



ST. CATHERINE'S SCHOOL

HEALTH & SAFETY POLICY - Parts 1 & 2 (Statement and Organisation)

SCHOOL MISSION

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

Community: a place of cheerfulness, dignity and tolerance, where all are welcome

Faith: a Christ-centred school with time for reflection; a culture of gratitude and friendship

Courage: with self-knowledge, resilience and integrity, and a readiness for challenge

Scholarship: where gifts are developed through curiosity, imagination and ambition

Service: commitment to others, to stewardship, and to justice and hope for all

Introduction:

The Health and Safety Policy incorporates:

- The Statement of Intent (Part 1) – the declared commitment by the Governors to the Health, Safety and Welfare of employees, pupils and other users of the premises.
- The Organisation (Part 2) – the roles and responsibilities of those entrusted with the management of Health and Safety.
- The Arrangements (Part 3) - the means by which the management of Health and Safety is achieved.
- The Appendices (Part 4) – containing summaries of Regulations, guidance, advice, etc.
- The Appendices Supplement – copies of Regulations, Approved Codes of Practice, Guidance, Advice documents relating to the specific parts of the Arrangements [mostly from the HSE]

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PART 1 :**STATEMENT OF INTENT**

The Governors of St Catherine's School recognise and accept their responsibilities in providing a safe and healthy environment for the staff employed in the School, for the pupils attending it and for other persons on the premises.

Reasonable steps will be taken to fulfil these responsibilities within the framework of The Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, those other Regulations made under the Act and the ISI requirements. To this end, the Governors have designated two members of the Board of Governors as having strategic oversight of the School's Health and Safety Organisation and Arrangements on its behalf, but at the same time, each member is expected to reinforce the Board's message on Health and Safety. The Board, furthermore, recognises that it also has a corporate responsibility towards the School, its staff, pupils and others coming on to the premises.

The Board will make certain that there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also of any emergency action necessary to ensure the health and safety of the occupants of the School.

Each and every member of staff must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of all those for whom they have a duty of care and anyone else who may be affected by their acts or omissions at work. They also have to cooperate, as far as is necessary, with their employers in fulfilling their duties under the Act and supporting legislation as well as under the School's Health and Safety Policy.

The School has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believes that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Organisation and Arrangements through which the Governors, the School Management and staff aim to fulfil the requirements are set out in the Health and Safety Policy. It is a requirement that all members of staff read it and sign that they have done so.

This **Statement of Intent** will be displayed in the staffroom and in each departmental office.

Signed: **Chair of Governors**

Dated: **October 2021**

COVID-19 Arrangements

A COVID-19 arrangements section has been added to the Policy, which will be updated on an ad hoc basis as changes are required to meet changing circumstances. This section references other specific policy documentation and arrangements on site.

The school has undertaken a rigorous risk assessment, which details the controls for the school during COVID-19. These include controls for staff and pupils, onsite and offsite.

A COVID Committee has been set up; this is currently in abeyance due to the relatively low impact of the pandemic at present. However, the need to reinstate weekly meetings is being assessed regularly. As required, this committee will update the COVID-19 risk assessment on an ongoing basis.

A number of control measures are available to the COVID committee, and will be applied as required, following Government guidance, to ensure the safety of pupils, staff and the wider public:

- Controls on visitors to site
- Social distancing
- Wearing of masks in certain areas
- Introduction of one-way systems
- PPE requirements for staff
- Testing being carried out on site in line with government guidelines
- Utilising online learning
- Removal of the minibuses from service
- Alterations to the running of certain school events
- A readiness to cancel any event or activity that might have a critical impact on Covid safety

PART 2:**ORGANISATION****A Persons with Health and Safety Management Responsibilities**

Headmistress

Bursar

Domestic Bursar (Premises & Lettings)

Site Manager

Senior Deputy Head (Main School Staff, Pupils and Curriculum - and as COVID 19 lead as required)

Head of Prep (Prep Department Staff, Pupils and Curriculum)

Heads of Department

Governors (overview of the management of Health and Safety)

The School employs the services of an independent Health and Safety Consultant who advises the Bursar, the Domestic Bursar and the School management generally.

B Dissemination of Health and Safety Information

Health and Safety is reviewed in routine Staff, Senior Management Team and Governors' meetings. All relevant information will be circulated in the Staff Handbook, posted on the notice boards or given to individual members of staff, where more appropriate.

Training is provided to staff on school policies and procedures, to include new procedures such as **COVID** related management systems. Heads of Department are responsible for training departmental staff on departmental arrangements and providing departmental health and safety information.

C Inspection Cadence and Fire Risk Assessment Reviews

H&S Inspections will take place on a termly basis as follows:

- Annual H&S audit reviews to be carried out by external H&S consultants
- Termly visits will take place by the School appointed H&S Committee Governors
- Ad hoc checks by Heads of Department, supported by the Domestic Bursar, as required by the Bursar (using the School H&S checklist - see Part 4, Appendix S)

All aspects of the H&S Policy will be covered by one or more of the above types of inspection. The H&S Policy will be signed off by the Board of Governors annually. The Fire Risk Assessment review will be undertaken annually.

Reports from H&S Inspections will be discussed at SMT meetings and relevant details shared with staff at INSET, or more frequently if required, insofar as matters affect staff health, safety and welfare, and as required under the Health and Safety (Consultation with Employees) Regulations 1996.

D Role of the Board of Governors (Health and Safety Governors)

The Governing Body appoints two Governors to represent the Governing Body within the School's Health and Safety Committee. The delegated role of these Governors is outlined below:

- To maintain oversight of the management of Health, Safety and Welfare of staff, pupils and other persons on the school premises and during off-site activities);
- To accept the Governing Body's collective role in providing Health and Safety leadership, and the setting of Health & Safety expectations to be delivered through the Health and Safety Policy and the Health and Safety Audits and Inspections;
- To ensure all relevant Governing Body decisions reflect its Health and Safety intentions as articulated in the Policy Statement;
- To ensure that Health and Safety risk management systems are in place and remain effective;
- To keep themselves informed of relevant Health and Safety risk management issues;
- To encourage the staff's active participation in improving Health and Safety;
- To consult with staff on the Health and Safety management system of the School, including off-site activities;
- To keep themselves informed of significant failures and outcomes of investigations (e.g. accidents and dangerous occurrences);
- To ensure there are the necessary staff competences, resources and support of the Governing Body members.

E Role of the Health and Safety Governing Body Committee

The Health and Safety Governing Body Committee will meet once per term, or more frequently if necessary. The Committee will comprise the following, with the option of increasing its membership:

- Governor Representatives (2)
- Headmistress
- Senior Deputy Head
- Head of Prep
- Domestic Bursar
- Bursar (Chair)

The purpose of the Committee is to provide Governor insight into School Health and Safety activities and facilitate Governor input into strategic Health and Safety matters and feedback on operational Health and Safety matters, including discussion of the following;

- (i) Recent incidents and mitigating action taken to prevent recurrence;
- (ii) Matters arising from recent site inspections;
- (iii) Progress on remedying any specific hazards identified;
- (iv) Annual review of the Health and Safety Policy and monitoring of its implementation.

NB: Independent H&S Consultants will be invited to attend meetings when needed, to discuss H&S Audits and any other matters

F Role of the Health and Safety Operational Committee

See also *Consulting Employees* (as set out in the Arrangements - Part 3 of this policy)

Section 2(6) of the Health and Safety at Work Act (1974) provides:-

"It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures"

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, the Headmistress will advise all staff of their right to be consulted on health and safety matters and will facilitate staff input into Health & Safety matters. Staff can provide feedback or raise concerns through the Health and Safety Operational Committee Meetings, through line management, and via INSET feedback forms, risk assessments and other feedback sheets.

Consultation with staff is an ongoing activity. Staff are encouraged to raise health and safety related matters through the Health and Safety Operational Committee, which meets once per term. The aim of the Committee is to promote and maintain a safe and healthy workplace for all members of the school community and all who visit the site. Staff can also raise a health and safety concern at any time with the Bursar or the Headmistress.

When required by unusual or extreme circumstances, the school may choose to consult with staff directly; for example, specific feedback forms were circulated during the Covid-19 pandemic, and staff were given full opportunity to consult on the risk assessments and other arrangements. All feedback is recorded and reviewed.

The Committee will comprise the following,

- Bursar (Chair)
- Representatives from high risk departments (such as Science, Technologies, Catering, offsite visits and trips, PE)
- Senior Deputy Head
- Head of Prep
- Domestic Bursar

All members of staff (not just committee members) may raise matters for discussion directly with the Bursar, as chair of the Health and Safety Operational Committee.

The Committee will consider certain specific matters:

- (i) Consultation with staff on matters impacting on health and safety;
- (ii) Recent incidents and action taken to prevent recurrence;
- (iii) Matters arising from recent site inspections;
- (iv) Implementation of instructions advice issued by the Domestic Bursar, in consultation with the Bursar;
- (v) Progress on remedying any specific hazards identified;
- (vi) Annual review of the Health and Safety Policy and monitoring of its implementation.

In accordance with the Health and Safety (Consultation with Employee) Regulations 1996, the School will ensure that members of the Health and Safety Operational Committee (and any other member of staff with Health and Safety accountabilities) receive the training they need to carry

out their roles, and will pay any reasonable associated costs, including travel and subsistence costs, together with paid time to carry out their Health and Safety functions.

G Role of the Headmistress

The Headmistress is responsible for the Health & Safety management of the School she may delegate staff and pupil matters to the Senior Deputy and Head of Prep Department, and policy implementation and review to the Bursar in order to manage the following:

- To pursue the aims of the School in respect of health, safety and welfare;
- To ensure the drafting and periodic review of Policy, ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) the provision of relevant training for staff;
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level;
- To advise all staff of their right to be consulted on health and safety matters;
- To ensure appropriate action is taken to eliminate or reduce hazards and risks;
- To report to the Governing Body where significant short term measures, such as temporarily ceasing an activity or closing a building, are deemed necessary to eliminate or mitigate a risk to an acceptable level;
- To ensure an up-to-date list of all safety representatives (e.g. fire marshals and first-aiders) is maintained, together with relevant training records;
- To support safety representatives in their performance of their roles;
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time;
- To ensure that materials and equipment purchased are safe and without risk to health when properly used;
- To ensure the safekeeping and administration of medication for those pupils with special medical needs;
- To ensure that the circumstances of accidents are properly reported and recorded and appropriate actions are taken to prevent or reduce the likelihood of recurrence;
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities could affect the occupants.

H Role of the Bursar

- To act as the School's H&S competent person;
- To act on behalf of the Headmistress on all Health and Safety matters in relation to external agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc;
- To support and convene (as Chair) the Health and Safety Governing Body and Operational Committees;
- To consult with the Headmistress for advice and guidance where his normal executive authority does not allow him to resolve the matter effectively;
- To organise and monitor the safe provision of all other non-curriculum services.

I Role of the Domestic Bursar

- To liaise with the Health and Safety Consultant;
- To arrange whole school H&S training, including induction training and specific H&S training for teachers and site care staff;

- To arrange Health and Safety Audits and Inspections as laid down in this Policy;
- To investigate safety matters raised by staff or pupils and to ensure necessary actions are taken;
- To monitor the maintenance of premises, plant, machinery and equipment;
- To ensure the statutory display of information (H&S Policy Statement, H&S Poster, Certificates of Liability Insurance, First Aid, Emergency Escape Routes, etc.);
- To ensure Safe Access to the premises for persons with disabilities and Safe Parking arrangements;
- To be responsible for the appointment (to include an assessment of their H&S competence) and monitoring of contractors;
- To be responsible for other Health and Safety matters as reasonably requested by the Headmistress and as indicated in the Organisation and Arrangements contained in this Policy.

J Role of other Responsible Persons (Senior Management, Heads of Department and Site Manager, as appropriate)

- To be the persons responsible for Health and Safety within their sphere of work or allocated responsibilities;
- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities;
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove/reduce them or have them removed/ reduced;
- To report to the Domestic Bursar, cases where their role does not allow them to deal effectively with a hazard/risk, or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification;
- To ensure that accidents are reported in accordance with instructions when so directed by the Domestic Bursar, and to establish the facts of any accident;
- To cooperate with the Senior Deputy Head to ensure that all staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues;
- To ensure the appropriateness of all Risk and COSHH Assessments;
- To ensure they provide department specific inductions and training for members of staff whom they line manage'
- To organise and monitor the administration of medication and First Aid as required and as appropriate;
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary;
- To ensure, within the remit of their responsibilities, that (i) employees new to the School receive training to help them perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the School and (iii) all other persons, visitors, parents and contractors, are also able to do so;
- In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work;
- To facilitate, within their area of responsibility, access to the curriculum for all pupils with disabilities.

K Duties of All Employees under the Act

Section 7 of the 1974 Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the School management in the interests of health and safety, e.g. fire drills, first aid, etc.

Breaches of the Act are criminal offences. In the event of prosecution, the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The School, employees, suppliers of goods and services and (so far as Section 8 is concerned) members of the public are all subject to the Act.

The Act also notes that the degree of care will be proportionately greater where persons of more than usual vulnerability are concerned, which must be borne in mind where pupils, employees or visitors have disabilities. Where people with disabilities use the premises, consideration must be given to any special Health and Safety requirements they may have.

Other special considerations relating to pupils, staff or visitors with disabilities, including access and sanitary accommodation, are covered in the School's Accessibility Policy.

L Role of the Health and Safety Adviser

Where requested:

- attend Health and Safety meetings
- carry out an Audit and Inspection of the School and submit a full written report, prioritising the issues identified
- review written procedures (audit)
- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- undertake investigation where there has been a notifiable accident or incident
- help draft and advise on policy
- review policy
- arbitrate on health and safety matters
- provide the School with up-to-date health and safety information
- attend pre-contract meetings
- inspect and monitor contractors on site
- contribute to curriculum

M Specific Areas of Responsibility

	Areas of Responsibility	Managed by
1	Accident Reporting and Recording	Domestic Bursar
2	First Aid	Senior Deputy

		Head of Prep
	(a) Accidents involving blood	First Aiders
	(b) Infectious Diseases	Senior Deputy Head of Prep
	(c) Administering Medicines to pupils	Senior Deputy Head of Prep
3	Emergencies	Domestic Bursar
	(a) Emergency Procedures and Drills	Domestic Bursar
	(b) Evacuation Notices and Signs	Domestic Bursar
4	Fire Fighting Equipment	
	(a) Checking	Domestic Bursar
	(b) Maintenance/Serviceing	Domestic Bursar
5	Control of Substances Hazardous to Health	Domestic Bursar Senior Deputy HoDs
6	Electrical Safety	Domestic Bursar
	(a) Mains	Domestic Bursar
	(b) Portable Appliances	Domestic Bursar
7	Gas Safety	Domestic Bursar
8	Smoking	Domestic Bursar
9	Workstation Assessments	HR Manager Domestic Bursar HODs
10	Defect and Hazard Reporting	Domestic Bursar
11	Health & Safety Information	Bursar
12	Risk Assessment	Domestic Bursar Senior Deputy HoDs
	(a) Equipment, activities, etc.	Senior Deputy Head of Prep
	(b) New and Pregnant Mothers	Headmistress Senior Deputy HR Manager
	(c) Fire Safety	Domestic Bursar

13	Staff duty Rotas	Senior Deputy Head of Prep
14	Clear Passageway	Domestic Bursar
15	Security	Bursar
16	Alarm Systems	Domestic Bursar
17	Intruders	Bursar
18	Violence to Staff	Headmistress
19	School Journeys and Outings	Senior Deputy Head of Prep
20	Minibuses, Coaches, Driving Permits, etc.	Domestic Bursar
21	Parking	Domestic Bursar
22	Road Safety and safety around the site	Bursar
23	Storage	HoDs
24	Contractors on Site	Domestic Bursar
25	Water Quality	Domestic Bursar
26	Swimming Pool maintenance	Site Manager
27	Letting of Premises or Facilities	Domestic Bursar
28	Consultation with Employees	Headmistress
29	Work Experience	Senior Deputy Head of Prep
30	Work Equipment	Domestic Bursar
31	Work at Height	Domestic Bursar
32	Asbestos	Bursar
33	Personal Protective Equipment (PPE)	Domestic Bursar
34	Classroom H&S checklist (termly)	HoDs
35	Departmental specific inductions	HoDs
36	Updating COVID-19 risk assessments	Senior Deputy & COVID Committee
37	Updating COVID-19 plan for full school reopening	Headmistress & Senior Deputy

N

Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every year and when required	Domestic Bursar	New Regulations, Codes of Practice, School Policies, etc. may have to be added in the interim
Review of COSHH assessments	Whenever changes occur and every two years	Domestic Bursar Senior Deputy HoDs	Central record to be kept by Domestic Bursar; Contractors to provide COSHH information, Catering, Cleaning, Contractors Assessments to be carried out straightaway for any new substance introduced
Record of use of Radioactive sources	Whenever used	Head of Science or Nominated person	Record to be checked during H&S Inspection
Water and Plant Record: Mains water quality testing, temperature taking and treatment procedures Swimming Pool water treatment management Recording of weekly and more frequent checks Plant Maintenance carried out by a contractor	As required by the Water Risk Assessment Each time treated	Domestic Bursar Site Manager	Log books to be kept up to date Training/ refresher training Check of safe storage of chemicals (weekly) Check of filters condition (weekly) Contractor maintenance at least annually or as recommended by manufacturers
Electrical Safety			

Certification of fixed installations	As advised on current Certificate		Appliances to be categorised for testing according to vulnerability (risk assessment) RCD testing and inspection by a competent person (electrician) is required. There is no legal requirement specifying frequency of testing.
Record of maintenance inspections of fixed installations	Annually		
Record of Portable Appliance Testing RCD testing and inspection record	6mths - 4yrs depending on usage/ according to Risk Assessment		
	Every 6-12 months recommended		
Fire Safety			
Record of staff training	Keep up to date		
Record of nominated persons - "fire marshals"	Keep up to date		
Record of Fire Fighting appliances check	Weekly		
Record of Fire Fighting appliances maintenance	Annually		Contractor carries out
Record of Fire Alarm testing	Weekly		Call points to be tested on a rota basis
Record of Fire Alarm, smoke detection and emergency lighting (battery) maintenance and servicing	6 monthly		Contractor carries out Emergency light testing by caretaker
Record of Emergency Lighting tests	Monthly		
Record of Fire Drills	Termly		Log time taken, note problems
Record of False Alarms	As required		Note reasons
Review of provision (including signage)	Annually		
First Aid			

Record of Accidents/ Injuries RIDDOR	As required As required	Receptionist Domestic Bursar	Serious injuries to be tabled at H&S and Governors Committee meetings (RIDDOR reports-see Part 4, Appendix A)
Record of number of First Aiders and First Aid stock	As required after assessment of needs	Headmistress	Need for replacement when a First Aider leaves Important for arranging re-training
Review of provision	Annually and as required		
Record of training of First Aiders	Keep up to date		
Record of Workstation Assessments [Display Screen Equipment]			
- training	Keep up to date	HR Manager	Claims to Bursar before having eye/eyesight test
- visits to Optician	As required		
- claims	When necessary		
- re-testing	As advised		
- review of assessments	On changes and as required		
Consulting Employees and their Representatives			
Record of Representatives	Keep up to date	Bursar	Union and non-Union representation
Record of staff H&S Representative training	On changes	Domestic Bursar	
Record of other H&S training	Keep up to date	Domestic Bursar	
Records of meetings	Keep up to date	Bursar	
Record of Young Persons on Work Experience	Annually	Senior Deputy Head of Prep	Full details to be kept. Pre-placement visit
Record of Asbestos visual checks of condition	Termly	Domestic Bursar Site Manager	External surveyor report to be used in inspection

Record of School Journeys, outings, off-site activities, etc.	On all occasions	Senior Deputy Head of Prep	
Record of Manual Handling training	Keep up to date	Domestic Bursar	Refresher training when needed
Record of Risk Assessments	Keep up to date	Domestic Bursar	Central record to be kept in dedicated H&S folder. (Refresher) Training needed
Review of Risk Assessments	Termly	Senior Deputy Head of Prep Headmistress	
Security			
Review of security arrangements	Annually and as required	Bursar	
Record of incidents	Keep up to date records	Domestic Bursar	
Record of maintenance of equipment	Annually	Domestic Bursar	
Review of Policy on Special Medical Needs	Annually or as required	Senior Deputy Head of Prep	
Records of pupils with Special Medical Needs	As required	Senior Deputy Head of Prep	
H&S Audit Reports	Annual	Bursar	
Record of all visitors on School Premises	Every occasion	Receptionists	Contractors to be checked in and out by Reception. Contractor visits to be monitored by Site Manager/ Domestic Bursar.
Minibuses			
Record of Minibus use	Keep up to date	Domestic Bursar	
Legal documentation	Keep in date	Domestic Bursar	
Record of Minibus maintenance	As required	Domestic Bursar	
Record of Minibus servicing	As scheduled		

Record of drivers and licences	Keep up to date	Domestic Bursar	
Record of driver training (MIDAS)	Keep up to date	Domestic Bursar	
H&S Checklist			
H&S Classroom, etc. checks	Termly	Domestic Bursar HoDs	Completed forms to be returned to F/M and HoDs for Action
Gas/Appliances	At least once a year according to recommendation	Domestic Bursar	Only a Gas Safe registered person can do this
Curriculum - Updating COVID-19 risk assessments	As information is provided by sources such as DATA and CLEAPSS	SMT	
Updating COVID-19 risk assessments	As government guidance is updated	Senior Deputy Head	
Maintaining COVID-19 plan for full school reopening	After performance reviews and ss government guidance is updated	Headmistress Senior Deputy Head	

Reviewed: November 2021

Next Review Date: November 2022