implemented, and those assessments are monitored and reviewed,
- 3.2 Periodically reviewing this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.3 Consulting with all staff on any matters which may affect their health or safety whilst at work,
- 3.4 Carrying out induction training including any specific information and training that may be necessary because of activities which are peculiar to the school,
- 3.5 Ensuring that all accidents (including near misses) occurring within the school are promptly reported and recorded using the appropriate forms etc,
- 3.6 Ensuring that all accidents are investigated with a view to preventing a recurrence,
- 3.7 Ensuring that adequate levels of class supervision are available at all times,
- 3.8 Identifying specific staff health and safety training needs and inform the Headteacher accordingly,
- 3.9 Ensuring that levels of first aid provision remain adequate for the activities being undertaken,
- 3.10 Ensuring that good standards of housekeeping are maintained,
- 3.11 Consulting the Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary,
- 3.12 Formulating and reviewing the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements,
- 3.13 Arranging for termly evacuation drills and weekly fire alarm tests etc.,
- 3.14 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe,
- 3.15 Advising Education Property (or other appropriate body) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged,
- 3.16 Co-ordinating the twice yearly health and safety checklist, ensuring all areas of the establishment and all activities are covered;
- 3.17 Co-ordinating the termly health and safety workplace inspection, ensuring all areas of the establishment and all activities are covered,
- 3.18 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available,
- 3.19 Liaising with and monitoring as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum,
- 3.20 Ensuring that all members of staff are kept informed of the names and details of

- those persons appointed to provide competent health and safety assistance,
- 3.21 Overseeing all arrangements for educational visits and school journeys,
 - 3.22 Maintaining or have access to an up to date library of relevant published health and safety guidance from sources including the Learning Directorate, CLEAPSS (the advisory service providing support in science and technology for a consortium of local authorities and their schools), the Department for Education (DfE), the Association for Physical Education (AfPE) etc., and ensure that all staff are aware of and make use of such guidance including that available in electronic format.

4. Teaching Staff [Including supply staff]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, IT suites, outdoor classroom, forest school, and off site e.g. school trips. Teachers shall:

- 4.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered,
- 4.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to that class,
- 4.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions,
- 4.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.,
- 4.5 Ensure that pupils follow school safety rules and that protective equipment is worn where appropriate,
- 4.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue,
- 4.7 Report any defective equipment to the Head,
- 4.8 Log and inform Head of all accidents, which occur through activities organised/supervised by the teacher,
- 4.9 Propose, for consideration by the Head, any improvements, which they consider, would improve health or safety standards within the classroom,
- 4.10 Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

5. Caretaker

The Caretaker is responsible to the Head. Duties include:

- 5.1 Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe,
- 5.2 Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erecting barriers around opened manholes etc.,
- 5.3 Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services and access to/egress from the school, main circulation areas etc.

6. All Employees [including temporary staff & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 6.1 To participate in the risk assessment process and comply with findings,
- 6.2 To report all defects in the condition of the premises or equipment to which they become aware,
- 6.3 To report all accidents according to the procedures included on Page 8 of this document,
- 6.4 To be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Fire and Critical Incident Policies),
- 6.5 To make use of all necessary personal protective equipment provided for safety or health reasons,
- 6.6 Where necessary, to make use of all control measures made available to them,
- 6.7 To follow all relevant codes of safe working practice and local rules,
- 6.8 To report any unsafe working practices to the Head.

7. Pupils [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 7.1 Follow all instructions issued by any member of staff in the case of an emergency,
- 7.2 Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.,
- 7.3 Inform any member of staff of any situation which may affect their safety.

8. Staff Safety Representatives

Currently there is no Staff Safety Representative. Should a member of staff wish to become a representative they should seek guidance from the Head and/or the Lead School Health and Safety Advisor, Sarah Knott Tel: (01223) 699123.

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 8.1 To investigate potential hazards and to examine the causes of accidents in the workplace,
- 8.2 To investigate complaints by any employee he represents relating to that

- employees health and safety or welfare at work,
- 8.3 To make representations to the Headteacher on general matters affecting the health, safety and welfare of employees,
 - 8.4 To carry out workplace health, safety and welfare inspections,
 - 8.5 To attend any safety committee meetings,
 - 8.6 To co-operate with his/her employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

9. Resources Committee of the Governing Body

The school is establishing a Resources Committee which meets at least termly. One purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. The Governors' section of the school website details membership of the committee.

The Resources Committee will report to the Governing Body every term. As a minimum, the committee will report annually a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

NB The responsibilities of the Resources Committee regarding Health & Safety will be carried out by the Premises, Health, Safety and Wellbeing Committee until 31st August 2019. From 1st September 2019 the Premises, Health Safety & Wellbeing Committee will merge with Finance & Personnel Committee to form the Resources Committee.

Arrangements & Procedures for Health, Safety and Wellbeing

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

Accidents involving pupils:

Minor bumps and bruises are dealt with in a proportionate manner. Staff are expected to use their discretion as to whether they need to be recorded in writing and to seek advice from more senior staff if in doubt. Significant accidents are recorded in the relevant

accident books (in classrooms etc). Midday supervisors carry first aid pouches. If appropriate, a child may be taken to the school office or (at lunchtime) to the lunchtime first aider. The Headteacher should be notified of serious accidents and will advise staff on whether an accident should be reported to the County Council (via the online LGSS (Local Government Support Services) incident report form). If a child is seriously injured or suffers any form of head injury parents are notified

- All accidents, dangerous occurrences, and near misses must be reported via the LGSS online Incident Reporting Form. Violent incidents and verbal abuse must be reported on the standard LGSS online Incident Reporting Form.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- The Headteacher must investigate significant accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123.
- The incident report form must be completed for absences through accident for periods of 7 days or more (including weekends and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Incident reporting guidance for full details of reportable incidents. Full guidance regarding the form is located on the LGSS Huddle website.

2. Asbestos

The school has a live electronic asbestos survey. The asbestos survey is made available to contractors and others such as site supervisors prior to starting any work on the premises. Staff should not drill any walls or affix anything to walls without first obtaining approval from the Caretaker. The County Council must be notified in advance of any asbestos removal on site.

The Caretaker is responsible for observing for damage to the fabric of the building that may disturb asbestos whilst carrying out his daily duties. Additionally, the County Council requires a termly walkabout is done to check for visible asbestos damage; this should be done by the School Business Manager plus a member of the Resources Committee. Any damage to asbestos materials must be reported to the School Business Manager who will notify the County Council as needed.

3. Contractors

Arrangements for contractors to visit the site are made by prior arrangement with either the Caretaker, School Business Manager, or Head.

The selection of contractors for larger contracts (>£5,000) is usually made by the Diocesan Project Manager. On occasion, the Head may select a contractor for a larger contract. Contract regulations will be followed (eg 3 quotes will be sought).

The selection of contractors for smaller contracts (<£5,000) may be made by the Head or School Business Manager. Contractors who are known or recommended will be used.

Effort is always made to minimise the disruption caused by contractors on site. Contractors are made aware of the school teaching hours to control disruption and safety.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff receive Health & Safety training in order to undertake the necessary risk assessments and monitor health and safety within their areas of responsibility. Teaching staff do not undertake activities for which specialist training is required. Staff refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".

5. Electrical Equipment [fixed & portable]

All electrical appliances are checked in the annual PAT (Portable Appliance Test). Staff should not bring into school any personal electrical appliances or use any electrical appliances at school that have not been checked in the school's annual PAT. Electrical fixed installations are inspected every five years-

6. Other Relevant Policies

Please refer to the following school policies:

- Critical Incident
- End of Day
- Fire Safety
- No Smoking and Vaping
- Inclusion (includes Administration of Medications)
- First Aid
- Lettings
- Lone Working
- Stress Management Policy

7. Glass & Glazing

All glass in doors and side panels should be safety glass; all replacement glass must be of safety standard.

8. Goods on Site

No goods are allowed on the school site, left or removed without the prior signed authorisation of the Head or Deputy Head. This applies to goods belonging to the School, School staff and also individuals and groups letting the premises. Exceptions to this rule will apply where the Head has delegated the right to teachers to decide as to what can be brought into and removed from their classrooms.

Personal items should not be left on the premises over night; if left it will be at the owner's risk and the school accepts no responsibility for any damage or loss. The school should not be used as a place of storage for items not belonging to the school. The Head, or by delegation the Deputy Head, can ask for any items to be removed from the school site if they consider that the presence on the school site is inappropriate or a health and safety risk.

9. Hazardous Substance

The responsibility for carrying out COSHH assessments rests with the Head, the Caretaker or the School Business Manager depending on the substance concerned.

10. Health and Safety Advice

The school has a Service Level Agreement with the Cambridgeshire County Council (LGSS) Health, Safety & Wellbeing Team.

11. Housekeeping, cleaning & waste disposal

It is the responsibility of the Caretaker to ensure that premises are kept clean and clear of rubbish. The Caretaker is responsible for the safe disposal of glass and ensuring that external waste bins remain safe.

In snowy and icy weather conditions salt and sand are used to clear the main pathways. Paths around the playgrounds are also cleared if they are to be used during the school day.

12. Handling & Lifting

If heavy items are to be moved by a member of staff a discussion will take place with the Head to ensure that a specific risk assessment is in place beforehand. Children receive

instruction on how to move benches, chairs and tables. Children do not move any other similar sized or larger items.

13. Jewellery

Only stud earrings are permitted in school. These must be removed or covered with tape during PE. A single cross or crucifix may be worn inside a shirt. It must be removed for PE.

14. Maintenance / Inspection of Equipment

Fire alarms, emergency lighting and fire extinguishers are checked each week and recorded in the Fire Log book.

The School Business Manager ensures that the following checks are carried out by suitably qualified people:

- Fire Risk Assessments,
- PAT & fixed electrical installations check,
- Annual check of PE equipment (including outdoor play equipment),
- Monthly Legionnaires Monitoring & Annual Legionnaires Risk Assessment,
- Quarterly security alarm check,
- Annual Boiler service.

15. Monitoring the Policy

The Head and Governors from the Resources carry out the twice yearly H & S inspections (role of School Business Manager and Caretaker is to gather any relevant information). If there is a pattern of near misses the Head will report this to the Resources Committee. Serious accidents and accidents where remedial work to school facilities is required to minimise a repeated incident are also reported by the Head to the Resources Committee. The Health and Safety policy is reviewed annually.

16. Personal Protective Equipment (PPE)

All school activities are covered by the appropriate risk assessment; where PPE is required this will be referred to the Head at the planning stage. The Site Manager and other staff involved in school maintenance must not undertake any activity which requires PPE equipment without first consulting the Head. If necessary, PPE will then be provided.

17. Reporting Defects

Defects or possible hazards should be reported to the Head Teacher immediately, who will arrange any necessary remedial work. If there are any hazards in the interim period before repair the Head Teacher will take action to ensure that Staff and Pupils remain safe.

18. Risk Assessments

The Head Teacher is responsible for ensuring that the necessary risk assessments are up to date, monitored by the Resources Committee.

19. School Trips/ Off-Site Activities

The Head Teacher is the school visits co-ordinator. A risk assessment is completed for each school trip. Governors are informed of upcoming overnight or out of county school trips. Parental written permission must be obtained before a child goes on a school trip. The Teacher in charge of the school trip ensures that a First Aid box is taken on the trip.

20. Staff Consultation

There is a governors' Resources Committee meeting each term. The Terms of Reference are reviewed annually. If staff have issues regarding Health & Safety these can be addressed at the weekly staff meetings or immediately if there is a significant hazard. The Caretaker has a log book where all requests for repairs and improvements are logged.

21. Staff Health & Safety Training and Development

H & S arrangements are covered in the Induction training that the Head or Deputy Head gives to all new members of staff. Appropriate and repeated training is given to appropriate members of staff.

22. Staff Well-being / Stress

Areas of concern can be addressed through performance management, staff meetings and through consultation with County Advisors. Individual help and support is given where required. A Stress Management Policy is in place.

23. Supervision [including out of school learning activity/study support]

Pupils must not be left unattended. Appropriately qualified staff must supervise pupils at all times and the agreed ratios for all activities including school trips must be adhered to. The agreed ratios are:

- one adult to every two children who are under five years of age*;
- one adult to every six children who are in KS1 and
- one adult to every ten children in KS2.

(*School's own policy, the County guidelines advise a ratio for children under five years of age of one adult to every four children).

Disclosure & Barring Service (DBS) Checks (formerly CRB) are required for all school staff and regular volunteers. A regular volunteer is defined as someone who is in school three

or more times in a 30 day period. Parents helping as a one off on a school trip do not require a DBS and are not left alone with any children at any time.

The school accepts no responsibility for children who arrive on the premises before 8.55am unless an agreement has been made with the Head Teacher, School Office or Class teacher that a child can arrive before 9am.

24. Use of VDU's / Display Screens

Staff are advised to spend no more than one hour using a VDU before taking at least a five minute break. Users of VDUs (those who spend continuous periods of an hour or more a day using a VDU) are required to complete a yearly assessment of their workstation

25. Vehicles on Site

Only school staff and official visitors are to use the school car park. Parents and carers are advised to ensure that their children must dismount from bicycles before entering the school grounds. All pedestrians must enter the school site on either of the two footpaths. Dismounted cyclists must push their bicycles along the footpaths and around the back of the car park to gain access to the cycle shed. If an unauthorised vehicle needs to enter the car park permission must first be sought from the School office or Caretaker. Parents are regularly reminded that they must not use the school car park; individual parents are spoken with if necessary. Building works vehicles are advised on car park safety by the Principal Officer or Site Manager

26. Violence to Staff / School Security

All visitors to the school site must report to the School Office where they will be asked to sign the visitors' book and asked to wear a visitor's badge. Access to the school is controlled through a key pad door; all other external doors, excluding fire doors, around the premises should be kept locked when not in use. Access to some external doors is via thumb-print sensors (for school staff only).

Any incidents of verbal or physical abuse towards staff are logged and investigated by the Head Teacher who will refer an incident to the Local Authority where appropriate. The Critical Incident Policy covers issues of violence to staff. The Head teacher has the right to order off the premises any adult who is either verbally or physically aggressive to staff or pupils.

27. Working at Height

Staff must not climb on furniture, step ladders must be used at height. Copies of all risk assessments are uploaded to the school server. Pupils must not climb on furniture and only use PE climbing equipment with appropriate supervision. The Caretaker has received appropriate training to ensure that safety measures are in place when working at height.

28. Work Experience

The Deputy Head liaises with schools and colleges to ensure appropriate risk

assessments are in place and signed. Visiting students will be asked to attend an interview prior to beginning their placement.

Visiting students will not have unsupervised access to children, administer medication or discipline children. Students will have mobile phones switched off and not bring iPods/MP3 players into school.

Risks: General classroom activities

Resulting Measures: Inform student of Health and Safety Policy and procedures and go through Child Protection issues as appropriate.

Parents of visiting students are reminded that under the Health & Safety at work Act 1974, all employees are required to take reasonable care of their own Health and Safety, and that of others who may be affected by their acts or omissions. It is an offence to misuse or interfere with anything provided in the interests of Health and Safety rules.

Visiting students are classed as employees on site and will be subject to Health and Safety regulations that contain requirements of all employees to take proper care and follow Health & Safety rules. Students must NOT enter areas designated as off limits or use/interfere with equipment also considered off limits.

Students will be given an induction on their first day that will include Health & Safety. At no time will the student be left alone on the premises.

Policy ratified by Full Governing Body on 9th May 2019

Reviewed by Finance & Personnel Committee on 3rd May 2019

Next review due: Summer Term 2020

This policy is based on the Cambridgeshire County Council Model Health & Safety Policy for Schools February 2019

This policy has undergone an Equality Impact Assessment

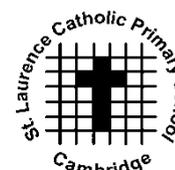
Signed:

Mary Jane O'Sullivan Chair of Governors
9th May 2019

Clare Clarke, Headteacher
9th May 2019

Policy Name: Health & Safety

Policy Date: 2.7.15, updated 3.5.19



EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favorably than another on the basis of:		
	• Age (for policies affecting staff)	N	
	• Disability	N	
	• Sex	N	
	• Gender reassignment	N	
	• Pregnancy/maternity	N	
	• Race (which includes colour, nationality and ethnic or national origins)	N	
	• Sexual orientation	N	
	• Religion or belief	N	
	• Marriage / civil partnership	N	
2.	Is there any evidence that some groups are affected differently?	N	
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	N/A	
5.	If so, can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

Equality Impact Assessment carried out by: Premises Health & Safety and Wellbeing Committee

Date: July 2016, reviewed November 2017 & May 2019