****St** Andrew’s School

A school with Quaker values

Aylmerton Hall ⬩ Holt Road

Aylmerton ⬩ Norfolk ⬩ NR11 8QA

Telephone: 01263 837927

Email: [head@standrewsschool.co.uk](mailto:head@standrewsschool.co.uk)

Head: Carol Keable B.Sc. (Hons), NASCO, M.Ed, P.G.C.P.S.E, UCert Autism.

**The St Andrew’s School Trust is a Registered Charity No. 1129232**

Health and Safety

Policy

Last reviewed date: Summer Term 2023

Adopted by Trustees date: 22nd May 2023

Signature of Chair of Trustees:

Next review date: Summer Term 2024

**Statement of organisation and arrangements for ensuring health, safety and welfare**

Part 1 – Statement of intent

**Introduction**

This is a statement of the organisation and arrangements for St Andrew’s School health and safety policy for the benefit of all users of the premises. A copy of this document will be found on the school’s website and in the policies file which is located in the school office.

This statement deals with those aspects over which the Trustees have control and responsibility and covers safety associated with the buildings’ structure, plant, fixed equipment and employees, students, visitors, and other users of the premises.

The aim of the policy is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

* to establish and maintain a safe and healthy environment throughout the school.
* to establish and maintain safe working procedures among staff and students.
* to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances.
* to ensure the provision of sufficient information, inspection, and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when provided.
* to maintain a safe and healthy place of work with safe access and egress.
* to formulate procedures for use in case of fire and other emergencies including plans of the safe and effective evacuation of the school premises.
* to lay down procedures to be followed in case of accident.
* to provide and maintain adequate welfare facilities.
* to provide guidance regarding educational visits off-site

Part 2 – Organisation

**Responsibilities and duties in matters concerned with safety   
  
2.1 The Board of Trustees is responsible for:**

**2.1.1**

* a clear written policy statement.
* specifying who is responsible for identifying hazards, undertaking risk assessments and implementing appropriate control measures and the necessary arrangements for these.
* making sure everyone knows about the policy and understands it.
* involving everyone in making the policy work.

**2.1.2** Ensuring the organisation of the staff including:

* making sure that responsibilities for health, safety and welfare are allocated to individuals who should receive specific relevant information and training.
* displaying information in the school confirming who has responsibility for healthy, safety and welfare.
* making sure that everyone has sufficient information about the risks they run and the preventative measures they should take.

**2.1.3** Planning and setting standards, including:

* identifying hazards, undertaking risk assessments, and setting standards.
* having clear plans for coping with sudden emergencies.
* developing a positive health and safety culture.

**2.1.4** Measuring performance and learning from experience including:

* ensuring accidents are reported and accurate records are kept in an accident record book for all areas of health, safety and welfare.
* ensuring investigations are made and risk assessments are reconsidered when accidents occur.
* reviewing the school’s health and safety policy and performance annually and taking action on the review’s findings, including amending the school policy, if necessary.

**2.2 The headteacher**

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the headteacher, who will:

* be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice.
* co-ordinate the implementation of the Trustees’ health, safety, and welfare procedures in the school.
* maintain contact with agencies able to offer expert advice.
* stop any practices of the use of any plant, tools, equipment, vehicles, machinery, etc he/she considers to be unsafe, until satisfied as to their safety.
* put in place procedures to monitor the health and safety performance of the school.
* make recommendations to the Trustees for additions or improvements to plant, tools equipment, machinery, etc. which present hazards.
* ensure that tools, fixtures, equipment and vehicles are kept maintained in a manner that promotes their safe usage and that proper records of maintenance of these items are kept;
* make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations;
* review from time to time;  
  (i) the emergency procedures  
  (ii) the provision of first aid in school  
  (iii) the risk assessments  
  and make appropriate recommendations to the Trustees;
* review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
* recommend to the Trustees changes and improvements in welfare facilities;
* report to the Trustees on the health and safety performance of the school.

**2.3 Competent Person**

The competent person for the school is the Assistant Head – Administration who is deemed as competent following completion of certificated IOSH training for Business Managers and will:

* work in conjunction with the Headteacher to ensure that safe practice is being followed throughout the school in regards to health and safety.
* ensure that basic health and safety instruction is giving during new staff induction to cover (but not limited to) emergency evacuation, fire procedures, first aid etc.
* arrange training as and when necessary for staff regarding general health and safety and more specific training where needed for certain staff i.e. Site Manager.
* work alongside the Site Manager to make sure that checks such as legionella, emergency lighting etc. are carried out on a regular basis and recorded as such.
* work alongside the Site Manager to ensure that risk assessments and COSHH details are reviewed on a regular basis and are still relevant whilst also ensuring that risk assessments are updated when near misses occur.

**2.4 Site Manager**

The Site Manager will have responsibility for

* making sure risk assessments are provided for any work undertaken in the school and that these are reviewed on a regular basis
* ensuring that health and safety checks are undertaken and recorded appropriately in a number of areas (including but not limited to) ladders, legionella, fire alarms, emergency lighting, play equipment etc.
* reporting any concerns regarding buildings, electrics etc at the first opportunity to the Headteacher, competent person and Trustees
* providing Trustees with a written report regarding the school site in terms of health and safety, work required and work undertaken
* day to day repairs as reported by staff

**2.5 Obligation of all employees**

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

* to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
* as regards any duty of requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the Act be observed, all employees are expected:

* to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
* to observe standards of dress consistent with safety and/or hygiene;
* to exercise good standards of housekeeping and cleanliness
* to know and apply the procedures in respect of fire, first aid, and other emergencies;
* to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
* to co-operate with other employees in promoting improved health and safety arrangements in the school;
* to co-operate with the Health and Safety Representative and the Enforcement Officer of the Health and Safety Executive of the local authority;
* to report all accidents, defects and dangerous occurrences.

**2.6 Special obligations of class teachers/leaders**

The health and safety of students in classrooms, laboratories and workshops is the responsibility of class teachers/leaders. If for any reason a teacher/leader considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing work to take place.

All staff are expected:

* to exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
* to know the health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
* to give clear instructions and warnings to students as often as necessary.
* to follow safe working procedures personally.
* to require the use of protective clothing and guards where necessary.
* to make recommendations to their Headteacher or line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
* to avoid introducing personal items of equipment (electrical or mechanical) into the school; any items introduced in this way must be authorised/approved by the headteacher prior to use.
* to report all accidents, defects, and dangerous occurrences to the Headteacher.
* to ensure that they can open the fire exits and that access to them is clear of desks, bags, or any other obstruction.

**2.7 School health and safety representatives**

The Trustees and headteacher recognise the role of health and safety representatives appointed by trade unions. Health and safety representatives must be allowed to investigate accidents and potential hazards, pursue employees’ complaints, and carry out school inspections within directed times, but wherever practicable outside teaching time. They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions.

**2.8 The students**

Students are expected:

* to exercise personal responsibilities for the health and safety of themselves and others.
* to observe standards of dress consistent with safety and/or hygiene.
* to observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
* to use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
* to listen to and read any instructions or information given about health and safety – specifically within the school.

All students and parents should be made aware of the contents of this section.

**2.9 Visitors and other users of the premises**

Visitors and other users of the premises are required to observe the health, safety, and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

**2.10** **Contractors**

Contractors are expected to:

* read and comply with the school’s health and safety policy by means of verbal briefing provided by the site manager. A copy of this policy will be made available to any contractor upon request.
* sign in and out on the visitor log.
* visibly wear a visitors’ pass throughout the duration of the visit.
* follow all instructions given
* ensure that they have adequate public liability insurance in place.

Part 3 – School procedures and arrangements

**3.1 Supervision of students**

Adequate supervision will be worked out daily and supply staff will be contacted to fill any short falls in staffing levels. If staffing levels are too low students may be required to work from home to ensure their safety.

**3.2 Provision of first aid**

The school has a separate first aid policy in place.

There are an adequate number of trained First Aiders to cover the number of students at the school.

First Aid boxes are provided at the following points: -

* School office
* Key Stage 3 classroom
* Staff office
* Art room
* Caretaker’s shed
* Both minibuses
* Design and technology room
* Science laboratory
* First aid room
* Kitchen in the college

Each kit contains the required first aid requisites.

It will be the responsibility of the administration assistant to ensure that contents are complete and in date.

**3.3** **Educational visits off-site**

Regarding educational visits off-site, the responsibilities are apportioned as follows: -

It is the Trustees’ responsibility as employers to:

* ensure that the risks of activities have been assessed by those responsible
* ensure that measures have been put in place to control those risks
* ensure that employees are aware of these measures
* ensure that adequate insurance cover is in place
* ensure that suitable transport is provided

It is the headteacher’s responsibility to:

* write a procedure for arranging visits which teachers should follow
* be satisfied that the appropriate risk assessment has been carried out
* be satisfied that appropriate safety measures are in place
* arrange appropriate training
* ensure that the group leader is competent to monitor the risks throughout the visit
* ensure that adequate safeguarding procedures are in place
* ensure that any non-teacher supervisors on the visit are appropriate people to supervise children
* ensure that the student: supervisor ratio is appropriate
* ensure that parents are aware of visits and have had the opportunity to raise doubts or decline consent for participation
* ensure that arrangements have been made for the medical and other needs of students
* ensure adequate first-aid provision
* ensure that travel times out and back, and drop-off and pick-up points are known
* ensure that the teacher has the address and phone number of the visit’s venue and a contact name
* ensure that all adults on the visit are aware of the agreed emergency procedures
* ensure that the group leader has names and contact details of parents and next of kin of the adults and students on the visit
* ensure that there is a contingency plan for any delays, including a late return home

It is the group leader’s responsibility to:

* obtain the headteacher’s prior agreement before any off-site visit takes place
* be able to control and lead students of the relevant age range
* be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place
* be aware of safeguarding issues
* ensure that adequate first aid provision will be available and be aware of the nearest hospital with accident and emergency provision
* undertake and complete the planning and preparation of the visit, including briefing parents and group members
* undertake and complete a risk assessment
* review regularly undertaken visits and advise the Headteacher where adjustments may be necessary
* ensure that other adults are fully aware of what the proposed visit involves
* assess and confirm suitability of the students proposed for the visit
* ensure the appropriate ratio of supervisors to students proposed for the visit
* consider curtailing the visit if the risk to the health and safety of students is unacceptable and have in place procedures for such an eventuality
* ensure that other supervisors have details of the school contact in case of their own inability to contact school in an emergency
* ensure that supervisors are aware of emergency procedures
* carry accident forms and fill them out if necessary
* arrange head counts at suitable intervals especially when leaving a venue
* ensure that students know what to do if they become separated from the group
* ensure that students know what to do if approached by anyone outside the group
* ensure that students wear seatbelts as required
* ensure that any student with a medical condition has written details of medication required and parental permission to administer medication
* have correct information concerning allergies, special diets, or phobias
* give relevant information to parents

**3.3.1 Risk Assessments**

The assumption is always that students should not be placed in situations which expose them to an unacceptable level of risk.

When completing a risk assessment, the following should be considered:

* what are the perceived hazards?
* who might be affected by them?
* what safety measures need to be in place to reduce risk to an acceptable level?
* can the leader of the trip put these safety measures in place?
* what steps will be taken in an emergency?

Copies should be given to all supervisors and the headteacher.  
  
The same risk assessment can be used for places visited frequently, although any changes in the level of risk need to be monitored and the risk assessment altered as necessary.

If a tour operator or other provider is used, the group leader must obtain written assurance that such a provider has assessed the risks and put appropriate safety measures in place.

Further guidance on risk assessments can be found in the risk assessment policy.

**3.3.2 Measures to be taken before the visit**

Prior knowledge of the location should be obtained where the visit is abroad, residential, or an outdoor activity such as trekking.  
  
Otherwise an exploratory visit should be made if possible.

The exploratory visit is to;

* ascertain that the venue is suitable to meet the aims and objectives of the visit
* find out, if possible, names and addresses of other schools that have used the venue
* obtain advice from the manager
* assess potential areas and levels of risk
* ensure the venue can cater for the needs of staff and students going on the trip.

**3.4 Illness or accident**

If anyone should become ill or suffer injury because of an accident the procedures below should be followed: -

* First aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if necessary, removed from danger.
* The school has a high number of staff trained in first aid; these staff are identifiable by a coloured dot on their identification badges. If circumstances necessitate, they should immediately tend to the patient.
* Transport to hospital: If an ambulance is required the emergency ‘999’ service should be used. It may be appropriate in cases of a less severe nature to transport a student to Cromer Hospital Minor Injuries Unit without using the ambulance service. Transportation will be provided in school vehicles that have appropriate insurance cover.
* No casualty should be allowed to travel to hospital unaccompanied. If a student is ill or injured and is taken to hospital, parents should be contacted and invited to attend the hospital.
* Reporting accidents of students and non-employees: Immediately after the incident, every case of injury or accident must be fully and accurately reported in the accident book and, where possible, detailed statements should be obtained from witnesses. An entry must be completed for all

accidents to students or members of the public however minor and reported to the headteacher.

* Reporting accidents of employees: For employees also, an entry must be made in the accident book.
* For all accidents where any person is injured causing an absence of more than seven days the report must be forwarded to the Health & Safety Executive (H.S.E.) within seven days. For serious injuries, reports must be made immediately online to the H.S.E. without delay. These are requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.).

**3.5 Fire and emergency procedure**

In the event of fire or other emergency, it is the duty of all members of staff to carry out the procedures as detailed in every room.

The routes leading to emergency exits are signposted by white men on a green background.

The site manager carries out checks on emergency lighting, fire alarm mag locks, fire extinguishers, emergency doors, fire alarm sounders and smoke detectors weekly. Six monthly checks on the fire alarm system are carried out by Sonata Security and fire extinguishers are inspected annually by Ace Fire.

Further guidance on fire procedures can be found in the fire safety policy.

**3.6 COSHH/Hazardous substances**

The site manager will maintain an up-to-date COSHH register this is reviewed every three months or more frequently if products are added or removed. All new products must be authorised by the site manager who will ensure that COSHH information has been obtained. All COSHH and hazardous products are kept locked away and flammable products are kept in a locked fireproof cupboard for which the site manager holds the keys.

A copy of all COSHH data sheets can be located in the site manager’s office. If it is suspected that a student or staff member has come into contact with a COSHH substance this should be reported to a first aider immediately.

**3.7 Inspection and testing of equipment**

Portable electrical appliances will be inspected annually by a fully qualified and authorised external contractor and a certificate of inspection will be obtained.

Outdoor and indoor play equipment is inspected weekly, and a log of inspections is kept by the site manager.

Ladders and scaffold tower are inspected every three months and a log of inspections is kept by the site manager.

Minibuses are serviced and MOTs are undertaken annually. The site manager carries out checks on minibuses weekly.

Soakaways and cess pits are inspected weekly by the site manager and emptied as and when required.

Carbon monoxide detectors are checked weekly by the site manager.

Electrical fans are checked on a weekly basis.

Full inspection of the external perimeters and grounds as well as internal inspections are undertaken weekly by the site manager. Inspection checklists are completed by the site manager.

Any person using specific equipment i.e. chainsaw should have received appropriate training in safe use of the equipment prior to any use.

**3.8 Legionellosis**

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows.

* All taps (both hot and cold) are to be turned on and left running for five minutes weekly.
* All showers are to be cleaned after 13 weeks of non-use to prevent slime, corrosion and scale build up.
* The water temperature is to be below 20 degrees centigrade or above 55 degrees centigrade and this is to be checked three monthly.
* Records are to be maintained by the site manager of all cleaning and temperature checks carried out.
* Water storage tanks are to be covered.
* Records are to be maintained of any maintenance, water treatments or disinfection.

**3.9 Manual handling**

Staff should not lift, drag, push, or carry heavy or awkward loads unless training has been undertaken and risk assessments have been carried out. They should in the first instance talk to the Site Manager to ascertain the safest way to move the load (even after receiving training). The site manager will partake in regular refresher training for safe manual handling and assess each new load on an individual basis.

**3.10 Managing asbestos**

An asbestos register is in place for the site, and this is shared with contractors prior to work commencing. Internal/maintenance works should only be undertaken by the site manager who has full knowledge of areas which may contain asbestos.

Any areas which are considered may contain asbestos but have not had prior testing will be tested by an approved asbestos contractor before works take place in that area. Any asbestos found will be removed by an approved asbestos contractor and removal will take place outside of usual school hours.

The site manager inspects the areas known to contain asbestos visually every three months to ensure that no damage is apparent.

**3.11 Onsite vehicle movements**

Onsite vehicle movements are controlled as follows.

* Speed limit in place on school site
* One way system in place
* Two members of staff in high viz vests supervising the drop off and collection of students by taxis

**3.12 Work at height**

Activities which require work at height should be identified and eliminated where possible. Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks. Risk assessments prior to commencement of any working at height activity will be undertaken. In addition the following will help to minimise risk;

* Site manager has received training in working at height
* Ladder checks and inspections are regularly carried out and documented by the Site Manager. The Site Manager has received training for inspection under the ladder association regulations.
* Working at height should be carried out with an additional person spotting/checking safety of whomever is at height
* Fall arrest harness should be worn and safely secured to scaffold tower if relevant (fixed towers only)
* Full scaffolding (fitted by an approved scaffold contractor) should be in place where there is deemed a risk of falls from ladders etc. due to nature of work to be carried out
* Portable scaffold towers training has been undertaken by the Site Manager (PASMA) and is certificated

**3.13 Lone working**

The school strongly discourages lone working; however, it is aware that on occasions lone working may be required.

No lone working should take place without prior authorisation from the SMT. No staff members are allowed on site during school holidays unless a member of the SMT are present with the exception of the Site Manager.

The Site Manager is required to report to a member of staff on arrival at site and at agreed regular intervals throughout each day they are lone working, if no contact is made at the allotted time the nearest member of SMT will attend site to ascertain that they are safe. No work at height, electrical work or work with dangerous equipment is to be undertaken whilst they are alone on site. The Site Manager is to always keep their mobile phone on them whilst lone working so that an SOS call can be made in an emergency.

If any members of SMT are lone working they should notify the other SMT members and make the same check in calls as the Site Manager.

**3.14 Driving at work**

Staff are not permitted to transport students in their cars on a one to one basis. All staff who use their cars for work purposes must ensure that they have the correct insurance in place and provide the school with a copy of their insurance.

Only staff who have the relevant code on their driving licence and/or have received relevant training are permitted to drive the school minibuses. Permission must be granted by staff for a driving licence check to be undertaken to ensure that any endorsement are reported to the minibus insurance company and that any health conditions are disclosed.

A copy of driving licences and relevant training records will be kept by the office and will be reviewed and updated at least annually.

**3.15 Stress**

The school recognises that stress can have an impact on day to day functioning of staff whether this be from home or work related stress. Employees are advised to speak to a member of SMT or the Designated Safeguarding Lead in the first instance if they are suffering from stress.

The school will support staff by offering access to counselling services if this is deemed appropriate and the employee feels that this may help.

In the event of certificated absence from work due to stress the Headteacher will endeavour to remain in contact with the employee to offer support and ascertain what the issues are and how the school can make things better (if work related).

A phased return to work may be required if the employee is off for a prolonged period and feels that an immediate return to full working hours may hinder the return.

A stress action plan may be drawn up so that SMT are aware of any triggers etc to enable them to react as soon as possible to help alleviate further episodes of stress. Any stress action plan should be reviewed and updated at regular interviews to ensure that it is still relevant and needed.

The SMT reserve the right to send employees home or advise them to seek medical help if they feel that stress is affecting their working practices.

**3.16 Training**

All staff will receive health and safety induction training on the first day of their appointment (or soon as possible after this).

In addition staff may receive training and refresher training as required for more specific areas of health and safety i.e. working at height, first aid, fire marshal etc. This training will be organised by the competent person at the school. Where possible feedback will be sought from those attending training to ensure that it remains relevant and useful.

Training may take the form of online, presented, face to face onsite or face to face offsite as appropriate.

Staff have the right to request specific health and safety training if they feel it is needed for their role or for a specific project. Requests will be considered by the SMT.

Personal protective equipment will be provided to the Site Manager or any other staff member where this is deemed necessary and required to enable them to carry out their jobs.

**3.17 General risk assessments**

Risk assessments will be undertaken prior to any new event being undertaken. If the event is in relation to the site, buildings or any manual work these risk assessments will be completed by the Site Manager. Risk assessments for other events relating to class activities will be completed by the Class Teacher and will be reviewed and signed off by the Headteacher (or other SMT member in their absence).

Risk assessments will be reviewed on a regular basis (yearly) by the Site Manager, Headteacher or Competent person as relevant or earlier if there is a change in working conditions etc or a near miss has been reported.

**3.18 Consultation**

We will consult with all staff via staff meetings on a regular basis and annually when the Health and Safety policy is reviewed. All staff will be notified as soon as possible if a near miss is reported.

Trustees will also be consulted and the Health and Safety Policy and will be informed of any near misses.

**3.19 Review of emergency procedures**

The Headteacher will arrange for an annual review of the emergency procedures and of the provision for first aid in the school and will make recommendations to the Trustees.

Part 4 – Conclusion and review

**4.1 Conclusion**

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

4.1.1 If an improvement or prohibition notice is served by an enforcement officer (e.g., Health & Safety Inspector, or Environmental Health Inspector) the Headteacher should immediately advise the Chair of the Trustees. If a prohibition notice is issued with immediate effect the activities specified must cease forthwith.

4.1.2 Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter, he/she should then report the facts to the Chair.

4.1.3 Hazardous situations should also be reported immediately, and the same procedure followed.

4.1.4 Suggestions by any member of staff to improve standards of Health & Safety are welcomed by the Headteacher.

4.1.5 Health and Safety will be an item on the agenda of every staff meeting and every meeting of the Board of Trustees and Trustees will receive a report from the Site Manager prior to any Board meeting for comment.

**4.2** **Review**

A review of the organisation and arrangements, particularly those in Parts 2 and 3, will take place each year in time for the commencement of the new academic year in consultation with staff during initial INSET days in September.